



Ordinary Meeting of Council

Minutes

25 November 2014

Preface

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

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

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

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

Unconfirmed Minutes

These minutes were approved for distribution on 27 November 2014.



Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 16 December 2014.

Signed: *Daniel A. Dew*

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

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Shire of Toodyay

ORDINARY MEETING – 25 NOVEMBER 2014

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Cr Dow, Shire President, declared the meeting open at 4.08 pm.

2. RECORDS OF ATTENDANCE

Members

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

Staff

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

Visitors

P Robinson	P Ruthven	J Hendersen
D Mustchin	M Leggett	M Sinclair-Jones

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

3. DISCLOSURE OF INTERESTS

The Chief Executive Officer advised that no disclosures of interest in the form of a written notice were 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 28 October 2014, the following questions were taken on notice.

A Henshaw

Summary of Question One

What was the specific conflict that required resolution and what is being done to remove the source of the conflict in respect to the expenditure of \$630?

Unfortunately I am not able to provide the specific details of the conflict. It is standard practice for the details of mediation sessions to be confidential. The CEO has authority to make the necessary purchase decisions and he is satisfied that the expense was necessary and the account properly issued.

P Ruthven

Summary of Question One

In response to a question by Mr Allan Henshaw at the September Ordinary Meeting of Council it was stated that “the previous conflict occurred over two years ago and was the culmination of unsuccessful attempts at mediation.” As my wife and I were the prime targets in this dispute I would like you to clarify this. The only meeting in which we were involved was the one at which we were asked to step down from the brigade. We were shown statements about us, but not given time to read them let alone respond to the allegations, some of which are provable lies. We requested mediation at the time but nothing was forthcoming. Could you please tell me what were these mediation attempts to which you are referring? Specifically what meetings were held? Secondly, who was involved in these mediation attempts?

What were the mediation attempts?

By the time the present CEO arrived all action that was to be taken had been taken. The former CEO and CBFCO indicated that they had attempted to mediate a solution before arbitrating the final solution. I have no specific details of whether these attempts were in person or by other means. I also have no details of any allegations, only of the outcome that involved closing the shed to all but fire fighters. The events in question took place almost 3 years ago and it is well past the time for everyone to move on.

B Ruthven

Summary of Question One

In the October issue of the Toodyay Herald the CEO stated the Shire currently had 350 active firefighters who are well trained. The term active firefighter is used frequently in the Bush Fire Operating Procedures. The Bush Fires Act refers to firefighters and not active firefighters. Will you please provide a definition?

The CEO had quite a wide-ranging discussion with the Toodyay Herald during which a number of terms were used. These included.

- *Volunteers – fire brigade volunteers registered with DFES for insurance purposes;*
- *Fire Fighters – the sub-set of volunteers who are trained to fight fires; and*
- *Active Fire Fighters – the sub-set of fire fighters who actively participate in brigade activities including availability to be included on turn out rosters.*

The number of 350 refers to volunteers. The actual figure now brigades have confirmed numbers is now around 300.

Summary of Question Two

Would you provide a breakdown of the number of active firefighters in each Toodyay Bush Fire Brigade?

The breakdown of Shire of Toodyay Bushfire Brigade numbers are as follows:

	<u>Total</u>
<i>Brigade numbers including auxiliaries</i>	301
<i>Firefighter Numbers</i>	225

The breakdown of "Rostered" Firefighters per Brigade is as follows:

<u>Brigade</u>	<u>Total</u>
CENTRAL BFB	20
COONDLE BFB	20
JULIMAR BFB	20
MORANGUP BFB	9
BEJOORDING BFB	15
TOTAL Rostered Firefighters	<u>84</u>

P Robinson

Summary of Question One

Given that Council has advised that they have no role in allowing or disallowing bauxite mining what point is there in Council being on the Advisory Committee?

The Shire President took this question on notice and responded as follows:

"From my point of view this allows the possibility of Council obtaining more information as to what the Mining people are doing so that we can provide this information to the Community."

The subject of the question is really the core issue to be considered by Council when it debates participation in the group. While the Shire of Toodyay does not have the responsibility or the capacity to approve or reject a mining proposal, there is capacity for Council to influence the other outcomes around the project. This includes minimising or mitigating any negative impacts from the project, and maximising any potential positive outcomes. It may be possible for Council to achieve more influence by operating across multiple channels of communication. It is for Council to decide whether any potential benefits outweigh the possible perception of Council support for the project that may arise as a result of participation.

4.2 PUBLIC QUESTION TIME

P Ruthven

Question One

In addition to the question I asked during the October Council Meeting I wish to know specifically what the action was that had been taken.

The Shire President took this question on notice.

Question Two

What mediation attempts were taken in respect to Coondle Bushfire Brigade?

The Shire President took this question on notice.

Question Three

The Bush Fire Operating Procedures were adopted by Council as an Interim Policy on 24 June 2014. Does this document have any legal standing? Are the rules and procedures enforceable without the local law in place?

The Shire President took this question on notice.

Question Four

The response to B Ruthven's questions at the October Council meeting included a statement as follows:

"The CEO had quite a wide-ranging discussion with the Toodyay Herald during which a number of terms were used."

Was the CEO misquoted in relation to the number of active firefighters?

The Shire President took this question on notice.

Question Five

Was the CEO speaking on behalf of the Shire? If he was, how does this comply with the rescission of delegation D9 Dealing with the media?

The Shire President took this question on notice.

5. CONFIRMATION OF MINUTES

5.1 Ordinary Meeting of Council held on 28 October 2014

**OFFICERS RECOMMENDATION/COUNCIL RESOLUTION NO
328/11/14**

MOVED Cr Rayner

That the Unconfirmed Minutes of the Ordinary Meeting of Council held on 28 October 2014 be confirmed.

MOTION CARRIED 9/0

5.2 Council Forum held on 11 November 2014

**OFFICERS RECOMMENDATION/COUNCIL RESOLUTION NO
329/11/14**

MOVED Cr Greenway

That the notes of the Council Forum held on 11 November 2014 be received.

MOTION CARRIED 9/0

5.3 Confidential Minuted Items

5.3.1 Ordinary Meeting of Council held on 28 October 2014

**OFFICERS RECOMMENDATION/COUNCIL RESOLUTION NO
330/11/14**

MOVED Cr Chitty

That the Unconfirmed Confidential Minuted Items of the Ordinary Meeting of Council held on 28 October 2014 be confirmed.

MOTION CARRIED 9/0

5.3.2 Council Forum held on 11 November 2014

**OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO
331/11/14**

MOVED Cr Lloyd

That the Unconfirmed Confidential Noted Program Item of the Council Forum held on 11 November 2014 be received.

MOTION CARRIED 9/0

6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

6.1 PETITIONS

Nil.

6.2 DEPUTATIONS

Nil.

6.3 PRESENTATIONS

Nil.

6.4 SUBMISSIONS

Nil.

7. BUSINESS FROM PREVIOUS MEETING (IF ADJOURNED)

Nil

8. ANNOUNCEMENTS BY THE PRESIDING MEMBER

8.1 PRESIDENT'S REPORT

Toodyay has been chosen as the winner of the 2014 WA State Tidy Towns Sustainable Communities award, announced on Friday 21 November by Environmental Minister Albert Jacob. Mr Jacob said that Toodyay ticked boxes in all judging categories ranging from general appearance, to waste management, litter prevention, water conservation and energy innovation. Congratulations to the Toodyay Tidy Towns Committee for their innovative and enthusiastic drive that has encouraged the wonderful efforts of 870 volunteers contributing an estimated 14,400 hours to projects throughout the last year.

Bush fire mitigation work around the Toodyay townsite has now been completed. Basically this work comprised of heavy duty slashing of portions of Pelham reserve adjoining the townsite, areas adjacent to the Toodyay District High school, portion of the old railway reserve in Toodyay Street and targeted areas of the river reserve within the town, through to Leeder Street in the old West Toodyay Townsite. While there is no doubt that this mitigation work has the potential to reduce the intensity of a bush fire, it is not a preventative measure. Obviously residents still need to ensure that their properties are fire safe. On 10 November a fire adjacent to Sandplain Road, on a property that was completely destroyed during the disastrous 2009 bushfire is a reminder of how quickly previously gutted areas can regenerate dangerous fuel loads. There has been quite a lot of discussion recently on the actual numbers of active and available firefighters within our Shire. Although the numbers have been revised downward from previously published statistics it is important to acknowledge the availability of up to fifty private units, mostly farmer-owned, that often assist with bushfire control.

On Saturday 22 November, Councillors and the CEO attended a community meeting at Morangup to discuss residents' concerns relative to a proposal by BRL and BAJV to mine Bauxite in the Morangup area. This well-attended meeting was an opportunity for elected members to obtain a better understanding of the possible detrimental effects that this proposed mining venture may have on nearby residents. It was also an opportunity for Council to respond to the many comments and questions being asked regarding Council's current and future involvement with the project proponents and to also clarify the constraints imposed upon Council's powers by the Mining Act. I reiterate that Council continues to maintain a neutral stance; neither supporting nor opposing Bauxite mining and that we do not have access to any information or data that is not already in the public domain. I thank the organisers and attendees for their civil and courteous attitude throughout the afternoon and for their hospitality at the conclusion of the meeting.

9. REPORTS OF COMMITTEES AND EMPLOYEE REPORTS

9.1 COMMUNITY DEVELOPMENT

There were no reports.

9.2 PLANNING AND DEVELOPMENT

9.2.1 Lot 1 Bindoon Dewar's Pool Road, Dewar's Pool - 3 to 6 Dogs Application.

Date of Report:	14 November 2014
Applicant:	Vladimir Temnoff
File Ref:	DOG7/1BIND/A1132
Author:	Tobie Prater – Development Support Officer
Responsible Officer:	Graeme Bissett - Manager Planning & Development
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

INTRODUCTION

Council is requested to consider an application for the keeping of more than two (2) dogs at Lot 1 Bindoon Dewar's Pool Road, Dewar's Pool.

The application is referred to Council as the applicant is proposing a variation to Council's Policy.

BACKGROUND

Lot 1 Bindoon Dewar's Pool Road, Dewar's Pool has an area of 4.1ha and is zoned 'Rural' under the provisions of Local Planning Scheme No 4.

The owner is seeking approval to have four dogs in total; two (2) Miniature Schnauzers a Jack Russell and a German Shepherd. Three of these dogs are currently registered on the property. The owner's reason for the request is the German Shepherd is his retired military dog who has passed strict military assessments to be re-homed as a pet.

The application is being referred to Council as it is a variation to Council's policy.

CONSULTATION

In accordance with Local Planning Policy LPP.15 – Keeping of 3 to 6 Dogs, consultation has been undertaken with all adjoining landowners whose property boundaries are within a fifty (50) metre radius of the subject land. Adjoining

landowners had fourteen (14) days from the date of referral to lodge a written submission on the proposed application.

The application was referred to four adjoining landowners with no submission received.

STATUTORY ENVIRONMENT

Section 26 of the *Dog Act 1976* outlines the limitations on dog numbers. The Act allows for the local government to create Local Laws to control the number of dogs on a property.

Clause 3.2(3) of the Shire of Toodyay Dogs Local Law which is made pursuant to the *Dog Act 1976*, outlines that Council may approve more than two dogs on a property. Local Planning Policy LPP.15 – Keeping of 3 to 6 Dogs, provides clarification on this clause in the Local Law.

The application therefore complies with the Act and the Shire of Toodyay's Dogs Local Law.

POLICY IMPLICATIONS

Local Planning Policy LPP.15 – Keeping of 3 to 6 Dogs, applies to the proposal. The policy states that a maximum of 3 dogs is permitted in a Rural zone and the applicant is seeking approval for 4.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

The proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

The proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

It is considered that the keeping of animals which can be difficult to contain on an owner's property or animals that may create excessive noise levels may negatively impact upon the adjoining landowners.

OFFICER'S COMMENT

The application for the keeping of 4 dogs on Lot 1 Bindoon Dewar's Pool Road, Dewar's Pool, would be a variation to Councils Policy as it details a maximum of 3 dogs can be considered in Rural zone.

The Rangers have been consulted and have advised that they have no issues with this application. The property has ring lock fencing all around. The two Schnauzers are elderly and rarely venture from the verandah. The German Shepherd worked with his owner for many years in the military, is very friendly and needed to pass strict military assessments to be rehomed as a pet. As there haven't been any issues in regards to the dogs at this property, it is considered a variation and in this case would be acceptable.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 332/11/14

MOVED Cr Craddock

That:

1. Council approve the application for the keeping of 4 dogs on Lot 1 Dewar's Pool Road, Dewar's Pool subject to the following conditions:

- a) All dogs must be confined to the property and kept under control by the following means:
 - (i) Fencing and gates on the premises or a portion of the premises where the dogs are to be contained, must be of a suitable type, height and construction to prevent the dogs at all times from passing over, under or through it, or
 - (ii) an approved electronic confinement.
- b) Any proven complaints regarding the dogs offending against the *Dog Act 1976* will result in the permit being revoked and the number of dogs having to be reduced to a maximum of two (2) within fourteen (14) days.
- c) All dogs must be registered and registration must be maintained.
- d) The approval only applies to the following dogs;

Name	Breed	Sex	Reg No	Age	Colour
Franklin	Schnauzer	M	1500355	15yrs	Grey
Rodney	Schnauzer	M	1500356	15yrs	Grey
Louie	Jack Russell	M	1500357	14yrs	Black/Tan
Bruiser	German Shepherd	M	TBA	13yrs	Sable

- e) Upon the death or disposal of one or more of the above dogs, the permit will cease and the number of dogs permitted will revert to three.
- f) Ranger services need to be notified in writing of the dogs details and any change to details, this includes change of address and/or change of ownership.

MOTION CARRIED 9/0

9.2.2 Lot 143 Redgum Circle, Coondle - 3 to 6 Dogs Application.

Date of Report:	14 November 2014
Applicant:	Anne Maria Bierman
File Ref:	DOG7/143REDG/A2500
Author:	Tobie Prater – Development Support Officer
Responsible Officer:	Graeme Bissett - Manager Planning & Development
Officer's Disclosure of Interest:	Nil
Attachments:	1. Schedule of Submissions.
Voting Requirements:	Simple Majority

INTRODUCTION

Council is requested to consider an application for the keeping of more than two (2) dogs at Lot 143 Red gum Circle, Coondle.

The application is referred to Council because it cannot be considered under the CEO's delegated authority due to the receipt of a submission as a result of advertising.

BACKGROUND

Lot 143 Red gum Circle, Coondle has an area of 2ha and is zoned 'Rural Residential' under the provisions of Local Planning Scheme No 4.

The owner is seeking approval to have three dogs in total; a Jack Russell, a Border Collie and a Maltese Terrier. Two of these dogs are currently registered on the property. The owner's reason for the request is both children have a dog and the owner would like one for herself.

CONSULTATION

In accordance with Local Planning Policy LPP.15 – Keeping of 3 to 6 Dogs, consultation has been undertaken with all adjoining landowners whose property boundaries are within a fifty (50) metre radius of the subject land. Adjoining landowners had fourteen (14) days from the date of referral to lodge a written submission on the proposed application.

The application was referred to six adjoining landowners with one submission received.

STATUTORY ENVIRONMENT

Clause 3.2(3) of the Shire of Toodyay Dogs Local Law which is made pursuant to the *Dog Act* 1976, outlines that Council may approve more than two dogs on

a property. Local Planning Policy LPP.15 – Keeping of 3 to 6 Dogs, provides clarification on this clause in the Local Law.

The application therefore complies with the Act and the Shire of Toodyay's Dogs Local Law.

POLICY IMPLICATIONS

Local Planning Policy LPP.15 – Keeping of 3 to 6 Dogs, applies to the proposal. As an objection was received during the public consultation period, it is required to be referred to Council for consideration.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

The proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

The proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

It is considered that the keeping of animals which can be difficult to contain on an owner's property or animals that may create excessive noise levels may negatively impact upon the adjoining landowners.

OFFICER'S COMMENT

The application for the keeping of 3 dogs on Lot 143 Redgum Circle, Coondle can be entertained under the provisions of Local Planning Policy LPP.15 – Keeping of 3 to 6 Dogs.

The Rangers have been consulted and they have advised that there are no issues with this application and are in support of it.

The objection raised by the adjoining landowner relates to barking dogs and the objector acknowledges that the issue is with the dogs on the adjacent property. It is noted that barking dogs can be a nuisance however the Rangers have advised that they have not received any formal complaints about barking dogs with the landowners concerned. To prevent this from being an issue in the future the Rangers have spoken to the owners of the adjoining property which the submitter raises concern with.

Based on the above comments it is recommended that Council issue approval for the application.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 333/11/14

MOVED Cr Chitty

That:

1. Council approve the application for the keeping of 3 dogs on Lot 143 Redgum Circle, Coondle subject to the following conditions:
 - a) All dogs must be confined to the property and kept under control by the following means:
 - (i) Fencing and gates on the premises or a portion of the premises where the dogs are to be contained, must be of a suitable type, height and construction to prevent the dogs at all times from passing over, under or through it, or
 - (ii) an approved electronic confinement.
 - b) Any proven complaints regarding the dogs offending against the *Dog Act 1976* will result in the permit being revoked and the number of dogs having to be reduced to a maximum of two (2) within fourteen (14) days.
 - c) All dogs must be registered and registration must be maintained.
 - d) The approval only applies to the following dogs;

Name	Breed	Sex	Reg No	Age	Colour
Dolly	Border Collie	F	1700004	2yrs	Black & White
Rosie	Jack Russell	F	1700005	2yrs	White & Brown
Princess	Maltese Terrier	F	TBA	1yr	Black & White

- e) Upon the death or disposal of one or more of the above dogs, the permit will cease and the number of dogs permitted will revert to three.
- f) Ranger services need to be notified in writing of the dogs details and any change to details, this includes change of address and/or change of ownership

MOTION CARRIED 9/0

9.2.3 Adoption of LPP26 Subdivisional Development Guidelines

Date of Report:	19 November 2014
Name of Applicant / Proponent/s:	Shire of Toodyay
File Reference:	PCY2
Author:	Graeme Bissett – Manager Planning & Development
Responsible Officer:	Graeme Bissett – Manager Planning & Development
Previously Before Council:	22 April 2014 (Res No 104/04/14) 10 June 2014 (Council Forum) 22 June 2014 (Res No. 148/06/14) 28 October 2014 (Res No. 319/10/14)
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Legislative
Attachments:	1. Excerpt from Ordinary Meeting of Council held on 16 April 2014; 2. Excerpt from Council Forum held on 10 June 2014; and 3. Draft copy of LPP.26.
Voting Requirements:	Simple Majority

PURPOSE OF THE REPORT

The purpose of this report is for Council to consider the outcomes from the advertising of the proposed Local Planning Policy LPP.26 Subdivisional Development Guidelines and the recommendation to adopt this policy with or without changes.

Note: This report is being brought back to Council after being deferred from the October 2014 meeting after the following resolution:

That the item be deferred to permit members to have more time to consider it.

BACKGROUND

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

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

This matter was then submitted to Council's 22 April 2014 Ordinary meeting (refer to **Attachment 1**) where Council resolved to refer it to a Forum for further detailed consideration. This occurred on 10 June 2014 (refer to **Attachment 2**) where a number of changes were indicated as needed to the policy in conjunction with the redraft the notes from this forum are attached).

A draft of the policy with the suggested changes was then considered at an Ordinary Meeting of Council held on 22 June 2014. At this meeting Council resolved (Resolution 148/06/14) as follows:

That Council:

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

CONSULTATION IMPLICATIONS

Public advertising was conducted in accordance with the requirements of Clause 2.4 of the Shire's Local Planning Scheme No. 2.

At the end of the notification period only one public submission was received in relation to this matter. This submission made the comment that the requirement to upgrade roads leading up to new subdivisions is a unreasonable imposition on developers especially in relation to smaller subdivisions and subdivisions any distance from sealed roads and has the effect of making it economically unviable to subdivide such land.

Additional further consultation with the Works Manager also highlighted two additional issues for Council to consider prior to the final endorsement of this policy. These are:

- a) Setting the maximum road reserve width required as 20m instead of the blanket 30m with the exception of industrial subdivision which would remain at 30m; and
- b) Requiring any stormwater management design system incorporates measures to minimise the presence of standing water after a rain

event and incorporates design features to prevent the breeding of mosquito larvae.

It should be noted if further submissions from members introduce further significant change to this proposed LPP a further period of public notification will be required to allow for public comment on any new changes. This matter will then be brought back to Council for final consideration to consider any comments received as a result of the additional notification period.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

LEGAL AND STATUTORY IMPLICATIONS

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

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

RISK IMPLICATIONS

This proposal does not contain any notable risk implications including implications for our draft DAIP.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER COMMENT / DETAILS

A copy of the Draft LPP that was advertised is attached for comment (refer to **Attachment 3**). To finalise this draft into a Local Planning Policy in readiness for full implementation what is required is as follows:

- a. To consider as a result of the consultation period if any further changes are required to be included;
- b. Incorporate any further changes providing they are minor; and
- c. Readvertise the policy notifying that it will now come into effect in accordance with the Town Planning Scheme requirements detailed under Clause 2.4 of Part 2 of the Scheme.

Note: If further changes are considered significant a further period of consultation is required and further consideration is to be given by Council before adopting the revised policy and advertising its implementation.

It is suggested that the two issues raised in consultation with the Works Manager nominated above be incorporated in the draft and this be then adopted as the final version for final advertising. It is considered that both of these changes are minor in nature and would not require the re-advertising of the amended draft policy for reconsideration by the shire residents.

The one submission received as a result of the public notification should be noted as outlined in the consultation section but this submission is not seen as justification to further alter this document. There is provision already for a discretionary variation to the road upgrading requirements within the new draft document for smaller subdivisions. In regards to any other subdivisions proposed it is considered essential to retain the upgrading requirements to ensure:

- A) The Shire is not burdened with future costs of road building;
- B) The new lots have access to an appropriate standard road immediately; and
- C) To ensure further subdivision is encouraged close to already established areas with existing appropriately constructed road networks.

This item is now being brought back for reconsideration after being deferred from the October 2014 ordinary meeting to allow members additional time to consider this matter. It is understood there may be more changes proposed to this new LPP as a result. If this is the case and these are significant this policy will need to be re-advertised in accordance with the provisions of the Shire's Local Planning Scheme and brought back to Council to consider any further comments which may be submitted as a result of re-advertising.

OFFICERS RECOMMENDATION

That Council:

1. Endorse the draft Local Planning Policy 26 – Subdivisional Guidelines with the following changes:
 - i) Setting the maximum road reserve width required as 20m instead of the blanket 30m with the exception of industrial subdivision which would remain at 30m; and
 - ii) Incorporate a requirement that any stormwater management design system incorporates measures to minimise the presence of standing water after a rain event and incorporates design features to prevent the breeding of mosquito larvae.
 - iii) That quantification of section 1.1.2 and 1.1.6 be established prior to
2. Direct the Manager of Planning and Development to advertise the altered final version of the Local Planning Policy 26 – Subdivisional Guidelines in accordance with the requirements of clause 2.4 of the Shire Town Planning Scheme No 4.
3. Note the contents of the submission received in relation to road upgrading but leave the current provisions unchanged in the draft LPP 26.

Cr Lloyd moved the Officer's Recommendation as follows:

That Council:

1. **Endorse the draft Local Planning Policy 26 – Subdivisional Guidelines with the following changes:**
 - i) Setting the maximum road reserve width required as 20m instead of the blanket 30m with the exception of industrial subdivision which would remain at 30m; and**
 - ii) Incorporate a requirement that any stormwater management design system incorporates measures to minimise the presence of standing water after a rain event and incorporates design features to prevent the breeding of mosquito larvae.**
 - iii) That quantification of section 1.1.2 and 1.1.6 be established prior to**

2. **Direct the Manager of Planning and Development to advertise the altered final version of the Local Planning Policy 26 – Subdivisional Guidelines in accordance with the requirements of clause 2.4 of the Shire Town Planning Scheme No 4.**
3. **Note the contents of the submission received in relation to road upgrading but leave the current provisions unchanged in the draft LPP 26.**

Clarification was sought.

Cr Craddock foreshadowed an amendment to the motion.

Further clarification was sought.

Manager Community Development entered Council Chambers at 4.39 pm.

Cr Craddock moved two amendments to the motion as follows:

1. **That at Point (1) a new point (iii) be inserted to read as follows:**
 - (iii) **That Paragraph 2 under Clause 1.1.2 be moved to the beginning of the Policy; and**
2. **That at Point (1) a new point (iv) be inserted to read as follows:**
 - (iv) **That the words “very small” and “disproportionate” be approximately quantified.**

Clarification was sought.

Cr Lloyd accepted the first amendment.

Cr Lloyd did not accept the second amendment.

Cr Madacsi seconded the second amendment.

Debate commenced.

Clarification was sought.

The second amendment was put.

AMENDMENT

MOVED Cr Craddock

SECONDED Cr Madacsi

That at Point (1) a new point (iv) be inserted to read as follows:

- (iv) That the words “very small” and “disproportionate” be approximately quantified.

AMENDMENT LOST 3/6

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

That at Point (1) a new point (iv) be inserted to read as follows:

- (iv) That at Clause 1.2.10 the word “natural” be replaced by the word “remnant”**

Cr Lloyd did not accept the amendment.

Cr Madacsi seconded the amendment.

Debate commenced.

Clarification was sought.

The amendment was put.

AMENDMENT

MOVED Cr Craddock

SECONDED Cr Madacsi

That at Point (1) a new point (iv) be inserted to read as follows:

- (iv) That at Clause 1.2.10 the word “natural” be replaced by the word “remnant”

AMENDMENT LOST 3/6

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

That at Point (1) a new point (iv) be inserted to read as follows:

- (iv) That quantification of section 1.1.2 and 1.1.6 be established prior to endorsing the draft Local Planning Policy.**

Clarification was sought.

Cr Lloyd did not accept the amendment.

Cr Firms seconded the amendment.

Debate commenced.

Cr Firms foreshadowed an amendment to the substantive motion.

Clarification was sought.

Cr Firms foreshadowed an alternative motion.

COUNCIL RESOLUTION NO 334/11/14

MOVED Cr Firms

That Standing Orders 9.2(1) and 7.9 be suspended to permit debate on the motion, and to allow members to address the Council more than once on the motion or any amendments made to that motion.

MOTION CARRIED 9/0

Standing Orders were suspended at 5.22 pm.

Discussion continued.

Clarification was sought.

The amendment was put.

AMENDMENT

MOVED Cr Madacsi

SECONDED Cr Firms

That at Point (1) a new point (iv) be inserted to read as follows:

(iv) That quantification of section 1.1.2 and 1.1.6 be established prior to endorsing the draft Local Planning Policy.

AMENDMENT LOST 3/6

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

That at point (1) (i) the word “minimum” replace the word “maximum”

Cr Lloyd accepted the amendment.

Clarification was sought.

Cr Lloyd moved a procedural motion as follows:

That in accordance with Shire of Toodyay Standing Order 10.8 the question be put.

The Shire President advised, in accordance with Standing Order 10.3, that the motion could not be moved by the mover of the substantive motion.

Clarification was sought.

Cr Firms moved an amendment to the motion as follows:

That at Point (1) a new point (iv) be inserted to read as follows:

(iv) That at Clause 1.1.11 the word "Council" be replaced with the words "Shire of Toodyay"

Cr Lloyd accepted the amendment.

Cr Greenway moved a procedural motion as follows:

That in accordance with Shire of Toodyay Standing Order 10.8 the substantive motion be put.

Cr Firms objected to the procedural motion.

Cr Chitty seconded the procedural motion.

The procedural motion was put.

COUNCIL RESOLUTION NO 335/11/14

MOVED Cr Greenway

SECONDED Cr Chitty

That in accordance with Shire of Toodyay Standing Order 10.8 the substantive motion be now put.

MOTION CARRIED 5/4

The substantive motion was put.

COUNCIL RESOLUTION NO 336/11/14

MOVED Cr Lloyd

That Council:

1. Endorse the draft Local Planning Policy 26 – Subdivisional Guidelines with the following changes:
 - i) Setting the minimum road reserve width required as 20m instead of the blanket 30m with the exception of industrial subdivision which would remain at 30m; and
 - ii) Incorporate a requirement that any stormwater management design system incorporates measures to minimise the presence of standing water after a rain event and incorporates design features to prevent the breeding of mosquito larvae.
 - iii) That Paragraph 2 under Clause 1.1.2 be moved to the beginning of the Policy;
 - iv) The at Clause 1.1.11 the word “Council” be replaced with the words “Shire of Toodyay”
2. Direct the Manager of Planning and Development to advertise the altered final version of the Local Planning Policy 26 – Subdivisional Guidelines in accordance with the requirements of clause 2.4 of the Shire Town Planning Scheme No 4.
3. Note the contents of the submission received in relation to road upgrading but leave the current provisions unchanged in the draft LPP 26.

MOTION CARRIED 5/4

Cr Firns departed Council Chambers at 5.54 pm.

9.3 WORKS AND TECHNICAL SERVICES

9.3.1 Request to Physically Close “Black Swamp Place” Morangup

Date of Report:	14 th November 2014
Name of Applicant / Proponent/s:	Main Roads WA
File Reference:	TEC 5 – ICR28563
Author:	Les Vidovich – Manager Works & Services
Responsible Officer:	Stan Scott – Chief Executive Officer
Previously Before Council:	Yes – 19 th March 2009
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive
Attachments:	1. Correspondence and plan from Main Roads WA.
Voting Requirements:	Simple Majority

PURPOSE OF THE REPORT

The purpose of this report is to inform Council of a letter that has been received from Main Roads WA in respect to the physical closure of ‘Black Swamp Place’ in Morangup.

BACKGROUND

Correspondence has recently been received from Main Roads WA encouraging Council to undertake measures to permanently ensure that Black Swamp Place is physically closed to all vehicle traffic. Main Roads considers closing the road will significantly improve road safety at the location.

At the ordinary meeting of Council held on the 19th March 2009 it was resolved (Council Resolution No 466/03/09) that Council:

1. In accordance with section 58 (1) of the Land Administration Act 1997, request the Minister for Lands to close Black Swamp Place, Morangup.
2. Advise the Minister for Lands, that should closure of Black Swamp Place be granted, then it is requested that consideration be given to the rehabilitation of the subject land.
3. In accordance with section 56 (1) of the Land Administration Act 1997, request the Minister for Lands to dedicate a portion of

Morangup Nature Reserve 38924, as indicated on the attached plan, as road to ensure the continuity of Morangup Road and indemnify the Minister against any claims for compensation.

4. Advise Main Roads Western Australia of concerns raised through public submissions, relating to perceived road safety issues with both the Morangup Road and Dryandra Road intersections with Toodyay Road, and request investigation into this matter.

Black Swamp Place currently provides access from Toodyay Road to Morangup Road (or Vice Versa) through the Morangup Nature Reserve 38924. The road is primarily used as a 'short-cut' into the Morangup subdivision by vehicles travelling south west along Toodyay Road or for vehicles heading to Toodyay from Morangup Road.

In reviewing Council's records on this matter, it is clear that this is an issue that has been deliberated upon for some time and has only part actioned. Landgates deposited plan 70304 (as attached) lists the road as being closed however it has not been physically closed and is still open with a road sign installed on the Toodyay and Black Swamp intersection.

A copy of the letter and plans received from Main Roads WA is attached.

CONSULTATION IMPLICATIONS

Consultation has been carried out in accordance with the requirements prescribed under the Land Administration Act 1997; the road closure was advertised for public comment in February 2009 and the roads closure was endorsed by the Council at the time in March 2009.

STRATEGIC IMPLICATIONS

The physical closure of Black Swamp Place will alleviate the current anomaly that exists with Landgate's deposited plan as the road is listed as being closed.

POLICY IMPLICATIONS

The road closure has been undertaken in accordance with statutory requirements, in addition to Level E consultation as defined within Council's Policy M.2 "Public Consultation - Formal Matters"

FINANCIAL IMPLICATIONS

This proposal has financial implication of approximately \$5,000 which is currently not budgeted. Works and Services personnel require an allocation of these funds to

- 1) Remove the existing street signs,
- 2) Block off each end of Black Swamp Place with material and install a chained gate that will be padlocked

- 3) Install road closure signage at each approach on Morangup and Toodyay Road to prevent the roads use.

LEGAL AND STATUTORY IMPLICATIONS

The procedure for the closing a road is prescribed under Section 58 of the Land Administration Act 1997. This legislation is administered by the Minister for Lands and the Department of Regional Development and Lands.

There are four main steps involved in closing a road:

- 1) The Local Government needs to decide whether it is willing to initiate the road closure request.
- 2) The Local Government must then advertise the proposed road closure.
- 3) The Local Government then considers submissions received during the advertising period and must resolve to close the road and request the Department of Regional Development and Lands to proceed with the road closure.
- 4) The Minister is then to choose whether or not the request is to be granted.

The process carried out to date is in compliance with the above-mentioned legislation however physical closure of Black Swamp Place is still required to align with Landgates deposited plan.

RISK IMPLICATIONS

This proposal does not contain any notable risk implications

ENVIRONMENTAL IMPLICATIONS

It was previously indicated within the agenda item presented to the 19th March 2009 Ordinary Meeting of Council, that consideration be given for Black Swamp Place road reserve to be rehabilitated should the road closure be approved.

SOCIAL IMPLICATIONS

The proposal to close Black Swamp Place may inconvenience users of this 'short-cut' into and out the Morangup subdivision; however it will result in an improvement in road safety for all users of Toodyay and Morangup Road.

OFFICER COMMENT / DETAILS

An inspection has been carried out on Black Swamp Place by Works and Services staff. The road closure is supported for road traffic safety reasons. Vehicles travelling south west along Toodyay Road have minimum vision or reaction time to stop safely should a vehicle be waiting on this road to turn into Black Swamp Place. Additionally the exit from Black Swamp Place onto Morangup Road is situated on a bend with vision being poor.

Physically closing the road, will result in a slightly longer diverted access route to the Toodyay Town site and will remove the current shortcut into the Morangup subdivision, however this is not deemed a reasonable argument to leave the road open, given the safety issues presented.

It may be alleged that there will be a loss in access for fire fighting vehicles; however the land on either side of this road reserve is Crown Land, and is vested as a Nature Reserve under the control of the Department of Parks and Wildlife. Upon physical closure of the road reserve, the subject land will (and already has) become vested as part of this Nature Reserve, meaning that fire breaks and maintenance of such will be the responsibility of the Department of Parks and Wildlife.

There are fire breaks already installed through the Reserve and it is considered that retaining the road, even as a track, will encourage vehicle trespassing. It is proposed that Fire fighting vehicles will still have access into the former road and Nature Reserve by entry through a padlocked gate from either Morangup or Toodyay Road's. There is currently no property that directly accesses off Black Swamp Place.

Improved road safety is the primary outcome to be achieved here and albeit there may be issues or concerns with physically closing the road, the road reserve is already closed as shown on Landgates deposited plan and is now the responsibility of the Department of Parks and Wildlife.

OFFICERS RECOMMENDATION/COUNCIL RESOLUTION NO 337/11/14

MOVED Cr Lloyd

That Council

- 1) Approve the physical closure of Black Swamp Place in Morangup in accordance with Landgates Deposited Plan 70304 and Council Resolution No 466/03/09.
- 2) Allocate up to \$5000 from the Road Maintenance Account (GL: 123201) for the works to be to be performed.

MOTION CARRIED 8/0

The Shire President adjourned the meeting at 6.01 pm.

The Shire President resumed the meeting at 6.38 pm.

The Manager Community Development was not present when the meeting resumed.

COUNCIL RESOLUTION NO 338/11/14

MOVED Cr Rayner

That Standing Orders be resumed.

MOTION CARRIED 8/0

Standing Orders were resumed at 6.39 pm.

9.3.2 Preferred Supplier Tender - Supply, Delivery and Placement of Asphalt

Date of Report:	18 November 2014
Proponent:	Shire of Toodyay
File Ref:	TEN 48
Author:	Les Vidovich – Manager Works and Services
Responsible Manager:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple majority

INTRODUCTION

For Council to award the contract for the Supply, Delivery and Placement of Asphalt road surfacing within the Shire of Toodyay, for a one year period commencing the 1st December 2014. To allow the Works and Services Department to complete Councils 2014/15 Construction Program.

BACKGROUND

In accordance with the Tender Regulations of the Local Government Act, Councils are required to call tenders for the supply of goods where the value exceeds \$100,000.00.

Although under the Local Government (Functions and General) Regulations 1996; Regulation 11 (2b) members can access WALGA's set of Preferred Suppliers Panel Contracts without the need to independently tender, irrespective of the value of the purchase. These panel contracts provide a tender exemption and WALGA claim that most brands are represented and discounted prices can be obtained of up to 30% below market price.

Works and Services staff has again used the WALGA's Preferred Supplier arrangement (E-quotes) for the Supply, Delivery and Placement of Asphalt within the Shire of Toodyay. When quotations closed on the 13th November 2014 five submissions were received from the following organisations.

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- | | | |
|----|---------------------|--|
| 1) | <i>Fulton Hogan</i> | <i>Lot 1 Talbot Road
Hazelmere WA 6055</i> |
| 2) | <i>Roads2000</i> | <i>Suite 8/88 Walters Drive
Osborne Park WA 6017</i> |
| 3) | <i>Asphaltech</i> | <i>416 Victoria Road
Malaga WA 6090</i> |
| 4) | <i>Downer EDI</i> | <i>Level 3 181 Adelaide Terrace
East Perth WA 6004</i> |
| 5) | <i>Boral</i> | <i>90 McDowell Street
Welshpool WA 6106</i> |

CONSULTATION

Consultation in respect to the Supply, Delivery and Placement of Asphalt has occurred between the Shire of Toodyay's CEO, Senior Staff and Works Supervisor. Works and Services staff will notify all companies that have sent in quotes as per the recommendation which is adopted by Council.

STATUTORY ENVIRONMENT

Council is obliged to call tenders in accordance with the requirements of the Tender Regulations of the Local Government Act 1995 where the value of the tender exceeds \$100,000.00.

The Local Government (Functions and General) Regulations 1996, Division 2, Regulation 11 (2b) states that "Tenders do not have to be publicly invited according to the requirements of this Division if the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA"

POLICY IMPLICATIONS

This report complies in accordance with Council's purchasing policy F3, section 1.7.1.

"In the following instances public tenders or quotations procedures are not required (regardless of the value of expenditure):

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements) Department of Treasury and Finance (Permitted Common Use Arrangements) Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Local Government (Functions and General) Regulations that apply.

FINANCIAL IMPLICATIONS

The financial commitment for the Supply, Delivery and Placement of Asphalt is included in the relevant construction and operational budgets for the Works and Services section.

STRATEGIC IMPLICATIONS

Nil

SOCIAL/ENVIRONMENTAL IMPLICATIONS

Nil

OFFICER'S COMMENT

There is a prerequisite under the specification document that the contract will be awarded to organisations whose quotations are assessed as offering the best value for money outcome for the Shire of Toodyay. Quotations are evaluated using a point scoring system with scores being awarded for each selection criteria. Each criteria is weighted to reflect its relative importance. Weighted scores are then summed to yield the total score, the higher the score indicates a more favourable pricing structure for Council.

The criteria and results on which the tender is assessed are as follows:

Description of Qualitative Criteria	Weighting	Roads 2000	Fulton Hogan	Asphaltech
Demonstrated experience in completing similar projects/supply of similar goods	10.0%	10.0%	10.0%	10.0%
Skills and experience of key personnel	10.0%	10.0%	10.0%	10.0%
Tenderers resources	10.0%	10.0%	10.0%	10.0%
Tendered Price	70.0%	60.0%	57.2%	70.0%
Total Score	100.0%	90.0%	87.2%	100.0%

Description of Qualitative Criteria	Weighting	Downer EDI	Boral
Demonstrated experience in completing similar projects/supply of similar goods	10.0%	10.0%	10.0%
Skills and experience of key personnel	10.0%	10.0%	10.0%
Tenderers resources	10.0%	10.0%	10.0%
Tendered Price	70.0%	61.2%	68.6%
Total Score	100.0%	91.2%	98.6%

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The most commonly used asphalt mix at the Shire of Toodyay is AC10 at 50 blow density. AC7 and AC14 (50 blow) has also been used at times depending on the roads classification and its traffic numbers, however generally AC10 is the mix that is typically used.

To further assist in determining the officer's recommendation, all companies were assessed by applying the required asphalt quantities for the 2014/15 Construction Program against the submitted schedule of rates provided by the tenderer. Traffic Management costs has also been included for each project.

Roads2000 Asphalt Costs \$250,673

Road	Area m2	Asphalt Tonnes	Unit Costs	Traffic Management	Roads2000 Total Cost
Hamersley Street	5100	300	\$210.60	\$3939	\$67,119
Anzac Ave	3000	176	\$220.04	\$3050	\$41,777
Drummond St East	5056	297	\$214.50	\$3939	\$67,646
Charcoal Car Park	6000	352	\$210.60	Not Required	\$74,131
Total	19,156	1,126			\$250,673

Fulton Hogan's Asphalt Costs \$262,935

Road	Area m2	Asphalt Tonnes	Unit Costs	Traffic Management	Fulton Hogan Total Cost
Hamersley Street	5100	300	\$227	\$2520	\$70,620
Anzac Ave	3000	176	\$227	\$2520	\$42,472
Drummond St East	5056	297	\$227	\$2520	\$69,939
Charcoal Car Park	6000	352	\$227	Not Required	\$79,904
Total	19,156	1,126			\$262,935

Downer EDI Works Asphalt Costs \$245,810

Road	Area m2	Asphalt Tonnes	Unit Costs	Traffic Management	Downer EDI Total Cost
Hamersley Street	5100	300	\$210	\$2600	\$65,600
Anzac Ave	3000	176	\$220	\$2600	\$41,320
Drummond St East	5056	297	\$210	\$2600	\$64,970
Charcoal Car Park	6000	352	\$210	Not Required	\$73,920
Total	19,156	1,126			\$245,810

Boral Asphalt Costs \$219,413

Road	Area m2	Asphalt Tonnes	Unit Costs	Traffic Management	Boral Total Cost
Hamersley Street	5100	300	\$189.53	\$2064	\$58,923
Anzac Ave	3000	176	\$189.53	\$2064	\$35,421

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Drummond St East	5056	297	\$189.53	\$2064	\$58,354
Charcoal Car Park	6000	352	\$189.53	Not Required	\$66,715
Total	19,156	1,126			\$219,413

Asphaltech Asphalt Costs \$215,156

Road	Area m2	Asphalt Tonnes	Unit Costs	Traffic Management	Asphaltech Total Cost
Hamersley Street	5100	300	\$184.45	\$2550	\$57,885
Anzac Ave	3000	176	\$184.45	\$2550	\$35,013
Drummond St East	5056	297	\$184.45	\$2550	\$57,332
Charcoal Car Park	6000	352	\$184.45	Not Required	\$64,926
Total	19,156	1,126			\$215,156

Roads2000 is currently the preferred contractor Council is using to place Asphalt within Toodyay for its 2013/14 Construction Program. In reviewing all quotations received this time around all companies have indicated that there submitted schedule of rates are fixed for the term of the contract, except Asphaltech who have advised that there prices are variable and dependant on the market price of oil at the time.

With oil prices dropping considerably of late and the quotations being received following this decline. Staff is of the opinion that a fixed price is preferable as projects are easier to cost if the price is known beforehand as on occasions it may be necessary to reduce the length of asphalt overlaying if funds are limited.

Each business will provide an asphalt product of a high standard for the Shire of Toodyay but based on the selection criteria, schedule of cost's and officers comments it is therefore recommended by staff that Council award the contract for the Supply, Delivery and Placement of Asphalt to Boral for a twelve month period.

If required by Councillors, a copy of each quotation document received can be viewed by contacting Councils Works and Services Department.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 339/11/14

MOVED Cr Chitty

That Council accept the tender submitted by Boral Resources Limited for the Supply, Delivery and Placement of Asphalt within the Shire of Toodyay for a period of 12 months commencing the 1st December 2014.

MOTION CARRIED 8/0

9.3.3 Preferred Supplier Tender - Supply, Delivery and Placement of Bituminous Surfacing Products.

Date of Report:	18 November 2014
Proponent:	Shire of Toodyay
File Ref:	TEN 48
Author:	Les Vidovich – Manager Works and Services
Responsible Manager:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple majority

INTRODUCTION

The purpose of this report is for Council to award a contract for the Supply, Delivery and Placement of Bituminous Surfacing products, for a one year period commencing the 1st December 2014.

BACKGROUND

As previously advised with the Asphalt tender, Works and Services staff has again used the Western Australian Local Government Association (WALGA's) set of preferred suppliers for the Supply, Delivery and Placement of Bituminous Surfacing Products.

These panel contracts are provided under the Local Government (Function and General) Regulations and provide a tender exemption. WALGA claim that most brands are represented and discounted prices can be obtained on products of up to 30%.

When quotations closed on the 13th November 2014 four submissions were received from the following organisations.

- 1) *Boral* *90 McDowell Street
Welshpool WA 6106*
- 2) *Bituteck Pty Ltd* *1398 Great Northern Highway
Upper Swan WA 6069*
- 3) *Fulton Hogan* *Lot 1 Talbot Road
Hazelmere WA 6055*
- 4) *Colas* *34 Great Eastern Highway
South Guildford WA 6055*

The quotations covered a range of bituminous surfacing products and these included:

- 1) *Hot Bitumen – Supply and Spray*
- 2) *Cut Back Bitumen – Supply and Spray*
- 3) *Precoating of Aggregate*
- 4) *Application of Aggregate*

CONSULTATION

Consultation in respect to the Supply, Delivery and Placement of Bituminous Surfacing Products has occurred between the Shire of Toodyay's CEO, Senior Staff and Works Supervisor. Works and Services staff will also notify all companies that have sent in quotes as per the recommendation which is adopted by Council.

STATUTORY ENVIRONMENT

Council is obliged to call tenders in accordance with the requirements of the Tender Regulations of the Local Government Act 1995 where the value of the tender exceeds \$100,000.00.

The Local Government (Functions and General) Regulations 1996, Division 2, Regulation 11 (2b) states that "Tenders do not have to be publicly invited according to the requirements of this Division if the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA"

POLICY IMPLICATIONS

This report complies in accordance with Council's purchasing policy F3, section 1.7.1.

"In the following instances public tenders or quotations procedures are not required (regardless of the value of expenditure):

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements) Department of Treasury and Finance (Permitted Common Use Arrangements) Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Local Government (Functions and General) Regulations that apply.

FINANCIAL IMPLICATIONS

The financial commitment for the Supply, Delivery and Placement of Bituminous Surfacing Products is included in the relevant construction and operational budgets for the Works and Services section.

STRATEGIC IMPLICATIONS

Nil

SOCIAL/ENVIRONMENTAL IMPLICATIONS

Nil

OFFICER'S COMMENT

All companies that submitted quotations have the capability, expertise and experience to carry out the requirements of the contract to the complete satisfaction of Council. Bitutek Pty Ltd is currently the contractor Council is using to supply and place bituminous surfacing products within the Shire of Toodyay.

As with the asphalt item previously, there is a prerequisite under the specification document that the contract will be awarded to organisations whose quotations are assessed as offering the best value for money outcome for the Shire of Toodyay.

The criteria and results on which the quotations are assessed are as follows, the higher the score indicates a more favourable pricing structure for Council.

Description of Qualitative Criteria	Weighting	Boral	Bitutek Pty Ltd	Fulton Hogan	Colas
Demonstrated experience in completing similar projects/supply of similar goods	10.0%	10.0%	10.0%	10.0%	10.0%
Skills and experience of key personnel	10.0%	10.0%	10.0%	10.0%	10.0%
Tenderers resources	10.0%	10.0%	10.0%	10.0%	10.0%
Tendered Price	70.0%	69.7%	70.0%	60.9%	65.3%
Total Score	100.0%	99.7%	100.0%	90.9%	95.3%

In addition to the selection criteria, all quotations have been assessed by applying the construction quantities for Councils projects against the schedule of rates that was submitted by each supplier for both bitumen and aggregate costs. A copy of the total costs for each company is attached below. Total cost of each supplier is calculated by adding the Bitumen Cost's, Aggregate Precoating and Application Costs table's below for each provider.

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Boral's – Bitumen Cost's \$151,192

Road Name	Length (Meters)	Width (Meters)	Area (m2)	Cutback Bitumen (Litres)	Hot Bitumen (Litres)	Unit Cost	Boral's Total Bitumen Costs
Toodyay West	1900	5.5	10450		18810	\$1.06	\$19939
Louisa Circle	2100	6.2	13020		23436	\$1.06	\$24842
Flexusoa Place	240	6.2	1488		2678	\$1.51	\$4044
Dumbarton Rd	3000	6.0	18000		32400	\$1.06	\$34344
Morangup Rd	900	6.2	5580		10044	\$1.13	\$11350
Salt Valley Rd	1100	6.2	6820	12276		\$1.13	\$13872
Hoddy Well Rd	750	6.2	4650	8370		\$1.24	\$10379
Church Gully Rd	1000	6.2	6200	11160		\$1.13	\$12611
Grandis Rd	1680	6.2	10416	17848		\$1.11	\$19811
Totals	10780		76624				\$151,192

Boral's – Aggregate Precoating & Application Costs \$109,185

Road Name	Area (m2)	Aggregate Volume (m3)	Aggregate Precoating Unit Cost	Aggregate Precoating Total Cost	Aggregate Application Unit Cost	Aggregate Application Total Cost	Boral's Precoating & Application Costs
Toodyay West	10450	104.5	\$30.87	\$3226	\$0.79	\$8256	\$11,482
Louisa Circle	13020	130.2	\$30.87	\$4019	\$0.78	\$10,156	\$14,175
Flexusoa Place	1488	14.88	\$87.10	\$1296	\$3.79	\$5640	\$6936
Dumbarton Rd	18000	180	\$30.87	\$5557	\$0.73	\$13,140	\$18,697
Morangup Rd	5580	55.8	\$48.50	\$2706	\$1.89	\$10,546	\$13,252
Salt Valley Rd	6820	68.2	\$48.50	\$3308	\$1.18	\$8048	\$11,356
Hoddy Well Rd	4650	46.5	\$58.72	\$2731	\$1.89	\$8789	\$11,520
Church Gully Rd	6200	62	\$48.50	\$3007	\$1.18	\$7316	\$10,323
Grandis Rd	10416	104.16	\$30.87	\$3215	\$0.79	\$8229	\$11,444
Totals	76624	766.24		\$29,065		\$80,120	\$109,185

Bitutek's - Bitumen Costs \$155,819

Road Name	Length (Meters)	Width (Meters)	Area (m2)	Cutback Bitumen (Litres)	Hot Bitumen (Litres)	Unit Cost	Bitutek's Total Bitumen Costs
Toodyay West	1900	5.5	10450		18810	\$1.05	\$19,751
Louisa Circle	2100	6.2	13020		23436	\$1.05	\$24,608
Flexusoa Place	240	6.2	1488		2678	\$2.00	\$5,356
Dumbarton Rd	3000	6	18000		32400	\$1.05	\$34,020
Morangup Rd	900	6.2	5580		10044	\$1.25	\$12,555
Salt Valley Rd	1100	6.2	6820	12276		\$1.20	\$14,731
Hoddy Well Rd	750	6.2	4650	8370		\$1.30	\$10,881
Church Gully Rd	1000	6.2	6200	11160		\$1.20	\$13,392
Grandis Rd	1680	6.2	10416	17848		\$1.15	\$20,525
Totals	10780		76624				\$155,819

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Bitutek's – Aggregate Precoating & Application Costs \$103,467

Road Name	Area (m2)	Aggregate Volume (m3)	Aggregate Precoating Unit Cost	Aggregate Precoating Total Cost	Aggregate Application Unit Cost	Aggregate Application Total Cost	Bitutek's Precoating & Application Costs
Toodyay West	10450	104.5	17.50	\$1829	1.10	\$11,495	\$13,324
Louisa Circle	13020	130.2	17.50	\$2,279	0.85	\$11,067	\$13,346
Flexusoa Place	1488	14.88	50	\$744	2.85	\$4,241	\$4,985
Dumbarton Rd	18000	180	17.50	\$3,150	0.70	\$12,600	\$15,750
Morangup Rd	5580	55.8	30	\$1,674	1.95	\$10,881	\$12,555
Salt Valley Rd	6820	68.2	30	\$2,046	1.20	\$8,184	\$10,230
Hoddy Well Rd	4650	46.5	35	\$1,628	1.95	\$9,068	\$10,696
Church Gully Rd	6200	62	30	\$1,860	1.20	\$7,440	\$9,300
Grandis Rd	10416	104.16	17.50	\$1823	1.10	\$11,458	\$13281
Totals	76624	766.24		\$17,033		\$86,434	\$103,467

Fulton Hogan's - Bitumen Costs \$168,162

Road Name	Length (Meters)	Width (Meters)	Area (m2)	Cutback Bitumen (Litres)	Hot Bitumen (Litres)	Unit Cost	Fulton Hogan's Bitumen Cost
Toodyay West	1900	5.5	10450		18810	\$1.17	\$22,008
Louisa Circle	2100	6.2	13020		23436	\$1.17	\$27,420
Flexusoa Place	240	6.2	1488		2678	\$2.86	\$7,659
Dumbarton Rd	3000	6	18000		32400	\$1.17	\$37,908
Morangup Rd	900	6.2	5580		10044	\$1.35	\$13,559
Salt Valley Rd	1100	6.2	6820	12276		\$1.21	\$14,854
Hoddy Well Rd	750	6.2	4650	8370		\$1.26	\$10,546
Church Gully Rd	1000	6.2	6200	11160		\$1.21	\$13,504
Grandis Rd	1680	6.2	10416	17848		\$1.16	\$20,704
Totals	10780		76624				\$168,162

Fulton Hogan's – Aggregate Precoating & Application Costs \$129,419

Road Name	Area (m2)	Aggregate Volume (m3)	Aggregate Precoating Unit Cost	Aggregate Precoating Total Cost	Aggregate Application Unit Cost	Aggregate Application Total Cost	Fulton Hogan's Precoating & Application Costs
Toodyay West	10450	104.5	10.55	\$1,102	1.28	\$13,376	\$14,478
Louisa Circle	13020	130.2	10.55	\$1,374	1.13	\$14,713	\$16,087
Flexusoa Place	1488	14.88	42.45	\$632	6.04	\$8,988	\$9,620
Dumbarton Rd	18000	180	10.55	\$1,899	0.86	\$15,480	\$17,379
Morangup Rd	5580	55.8	17.50	\$977	2.68	\$14,954	\$15,931
Salt Valley Rd	6820	68.2	17.50	\$1,194	1.97	\$13,435	\$14,629
Hoddy Well Rd	4650	46.5	23.70	\$1,102	2.68	\$12,462	\$13,564
Church Gully Rd	6200	62	17.50	\$1,085	1.97	\$12,214	\$13,299
Grandis Rd	10416	104.16	10.55	\$1,099	1.28	\$13,333	\$14,432
Totals	76624	766.24		\$10,464		\$118,955	\$129,419

Colas's - Bitumen Costs \$150,407

Road Name	Length (Meters)	Width (Meters)	Area (m2)	Cutback Bitumen (Litres)	Hot Bitumen (Litres)	Unit Cost	Colas's Total Bitumen Cost
Toodyay West	1900	5.5	10450		18810	\$1.02	\$19,186
Louisa Circle	2100	6.2	13020		23436	\$1.02	\$23,905
Flexusoa Place	240	6.2	1488		2678	\$3.03	\$8,114
Dumbarton Rd	3000	6	18000		32400	\$1.02	\$33,048
Morangup Rd	900	6.2	5580		10044	\$1.15	\$11,551
Salt Valley Rd	1100	6.2	6820	12276		\$1.12	\$13,749
Hoddy Well Rd	750	6.2	4650	8370		\$1.17	\$9,793
Church Gully Rd	1000	6.2	6200	11160		\$1.12	\$12,499
Grandis Rd	1680	6.2	10416	17848		\$1.04	\$18,562
Totals	10780		76624				\$150,407

Colas's – Aggregate Precoating & Application Costs \$127,520

Road Name	Area (m2)	Aggregate Volume (m3)	Aggregate Precoating Unit Cost	Aggregate Precoating Total Cost	Aggregate Application Unit Cost	Aggregate Application Total Cost	Colas's Precoating & Application Costs
Toodyay West	10450	104.5	17.52	\$1,831	1.17	\$12,227	\$14,058
Louisa Circle	13020	130.2	17.52	\$2,281	0.91	\$11,848	\$14,129
Flexusoa Place	1488	14.88	98.45	\$1,465	6.13	\$9,121	\$10,586
Dumbarton Rd	18000	180	17.52	\$3,154	0.70	\$12,660	\$15,814
Morangup Rd	5580	55.8	38.51	\$2,149	2.73	\$15,233	\$17,382
Salt Valley Rd	6820	68.2	38.51	\$2,626	1.64	\$11,185	\$13,811
Hoddy Well Rd	4650	46.5	53.49	\$2,487	2.73	\$12,695	\$15,172
Church Gully Rd	6200	62	38.51	\$2,388	1.64	\$10,168	\$12,556
Grandis Rd	10416	104.16	17.52	\$1,825	1.17	\$12,187	\$14,012
Totals	76624	766.24		\$20,206		\$107,324	\$127,530

Total Cost's From Each Supplier

	Boral	Bitutek	Fulton Hogan	Colas
Bitumen Costs	\$151,192	\$155,819	\$168,162	\$150,407
Precoating & Application Costs	\$109,185	\$103,467	\$129,419	\$127,530
Total Cost's	\$260,377	\$259,286	\$297,581	\$277,937

The most commonly used bituminous surface products at the Shire of Toodyay include cut back bitumen 90/10 and hot bitumen each using 7 and 10mm aggregates.

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Of the quotations received Bitutek's rates are slightly lower than Boral's (-\$1,091), Colas's (-\$18,651) and Fulton Hogan's (-\$38,295) for the supply and laying of bitumen surfacing products. This rate presented from Bitutek equates to around \$3.38 per square meter, \$5.00 a square meter had been used by staff for budgeting in the 2014/15 Construction Program.

Based on the selection criteria and the total costs shown above, it is therefore recommended by staff that Council award the contract for the Supply, Delivery and Placement of Bituminous Surfacing Products to Bitutek for a twelve month period. If required by Councillors, a copy of each submission received can be viewed by contacting Councils Works and Services Department.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 340/11/14

MOVED Cr Lloyd

That Council accept the quotation submitted by Bitutek for the Supply, Delivery and Placement of Bituminous Surfacing Products within the Shire of Toodyay for a period of 12 months commencing the 1st December 2014.

MOTION CARRIED 8/0

9.4 CORPORATE SERVICES

9.4.1 List of Payments – October 2014

Date of Report:	5 November 2014
Name of Applicant/Proponent/s:	Shire of Toodyay
File Reference:	FIN6
Author:	Kerry Wandless – Accounts Officer
Responsible Officer:	Cherie Delmage – Manager Corporate Services
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Review
Attachments:	1. List of Payments.
Voting Requirements:	Simple majority

PURPOSE OF THE REPORT

The purpose of this report is to present all cheques and electronic payments raised during the month of October 2014.

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

This report did not require consultation.

STRATEGIC IMPLICATIONS

This report does not contain any notable strategic implications.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

This report does not contain any notable financial implications.

LEGAL AND STATUTORY IMPLICATIONS

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

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

RISK IMPLICATIONS (including DAIP)

This report does not contain any notable risk implications.

ENVIRONMENTAL IMPLICATIONS

This report does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This report does not contain any notable social implications.

OFFICER COMMENT / DETAILS

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

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

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

The balance of creditors after the final cheque run for the month of October 2014 was Nil.

OFFICERS RECOMMENDATION/COUNCIL RESOLUTION NO 341/11/14

MOVED Cr McCann

That Council note payments listed and presented for the month of October 2014 as follows:

- a) Trust Fund Cheques numbered 1381 to 1390 amounting to \$6,516.40;
- b) Electronic Fund Transfers (EFT) payments numbered EFT16785 to EFT16966 and Municipal Fund Cheques numbered 12000 to 12018 amounting to \$804,404.55; and
- c) Direct Debits numbered IPV500 to IPV501 and BPV1959 to BPV1989 amounting to \$190,321.89; and
- d) Super Direct Debits totalling \$35,457.20

as being paid.

MOTION CARRIED 8/0

9.4.2 Financial Statements – October 2014

Date of Report:	18 November 2014
Name of Applicant/Proponent/s:	Shire of Toodyay
File Reference:	FIN3
Author:	Narelle Rodger - Accountant
Responsible Officer:	Cherie Delmage – Manager Corporate Services
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Review
Attachments:	<ol style="list-style-type: none"> 1. Monthly Financial Statements including Outstanding Rates Debtors and Outstanding Sundry Debtors for month ending 31 October 2014; and 2. Bank Reconciliations for month ending 31 October 2014.
Voting Requirements:	Simple majority

PURPOSE OF THE REPORT

The purpose of this report is for Council to accept the Monthly Financial Statements, Outstanding Rates and Outstanding Sundry Debtors Information and the Bank Reconciliations for the period ending 31 October 2014.

BACKGROUND

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

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

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

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

CONSULTATION IMPLICATIONS

This report did not require consultation.

STRATEGIC IMPLICATIONS

This report does not contain any notable strategic implications.

POLICY IMPLICATIONS

This report does not contain any notable policy implications.

FINANCIAL IMPLICATIONS

This report does not contain any notable financial implications.

LEGAL AND STATUTORY IMPLICATIONS

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

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

The Statement is to be accompanied by:

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

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

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

RISK IMPLICATIONS (including DAIP)

This report does not contain any notable risk implications.

ENVIRONMENTAL IMPLICATIONS

This report does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This report does not contain any notable social implications.

OFFICER COMMENT / DETAILS

Attached are the Monthly Financial Statements, Outstanding Rates and Outstanding Sundry Debtors Information and Bank Reconciliations for the period ending 31 October 2014.

OFFICERS RECOMMENDATION/COUNCIL RESOLUTION NO 342/11/14

MOVED Cr Rayner

That Council accept the Monthly Financial Statements, Outstanding Rates and Outstanding Sundry Debtors Information and Bank Reconciliations for the period ending 31 October 2014.

MOTION CARRIED 8/0

9.5 EXECUTIVE SERVICES

There are no reports.

9.6 COMMITTEE REPORTS

9.6.1 Audit Committee Recommendations

Date of Report:	24 November 2014
Name of Applicant / Proponent/s:	Audit Committee
File Reference:	COC2
Author:	Stan Scott – Chief Executive Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Previously Before Council:	The contents of the Confidential Report were before Council in September 2014 during a Council Forum.
Author's Disclosure of Interest:	Nil
Nature of Council's Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> 1. Audit Committee Minutes; 2. Council Policy – A.18 – Risk Management; 3. Council Policy A.19 – Internal Control; 4. Council Policy A.20 – Legislative Compliance; 5. Shire of Toodyay Risk Report Template; 6. Sample Area of Risk – Misconduct; 7. Assessment/Framework Tables; 8. Shire of Toodyay Draft Risk Management Governance Framework; and 9. Confidential Report - Audit Committee.
Voting Requirements:	Simple Majority

PURPOSE OF THE REPORT

The purpose of this report is for Council to receive the recommendations made by the Audit Committee at their meeting held on 20 November 2014.

BACKGROUND

In accordance with Council Policy A.17 – Council Consideration of Committee Recommendations “Recommendation from Council Committees will be considered by Council at the earliest opportunity.”

At an Audit Committee Meeting held on 20 November 2014 recommendations were made to Council as follows:

Recommendation 1 - Confidential Matter

The Audit Committee made a recommendation to Council that they requested be kept confidential. A separate report has been prepared for consideration during Confidential Business.

Recommendation 2 – Council Decisions

That the Audit Committee make a recommendation to Council as follows:

That the confidential minuted items of Council and Forum that relate to Audit Committee Recommendations be forwarded to the non-Council Audit Committee Members once finalised.

Recommendation 3 – Adopt Council Policies: A.18 – Risk Management; A.19 – Internal Control and A.20 – Legislative Compliance

That the Audit Committee make a recommendation to Council as follows:

1. *That Council adopt Council Policy A.18 – Risk Management subject to the following amendments:*
 - *The words “The Risk Management Guidelines form part of this Policy” replace the words “to be read in conjunction with Risk Management Guidelines” under the heading Objectives; and*
 - *A definition of “levels of appetite” be included within the Policy.*
2. *That Council should note the risk appetite statement contained within Council Policy A.18 – Risk Management and consider the levels suggested within the Policy.*

Recommendation 4 – Adopt Council Policies: A.19 – Internal Control and A.20 – Legislative Compliance

That the Audit Committee make a recommendation to Council as follows:

1. *That Council adopt Council Policy A.19 – Internal Control; and*
2. *That Council adopt Council Policy A.20 – Legislative Compliance.*

Recommendation 5 – Audit Committee – Change of Name

That the Audit Committee make a recommendation to Council as follows:

That:

1. *The name of the Audit Committee remains the same; and*
2. *The Terms of Reference for the Audit Committee remains the same.*

Recommendation 6 – Audit Committee – Change of Name

That the Audit Committee make a recommendation to Council as follows:

That Council expand the purpose of the Audit Committee to include the following Point (c) in accordance with Section 16 of the Local Government Act 1995 which reads as follows:

- (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; and*
 - (ii) *give a copy of the CEO's report to the Council.*

Recommendation 7 – Audit Committee – Risk Report – Shire of Toodyay

That the Audit Committee make a recommendation to Council as follows:

That Council:

1. *Endorse the implementation of the Shire of Toodyay Risk Management Program; and*
2. *Endorse the Shire of Toodyay Risk Report Template as presented.*

Recommendation 8 – Audit Committee – Risk Report – Shire of Toodyay

That the Audit Committee make a recommendation to Council as follows:

The Audit Committee commends the work taken in respect to the Risk Report and recommends to Council that staff be commended.

CONSULTATION IMPLICATIONS

Consultation has occurred with the Chief Executive Officer (CEO), Accountant and Auditors. There has been no further consultation in relation to the recommendations made by the Audit Committee.

STRATEGIC IMPLICATIONS

The Shire of Toodyay Strategic Community Plan 2013-2023 provides as a Community Outcome Aspiration '*Responsible and responsive civic leadership*'. This in turn, leads into the Corporate Business Plan Outcome Area SP5: Governance

- '*Sound governance, community leadership and engagement; and advocacy*'; and
- '*Local Laws and Policies*'

POLICY IMPLICATIONS

The adoption of these Council Policies will lead to three new Council Policies namely;

1. A.18 – Risk Management;
2. A.19 – Internal Control; and
3. A.20 – Legislative Compliance.

FINANCIAL IMPLICATIONS

The cost of participating in the Avon/Central Midlands Regional Risk Coordination Program is \$12,500 per annum (calendar year) and is payable in two instalments.

The Shire of Toodyay has paid for January 2014 to June 2014 and July 2014 to December 2014.

LEGAL AND STATUTORY IMPLICATIONS

The Local Government (Audit) Regulations 1996 s.16 states as follows:

16. Audit committee, functions of
An audit 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; and
 - (ii) as to the development of a process to be used to select and appoint a person to be an auditor;and
 - (b) may provide guidance and assistance to the local government as to —
 - (i) matters to be audited; and
 - (ii) the scope of audits; and
 - (iii) its functions under Part 6 of the Act; and
 - (iv) the carrying out of its functions relating to other audits and other matters related to financial management; and

- (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; and
 - (ii) give a copy of the CEO's report to the council.

Local Government (Audit) Regulations 1996 - Regulation 17 states as follows:

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
 - (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*
- (3) *The CEO is to report to the audit committee the results of that review.'*

Local Government (Financial Management) Regulations 1996 Regulation 5 states (in part) as follows:

- (1) *efficient systems and procedures are to be established by the CEO of a local government —*
 - (a) *for the proper collection of all money owing to the local government; and*
 - (b) *for the safe custody and security of all money collected or held by the local government; and*
 - (c) *for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and*
 - (d) *to ensure proper accounting for municipal or trust —*
 - (i) *revenue received or receivable; and*
 - (ii) *expenses paid or payable; and*
 - (iii) *assets and liabilities; and*
 - (e) *to ensure proper authorisation for the incurring of liabilities and the making of payments; and*
 - (f) *for the maintenance of payroll, stock control and costing records; and*
 - (g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*
- (2) *The CEO is to —*
 - (a) *ensure that the resources of the local government are effectively and efficiently managed;*

Local Government Act 1995 Section 7.1 (A) relates to the requirement to establish an Audit Committee.

Local Government (Audit) Regulations 1996 - Regulation 17 state:

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*

- (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

RISK IMPLICATIONS (including DAIP)

Australian Standard AS/NZS ISO 31000:2009 defines risk as the 'effect of uncertainty on objectives.' A primary objective of risk management is to identify and to manage (take preventive steps) to handle these uncertainties and thereby reduce potential harm to the Shire.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER COMMENT / DETAILS

Recommendation 1 - Confidential Matter

It is recommended that this matter be considered in Confidential Business.

Please refer to **Attachment 9**.

Recommendation 2 – Council Decisions

During the Audit Committee Meeting a question was asked from the Community Member in relation to Mrs O'Reilley's Cottage. The community member was unaware that there had been a Council decision. Therefore the recommendation was made below.

AUDIT COMMITTEE RECOMMENDATION/OFFICERS RECOMMENDATION / COUNCIL RESOLUTION NO 343/11/14

MOVED Cr Rayner

That the confidential minuted items of Council and Forum that relate to Audit Committee Recommendations be forwarded to the non-Council Audit Committee Members once finalised.

MOTION CARRIED 8/0

Recommendations 3 & 4 – Adopt Council Policies: A.18 – Risk Management; A.19 – Internal Control and A.20 – Legislative Compliance

The two recommendations made by the Audit Committee have been merged into one Officer Recommendation as follows:

AUDIT COMMITTEE RECOMMENDATION/OFFICERS RECOMMENDATION / COUNCIL RESOLUTION NO 344/11/14

MOVED Cr Rayner

That Council adopt the following new Council Policies reviewed and amended by the Audit Committee and as attached:

1. A.18 – Risk Management inclusive of the Risk Management Guidelines;
2. A.19 – Internal Control; and
3. A.20 – Legislative Compliance.

MOTION CARRIED 8/0

Recommendation 5 and 6 – Audit Committee – Change of Name

The two recommendations made by the Audit Committee have been merged into one Officer Recommendation as follows.

AUDIT COMMITTEE RECOMMENDATION/OFFICER RECOMMENDATION / COUNCIL RESOLUTION NO 345/11/14

MOVED Cr Lloyd

That Council resolve as follows:

1. The name of the Audit Committee remain the same;
2. The Terms of Reference for the Audit Committee remain the same; and
3. That the purpose of the Audit Committee be expanded to include the following Point (c) in accordance with Section 16 of the Local Government Act 1995 which reads as follows:
 - (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; and
 - (ii) Give a copy of the CEO's report to the Council.'

MOTION CARRIED 8/0

Recommendation 7 and 8 – Audit Committee – Risk Report – Shire of Toodyay

The two recommendations made by the Audit Committee have been merged into one Officer Recommendation as follows.

**AUDIT COMMITTEE RECOMMENDATION/OFFICER RECOMMENDATION
/ COUNCIL RESOLUTION NO 346/11/14**

MOVED Cr Lloyd

That Council:

- (1) Endorse the implementation of the Shire of Toodyay Risk Management Program;
- (2) Endorse the Shire of Toodyay Risk Report template as presented; and
- (3) Commends the work taken in respect to the Risk Report and commends the staff involved in its preparation.

MOTION CARRIED 8/0

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

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

Nil.

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

Nil.

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

13.1 MEMBERS

Nil.

13.2 EMPLOYEES

Nil.

14. CONFIDENTIAL BUSINESS

The Manager Planning and Development departed Council Chambers at 7.08 pm.

The Manager Corporate Services departed Council Chambers at 7.08 pm.

The Manager Works and Services departed Council Chambers at 7.08 pm.

Cr Greenway departed Council Chambers at 7.08 pm.

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

COUNCIL RESOLUTION NO 347/11/14

MOVED Cr Rayner

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

MOTION CARRIED 7/0

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

All members of the public departed the Council Chambers at 7.09 pm.

14.1 Negotiation of new Contract with CEO

OFFICERS RECOMMENDATION/COUNCIL RESOLUTION NO 349/11/14

MOVED Cr Rayner

SECONDED Cr McCann

That Council will in good faith seek to negotiate a new contract with the CEO.

MOTION CARRIED BY ABSOLUTE MAJORITY 7/1

COUNCIL RESOLUTION NO 350/11/14

MOVED Cr Chitty

That Council:

1. Appoint a Consultant to assist Council with the process of negotiating a contract with the CEO; and
2. Authorise the expenditure up to \$5,000 related to the appointment.

MOTION CARRIED 8/0

14.2 Review of CEO Key Result Areas

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO 353/11/14

MOVED Cr Craddock

That Council adopts the Proposed Key Result Areas for 2014/15 subject to the following amendment:

That at the first dot point under Part 2 ("Working relationship with Council) that the word "respectful" be inserted following the word "productive" be inserted.

MOTION CARRIED 8/0

14.3 Audit Committee Recommendation – Confidential Matter

"As the Audit Committee had requested that the matter be kept confidential in accordance with Section 5.23 (2) (a) and (b) of the Local Government Act 1995, the resolution made by Council will not appear in the public minutes."

15. NEXT MEETINGS

Council Forum	2 December 2014
December Council Meeting	16 December 2014

16. CLOSURE OF MEETING

The Shire President declared the meeting closed at 9.22 pm.



ADDENDUM

Attachments to Minutes of the

ORDINARY MEETING OF COUNCIL

25 November 2014

ADDENDUM
ATTACHMENTS TO MINUTES OF ORDINARY MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS ON 25 NOVEMBER 2014

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9.2.2 - 3 to 6 Dog Application at Lot 134 Redgum Circle, Coondle

No	Contact	Submission	Comments	Recommendation
1.	Adjoining Landowner	<p>1. The submitter has previously had problems with the neighbour's dog, continually barking. After complaining the neighbours put an anti-bark collar on the offending dog.</p> <p>2. The Maltese, which has been at the property for a number of months, has also been continually barking, but has since ceased.</p>	<p>a) Noted.</p> <p>b) Concerns raised with the respect to dogs barking in the area, have been passed onto the Ranger Services so it can be followed up.</p>	Submission to be noted.

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

Date of Report:	15 April 2014
Proponent:	Shire of Toodyay
File Ref:	PCY2
Author:	Graeme Bissett - Manager Planning & Development
Responsible Officer:	Graeme Bissett - Manager Planning & Development
Officer's Disclosure of Interest:	Nil
Attachment:	1. Draft Local Planning Policy LPP.26 Subdivisional Development Guidelines and the policy
Voting Requirements:	Simple Majority

INTRODUCTION

The purpose of this report is to bring the formal review of Council's Engineering Policy E.1 to Council with a view to converting it the Local Planning Policy LPP.26 Subdivisional Development Guidelines as directed.

BACKGROUND

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

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

CONSULTATION

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

STATUTORY ENVIRONMENT

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

An internal review of this policy has been carried out.

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

1. In relation to road standards covered by a recognised standard such as Aus Roads the requirements such as the maximum allowable grades of roads should be followed. Our policy sets a higher standard, which is seen in conflict with this.
2. In relation to the upgrading of roads leading to a subdivision, there are no provisions in relation to complementary road infrastructure upgrading. Specifically in relation to roadside drainage. It is believed that a minimum additional provision should be included to the effect that the developer must ensure all roadside drainage is operational as part of the road surface upgrade.

The above changes will be incorporated into the draft LPP for advertising if endorsed by Council. The Manager of Works will be able to further clarify the above at the meeting if required.

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

Prior to going out for the formal consultation Council's input is sought on any further changes to the existing policy. It is intended that any further changes resolved will be included in the draft LPP a copy of which is attached.

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

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

OFFICER'S RECOMMENDATION

It is recommended that Council Resolve to:

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

Cr Lloyd moved the Officer's Recommendation as follows:

That Council:

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

Cr Lloyd moved an amendment to the motion as follows:

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

2. **That at Point 1.2.10 the words "established trees" be replaced with the words "Endemic vegetation"**

Cr Firms foreshadowed a motion as follows:

That this matter be deferred to a Council Forum as a Concept Forum Item.

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

COUNCIL RESOLUTION NO 103/04/14

MOVED Cr Lloyd

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

MOTION CARRIED 9/0

COUNCIL RESOLUTION NO 104/04/14

MOVED Cr Firms

That this matter be deferred to a Concept Forum within the next two calendar months.

MOTION CARRIED 9/0

NOTES OF COUNCIL FORUM
HELD IN COUNCIL CHAMBERS ON 10 JUNE 2014

8. CONCEPT FORUM MATTERS

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

Points raised as follows:

- Roadside drainage to be included – Clause 1.16 – comment: to modify the wording; and
- At Clause 1.2.10 the words "natural vegetation" to replace the words "established trees".

Clarification was sought in relation to:

- Clause 1.6.1.1;
- Clause 2.1;
- Clause 2.2.9 – *Note: Manager Works and Services advised the last paragraph is to be removed;*
- Clause 2.3.2 – *Note: Manager Planning and Development will look at alternate wording;*

DRAFT LOCAL PLANNING POLICY

POLICY NO	LPP.26
POLICY SUBJECT	SUBDIVISIONAL DEVELOPMENT GUIDELINES
ADOPTION DATE	25 November 2014 (Council Res 366/11/14)
LAST REVIEW	

STATEMENT OF INTENT

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

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

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

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

OBJECTIVES

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

STATUTORY POWERS

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

POLICY STATEMENT

See attached.



SUBDIVISIONAL DEVELOPMENT GUIDELINES

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

SHIRE OF TOODYAY

SUBDIVISIONAL DEVELOPMENT GUIDELINES

Details of new or amended requirements

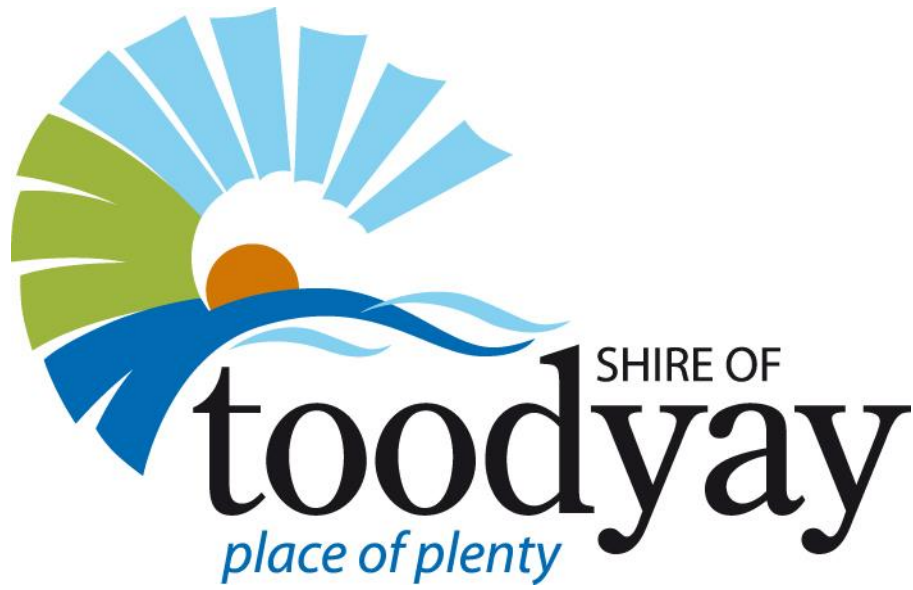
Clause	Details
SECTION 1:	GENERAL
SECTION 2:	DESIGN PRINCIPLES
SECTION 3:	DRAWINGS
SECTION 4:	CONSTRUCTION OF ROADS
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SECTION 1 – GENERAL CRITERIA

1. GENERAL

1.1 Development Requirements

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

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

- (a) drawings showing longitudinal and cross sections of the proposed road or artificial waterway;*
 - (b) specifications of the proposed road or artificial waterway; and*
 - (c) such other information including information relating to levels, drainage, nature of soil, and physical features as the local government requires.*
- 1.1.2 Any civil works required to be constructed under the above section of the Planning and Development Act 2005, shall be constructed to Council requirements as detailed in these guidelines, which comprises a guide to the standard of work and design required before the works will be certified by the Council to the Department of Planning as having been constructed to the satisfaction of the Council.
- 1.1.3 The terms “Council’s Engineer” shall mean an Engineer or firm of Consulting Engineers (or their representatives) appointed by Council from time to time to act on its behalf.

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

The term “Consulting Engineer” shall mean the Engineer appointed by the Subdivider to design, document and superintend construction of the works. He may be required to furnish proof that he is a qualified Civil Engineer experienced in engineering work associated with the subdivision of land and must be eligible for membership to the Institution Of Engineers (Aust).

- 1.1.4 Technical provisions included in these Guidelines are intended to provide a guide to the standard of work, materials and design required before roads and drains will be certified to the Western Australian Planning Commission as having been made to the

satisfaction of the Council. They are not necessarily complete and are not intended to be used as a specification or contract for construction. They may be subject to alteration with the approval of Council's Engineer.

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

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

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

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

- 1.1.7 Every attempt shall be made to partially or wholly upgrade substandard roads fronting and leading up to new subdivisions, but where it is impractical to physically construct the road or part thereof in accordance with this policy, the Subdivider shall lodge a non-refundable cash contribution with Council prior to the clearance of the subdivision equal to the estimated cost of the proposed roadworks.
- 1.1.8 The Subdivider shall be responsible for all damage to existing facilities, services and structures in both public and private ownership. Any damage shall be repaired to an acceptable standard without delay.
- 1.1.9 Where the conditions of approval of the subdivision require works to be carried out in an existing road reserve or on other land under Council's control, a permit to construct works in a street shall be obtained from Council and a cash bond to cover the reinstatement works of value equal to the estimated cost of the works plus 25% with a minimum of \$1,000, shall be lodged with Council prior to the approval of the drawings and the work commencing, the unused portion of the bond to be returned upon the satisfactory completion of the works. The approval of engineering drawings and specifications shall not constitute permission to carry out works in streets within the Shire.
- 1.1.10 After clearance of survey diagrams by the Department of Planning and the Office of Titles, any land delineated and shown as a new road on such diagrams shall come under the control of Council.
- 1.1.11 The supervision fee referred to in Clause 1.1.5 above shall be paid to the Shire of Toodyay before construction commences.

The amount of the payment shall be based on the estimated cost of all of the works at the time of the commencement of the

works. Upon certification of practical completion of the works, the Consulting Engineer shall provide the actual construction cost of the works and the amount of the supervision fee shall be adjusted accordingly, if necessary.

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

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

1.2 Control and Supervision of Construction

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

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

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

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

- (a) when the trenches have been excavated and the pipes laid to true line and level.
- (b) when using sub-soil pipes, after the calibrated metal has been placed.
- (c) after manholes, gullies and other structures have been built and backfilling of all trenches completed.

- 1.2.4 A minimum of two working days notice is required so that an inspection can be made prior to the next or following stage of construction being commenced.
- 1.2.5 Certification - Upon request, a certificate endorsed by the Consulting Engineer shall be submitted certifying the correctness of work in accordance with approved drawings and specifications for any of the main stages of construction. Documentary evidence to verify quantities and/or quality of work shall be provided when requested.
- 1.2.6 Supervision - When works are in progress, the Consulting Engineer shall ensure that the Contractor has at all times a competent Supervisor stationed and present on the site of the works. A representative of the Consulting Engineer shall be available for the purpose of joint interim inspection where deemed necessary by Council's Engineer.
- 1.2.7 Testing - The Consulting Engineer shall make available to the Engineer, all test results related to the subdivisional works. Testing shall be carried out by an N.A.T.A. approved testing laboratory. Where testing of a first or preceding stage of construction is requested, then no second or following stage of work shall proceed until approval to proceed is granted by the Council's Engineer.
- 1.2.8 In addition to the normal inspection and testing requirements as detailed elsewhere in these guidelines, Council's Engineer reserves the right to inspect and require samples of materials being used to be taken and tested to ascertain quantity and/or quality of materials being placed in the construction work. The Consulting Engineer will be informed of any matters requiring remedial action. In the event that such testing reveals the work to be defective, the Subdivider shall reimburse Council for the cost of the testing.
- 1.2.9 Council's Engineer will direct all notices, requests, instructions and approvals to the Consulting Engineer, except in urgent circumstances when they may be given directly to other parties involved in the subdivision.
- 1.2.10 Council is conscious of the need to preserve natural vegetation wherever possible in rural subdivisions. To this end Council may impose special conditions on particular subdivisions to minimise the environmental impact of road and drainage construction, particularly in relation to preservation of natural vegetation within road reserves and minimising soil erosion.

Subdividers should be conscious of these aims and should take them into consideration in the various stages of planning for a subdivision.

- 1.2.11 Notification of Works – Council’s Engineer shall be advised two (2) days before commencing work, and after cessation of work, one day before recommencing any work.
- 1.2.12 Hours of work - No work outside the hours of 7.00 am to 5.00 pm Monday to Friday shall be carried out without the written approval of Council’s Engineer.
- 1.2.13 Indemnity Insurance - The Subdivider shall be responsible for arranging, taking out and keeping in operation all necessary insurance policies to totally indemnify and protect the Council against any and all claims of damages or other claims that may arise during the carrying out of the construction work.

1.3 Practical Completion of Subdivisional Works

- 1.3.1 Upon the satisfactory completion of all subdivisional work including survey, lot pegging and soil stabilisation, the Consulting Engineer shall notify Council in writing that the works have been inspected and are in accordance with the approved drawings and/or specifications.
- 1.3.2 Upon receipt of this notification, Council’s Engineer shall arrange a Practical Completion inspection of the completed works. Any such inspection shall require the presence of the Engineer and the Consulting Engineer.
- 1.3.3 At the time of the Practical Completion inspection or as soon as possible thereafter, Council’s Engineer shall inform the Consulting Engineer of any item/s not in accordance with the drawings and specifications. Any such item/s so indicated shall be rectified without delay and a further inspection of these works shall be carried out upon completion of these remedial works.
- 1.3.3 If at any time after the granting of Practical Completion, the subdivisional work is found to be contrary to the approved drawings, then the Subdivider shall rectify the works at no expense to Council.

1.4 Survey Release (Clearance)

- 1.4.1 The Consulting Engineer shall satisfy Council that the Subdivider has complied with all relevant conditions imposed by

the Department of Planning's Conditions of Approval of Subdivision pertaining to survey release of all or part of the subdivision.

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

1.5 Bonding Outstanding Works

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

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

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

1.6 Maintenance

1.6.1 Maintenance Liability

- 1.6.1.1 It shall be the responsibility of the Subdivider to maintain all roads and associated works for a period of two years from the date survey release (clearance) hereinafter referred to as the Maintenance Period. Where defects requiring urgent attention become evident during the Maintenance Period, Council's Engineer may request these works to be rectified immediately. Failure to complete the rectification works within the time specified will cause Council to carry out the works using monies from the Maintenance Bond.
- 1.6.1.2 At the expiry of the Maintenance Period the Consulting Engineer shall inform Council's Engineer of his intention to inspect the subdivision, and at a time mutually agreeable to all parties, such an inspection shall be made.

1.6.1.3 The Consulting Engineer shall apply in writing to Council for Maintenance Release, which will be subject to the satisfactory repair of defective works, cleaning of the drainage system and the sweeping of the roads, and Council's Engineer's acceptance of such works.

1.6.1.4 Where a Subdivider chooses to delay seeking subdivisional clearance after the date of Practical Completion, the Council may redefine the date of commencement of the Maintenance Period as being the date of subdivisional clearance.

1.6.2 Maintenance Bond

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



SECTION 2 – DESIGN PRINCIPLES

2. DESIGN CRITERIA

2.1 General

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

2.2 Roads

2.2.1 General

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

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

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

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

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

2.2.2 Pavement Design

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

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

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

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

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

2.2.3 Materials

2.2.3.1 "A" Grade Basecourse

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

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

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

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

2.2.3.2 "B" Grade Sub-Basecourse

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

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

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

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

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

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

2.2.3.3 Asphalt

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

2.2.3.4 Sprayed seals

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

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

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

2.2.4 Basecourse Widths

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

2.2.5 Shoulders

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

2.2.6 Road Reserve Width

Local roads shall have a minimum road reserve width of 20 metres with the exception of industrial subdivisions which must be a minimum 30m, however, Council reserves the right to make

a wider road reserve should the site or engineering requirements dictate.

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

2.2.7 Town Centre and Residential Streets

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

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

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

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

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

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

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

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

should desirably be reduced to minimise environmental impact, the verge grading may be increased as agreed with Council's Engineer.

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

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

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

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

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

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

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

2.2.8 Rural Living Streets

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

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

Intersections:

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

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

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

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

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

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

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

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

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

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

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

2.2.9 Rural Roads

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

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

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

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

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

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

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

Sealed shoulders to be a minimum of 400 mm

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

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

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

All rural roads that require sealing shall be sealed with a two coat seal (2x10mm stone) with 1.3 metre shoulders sealed with a 1

coat seal (10mm stone), except at intersections which shall be kerbed with 25mm asphalt over a primer seal. The extent of the kerbing shall be as stipulated for “Rural Living Streets”.

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

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

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

Intersections of arterial roads shall be widened as follows:

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

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

The maximum longitudinal grade of a road shall be 12.5% unless otherwise approved. The minimum longitudinal grade shall be

0.5% unless table drains are graded independently of the road to provide satisfactory drainage, where necessary. A vertical curve shall be provided when the grade change is 1% or greater.

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

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

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

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

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

2.2.10 Industrial Roads

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

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

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

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

2.2.11 Public Utility Conduits

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

2.3 Stormwater Drainage

2.3.1 General

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

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

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

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

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

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

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

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

2.3.7 Types of Pipework

The following pipe types shall be permitted:

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

PVC pipes in classes appropriate to loadings and cover heights.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2.3.8 Open Drains

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

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

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

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

2.3.9 Sub-Soil Drains

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

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

2.3.10 Drainage Easements

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

2.3.11 Standing Water

Stormwater management system designs are to minimise the presence of standing water after a rain event and incorporate design features to prevent the breeding of mosquito larvae.

2.4 Miscellaneous Facilities

2.4.1 Pathways

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

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

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

All pathways shall be illuminated with appropriate lighting.

2.4.2 Signs and Guide Posts

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

2.4.3 Street Nameplates

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

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

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

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

2.4.4 Battle-Axe Block Access Roads

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

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

2.4.5 Standard Crossovers

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

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



SECTION 3 – DRAWINGS

3. REQUIREMENTS FOR DRAWINGS

3.1 General

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

3.2 Drainage Calculations

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

3.3 Pavement Calculations

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

3.4 Required Drawing Scales

Scales of plans where possible should conform to the following:

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

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

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

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

3.5 Drawing Information

3.5.1 Layout Plan

Layout Plan shall show:

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

3.5.2 Road Plans

Each street shall be drawn in plan and profile.

The plan of the street shall show:

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

The longitudinal profile of the road shall show:

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

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

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

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

3.5.3 Drainage Plans

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

The plan shall show:

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

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

The longitudinal section shall show:

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

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

3.5.4 Earthworks Plans

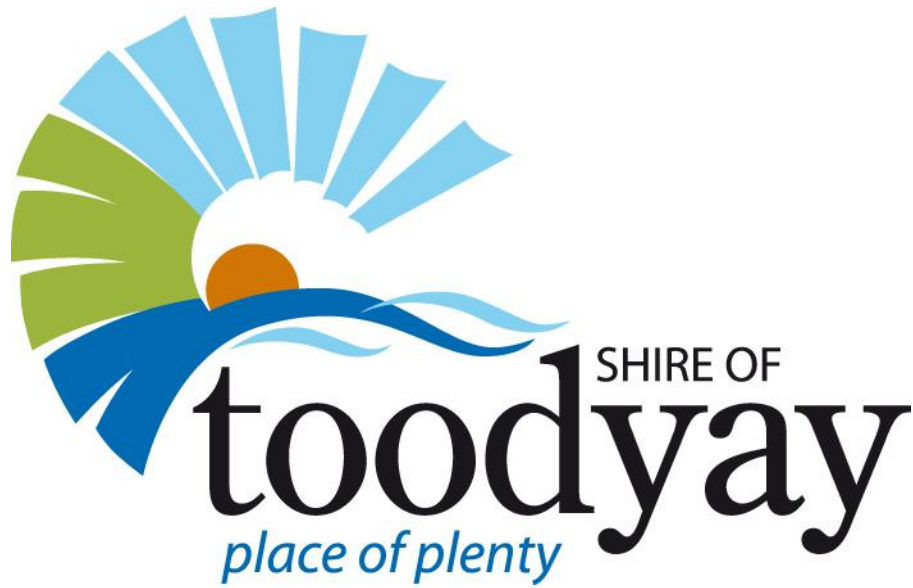
In all subdivisions involving earthworks, plans showing existing and proposed contours and appropriate cross sections are required.

3.5.5 "As Constructed" Drawings

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

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

and stamped "As Constructed".



SECTION 4 – CONSTRUCTION OF ROADS

4. CONSTRUCTION OF ROADS AND ASSOCIATED WORKS

4.1 General

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

4.1.2 Temporary Road Closure

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

The following conditions shall apply to such closures:

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

4.2 Survey Set Out

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

4.3 Construction Tolerances

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

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

4.4 Clearing Works

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

4.5 Earthworks

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

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

4.6 Soil Stabilisation

- 4.6.1 The subdivider shall be responsible for the satisfactory control of dust and sand drift from the construction site.
 - 4.6.2 Stabilisation of topsoil, sand or other material or matter subject to movement over or near the subdivision shall generally be
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carried out in accordance with the Environmental Protection Authority's Dust Control Guidelines and to the satisfaction of Council's Engineer, both during the construction stages and upon completion of the subdivisional works.

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

4.7 Sub-Grade

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

4.8 Base Course - Gravel

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

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

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

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

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

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

4.9 Base Course – Road Base

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

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

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

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

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

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

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

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

4.10 Primer Sealing Of Pavement

- 4.10.1 The surface of the base course shall be primer sealed in accordance with Austroads publication "Bituminous Surfacing Volume 1, Sprayed Work 1989" prior to the application of the wearing course.

- 4.10.2 Sweeping -The surface of the base course shall be swept free from any loose material and dust in such a manner that will not damage the finished surface of the base course prior to the application of the binder.

- 4.10.3 Application of Binder

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

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

- 4.10.3.1 Bitumen Emulsion

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

- 4.10.3.2 Hot Cut-Back Bitumen

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

4.10.3.3 The Binder Application

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

4.10.4 Application for Aggregate

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

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

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

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

4.11 Hot Sprayed Bitumen Surfacing

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

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

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

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

4.11.3 Materials

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

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

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

4.11.4 Application of Binder

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

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

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

4.11.4.4 All necessary precautions shall be taken to prevent over spray of binder. Any damage or defacement shall be made good immediately the sealing in that section has been completed, with all cleaning work being carried out to an acceptable standard.

4.11.5 Application of Aggregate

- 4.11.5.1 The aggregate shall be dry and free from dust and other deleterious material at the time of application and shall be uniformly spread over the sprayed area by means of an approved type of mechanical spreader.
- 4.11.5.2 The time lag between spraying and spreading shall be kept to a minimum and all sprayed areas, with the exception of approved lapping strips, shall be covered with 14mm nominal size aggregate within ten (10) minutes of spraying the binder.
- 4.11.5.3 If there are surplus loose particles on any portion of the sealed area such portion shall be swept lightly so as to move the loose particles but not disturb the aggregate embedded in the binder.
- 4.11.5.4 Rate of application shall be determined by design but shall not exceed 70 m² per cubic metre of metal, controlled so that only sufficient is applied to give a uniform dense mat of one stone thickness.
- 4.11.5.5 Within 5 minutes of the application of the aggregate, rolling shall commence using appropriate equipment and continue until the aggregate is well embedded in the binder and a uniform surface obtained.
- 4.11.5.6 Any loose cover material not incorporated in the seal after the completion of rolling shall be removed from the seal surface as directed and disposed of in an approved manner.

4.11.6 Measurement and Recording of Application Rates

4.11.6.1 Binder

All loads of bitumen shall be sampled in accordance with AS 1160-1988, AS 2008-1980 or AS2157 –1980 as appropriate.

The following records shall be kept of all spray runs by a competent person and supplied to Council's Engineer:

- (a) Spray width
- (b) Start chainage – finish chainage
- (c) Side of road (left or right)
- (d) Road temperature

- (e) Bitumen temperature
- (f) Volume of bitumen used
- (g) Average bitumen application rate

4.11.6.2 Aggregate

Aggregate volume shall be measured in truck at the point of spreading. Each load shall be levelled to facilitate calculation of volumes with the volume of the aggregate being recorded for each truck.

The actual application rate of cover aggregate shall be calculated from the measured volumes spread and the actual area measured on the site by the Consulting Engineer and supplied to Council's Engineer.

4.12 Concrete Kerbing

- 4.12.1 All concrete kerbing shall be cast in-situ using an extrusion machine to a cross sectional profile as shown on the approved drawings.
- 4.12.2 Appropriate measures shall be taken to ensure that kerbing is securely held in position. The laying of kerbing on the primed base course with asphalt placed against the front face and fill against the rear face is deemed to comply with this requirement. Provide a base key 150mm wide x 75mm deep under all kerbing laid to a radius of 50m or less.
- 4.12.3 All concrete work shall be carried out in accordance with AS3600-1988.
- 4.12.4 All concrete used shall be supplied in a ready mixed state and shall comply with the requirements of AS1379-1973. All concrete used in the works shall develop a minimum compressive strength of 20 MPa at 28 days with a maximum slump of 90mm.
- 4.12.5 The surface of the road shall be thoroughly swept clean of all loose material prior to the kerb being cast to ensure the maximum bond between the kerb and the pavement material.
- 4.12.6 Tolerances

The line, level and radius of all kerbing shall be in accordance with the following tolerances:

- (a) The top surface of the kerb shall be parallel to the ruling grade of the pavement and shall be free from irregularities exceeding 5mm when measured with a 3m long straight edge.
- (b) Level +/- 5mm
- (c) Line +/- 10mm
- (d) Cross section dimensions +/- 5 mm.

4.12.7 The finished kerb shall be true to the cross-section dimensions specified and shall have a smooth finish.

4.12.8 Contraction Joints

Contraction joints shall be constructed every 2.5 metres run of kerbing. The contraction joints shall be 6mm wide and shall be cut through the kerb above the road surface level immediately after extrusion. Care must be taken to avoid any disturbance to the edges of the joint and any such disturbance shall be made good immediately.

4.12.9 Expansion Joints

Not less than 24 hours after placement of the kerb, expansion joints shall be formed by cutting completely through the kerb at 5.0 metre intervals, at sides of drainage gullies and at tangent points of all small radius horizontal curves. The expansion joints shall be 13mm wide. Each expansion joint will be filled with a foam packer which shall be covered with an approved compound.

4.12.10 Curing

All concrete shall be cured as specified in AS3600-1988.

4.12.11 Protection

All kerbing shall be protected from damage and any damage repaired immediately.

4.12.12 Backfilling

The backfill material shall be free draining sand and/or topsoil, free from debris and deleterious matter and levelled and compacted to not less than 90% of the modified maximum dry density when tested in accordance with AS1289 E2.1-1977.

4.12.13 All surplus materials including materials removed due to non-compliance with the specifications shall be removed from the site and the area left in a neat and tidy condition.

4.13 Asphalt Surfacing

4.13.1 General

Asphalt used for the wearing course on any road pavement shall consist of a combination of coarse aggregate, fine aggregate and mineral filler, uniformly coated and mixed with a bitumen binder in accordance with that detailed in Section 8.4 "Specification for Asphalt".

All work and material shall be in accordance with the requirements of AS 2734-1984 and shall provide a surface with level and roughness tolerances complying with the standard and having a compaction of at least 98% of the 50 blow, 35 blow or 25 blow Marshall density as approved.

4.13.2 Commencement of Works

The Contractor shall give at least 24 hours notice to Council's Engineer before commencing or recommencing any asphalt surfacing works.

4.13.3 Delivery Records

A weighbridge ticket showing the empty and loaded masses of the vehicle shall be made available to Council's Engineer at the point of delivery by the driver of the vehicle together with written confirmation of the following if requested:-

- (i) the date and time of loading
- (ii) the name of the supplier and the plant location
- (iii) the identification number of the vehicle
- (iv) the nominal size of the asphalt aggregate

4.13.4 Testing of Asphalt

Test results indicating the following shall be supplied on request:

Marshall stability
Marshall flow
Bitumen content
% air voids
% compaction

4.14 Street Name Plates

4.14.1 The subdivider shall be responsible for the supply and erection of all street nameplates in accordance with AS1742.5 –1986 Part 5.

Nameplates shall be of approved type, be fully reflectorized on extruded aluminium and shall be erected at all newly created intersections and shall indicate the names of both streets. Nameplates shall incorporate any special feature which may be required by Council (eg Shire logo, colours of legend and background, etc).

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

4.14.4 Signs shall be mounted on 50mm diameter galvanised steel posts so that the bottom of the sign is 2.7 metres clear of the ground. Posts shall be concreted into the ground to a depth of at least 0.6 metres. The pole shall be erected on the 2.7 metre alignment.

Temporary “No Through Road” signs shall be erected on roads that have been temporarily terminated.

4.15 Path and Island Paving

4.15.1 The paving material used in the construction of off-road paths and islands shall be 100mm thick cast “in situ” concrete. The finished surface shall be smooth and free from defects with a “broomed” non-skid finish. Contraction joints shall be provided every 2.0 metres. These shall be cut with an approved grooving tool and be 6mm wide. Expansion joints fitted with “Lock-Joint” shall be provided every 6.0 metres. Every 48 metres, a non “Lock-Joint” expansion joint shall be provided.

These shall be 13mm wide and filled flush with an approved jointing material. Alternative equivalent paving materials may be used as approved.

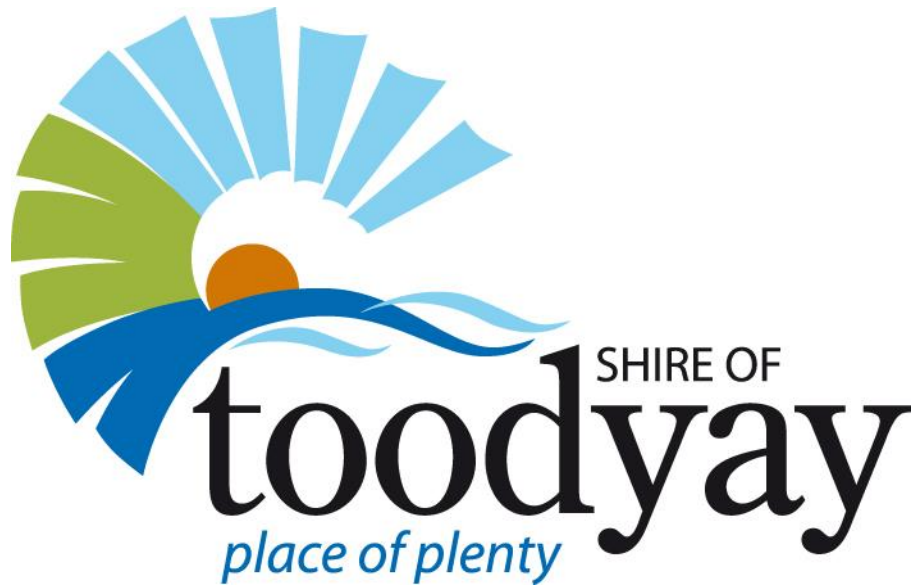
- 4.15.2 All concrete work shall be carried out in accordance with AS3600-1988.
- 4.15.3 All concrete used shall be supplied in a ready mixed state and shall comply with the requirements of AS1379-1973. All concrete used in the works shall develop a minimum compressive strength of 20 MPa at 28 days with a maximum slump of 90 mm.
- 4.15.4 All paving to median islands shall be to the colour as specified by Council's Engineer.
- 4.15.5 The sub-grade under all paths shall be clean, well compacted sand fill. All concrete to median islands shall be placed on a compacted sand bed.
- 4.15.6 All public utility services shall be installed under paths and other paved areas prior to the paving work commencing.
- 4.15.7 The level of the finished concrete path shall suit the surrounding ground levels provided that the paved surface is free draining, with all path levels to be approved. Generally, all paths will have a 2% crossfall towards the road pavement.
- 4.15.8 The Subdivider shall give landowners whose verges will be affected by the path construction at least two (2) weeks notice of the commencement of the construction work.
- 4.15.9 All work shall be carried out in accordance with Council's requirements as appropriate and as detailed in its "Path Construction Specification."
- 4,15.10 Appropriate alterations to existing verge reticulation systems shall be carried out as part of the work at no extra cost.

4.16 Lot Filling

- 4.16.1 Where lot filling is required in accordance with these guidelines, the fill area shall be cleared and stripped of all organic material rubbish and any other deleterious material and the filling placed and compacted to the approved design levels.

The tolerances on lot filling shall be +/- 50mm.

- 4.16.2 The fill material shall be clean, free draining, medium to coarse sand, free from foreign and organic matter.
- 4.16.3 Topsoil shall be stockpiled for later re-spreading on batters and other disturbed surfaces where appropriate.
- 4.16.4 Material from clearing shall be disposed of away from the site of the works in a place and manner approved by Council. No material from clearing shall be deposited within the road reserve or on property beyond the boundaries of the subdivision without the owner's permission.
- 4.16.5 Adequate precautions must be taken to ensure no damage occurs to trees, vegetation, fences, services and other improvements outside the designated areas of the works. Survey pegs or marks which are disturbed shall be reinstated by a licensed surveyor at the Subdivider's expense.
- 4.16.6 All fill shall be compacted to the full depth with a density of 95% over the building envelope and 90% over the remainder of the fill area, of the modified maximum dry density when tested in accordance with AS 1289 E2.1-1977.
- 4.16.7 Where open drains across lots have been backfilled, the compaction of the backfill shall be in accordance with the preceding Clause and such areas shall be subject to special testing as determined by Council's Engineer.
- 4.16.8 The requirements for stabilisation, dust control and sand drift as detailed in Section 4.6 shall also apply to lot filling.
- 4.16.9 For urban subdivisions on a clay subgrade, the clay surface shall be sloped at a minimum grade of 1:100 towards a subsoil drainage line and covered with a minimum fill of 300mm of clean sand over the entire site. Clay being used as fill to achieve a uniform graded surface shall be compacted to 90% of the modified maximum dry density when tested in accordance with AS1289 E2.1-1977.



SECTION 5 – CONSTRUCTION OF DRAINS

5. CONSTRUCTION OF DRAINAGE WORKS

5.1 General

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

5.1.2 Temporary Road Closure

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

The following conditions shall apply to such closures:

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

5.2 Survey Set Out

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

5.3 Construction Tolerances

The tolerance for piped drainage lines shall generally be +/- 10mm for level and +/- 50 mm for line, but in all instances each section of drain shall be capable of carrying the design flow.

5.4 Materials

5.4.1 Pipes

- 5.4.1.1 Drainage pipes may be reinforced concrete, fibre reinforced cement, corrugated aluminium or plastic. Other types may be used on the approval of Council's Engineer.
- 5.4.1.2 All pipes shall conform to the appropriate Australian Standard, such as the following:

AS 1342-1973	Precast Concrete Pipes
AS1712 – 1976	Fibre Cement Pipes
AS1761 – 1985	Helical Corrugated
AS1762 – 1984	Steel Pipes
AS2566 - 1982	Plastic Pipelaying Design
- 5.4.1.3 Subsoil drainage pipes shall conform to the above but, except in the case of reinforced concrete pipes, shall have 250 mm by 5 mm slots cut through the pipe on alternate sides at 100 degrees so that the total length of slots is approximately half that of the pipe.
- 5.4.1.4 Reinforced concrete pipes shall be spigot and socket type unless otherwise approved.

5.4.2 Concrete

5.4.2.1 Concrete used for in-situ work shall conform to AS3600-1988 and be provided by a pre-mix concrete supplier conforming with AS1379-1973 or mixed on site, using materials as specified and plant to the approval of Council's Engineer.

5.4.2.2 Concrete for manholes, headwalls, endwalls and keels shall have a minimum compressive strength of 20 MPa after 28 days. The slump shall not exceed 70 mm or be less than 30 mm. Maximum size of aggregate shall be 20mm.

5.4.3 Cement

5.4.3.1 All cement used shall be Portland Cement in accordance with AS1315-1982 and obtained from an approved manufacturer.

5.4.3.2 Cement shall be delivered to the site fresh and in sealed bags and there stored in a weatherproof shed until such time that it is to be used. Any bag showing signs of deterioration or setting shall be rejected.

5.4.4 Concrete Aggregate

5.4.4.1 Fine aggregate shall be well graded, clean, sharp and free from clay and organic impurities in accordance with AS2758.1-1985.

5.4.4.2 Coarse aggregate shall be crushed granite or diorite clear and free from all impurities in accordance with AS2758.1-1985.

5.4.5 Water

5.4.5.1 Water for use in concrete and mortar shall be of potable quality, free from any impurities harmful to concrete mortar or steel.

5.4.6 Sand

5.4.6.1 Sand for mortar will be crushed stone or natural sand free from all deleterious substances and have a uniform grading.

5.4.6.2 Sand for bedding or backfilling shall be clean sand free from roots, clay or any deleterious matter.

5.4.7 Steel

- 5.4.7.1 Steel reinforcing fabric and steel reinforcing bars for concrete shall comply with the requirements of AS1302-1977, AS1303-1973 and AS1304-1973 and be free from loose rust or matter likely to impair the bond with concrete.
- 5.4.7.2 Structural steel shall comply with the requirements of AS1205-1980.

5.4.8 Bricks

- 5.4.8.1 Bricks shall be hard, well burnt, pressed or wire cut clay bricks in accordance with AS1225-1984 having a minimum ultimate strength of 30 MPa and absorbing when saturated, not more than 10% of their own weight in water.
- 5.4.8.2 Bricks shall be of uniform shape and size, carefully conveyed and unloaded at the site. No chipped or broken bricks shall be used, and no pieces of brick to be used except where necessary as closures.

5.4.9 Calibrated Metal

- 5.4.9.1 Calibrated metal (granite or diorite) shall conform to the following sieve grading:

<u>Sieve Size</u>	<u>%Passing</u>
19.0	100
13.2	98-100
9.5	80-90
6.7	53-70
2.4	5-14
0.6	0-3

and be free from roots, clay and any deleterious material.

5.4.10 Manhole Liners

- 5.4.10.1 Manhole liners shall be circular precast concrete liners from approved manufacturers capable of withstanding anticipated design loadings.

5.4.11 Manhole Covers

- 5.4.11.1 Manhole covers located in the carriageway shall be equipped with purpose built reinforced concrete surrounds a minimum of 150mm thick and fitted with a “Gatic” or similar type cast iron frame and lid.
- 5.4.11.2 Manhole covers located elsewhere in the road reserve shall be equipped with a purpose built reinforced concrete surround 150mm thick.
- 5.4.11.3 All manhole covers shall be equipped with 600mm square or circular access point with tapered inserts. Both cover and insert shall have suitable lifting points installed.
- 5.4.11.4 Manhole covers located in easements on private allotments shall be of suitable thickness as determined by design loading but not less than 100mm.

5.4.12 Grated Covers

- 5.4.12.1 Grated cover surrounds shall be 150mm thick reinforced concrete, 20 MPa at 28 days compressive strength concrete with sufficient reinforcement to withstand the design loading.
- 5.4.12.2 The steel insert shall be contained within a steel surround firmly embedded in the concrete and hinged on one side to permit opening with the steel surround protruding above the concrete surround by 25mm.
- 5.4.12.3 All grated gully covers shall be of a heavy duty construction and shall be load tested to full Austroads Highway Loading Conditions (90kN Wheel Load applied as per AS1597 Part 1-1974).
- 5.4.12.4 Grated covers shall have clear minimum internal dimension of 650mm x 490mm measured between and excluding the supporting angle frame.
- 5.4.12.5 Where there is any likelihood of cycle traffic crossing the road at right angles to the centreline of the road in the vicinity of gullies, 25mm x 3mm mild steel straps shall be welded to the bars at 100mm centres across the full length of the grate or other method as approved.

5.4.13 Side Entry Kerb

Side entry kerb sections shall be reinforced concrete to a design submitted and approved by Council's Engineer.

5.5 Installation of Manholes And Road Gullies

- 5.5.1 Manholes shall be constructed from either circular precast concrete sections or square/rectangular brickwork as determined by detailed design. Minimum thickness of brickwork shall be 230 mm.
- 5.5.2 The minimum internal size of all manholes shall be either 900 mm circular or square but in all cases the manhole shall be at least 600mm larger than the largest pipe connected to the manhole. The minimum manhole diameter in private property shall be 750mm.
- 5.5.3 All manhole covers shall overhang the liner or walls by 100mm minimum. The tops of all manholes shall be flush with either the pavement level or the finished ground level and set at appropriate cross falls where necessary.
- 5.5.4 Manholes shall be embedded on sand compacted not less than 95% of the maximum dry density when tested in accordance with AS1289.E2.1-1977.
- 5.5.5 Steel step irons shall be installed in the walls of all manholes over 1.2 metres deep at approximately 400mm spacing or at every fifth course of brickwork. Step irons shall be of an approved design with a minimum diameter of 12mm. The surface of these steps be adequately protected against rust by galvanising or similar treatment.
- 5.5.6 Road gullies shall be of either a side entry pit design, a steel grate design or a combination of both.
- 5.5.7 All manholes located in the road reserve shall have bases of 150mm thick reinforced concrete, 20MPa at 28 days compressive strength concrete with sufficient reinforcement to withstand the design loading.
- 5.5.8 The grated cover shall be installed with the bars at right angles to the road centreline.
- 5.5.9 Side entry pits shall be created by installing a precast kerb section fitted with an opening into the kerblines. The minimum depth of the opening shall be 100mm.

- 5.5.10 The side entry kerb shall be located directly above the manhole wall such that the water flows directly from the water channel into the manhole.
- 5.5.11 The road pavement in the vicinity of the side entry pit shall be shaped to facilitate the ingress of water by forming an evenly graded depression, the maximum depth of which shall be 50mm at the face of kerb in the centre of the opening in the kerb section, constructed in such a manner that does not reduce the serviceability of the road pavement.
- 5.5.12 Manholes installed on the drainage lines 600mm diameter and over shall not be fitted with side entry inlets.
- 5.5.13 The road-wearing surface shall extend over grated gully surrounds. Gully grates shall be installed 25mm proud of the primed road surface in order to be flush with wearing surface.

5.6 Headwalls And Endwalls

- 5.6.1 Where a piped drain interfaces with an open drain, a suitable endwall structure shall be provided to prevent the entry of loose material into the pipe and the erosion of surrounding ground. In the case of pipes exceeding 600mm diameter, suitable structures shall be fitted to the inlet to the pipe drainage system to prevent access.
- 5.6.2 All headwalls and endwalls shall be constructed using either concrete with 20 MPa compressive strength, mortared stonework or brickwork.
- 5.6.3 For mortared stonework each stone shall weigh in excess of 10 kg and the greatest dimension of any stone shall not exceed 1.5 times its least dimension.
- 5.6.4 Endwalls located on outlet pipes exceeding 300mm diameter shall include suitable erosion protection in the form of aprons and edge beams.

5.7 Pipe Laying

- 5.7.1 Pipes shall not be laid on filled ground until such ground has been compacted to a minimum of 95% of its modified maximum dry density when tested in accordance with AS 1289.E2.1-1977.

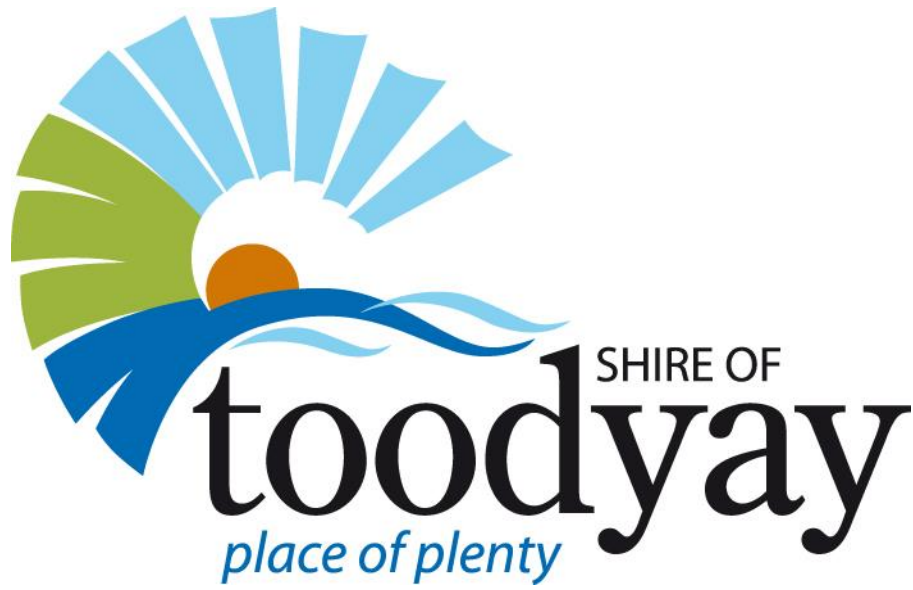
- 5.7.2 Trenches shall be excavated to the dimensions shown on the approved drawings to the minimum consistent with bed width requirements.
- 5.7.3 In the case of rock occurring in the bottom of the trench, the trench shall be excavated to a depth of at least 200mm below the design levels, backfilled with clean sand fill and compacted as specified in Clause 5.7.1.
- 5.7.4 All blasting shall be carried out in accordance with Clause 4.5.6.
- 5.7.5 Free water in excavations shall be controlled to a level sufficiently low so as not to interfere with the construction work.
- 5.7.6 The trenches shall be cut to the line, depth and gradient required. If any pipe trench is excavated deeper than required, the extra depth shall be filled with sand and compacted to a density comparable to that of the natural surrounding material.
- 5.7.7 Any excavation which is carried out in public or private roads shall be arranged so that pedestrian and vehicle access is maintained at all times unless this is considered highly impractical, in which case work shall be arranged to cause the minimum disruption possible.
- 5.7.8 Pipes shall be laid true to the design lines and levels as shown on the approved drawings and shall be laid so that the pipes will be bearing uniformly on the foundation for their entire length.
- 5.7.9 All pipes shall be jointed in accordance with the manufacturer's recommendations unless specified otherwise.
- 5.7.10 No damaged pipe shall be used in the works.
- 5.7.11 All pipe laying and jointing shall be inspected and approval given before backfilling or metalling commences. Any work that is covered before being so approved, shall be uncovered if so directed.
- 5.7.12 Slotted pipes shall be laid with the slots in the down position symmetrical about the vertical centre line.
- 5.7.13 Calibrated metal as previously specified shall be placed along the full length of all subsoil pipes and inspected prior to backfilling.
- 5.7.14 The trenches shall be backfilled using clean coarse sand filling free from clods or stones and effectively free draining. This backfilling material shall be compacted evenly around manholes

and gullies and over and around pipes. Compaction shall be 95% under paved areas and within the building envelope, and 90% elsewhere of the modified dry density when tested in accordance with AS1289-1977 E2.1.

- 5.7.15 Any surplus excavated material shall be disposed of in an approved manner.
- 5.7.16 All pipes protruding into gullies and manholes shall be trimmed to be flush with the internal face of the structure and any irregularities and depressions filled with an approved grouting material.
- 5.7.17 Where a drain is to be laid on unsound ground, or if the drain crosses over a sewer line or other essential services, the pipe shall be laid on a suitable independent support structure.
- 5.7.18 All backfilling shall be placed with great care in such a way that no pipes or joints or other works are displaced or damaged.
- 5.7.19 During construction no sand or other material shall find its way into the drainage system. Unfinished manholes shall be covered to prevent this occurring.
- 5.7.20 The backfilling and interim restoration of the trenches in existing road pavements shall be completed immediately after acceptance of piping work. The material used for backfilling pipe trenches and the pits in roadways shall be a clean granular material and shall be compacted to a density not less than 95% of the maximum dry density as tested in accordance with AS1289 E2.1 1977. The top 300mm of trench shall be filled with limestone to surface level and compacted as specified herein. The surface of the trenches shall be kept in safe and reasonable condition for traffic until permanent road reinstatement is carried out. All subsidence shall be made good with fresh approved material. Unless otherwise stated interim restoration and maintenance of private roads or right of ways shall be carried out in the same manner as if they were public roads. The remainder of the reinstatement shall be carried out by Council unless otherwise approved.
- 5.7.21 The surface of verges and all other similar land shall be restored to the condition in which it was found and shall be left with the surrounding ground level after all consolidation has been completed. The surface soil and sub-soils shall be stored separately and afterwards reinstated in their natural order. All areas disturbed by drainage works shall be stabilised in accordance with Section 4.6 of this specification.

5.8 Open Drains

- 5.8.1 Open drains shall be installed to the lines and levels shown on the approved drawings.
- 5.8.2 Excavated material from open drains shall be disposed of in an approved manner.
- 5.8.3 Where over excavation occurs, this shall be corrected by filling with in-situ material and compacting to a density comparable to that of the natural surrounding material.
- 5.8.4 A corridor 3.0 metres wide shall be provided for future maintenance access along one side of the drain.



SECTION 6 – SUPERVISION

6. CONTROL & SUPERVISION OF CONSTRUCTION

6.1

All subdivision works shall be designed and constructed in accordance with sound engineering principles and in compliance with the approved drawings and specifications.

Final approval for the works shall only be given when the whole of the works shown on the drawings of subdivision have been executed to the true intent and meaning of the approved drawings and specifications and to the satisfaction of Council's Engineer.

6.2 Responsibility for Quality of Construction

Irrespective of any approvals given by Council's Engineer, the Subdivider and his responsible agents (including where applicable the Consulting Engineer and/or the Contractor) shall remain fully responsible for the quality of the works. The inspections, checks and tests to be carried out by Council's Engineer are not intended to be comprehensive or detailed and do not take the place of comprehensive superintendence of the works by the Subdivider's Consulting Engineer.

All subdivision works shall be subject to the provisions of AS 2990 "Quality Systems for Engineering and Construction Projects" and AS 3900 to 3904 "Quality Systems". The quality assurance category to be adopted should be Category C generally with only critical aspects to be subject to Category B requirements. The Consulting Engineer shall ensure that all contract work complies with these provisions.

6.3 Schedule of Inspections

Inspections by Council's Engineer or his representative shall be required at the following stages of construction. A minimum of two working days notice shall be given by the Consulting Engineer that inspections are required:

Roads

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

Drains

- (a) when the trenches have been excavated and the pipes laid to true line and level.
- (b) when using sub-soil pipes, after the calibrated metal has been placed
- (c) after manholes, gullies and other structures have been built and backfilling of all trenches completed.

No second or follow up stage of construction shall proceed until approval has been given for the preceding stage.

Representatives of the Consulting Engineer and the Contractor shall be present at stage inspections if requested by Council's Engineer.

6.4 Testing & As Constructed Surveys

All test results and as constructed surveys taken during the works, whether required under this part or not, shall be made available to Council's Engineer. All materials and compaction tests shall be carried out by a NATA approved testing laboratory. All as constructed surveys shall be carried out by an independent licensed surveyor. Works which fail to meet specified criteria shall be corrected and re-tested or re-surveyed, as the case may be.

The following minimum tests shall be required:

- (a) Grading and testing of properties of representative samples of sub-base and basecourse materials prior to commencement of supply of those materials;
- (b) In situ density testing -
 - embankment filling: 4 tests per 1 000m³
 - sub-base & basecourse: 4 tests per 500m³

Additional density tests of foundation and subgrade to road pavements shall be taken at the Subdivider's cost when requested by Council's Engineer.

The following minimum as constructed surveys shall be required:

- (a) After completion of subgrade preparation and prior to cartage of basecourses, take levels at no greater than 20m intervals on the centreline and on both edges of pavement boxing. The as constructed information shall be presented in plan or tabular form showing the chainage, the design subgrade levels for each point, the as constructed levels and the difference between the two.

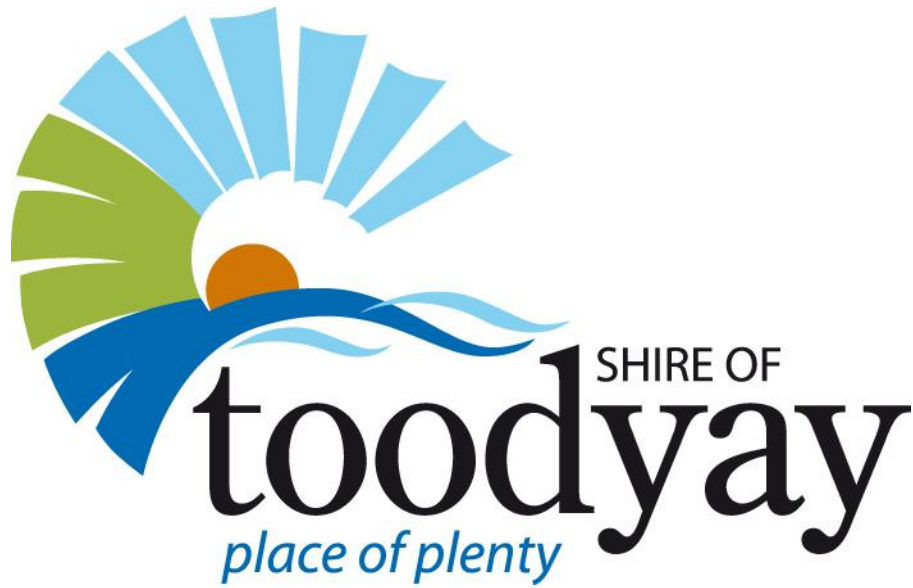
- (b) After completion of sub-basecourse construction and basecourse construction, and prior to surfacing (sealing), take levels at no greater than 20m intervals on the centreline (at chainages to match subgrade levels) and on both edges of basecourse. The as constructed information shall be presented in plan or tabular form showing the chainage, the design basecourse levels for each point, the as constructed levels and the difference between the two.
- (c) Pipe drain systems and open drains (not including table drains). Details shall include location and size of pipes and drains, length between ends (or centreline distances to pits etc), lid or cover levels where appropriate, and invert levels at ends. For open drains bottom widths, invert levels at no greater than 20m intervals and side slopes shall additionally be required.

6.5 Practical Completion

Any items of work found to require rectification at the time of the practical completion inspection, or at any time thereafter, shall be rectified before practical completion will be certified by Council's Engineer.

When all subdivisional works are completed to the satisfaction of Council's Engineer, the Consulting Engineer shall be notified of the practical completion date.

If at any time after the granting of practical completion the subdivisional work is found to be contrary to Council's requirements, or is found to have been constructed in error to the approved drawings, specifications and any instructions which may have been issued by the Consulting Engineer or Council's Engineer during the course of construction, then the works shall be rectified at no cost to the Council. Minor rectification items may be undertaken at the completion of the maintenance period.



SECTION 7 – MAINTENANCE AND SURVEY RELEASE

7. MAINTENANCE & RELEASE

7.1 Survey Release

The Consulting Engineer shall satisfy Council that the Subdivider has complied with all relevant conditions imposed by the Western Australian Planning Commission pertaining to survey release of all or part of a constructed subdivision.

The conditions which must be complied with by the Subdivider prior to the Council's approval of survey release of a subdivision shall include, but shall not necessarily be limited to, the following:

- (a) Creation and location of all stormwater drainage easements;
- (b) Creation of any other easements (temporary or permanent) which are relevant to the subdivision;
- (c) Creation of all reserves (including drainage and recreation reserves) pertaining to the subdivisional works;
- (d) Payment of all moneys required to be paid to the Council in consideration of construction of footpaths, footways or any other works associated with the subdivision and which are to be carried out by the Council;
- (e) Payment of any maintenance retention money and payment of supervision fees required by the Council;
- (f) Stabilisation of topsoil, sand or other material or matter subject to movement over or near the subdivision shall be completed to the satisfaction of Council's Engineer;
- (g) Completion of all roadworks and other works associated with the subdivision construction to the stage of practical completion;
- (h) Such drawings shall be on a reproducible material, and show the location of all drains and services.

7.2 Maintenance

A twenty-four months defects liability period shall apply from the date of survey release (clearance) of the subdivisional works.

During the period the Subdivider and/or his responsible agents shall be responsible for rectification of any defects, whether they are construction or design defects, which may become apparent. The Subdivider or his responsible agents shall carry out rectification work within the time requested by Council when notified of such defects.

If defects are not rectified within the time required by Council then Council may have the defects rectified at the Subdivider's expense. In this case the cost of the work shall become a debt due to the

Council and Council may draw on any retention money being held, without reference to or approval from the Subdivider and without limiting its right to recover any balance of money due should the security be insufficient to cover the costs of the works.

Before practical completion is granted the Subdivider shall lodge with the Council an amount of 5% of the cost of the works as security for ensuring the rectification of defect, which shall be retained by Council for the duration of the defects liability period.

Any defects rectified during the defects liability period shall be subject to a further 24 months defects liability period. During this further period Council may, at its discretion, withhold the release of all or part of any security.

Retention money shall only be released at the expiration of the defects liability period (or any further period) after satisfactory rectification of all defects.



SECTION 8 – MATERIAL SPECIFICATIONS

8. MATERIAL SPECIFICATIONS

8.1 SPECIFICATION FOR CRUSHED GRAVEL

8.1.1 General

A gravel base shall consist of a combination of soil binder, sand and gravel and shall conform with break up when alternatively wetted and dried shall not be used.

Coarse aggregate shall have a Los Angeles Abrasion Test value of not more than forty-five (45) when tested in accordance with Main Roads Western Australia Test Method W A 220.1.

Fine aggregate passing a 2.36 mm sieve shall consist of natural or crushed sand and fine mineral particles passing the 0.075 mm sieve.

The ratio of the portion passing the 0.075 mm sieve to the portion -passing the 0.425 mm sieve shall fall within the range 40%-60%.

8.1.2 Grading

When tested in accordance with AS.1289.C6.1-1977 the grading -of the gravel shall be close to the maximum density curve and shall conform to the following requirements:

A.S. Sieve Size Percent by Weight Passing

19.00 mm	95- 100%
9.50 mm	70- 80%
4.75 mm	45 -65 %
2.36 mm	33 -52%
1.18 mm	23- 42%
0.425 mm	13 -30%
0.075 mm	2- 13%

8.1.3 Materials

The portion of the sample which passes the 0.425 mm sieve (soil mortar) shall conform to the following requirements when tested in accordance with AS.1289-1977, Parts C and E:

Plastic limit shall not exceed	20
Liquid limit shall not exceed	25
Plasticity index shall not exceed	6
Linear shrinkage shall not exceed	2 %
Dry compressive strength shall not be less than	1.75 MPa

8.2 SPECIFICATION FOR ROAD BASE

8.2.1 General

The road base material shall consist of a combination of soil binder, sand and gravel and shall conform with this specification. It shall be free of vegetable matter and lumps or balls of clay and shall not contain objectionable quantities of pyrites or other deleterious substances.

Coarse aggregate retained on a 2.36mm sieve shall consist of hard, durable particles or fragments of gravel; materials that break up when alternatively wetted and dried shall not be used.

Coarse aggregate shall have a percentage wear by the Los Angeles Abrasion Test of not more than forty-five (45).

Fine aggregate passing a 2.36mm sieve shall consist of natural or crushed sand and fine mineral particles passing the 0.075mm sieve.

The ratio of the portion passing the 0.075mm sieve to the portion passing 0.425mm sieve shall fall within the range 40-60%.

8.2.2 Properties

The portion of the sample which passes the 0.425mm sieve (Soil Mortar) shall conform to the following requirements when tested in accordance with AS1289-1977:

Plastic limit shall not exceed	20
Liquid limit shall not exceed	25
Plasticity Index shall not exceed	5
Linear Shrinkage shall not exceed	1%
Dry Compressive Strength shall not be less than	1.75MPa
Dust ratio shall not exceed	0.67

8.2.3 Grading

When tested in accordance with AS1289-1977, the grading of the gravel shall conform to the following requirements:

Sieve Size <hr/> (Square Opening AS Sieve)	Percent by Weight Passing <hr/>
19mm	95 – 100%
13mm	75 – 85%
9.5mm	65 – 75%
4.75mm	40 – 60%
2.36mm	30 – 50%
1.18mm	20 – 40%
0.425mm	10 – 30%
0.150mm	5 – 15%
0.075mm	2 – 10%

8.3 SPECIFICATION FOR SEALING AGGREGATE

8.3.1 Aggregate

The aggregate shall be crushed diorite or granite consisting of clean, washed, tough, durable fragments free from an excess of thin or elongated pieces, free from soft or disintegrated pieces, stone coated with dirt, dust or other deleterious matter.

8.3.2 Particle Shape

The proportion of flat or elongated particles in any grading of coarse aggregate shall not exceed 20 percent. A flat particle is one having a ratio of width to thickness of greater than three and an elongated particle is one having a ratio of length to width greater than three. There shall not be more than 2.5% of particles of greater length in any direction than twice the gauge, and there shall not be more than 20% of particles of greater dimensions in any direction than 25% in excess of the gauge.

8.3.3 Hardness

Wear – the aggregate shall have a Los Angeles abrasion value not exceeding 20% of wear for diorite and not exceeding 40% for granite.

8.3.4 Specific Gravity

The bulk specific gravity of the particles of diorite shall be not less than 2.90 (2.60 for granite).

8.3.5 Elongation Factor

The elongation factor which shall be defined as the ratio of the average long dimension to the average least dimension shall not exceed 2.75 for the sample.

8.3.6 Method of Sampling and Testing

The method of testing the road metal shall be in accordance with AS1141-1974.

8.3.7 Grading Requirements – (Percentage by Weight)

Size No.	1	2	3	4	5	6
NORMAL SIZE	25mm	20mm	14mm	10mm	7mm	5mm
Passing						
A.S.mm Sieve						
37.5	100					
26.5	80 -100					
19	0 – 20	100				
16	0 – 2	80 -100	100			
13.2		0 – 20	80 -100	100		
9.5		0 – 2	0 – 20	80 -100		
6.7			0 – 2	0 – 25	100	
4.75				0 – 2	80 -100	100
2.36					0 – 30	80 -100
1.18	0 – 0.5	0 – 0.5	0 – 0.5	0 – 0.5	0 – 0.5	0 – 30
600 micron						0 – 5

8.3.8 Average Least Dimension Requirements

SIZE NO.	1	2	3	4	5
Average Least Dimension	15 – 25	10 – 18	9 – 13	6 – 8	4 – 6

8.4 SPECIFICATION FOR ASPHALT (BITUMINIOUS CONCRETE)

8.4.1 General

All asphalt used in paving works shall comply with AS2734-1984.

8.4.2 Binder

The binder shall be Class 170 residual asphaltic bitumen complying with AS2008-1980.

8.4.3 Aggregate

The aggregate shall be granite and be in accordance with Appendix “K” of AS2150-1978.

8.4.4 Characteristics of the Paving Mixture

The paving mixture for the surface course shall meet the following requirements by weight when determined by A.S. sieves. The residual binder, that is the residual asphaltic bitumen, shall be determined as a percentage by weight of the total mixture.

SIEVE SIZE	PERCENTAGE OF MINERAL AGGREGATE PASSING SIEVE (by weight)			
	AC5	AC7	AC10	AC14
19.0 mm	-	-	-	100
13.2 mm	-	-	100	85 – 100
9.50 mm	-	100	90 – 100	70 – 85
6.70 mm	100	80 – 100	70 – 90	62 – 75
4.75 mm	85 – 100	70 – 90	58 – 76	53 – 70
2.36 mm	55 – 75	45 – 60	40 – 58	35 – 52
1.18 mm	38 – 57	35 – 60	27 – 44	24 – 40
600 um	26 – 43	22 – 35	17 – 35	15 – 30
300 um	15 – 28	14 – 25	11 – 24	10 – 24
150 un	8 – 18	8 – 16	7 – 16	7 – 16
75 un	4 – 11	5 – 8	4 – 7	4 – 7
General limits of bitumen content	5.5 – 7.0	5.3 – 7.0	5.3 – 7.0	4.8 – 6.5

8.4.5 Marshall Properties

PROPERTY	MIX			
	AC5	AC7	AC10	AC14
Minimum Marshall Stability (50 blow)	5.0 kN	5.5 kN	6.5kN	6.5kN
Marshall flow (50 blow)	2 – 4 mm	2 – 4 mm	2 – 4 mm	2 – 4 mm
Voids Content	3 – 5%	3 – 5%	3 – 5%	3 – 5%
Bitumen Content	5.5 – 7.0%	5.3 – 7.0%	5.3 – 7.0%	4.8 – 6.5%



ABN: 50 860 676 021

Enquiries: Ed Cooper on (08) 96224789
Our Ref: 01/587-04
Your Ref: SM:KD 00BLAS

SHIRE OF TOODYAY	
Record Number:	ICR 28563
21 AUG 2014	
Officer / Dept:	MWS
File Number:	TECS

18 August 2014

Mr Stan Scott
Chief Executive Officer
Shire of Toodyay
P O Box 96
TOODYAY WA 6566

ATTENTION: LES VIDOVICH

Dear Mr Scott

**TOODYAY ROAD (M026) - SLK 16.79
ROAD CLOSURE - BLACK SWAMP PLACE, MORANGUP
SHIRE OF TOODYAY**

I refer to your letter dated 30 March 2009 in which you advised that Council resolved to request the Minister for Lands to close Black Swamp Place, Morangup.

Main Roads Wheatbelt Region is aware that the portion of Black Swamp Place Road Reserve which was located within the Morangup Nature Reserve No.38924 and on Deposited Plan 70304 is shown as being closed.

Main Roads would encourage Council to undertake measures to permanently ensure that this section of former road is physically closed to all vehicular traffic.

Main Roads considers this will significantly improve the road safety at this location.

Main Roads offers it full support to the above proposal and will be glad to offer all possible assistance to ensure a successful outcome.

If you require any further information please contact Ed Cooper on (08) 96224789.

Yours sincerely

Craig Manton
REGIONAL MANAGER

Enc; Deposited Plan No.70304

HELD BY LANDGATE
IN DIGITAL FORM ONLY

TYPE: CROWN
PURPOSE: ROAD CLOSURE
PLAN OF: LOT 500

DISTRICT: AYON
TOWNSHIP: 02402-2002/01
RDL FILE: SHIRE OF TOODYAY
LOCAL AUTHORITY: MORANGUP
LOCALITY: MORANGUP

REFERENCE: 0635 (10) 0.3
TOODYAY (25) SW

SCALE: 0 25 50 75 100 125 150
MILLIMETRES
MILE IN METRES

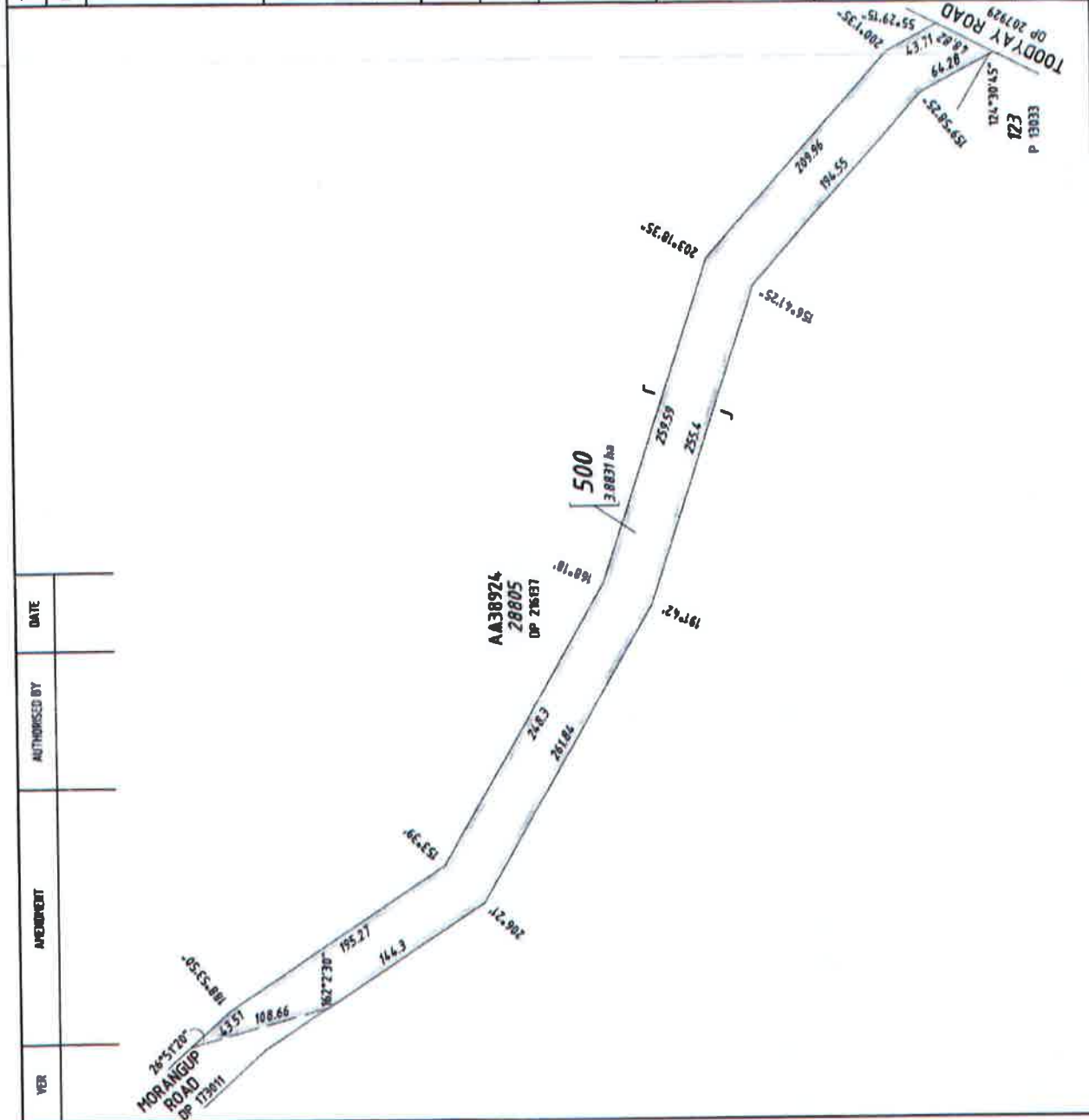
SUBJECT TO SURVEY
NOT FOR ALIENATION PURPOSES

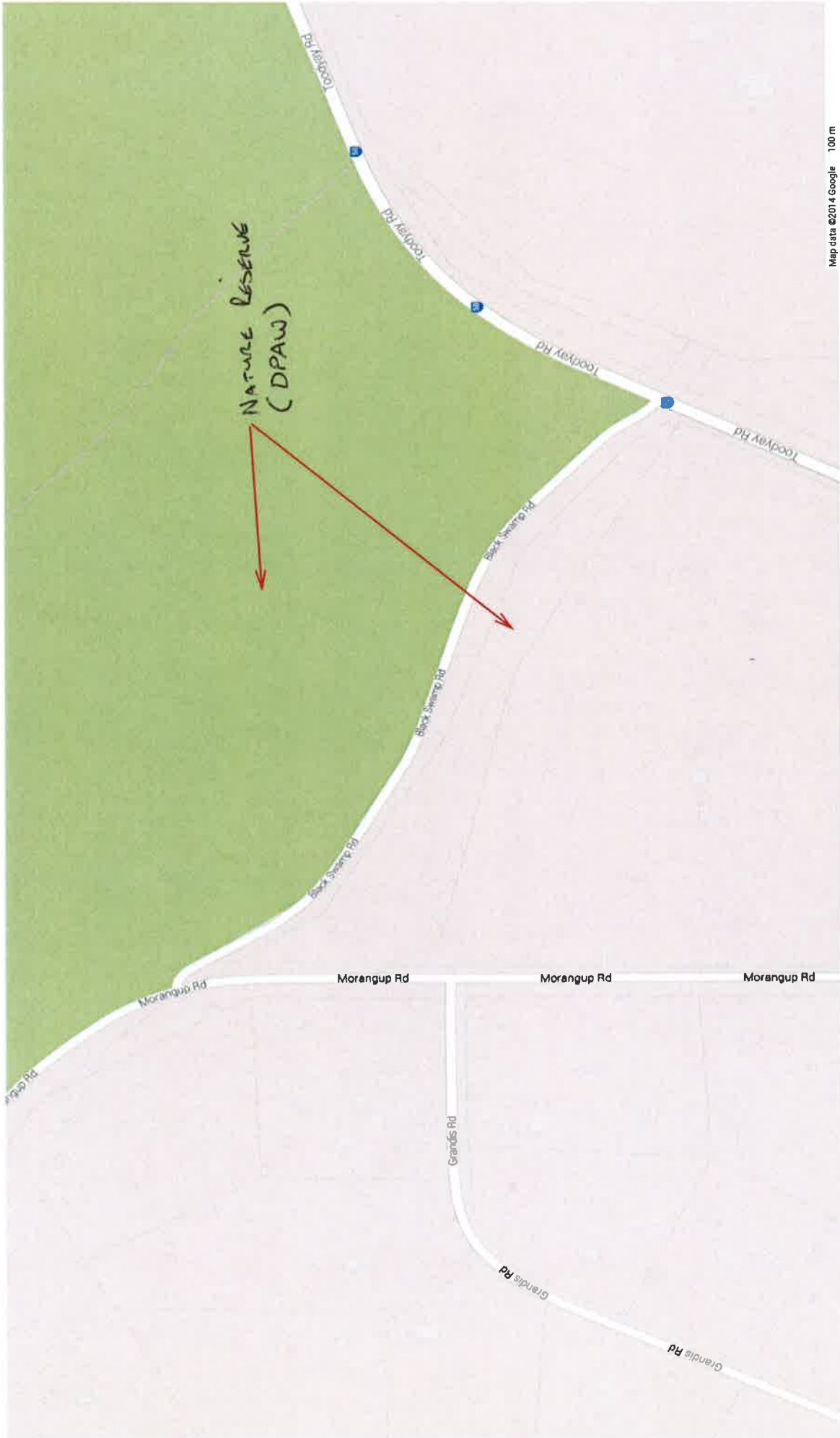
LOADED DATE: 20/12/2010
TYPE OF VALIDATION: FULL ABMIT PWK
LEGAL COMPONENT: N/A
CERTIFIED CORRECT: N/A
ASSESSOR: N/A
DATE: 30/12/2010
IN ORDER FOR DEALINGS

FOR AUTHORIZED LAND OFFICER: [Signature]
DATE: 30/12/2010
APPROVED: [Signature]
DATE: 19/12/2011

LANDGATE
DEPOSITED PLAN
70304

SHEET 1 OF 1 VERSION 1





Shire of Toodyay

List of Payments Presented to Council for Period 1 October 2014 to 31 October 2014

Pay/Type	Date	Name	Description	Amount
IPV500	8/10/2014	Bendigo Bank	Payroll PPE 07/10/2014	89,710.13
IPV501	22/10/2014	Bendigo Bank	Payroll PPE 21/10/2014	90,887.00
1381	15/10/2014	Jacqueline Broadwood	Refund of Memorial Hall Bond	500.00
1382	15/10/2014	Construction Training Fund	Construction Levies - September 2014	2,132.95
1383	15/10/2014	Building Commission	Building Commission Levies - September 2014	1,283.45
1384	15/10/2014	Samantha Connor	Refund of Community Centre Bond - Toodyay Scouts	100.00
1385	15/10/2014	RDA Wheatbelt Inc	Refund of Community Centre Bond	500.00
1386	15/10/2014	Toodyay Football Club	Refund of Memorial Hall Bond	500.00
1387	31/10/2014	Peter Robinson	Refund of Memorial Hall Bond - Bush Poets	500.00
1388	31/10/2014	Shire of Toodyay	Transfer 2014/2015 Rates Incentive Prize Money to Muni Bank Account	700.00
1389	31/10/2014	Toodyay Scout Group	Refund of Community Centre Bond	100.00
1390	31/10/2014	Wheatbelt Community Alcohol & Drug Service	Bond of Community Centre Bond	200.00
BPV1959	1/10/2014	Bendigo Bank	Bank Fees	10.00
BPV1960	1/10/2014	Bendigo Bank	Bank Fees	10.00
BPV1961	1/10/2014	Bendigo Bank	Bank Fees	227.90
BPV1962	1/10/2014	Commonwealth Bank	Eftpos Fees	1,815.50
BPV1963	1/10/2014	Commonwealth Bank	Eftpos Fees	775.00
BPV1964	1/10/2014	Commonwealth Bank	Eftpos Fees	1,603.33
BPV1965	1/10/2014	Bendigo Bank	Bpay Fees	702.24
BPV1966	2/10/2014	Commonwealth Bank	Merchant Fees	170.22
BPV1967	3/10/2014	Commonwealth Bank	Bank Fees	5.95
BPV1968	3/10/2014	Commonwealth Bank	Eftpos Fees	6.88
BPV1969	3/10/2014	Commonwealth Bank	Eftpos Fees	17.34
BPV1970	6/10/2014	Westnet	Internet Charges - Depot	419.79
BPV1971	8/10/2014	Bendigo Bank	Bank Fees	0.11
BPV1972	8/10/2014	Bendigo Bank	Bank Fees	6.38
BPV1973	13/10/2014	Cannon Finance	Lease - Admin Photocopier	572.00
BPV1974	14/10/2014	Bendigo Bank	Credit Card - September 2014 - C Munson	4.00
			Card Fee	4.00
BPV1975	14/10/2014	Bendigo Bank	Credit Card - September 2014 - C Delmage	475.26

Shire of Toodyay

List of Payments Presented to Council for Period 1 October 2014 to 31 October 2014

Pay/Type	Date	Name	Description	Amount	
			Instapage - Museum	9.82	
			T000 Fuel	64.48	
			City of Perth - Training - C Delmage	32.60	
			Pensioner Hotel Accomodation- Training - C Delmage	69.02	
			Trinity- Training - C Delmage	280.00	
			Book House - Risk Roundtable	15.34	
			Card Fee	4.00	
BPV1976	14/10/2014	Bendigo Bank	Credit Card - September 2014 - G Bissett		207.34
			Megaby - Pointer for Chambers	57.85	
			1300 Flowers - L Edwards	100.90	
			1300 Flowers - L Edwards	-100.90	
			T6177 - Fuel	145.49	
			Card Fee	4.00	
BPV1977	14/10/2014	Bendigo Bank	Credit Card - September 2014 - S Scott		261.41
			T0 - Fuel	170.41	
			Morley Car Wash - T0	18.00	
			Department of Ag - Stock Number Permit	69.00	
			Card Fee	4.00	
BPV1978	14/10/2014	Bendigo Bank	Credit Card - September 2014 - L Vidovich		500.14
			National Works & Engineering Conference - Perth Airport	71.00	
			National Works & Engineering Conference - Eurocar	425.14	
			Card Fee	4.00	
BPV1979	14/10/2014	Bendigo Bank	Credit Card September- A Bell		1,254.07
			T00 - Fuel	490.46	
			Travel Managers - Visitor Centre State Conference	634.70	
			Eurocar - Visitor Centre State Conference	111.90	
			Caltex Kalgoorlie - Fuel for Hire Car	13.01	
			Card Fee	4.00	
BPV1980	15/10/2014	Commonwealth Bank	Eftpos Fees		125.34
BPV1981	16/10/2014	Bendigo Bank	Bank Fees		10.78

Shire of Toodyay

List of Payments Presented to Council for Period 1 October 2014 to 31 October 2014

Pay/Type	Date	Name	Description	Amount
BPV1982	16/10/2014	Bendigo Bank	Bank Fees	0.11
BPV1983	17/10/2014	Bendigo Bank	Bank Fees	0.11
BPV1984	21/10/2014	Bendigo Bank	Bank Fees	0.11
BPV1985	22/10/2014	Bendigo Bank	Bank Fees	6.38
BPV1986	23/10/2014	Bendigo Bank	Bank Fees	0.11
BPV1987	27/10/2014	Cannon Finance	Lease Photocopier - Depot, Visitor Centre & Library	525.00
BPV1988	31/10/2014	Bendigo Bank	Bank Fees	3.27
BPV1989	31/10/2014	Bendigo Bank	Bank Fees	8.69
12000	15/10/2014	Damien & Belinda Davis	Rates Refund - 3B Rosedale Street	696.00
12001	15/10/2014	Vodafone Hutchinson Australia P/L	Pager Charges - October 2014	748.44
12002	15/10/2014	Siegfried Johannes Kling	Rates Refund - 317 Mount Road	500.52
12003	15/10/2014	Beatrice Laufer	Rates Incentive Prize Winner - 5th Prize	200.00
12004	15/10/2014	Old Gaol Museum	Old Gaol Volunteer Reimbursements - November 2014	500.00
12005	15/10/2014	Penelope Preen	Rates Refund - 220 Wilkerson Road	623.59
12006	15/10/2014	Peter Sides	Rates Incentive Prize Winner - 1st Prize	1,000.00
12007	15/10/2014	Shire of Toodyay - Petty Cash	Petty Cash Expenses	490.95
			Plate Remake - T0010	27.65
			Citizenship Ceremony Plants	25.10
			Cotton Caps - Visitor Centre	59.75
			Bread - IFF	10.00
			Lunch - CESM Interviews	66.50
			Photo Prints - MBFB Opening	12.35
			Ice - Ministerial Lunch	10.40
			Cotton Rags & Fuel Reimbursement - Museum	61.30
			LGMA Conference Parking - G Bell	20.00
			Refreshments - Training - C Delmage	100.10
			Postage	7.20
			Plate Change - T6177	24.00
			Plate Change - T6177	16.60
			Donation for use of Generator - IFF Bouncy Castle	50.00

Shire of Toodyay

List of Payments Presented to Council for Period 1 October 2014 to 31 October 2014

Pay/Type	Date	Name	Description	Amount
12008	15/10/2014	Shire of Merredin	Contract BS	3,069.00
12009	15/10/2014	Telstra Corporation Limited	Telephone Charges	4,605.58
12010	15/10/2014	Synergy	Electricity Charges	18,818.08
12011	15/10/2014	Margot Watkins	2014 Toodyay Ag Show Art Aquisition - "Truck & Tractor"	320.00
12012	31/10/2014	Denko Deneff	Gravel - Grandis Rd	10,500.00
12013	31/10/2014	Department of Transport	Registration - 1TPH749	122.75
12014	31/10/2014	G & E Fitzgerald	Rates Refund - 50 Coondle Drive	739.66
12015	31/10/2014	Shire of Toodyay	Rates Payment - Firms	200.00
12016	31/10/2014	Telstra Corporation Limited	Telephone Charges	263.26
12017	31/10/2014	Water Corporation	Water Rates/ Usage	3,209.09
12018	31/10/2014	Synergy	Electricity Charges	792.90
EFT16785	8/10/2014	Shire of Toodyay Salaries & Wages	Payroll Deductions	1,765.00
EFT16786	15/10/2014	Australia Post	Postage - September 2014	922.76
EFT16787	15/10/2014	Avon Skip Bins	WTS Management & Transfer Waste	12,029.80
EFT16788	15/10/2014	Arm Security	Alarm Monitoring - Community Centre, Administration & Connors Mill	336.90
EFT16789	15/10/2014	Ag Implements Merredin P/L	Kingchrome K1612 Workshop Toolkit & V Belt	2,627.12
EFT16790	15/10/2014	Avon Valley Mitsubishi	Vehicle Repairs	28.80
EFT16791	15/10/2014	Avon Waste	Waste Collection	23,307.47
EFT16792	15/10/2014	Avon Tourism Inc.	Advertising - 2015 Experience Perth Holiday Planner	1,350.00
EFT16793	15/10/2014	Avonbrook Wines	Accommodation to 12/10/2014	318.62
EFT16794	15/10/2014	Av Sec Security Services	Alarm Monitoring - Medical Centre 01/10/2014 - 31/12/2014	150.60
EFT16795	15/10/2014	Amber Springs Gardens	Accommodation to 12/10/2014	1,370.60
EFT16796	15/10/2014	Avon Paper Shred	Shredder Bin Pickup & Destruction	136.40
EFT16797	15/10/2014	Boral Construction Materials Group	Emulsion	1,980.00
EFT16798	15/10/2014	Northam Betta Home Living	Beko Refrigerator & Chef Oven - Youth Hall	1,727.00
EFT16799	15/10/2014	Bev Royal	Visitor Centre Consignment Stock - September 2014	20.30
EFT16800	15/10/2014	Black Wattle Retreat	Accommodation to 12/10/2014	1,891.25
EFT16801	15/10/2014	Tutt Bryant	Air Filters - Roller	185.04
EFT16802	15/10/2014	Covs Parts	Vehicle & Machinery Parts & Expendables	1,350.33
EFT16803	15/10/2014	Courier Australia	Freight	257.69

Shire of Toodyay

List of Payments Presented to Council for Period 1 October 2014 to 31 October 2014

Pay/Type	Date	Name	Description	Amount
EFT16804	15/10/2014	Coondle/Nunile Bushfire Brigade	Hazard Reduction Burn - Morangup	384.00
EFT16805	15/10/2014	Construction Equipment Australia	Repairs - Loader	231.15
EFT16806	15/10/2014	The Cola Cafe	Refreshments - Council Forum, AROC & K Hooper Farewell	885.00
EFT16807	15/10/2014	Wheatbelt General Practice Toodyay	Surgery Consultation for Bee Sting - J Higgs	70.00
EFT16808	15/10/2014	Staples Aust	Stationery	1,118.06
EFT16809	15/10/2014	Countrywide Publications	Advertising - Your Guide to WA	500.00
EFT16810	15/10/2014	Landgate	Valuation Rolls	366.25
EFT16811	15/10/2014	Caltex Toodyay Junction	Water Bottles - Admin & Visitor Centre	189.00
EFT16812	15/10/2014	Essential Environmental	Environmental Strategy Workshop	1,760.00
EFT16813	15/10/2014	Experience Perth	2014/2015 Membership	325.00
EFT16814	15/10/2014	Forum Advocating Cultural & Eco-Tourism Inc (Facet)	Breathing Life into the City Training - A Bell	55.00
EFT16815	15/10/2014	Freemasons Hotel	Accommodation to 12/10/2014	1,326.10
EFT16816	15/10/2014	Flick Washroom Services	Sanitary Disposal Units - Rental 2014/2015	4,657.40
EFT16817	15/10/2014	Foxburrow B & B	Accommodation to 12/10/2014	623.00
EFT16818	15/10/2014	Department of Fire & Emergency Services	2014/2015 ESL Levies - Shire Buildings	2,556.74
EFT16819	15/10/2014	Future Logic	IT Support - Monthly Billing - September 2014	5,705.70
EFT16820	15/10/2014	Grove Wesley Design Art	Dog & Cat Facility Signage	363.00
EFT16821	15/10/2014	Galaxy Enterprises	Visitor Centre Stock	695.59
EFT16822	15/10/2014	Harcourt Street B & B	Accommodation to 12/10/2014	373.80
EFT16823	15/10/2014	Toodyay Hardware & Farm	Misc Hardware	3,086.64
EFT16824	15/10/2014	Vicki Hamersley	Visitor Centre Consignment Stock - September 2014	40.00
EFT16825	15/10/2014	Hoddywell Cottage	Accommodation to 12/10/2014	193.38
EFT16826	15/10/2014	G Horsfield	Window Cleaning - Library	560.00
EFT16827	15/10/2014	Hitachi Construction Machinery	Glass Repairs	884.87
EFT16828	15/10/2014	Ipswich View Homestead B & B	Accommodation to 12/10/2014	1,886.80
EFT16829	15/10/2014	ID Consulting P/L	Consultancy Fees - Community Profile & Training	6,600.00
EFT16830	15/10/2014	John Phillips Consulting	CEO Appraisal	3,300.00
EFT16831	15/10/2014	Joan Thomas	Visitor Centre Consignment Stock - September 2014	25.00
EFT16832	15/10/2014	Kelyn Training Services	Risk M'Ment & Advanced Worksite Traffic M'Ment Courses - L Slater	1,490.00
EFT16833	15/10/2014	Air Liquide WA Pty Ltd	Gas Cylinder Rental - 2 Med Oxy C	27.60

Shire of Toodyay

List of Payments Presented to Council for Period 1 October 2014 to 31 October 2014

Pay/Type	Date	Name	Description	Amount
EFT16834	15/10/2014	LGIS Risk Management	Avon/Central Midlands Regional Risk Co-Ord Program - July - Dec 2014	6,875.00
EFT16835	15/10/2014	Leyland Engineering Services	Vehicle & Machinery Service & Repairs	886.87
EFT16836	15/10/2014	State Library of WA	Better Beginnings Gift Books	187.00
EFT16837	15/10/2014	Rosemary Madacsi	Travel Claim 01/4/04/2014 - 30/06/2014	280.60
EFT16838	15/10/2014	MM Electrical Merchandising	Exhaust Fans - Dog Pound	194.06
EFT16839	15/10/2014	Micks Fx Electrix	General Electrical Works and 1st Installment of Library Lights Upgrade	6,256.25
EFT16840	15/10/2014	Magpie Ridge Eco Farm	Accommodation to 12/10/2014	1,361.70
EFT16841	15/10/2014	Mori Yoshiko	Refund of Building Licence Fees	434.70
EFT16842	15/10/2014	Morangup Progress Association	Community Grant - Purchase of Chairs for Community Hall	6,000.00
EFT16843	15/10/2014	Mining & Drilling Services P/L	Works - Julimar Rd, Moondyne & Highlands	88,952.60
EFT16844	15/10/2014	Monet Soaps & Gifts	Visitor Centre Stock	104.00
EFT16845	15/10/2014	M2 Technology Pty Ltd	Qtly Messages On Hold	247.50
EFT16846	15/10/2014	Mitre 10 Northam	Tools	42.11
EFT16847	15/10/2014	Mayberry Hammond & Co	Town Planning - Titles for Lots 202 & 203 DP72472 (Syred)	4,522.65
EFT16848	15/10/2014	Applied Industrial Technologies Pty Ltd	Repairs - Grader Freeroll	615.33
EFT16849	15/10/2014	Pacific Brands Workwear	Admin Staff Uniforms - 50% to be reimbursed	115.50
EFT16850	15/10/2014	Oliomio Olive & Lavender Farm	Visitor Centre Consignment Stock - September 2014	27.30
EFT16851	15/10/2014	Pecan Hill B & B	Accommodation to 12/10/2014	943.40
EFT16852	15/10/2014	P & J Contractors	Contract Cleaning	4,236.50
EFT16853	15/10/2014	B A Phelps	Slashing Riverfront Reserve (Extracts), Behind TDHS, 101 Bejoording Rd & Balgalling Reserve	4,320.00
EFT16854	15/10/2014	Public Transport Authority	Transwa Ticket Sales - September 2014	436.06
EFT16855	15/10/2014	Bigair Cloud Managed Services P/L	Internet & Data Charges - October 2014	866.80
EFT16856	15/10/2014	Quality Publishing Australia	Visitor Centre Stock	128.04
EFT16857	15/10/2014	Book Easy Australia	Online Booking Commission - September 2014	198.00
EFT16858	15/10/2014	Radio West Broadcasters	Around the Towns 2014 Interview	77.00
EFT16859	15/10/2014	Reflections Glass & Glazing	Supply & Install Security Grills - Pavilion & Parkers Cottage - 1st Installment & Sliding Door Materials - 33 Telegraph Rd	4,058.34
EFT16860	15/10/2014	River Gum Valley Lavender	Visitor Centre Stock	460.68
EFT16861	15/10/2014	Reliance Petroleum	Fuel	32,884.44

Shire of Toodyay

List of Payments Presented to Council for Period 1 October 2014 to 31 October 2014

Pay/Type	Date	Name	Description	Amount
EFT16862	15/10/2014	Seton Australia	Hard Hats, Loud Hailers & Exit Door Signage	2,422.20
EFT16863	15/10/2014	Sacred Valley Retreat	Accommodation to 12/10/2014	124.60
EFT16864	15/10/2014	Toodyay Express	Freight	165.00
EFT16865	15/10/2014	Toodyay Traders	Gazebo, Chairs, Table & Wall Kit - Roadwise Committee & Misc Hardware	1,188.08
EFT16866	15/10/2014	Toodyay Herald	Advertising - Monthly Article	1,543.00
EFT16867	15/10/2014	Toodyay IGA	Staff Amenities - September 2014	735.67
EFT16868	15/10/2014	Jtagz Pty Ltd	500 x 2015 Cat Tags	253.00
EFT16869	15/10/2014	Toodyay Newsagency	Newspapers & Misc Items - September 2014	121.10
EFT16870	15/10/2014	Truckline	Brake Booster - Tip Truck	64.85
EFT16871	15/10/2014	Toodyay District High School	Sponsorship - Mums & Childrens Breakfast	100.00
EFT16872	15/10/2014	Timberworks Carpentry Solutions	Restore Firebreaks - Syreds Cottage & Bejoording Fire Brigade & Surrounding Land	1,960.75
EFT16873	15/10/2014	Toodyay Club Inc	Refreshments - Conversations with an Author Evening - Library	79.60
EFT16874	15/10/2014	Toodyay Historical Society	Visitor Centre Consignment Stock	15.00
EFT16875	15/10/2014	Toodyay Pumps	Brass Nipple - Standpipe	118.80
EFT16876	15/10/2014	Toodyay Tyre & Exhaust	Repair/Replacement Tyres	5,489.50
EFT16877	15/10/2014	Toodyay Friends of the River Inc	Sponsorship - Memorial Plaque	401.25
EFT16878	15/10/2014	The Limes Orchard	Accommodation to 12/10/2014	525.10
EFT16879	15/10/2014	Western Australian Local Government Association	LG Act Advanced Training - A Bell	907.50
EFT16880	15/10/2014	Whitfield House	Accommodation to 12/10/2014	430.76
EFT16881	15/10/2014	Workplace Training Advisory Aust	LG Leadership Summit - S Scott	695.00
EFT16882	15/10/2014	Western Australian Treasury Corporation	Loan No. 64 Payment - Visitor Centre	10,471.53
EFT16883	15/10/2014	Wheatbelt Safetywear	Two Rolls Barrier Mesh	200.00
EFT16884	16/10/2014	Global Machinery & Racking Systems	Two Toolboxes - Depot	1,540.00
EFT16885	16/10/2014	Black Wattle Retreat	Accommodation - Fiona Ferrari (held from 12/10/2014 payments)	364.90
EFT16886	20/10/2014	Australian Taxation Office	BAS Return - September 2014	42,210.00
EFT16887	22/10/2014	Shire of Toodyay Salaries & Wages	Payroll Deductions	1,946.12
EFT16888	31/10/2014	Autopro Northam	Vehicle & Machinery Parts	69.99
EFT16889	31/10/2014	Avon Valley Nissan Pty Ltd	Trade/Purchase - Nissan Pathfinder - T6177	11,297.56
EFT16890	31/10/2014	Atlas Copco Construction Equipment Aust	Roller Filters	180.10

Shire of Toodyay

List of Payments Presented to Council for Period 1 October 2014 to 31 October 2014

Pay/Type	Date	Name	Description	Amount
EFT16891	31/10/2014	Avon Waste	Rubbish Bins - Toodyay Agricultural Show	540.00
EFT16892	31/10/2014	Avon Valley Stockfeed & Garden Supplies	Kikuyu Lawn - Ground Repairs At Oval	400.00
EFT16893	31/10/2014	Avon Tourism Inc.	2014/2015 Avon Valley Holiday Planner Advertising	330.00
EFT16894	31/10/2014	Avon Computech	Wireless TP Link & ADSL2 Modem - Library	79.95
EFT16895	31/10/2014	Av Sec Security Services	Alarm Callout - Medical Centre	60.50
EFT16896	31/10/2014	Avon Valley Smash Repairs	Excess on Insurance Claim - T7168	300.00
EFT16897	31/10/2014	Bendigo Bank	Refund Community Centre Hire - Booking Cancelled	215.00
EFT16898	31/10/2014	Northam Betta Home Living	Dishwasher - Council Kitchen	697.00
EFT16899	31/10/2014	Baileys Fertilisers	Fertiliser	6,568.32
EFT16900	31/10/2014	Covs Parts	Plant Parts	56.01
EFT16901	31/10/2014	Courier Australia	Freight	171.32
EFT16902	31/10/2014	Country Copiers Northam	Service Photocopier - Admin	2,116.68
EFT16903	31/10/2014	Coates Hire	Trailer Mounted 20 Kva Generator - Toodyay Agricultural Show	321.84
EFT16904	31/10/2014	Construction Equipment Australia	Loader Repairs	2,394.85
EFT16905	31/10/2014	Sally Craddock	Monthly Members Attendance Allowance - October 2014	1,064.33
EFT16906	31/10/2014	Therese Chitty	Monthly Members Attendance Allowance - October 2014	1,064.33
EFT16907	31/10/2014	The Cola Cafe	Refreshments - Fire Fighting Training & Council Forum	197.50
EFT16908	31/10/2014	Complete Portables	Portable Toilet Hire - Toodyay Agricultural Show	1,540.00
EFT16909	31/10/2014	Staples Aust	Stationery	852.01
EFT16910	31/10/2014	G & C Donegan	Rates Refund - 144 Sandplain Road	292.42
EFT16911	31/10/2014	David Dow	Monthly Members Attendance Allowance - October 2014	3,292.67
EFT16912	31/10/2014	Electritech Industries	Two x Fujitsu High Wall Split Air Conditioners - Bendigo Bank	5,695.00
EFT16913	31/10/2014	Essential Environmental	Preparation of EMS for Advertising - Includes 1 Revision in Response to Council Workshop	8,580.00
EFT16914	31/10/2014	Freemasons Hotel	Accommodation to 12/10/2014	115.70
EFT16915	31/10/2014	Foxburrow B & B	Accommodation to 12/10/2014	178.00
EFT16916	31/10/2014	PE& SM Ferguson	Skid Steer Hire	275.00
EFT16917	31/10/2014	SF Fitzgerald Plumbing & Gas	Water Pipe Replacement - Pelham & Pipe & Fittings for Stortz Valve - Depot	4,564.20
EFT16918	31/10/2014	Chris Firms	Monthly Members Attendance Allowance - October 2014	864.33
EFT16919	31/10/2014	Fire & Safety WA	Bushfire Helmets & Stickers	717.05

Shire of Toodyay

List of Payments Presented to Council for Period 1 October 2014 to 31 October 2014

Pay/Type	Date	Name	Description	Amount
EFT16920	31/10/2014	Future Logic	IT Support - Monthly Billing - October 2014	238.70
EFT16921	31/10/2014	Paula Greenway	Monthly Members Attendance Allowance - October 2014	1,064.33
EFT16922	31/10/2014	Health Insurance Fund	Payroll Deductions	267.40
EFT16923	31/10/2014	House of Shardy	Visitor Centre Stock	194.02
EFT16924	31/10/2014	Hanson Construction Materials Pty Ltd	Aggregate	1,389.70
EFT16925	31/10/2014	Ipswich View Homestead B & B	Accommodation to 12/10/2014	649.70
EFT16926	31/10/2014	George Johnson - (Toodyay Butcher Shop)	Sausages - Emergency Services Briefing BBQ	100.00
EFT16927	31/10/2014	JTM Marketing P/L	Biro 2.5L Oversink Tempo Tronic Boiling Water Unit - Council Kitchen	613.93
EFT16928	31/10/2014	John D Imports P/L	Visitor Centre Stock	268.07
EFT16929	31/10/2014	Don & Nola Jones	Visitor Centre Stock	166.75
EFT16930	31/10/2014	Bethan Lloyd	Monthly Members Attendance Allowance - October 2014	1,475.50
EFT16931	31/10/2014	Leyland Engineering Services	Vehicle & Machinery Service & Repairs	2,701.87
EFT16932	31/10/2014	Lloyds Earthmoving	Brickies Sand	50.00
EFT16933	31/10/2014	Rosemary Madacsi	Monthly Members Attendance Allowance - October 2014	1,064.33
EFT16934	31/10/2014	Andrew McCann	Monthly Members Attendance Allowance - October 2014	1,064.33
EFT16935	31/10/2014	Shiller Images	Visitor Centre Stock	413.20
EFT16936	31/10/2014	Miss Natural	Visitor Centre Stock	143.00
EFT16937	31/10/2014	LGIS	Public Liability, Workers Comp & Property Insurance 2014/2015 - Final	177,027.17
EFT16938	31/10/2014	Mitre 10 Northam	Fibro Sheets	312.30
EFT16939	31/10/2014	Mercury Fire Safety Pty Ltd	32 x 20 Litres A Class Foam & Three Fire Burn Over Blankets	5,135.90
EFT16940	31/10/2014	P & J Contractors	Contract Cleaning	4,236.50
EFT16941	31/10/2014	Perth Environmental Plumbing	Project Consultation for Geothermal Heating & Cooling - Memorial Hall - Includes Council Presentation	825.00
EFT16942	31/10/2014	Perth Safety Products P/L	Assorted Signage	495.00
EFT16943	31/10/2014	Quality Publishing Australia	Visitor Centre Stock	190.87
EFT16944	31/10/2014	Reflections Glass & Glazing	20 x Replacement Blinds - Memorial Hall & Security Door - Dog Pound	5,151.19
EFT16945	31/10/2014	Toodyay Race Club	2014/2015 Sponsorship - Picnic Races	2,200.00
EFT16946	31/10/2014	Brian Rayner	Monthly Members Attendance Allowance - October 2014	1,064.33
EFT16947	31/10/2014	Ralph M Fraser P/L	Visitor Centre Stock	456.50
EFT16948	31/10/2014	Roof Top Industries	Re-Roofing of Bendigo Bank - Final Payment	34,612.00

Shire of Toodyay

List of Payments Presented to Council for Period 1 October 2014 to 31 October 2014

Pay/Type	Date	Name	Description	Amount
EFT16949	31/10/2014	Stott & Hoare	Hardware Upgrade - Library IBM Equipment	4,840.00
EFT16950	31/10/2014	Simon Nevill Publications	Visitor Centre Stock	256.64
EFT16951	31/10/2014	Toodyay Express	Freight	451.00
EFT16952	31/10/2014	Shire of Northam	Disposal of Waste - September 2014	8,622.90
EFT16953	31/10/2014	Toodyay Chamber of Commerce Inc	Sponsorship - Xmas Street Party	5,000.00
EFT16954	31/10/2014	Toodyay Pharmacy	Fifty Pkts Hydralyte Tablets - Brigades	598.12
EFT16955	31/10/2014	Toodyay Newsagency	Newspapers - October 2014	85.60
EFT16956	31/10/2014	Toodyay Bakery	Refreshments - Cattle Truck Rollover, Fire Brigades Training, AROC & PTA	191.40
EFT16957	31/10/2014	Timberworks Carpentry Solutions	Guttering - Bank - Final Payment	7,467.90
EFT16958	31/10/2014	Toodyay Building & Maintenance Services	Re-Roofing of Memorial Hall - 1st Payment	31,320.00
EFT16959	31/10/2014	Toodyay Pumps	Pump Testing on Fire Vehicles	4,430.25
EFT16960	31/10/2014	Road Signs Australia	Signage, Bolts & Name Blades	1,334.30
EFT16961	31/10/2014	Vanessa Australia	Visitor Centre Stock	877.47
EFT16962	31/10/2014	Western Australian Local Government Association	Advertising - September 2014	3,382.70
EFT16963	31/10/2014	Western Australian Treasury Corporation	Loan Payments - Library & Rec Facility Land	56,750.79
EFT16964	31/10/2014	Wurth Australia P/L	Socket Set	202.91
EFT16965	31/10/2014	Windward Balloon Adventures	Balloon Flight - Booked through Visitor Centre	534.00
EFT16966	31/10/2014	Wheatbelt Safetywear	Safety Boots - Outside Staff	175.00
DD20918.1	7/10/2014	WA Super	Payroll Deductions	15,553.17
DD20918.2	7/10/2014	Australian Super	Superannuation Contributions	1,145.73
DD20918.3	7/10/2014	West Scheme Superannuation	Superannuation Contributions	232.71
DD20918.4	7/10/2014	BT Lifetime Super	Superannuation Contributions	129.85
DD20918.5	7/10/2014	Bendigo Superannuation Plan	Superannuation Contributions	136.59
DD20918.6	7/10/2014	Hostplus Super	Superannuation Contributions	190.68
DD20918.7	7/10/2014	Australian Ethical	Superannuation Contributions	324.25
DD20918.8	7/10/2014	MLC Navigator Access Super Plan	Superannuation Contributions	143.39
DD20918.9	7/10/2014	BT Super for Life	Superannuation Contributions	203.39
DD20947.1	21/10/2014	WA Super	Payroll Deductions	14,552.24
DD20947.2	21/10/2014	Australian Super	Superannuation Contributions	1,213.60
DD20947.3	21/10/2014	Hostplus Super	Superannuation Contributions	677.88

Shire of Toodyay

List of Payments Presented to Council for Period 1 October 2014 to 31 October 2014

Pay/Type	Date	Name	Description	Amount
DD20947.4	21/10/2014	West Scheme Superannuation	Superannuation Contributions	232.71
DD20947.5	21/10/2014	BT Lifetime Super	Superannuation Contributions	119.44
DD20947.6	21/10/2014	Bendigo Superannuation Plan	Superannuation Contributions	105.35
DD20947.7	21/10/2014	MLC Navigator Access Super Plan	Superannuation Contributions	161.91
DD20947.8	21/10/2014	Telstra Super	Superannuation Contributions	130.92
DD20947.9	21/10/2014	BT Lifetime Super	Superannuation Contributions	203.39
			Total Payments	1,036,700.04

IPV/BPV	190,321.89
Trust	6,516.40
EFT	757,004.73
DD Super	35,457.20
Muni Chqs	47,399.82
TOTAL	1,036,700.04

SHIRE OF TOODYAY
MONTHLY FINANCIAL REPORT
For the Period Ended 31 October 2014

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF TOODYAY
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 October 2014

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		19,000	6,656	30,594	23,938	359.64%	▲
General Purpose Funding - Rates	9	5,525,845	5,501,591	5,488,496	(13,095)	(0.24%)	
General Purpose Funding - Other		1,647,920	426,421	447,456	21,035	4.93%	
Law, Order and Public Safety		327,600	79,524	102,650	23,126	29.08%	▲
Health		61,000	47,164	41,068	(6,096)	(12.92%)	▼
Housing		4,011,000	3,660	7,119	3,459	94.50%	
Community Amenities		697,880	646,036	647,830	1,794	0.28%	
Recreation and Culture		219,150	59,856	40,698	(19,158)	(32.01%)	▼
Transport		770,628	256,868	252,504	(4,364)	(1.70%)	
Economic Services		433,282	144,396	67,528	(76,868)	(53.23%)	▼
Other Property and Services		121,734	40,572	62,476	21,904	53.99%	▲
Total Operating Revenue		13,835,039	7,212,744	7,188,418	(24,325)		
Operating Expense							
Governance		(635,039)	(250,762)	(234,460)	16,302	6.50%	
General Purpose Funding		(333,049)	(79,572)	(85,557)	(5,985)	(7.52%)	
Law, Order and Public Safety		(1,225,544)	(305,169)	(418,681)	(113,512)	(37.20%)	▼
Health		(205,053)	(89,656)	(91,130)	(1,474)	(1.64%)	
Housing		(47,003)	(15,652)	(29,498)	(13,846)	(88.46%)	▼
Community Amenities		(1,249,288)	(400,914)	(377,241)	23,673	5.90%	
Recreation and Culture		(1,452,702)	(499,531)	(564,962)	(65,431)	(13.10%)	▼
Transport		(2,579,942)	(915,168)	(1,012,139)	(96,971)	(10.60%)	▼
Economic Services		(1,228,830)	(409,504)	(342,216)	67,288	16.43%	▲
Other Property and Services		(82,670)	(82,670)	(123,252)	(40,582)	(49.09%)	▼
Total Operating Expenditure		(9,039,120)	(3,048,598)	(3,279,135)	(230,537)		
Funding Balance Adjustments							
Add back Depreciation		2,111,000	703,644	752,433	48,789	6.93%	
Adjust (Profit)/Loss on Asset Disposal	8	53,015	(4,908)	(1,144)	3,764	(76.69%)	
Adjust Provisions and Accruals		72,844	0	0	0		
Net Cash from Operations		7,032,778	4,862,882	4,660,573	(202,308)		
Capital Revenues							
Grants, Subsidies and Contributions	11			0	0		
Proceeds from Disposal of Assets	8	323,000	107,664	20,455	(87,209)	(81.00%)	▼
Total Capital Revenues		323,000	107,664	20,455	(87,209)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(5,215,832)	(195,256)	(156,063)	39,193	20.07%	▲
Infrastructure - Roads	13	(1,767,127)	(588,944)	(236,184)	352,760	59.90%	▲
Infrastructure - Parks & Recreation	13	(325,000)	(108,328)	(1,573)	106,755	98.55%	▲
Infrastructure - Footpaths	13	(83,176)	(27,720)	0	27,720	100.00%	▲
Infrastructure - Bridges	13	(76,000)	(25,332)	(1,467)	23,865	94.21%	▲
Infrastructure - Other	13	(215,000)	(20,000)	(345)	19,655	98.27%	▲
Plant and Equipment	13	(496,000)	(165,332)	(30,490)	134,842	81.56%	▲
Furniture and Equipment	13	(80,500)	(16,832)	(4,400)	12,432	73.86%	▲
Total Capital Expenditure		(8,258,635)	(1,147,744)	(430,523)	717,221		
Net Cash from Capital Activities		(7,935,635)	(1,040,080)	(410,069)	630,011		

Financing						
Proceeds from New Debentures		191,200	127,064	191,200	64,136	(50.48%)
Transfer from Reserves	7	425,125	99,996	30,000	(69,996)	70.00%
Advances to Community Groups		0	0	0	0	
Repayment of Debentures	10	(224,421)	(80,830)	(67,294)	13,536	16.75%
Transfer to Reserves	7	(583,000)	(345,656)	(365,000)	(19,344)	(5.60%)
Net Cash from Financing Activities		(191,096)	(199,426)	(211,094)	(11,668)	
Net Operations, Capital and Financing		(1,093,954)	3,623,376	4,039,411	416,035	
Opening Funding Surplus(Deficit)	3	1,117,070	1,117,070	1,133,954	16,884	1.51%
Closing Funding Surplus(Deficit)	3	23,117	4,740,446	5,173,365	432,920	

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

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

Note 2: EXPLANATION OF MATERIAL VARIANCES

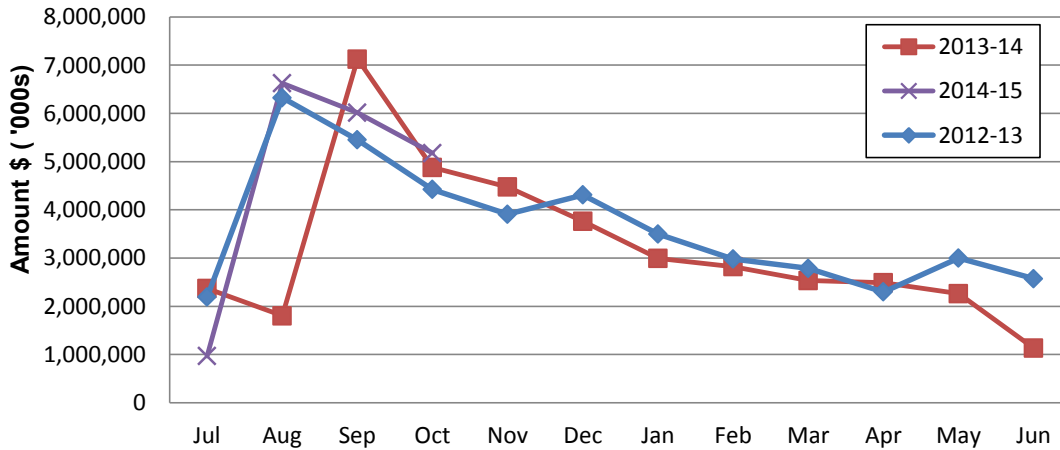
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	23,938	359.64%	▲	Permanent	Insurance Rebate
General Purpose Funding - Rates	(13,095)	(0.24%)			
General Purpose Funding - Other	21,035	4.93%			
Law, Order and Public Safety	23,126	29.08%	▲	Timing	Recoup not yet received
Health	(6,096)	(12.92%)	▼	Timing	Reduction Health Act Fees
Housing	3,459	94.50%			
Community Amenities	1,794	0.28%			
Recreation and Culture	(19,158)	(32.01%)	▼	Timing	Heritage Grant not yet received
Transport	(4,364)	(1.70%)			
Economic Services	(76,868)	(53.23%)	▼	Timing	Grant Income - Community Depot not yet received
Other Property and Services	21,904	53.99%	▲	Permanent	Workers Compensation reimbursements
Operating Expense					
Governance	16,302	6.50%			
General Purpose Funding	(5,985)	(7.52%)			
Law, Order and Public Safety	(113,512)	(37.20%)	▼	Timing	Limited expenditure on mitigation works
Health	(1,474)	(1.64%)			
Housing	(13,846)	(88.46%)	▼	Timing	Maintenance work Gardening
Community Amenities	23,673	5.90%			
Recreation and Culture	(65,431)	(13.10%)	▼	Timing	Major Events in August (IFF & Avon)
Transport	(96,971)	(10.60%)	▼	Timing	Timing Variance
Economic Services	67,288	16.43%	▲	Timing	Timing Variance
Other Property and Services	(40,582)	(49.09%)	▼	Permanent	GL: 008571 offset by GL: 143331; & GL: 008570 offset by GL: 143333
Capital Revenues					
Grants, Subsidies and Contributions	0				
Proceeds from Disposal of Assets	(87,209)	(81.00%)	▼	Timing	Major trades yet to occur
Capital Expenses					
Land and Buildings	39,193	20.07%	▲	Timing	Aged Care Project yet to commence
Infrastructure - Roads	352,760	59.90%	▲	Timing	Capital Projects yet to commence
Infrastructure - Parks & Recreation	106,755	98.55%	▲	Timing	Capital Projects yet to commence
Infrastructure - Footpaths	27,720	100.00%	▲	Timing	Capital Projects yet to commence
Infrastructure - Other	19,655	98.27%			
Heritage Assets					
Plant and Equipment	134,842	81.56%	▲	Timing	Major purchases yet to occur
Furniture and Equipment	12,432	73.86%	▲	Timing	Major purchases yet to occur
Financing					
Loan Principal	13,536	16.75%	▲	Timing	Timing Variance

Shire of Toodyay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2014

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		YTD 31 Oct 2014	30th June 2014	YTD 31 Oct 2013
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	3,043,592	1,485,814	2,606,877
Cash Restricted	4	2,845,528	2,510,528	2,973,528
Receivables - Rates	6	2,348,356	691,863	2,173,833
Receivables -Other	6	72,385	10,389	201,401
Interest / ATO Receivable/Trust				
Inventories		31,396	62,125	118,389
		8,341,257	4,760,719	8,074,030
Less: Current Liabilities				
Payables		(216,667)	(1,068,978)	(188,420)
Provisions		(511,031)	(519,887)	(426,855)
		(727,698)	(1,588,864)	(615,276)
Less: Cash Reserves	7	(2,845,528)	(2,510,528)	(2,973,528)
Adjustment for Current Borrowings		139,373	206,666	131,600
Adjustment for Cash Backed Liabilities		265,961	265,961	260,390
Net Current Funding Position		5,173,365	1,133,954	4,877,216

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 October 2014

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Reserve		203,981				203,981	Bendigo Bank	At Call
Trust			371	220,876		220,876	Bendigo Bank	At Call
(b) Term Deposits								
Municipal NCD: 1366925	3.35%	564,739				564,739	Bendigo Bank	02.12.14
Municipal NCD: 1366932	3.45%	500,000				500,000	Bendigo Bank	03.03.15
Municipal NCD: 1387366	3.35%	600,000				600,000	Bendigo Bank	24.12.14
Municipal NCD: 1387421	3.45%	600,000				600,000	Bendigo Bank	24.03.15
Municipal NCD: 1387367	3.35%	600,000				600,000	Bendigo Bank	24.12.14
Reserve NCD: 1379805	3.05%		365,000			365,000	Bendigo Bank	03.11.14
Reserve NCD: 1282200	3.55%		2,480,119			2,480,119	Bendigo Bank	03.11.14
Trust - T83	3.35%			121,596		121,596	Bendigo Bank	19.02.15
Trust - T84	3.35%			189,690		189,690	Bendigo Bank	19.02.15
Trust - T794	3.35%			93,990		93,990	Bendigo Bank	27.11.14
Trust - T12	3.30%			42,035		42,035	Bendigo Bank	27.12.14
Trust - T11	3.30%			144,578		144,578	Bendigo Bank	27.12.14
Trust - T100	3.35%			121,625		121,625	Bendigo Bank	27.12.14
Trust - T4	3.35%			107,464		107,464	Bendigo Bank	26.12.14
Trust - T114	3.35%			179,047		179,047	Bendigo Bank	26.12.14
Trust - T214	3.35%			42,503		42,503	Bendigo Bank	26.12.14
Trust -T458	3.35%			388,190		388,190	Bendigo Bank	26.12.14
Trust - T793	3.35%			20,603		20,603	Bendigo Bank	26.12.14
Trust - T797	3.35%			28,252		28,252	Bendigo Bank	26.12.14
Trust - T3	3.35%			20,075		20,075	Bendigo Bank	26.12.14
Total		3,068,719	2,845,490	1,720,526		7,634,735		

Comments/Notes - Investments

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

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2014

Note 6: RECEIVABLES

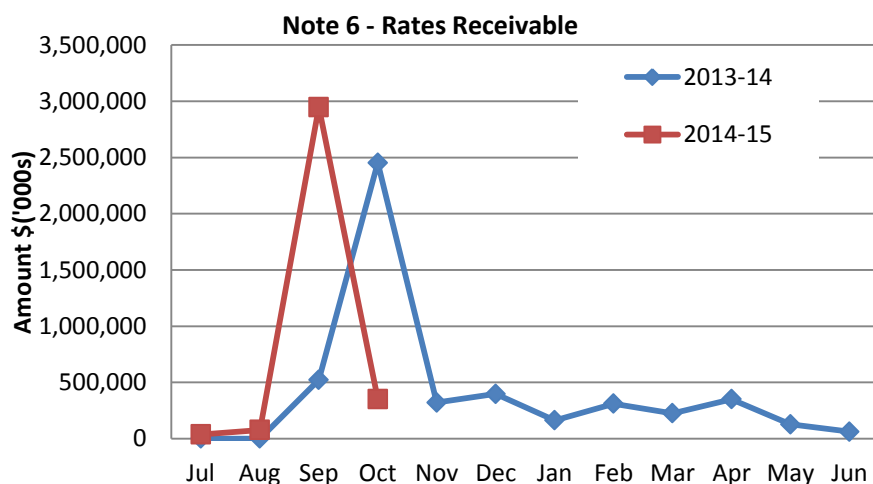
Receivables - Rates Receivable

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

Net Rates Collectable

% Collected

	YTD 31 Oct 2014	30 June 2014
	\$	\$
Opening Arrears Previous Years	504,766	302,480
Levied this year	5,541,763	5,136,186
Less Collections to date	(3,415,953)	(4,933,900)
Equals Current Outstanding	2,630,576	504,766
Net Rates Collectable	2,630,576	504,766
% Collected	56.49%	90.72%



Comments/Notes - Receivables Rates

Comments/Notes - Receivables Rates and Rubbish

Current

Credit Balances	(16,037)
Employee Direct Debit	4,305
Interim Rates	0
Legal Action	0
No Action Required	1,818
Overdue	0
Payment Arrangement	64,968
Pensioner	189,626
Properties in Receivership	26,955
Sale of Land LG Act S6.64	39,390
Intent To Summons	685,158
Instalment Option	1,480,979

Total Current **2,477,162**

Non- Current

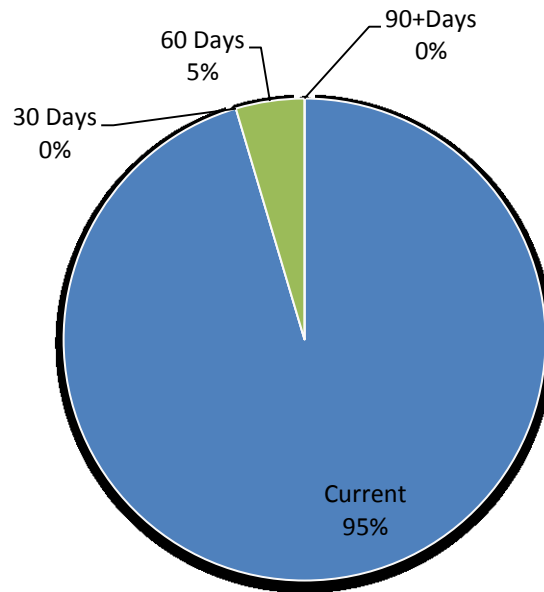
Deferred Pensioners	
(not collectable till Pensioner property is s	153,413
0	2,630,576

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2014

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	11,579	0	558	0
Total Receivables General Outstanding				12,137

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.

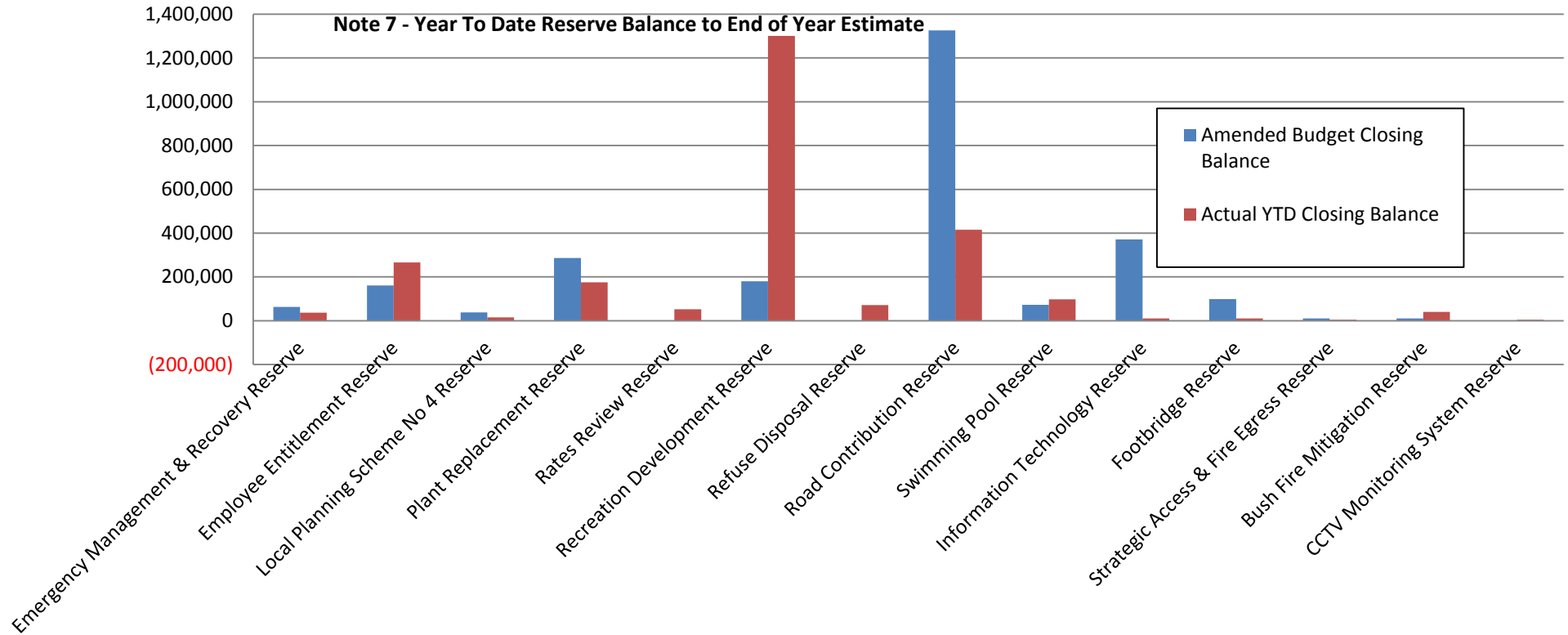
Final Letters	330
Seven Day Letters	0
Debt Collection	0
No Action Required	11,807
Payment Arrangement	0
Payroll Deductions	0
To be Written Off	0
Total Outstanding	12,137

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2014

Note 7: Cash Backed Reserve

2014-15									
Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Anzac 100th Anniversary Reserve	62,585	1,000		0				63,585	62,585
Asset Development Reserve	280,683	5,000		0		(125,000)	0	160,683	280,683
Emergency Management & Recovery Reserve	31,894	500		5,000	5,000			37,394	36,894
Employee Entitlement Reserve	265,961	10,000		40,000		(30,000)	0	285,961	265,961
Local Planning Scheme No 4 Reserve	15,837	500		0		(16,336)	0	1	15,837
Plant Replacement Reserve	125,643	5,000		50,000	50,000			180,643	175,643
Rates Review Reserve	52,789	1,000		0		(53,789)	0	(0)	52,789
Recreation Development Reserve	1,051,034	35,000		340,000	250,000	(100,000)	0	1,326,034	1,301,034
Refuse Disposal Reserve	101,048	2,000		0		(30,000)	(30,000)	73,048	71,048
Road Contribution Reserve	415,915	12,000		13,000		(70,000)	0	370,915	415,915
Swimming Pool Reserve	97,140	2,000		0				99,140	97,140
Information Technology Reserve	5,000	500		5,000	5,000			10,500	10,000
Footbridge Reserve	5,000	500		5,000	5,000			10,500	10,000
Strategic Access & Fire Egress Reserve	0			5,000	5,000			5,000	5,000
Bush Fire Mitigation Reserve	0			40,000	40,000			40,000	40,000
CCTV Monitoring System Reserve	0			5,000	5,000			5,000	5,000
	2,510,528	75,000	0	508,000	365,000	(425,125)	(30,000)	2,668,403	2,845,528

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2014



SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2014

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
					YTD 31 10 2014			
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				Furniture & Equipment				
6,850	-6,350	0	(500)	FF691 PA System	0	-500	(500)	
				Plant and Equipment				
			0	PL031 T6344 Gehl Skid Steer Loader \$10,000	(9,976)	0	9,976	
			0	PL035 T6435 Kubota F2880 Mower \$8,000	(3,925)	0	3,925	
			0	PL034 T6361 John Deere 2305 Tractor	(6,140)	0	6,140	
			0	PL039 1CYL243 Kubota Tractor \$11,500	(4,692)	0	4,692	
			0	MV121 T0022 Mitsub. Triton GL Utility (Grader) \$7,000	(8)	0	8	
			0	MV122 T0024 Mitsubishi Triton Utility (Grader)	1,992	0	(1,992)	
			0	MV119 T0023 Mitsubishi Triton (Constr) \$14,000	(778)	0	778	
			0	MV134 T0003 Toyota Hilux 4x4 Dual Cab (WS) \$22,500	2,717	0	(2,717)	
			0	MV133 T020 Nissan Navara Dual Cab (MWS) \$21,500	2,466	0	(2,466)	
			0	MV132 T00 Subaru Forester XT (MCD) \$23,500	(5,391)	0	5,391	
			0	MV130 T000 Holden Commodore SV6 Ute (MFA) \$16,000	(8,700)	0	8,700	
			0	MV131 T0000 Holden Commodore SV6 \$18,000	(1,674)	0	1,674	
23,611	(4,801)	20,454	1,644	MV136 T6177 Nissan Navara Dual Cab (MPD) \$20,500	4,031	1,644	(2,387)	
			0	MV125 T0002 Toyota Hilux Cab Chassis (R2) \$16,000	(1,465)	0	1,465	
			0	MV129 1DVH931 Toyota Hilux CESH \$20,000	3,528	0	(3,528)	
				Land and Buildings				
			0	137349 Lot - Telegraph Road	(25,000)	0	25,000	
30,461	(11,151)	20,454	1,144		(53,015)	1,144	54,159	

Comments - Capital Disposal/Replacements

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2014

Note 9: RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
Differential General Rate											
GRV Residential	11.4591	372	5,101,428	593,099	687	0	593,785	584,578	0	0	584,578
GRV - Commercial	13.6567	28	1,122,642	161,684	689	0	162,373	153,326	0	0	153,326
GRV - Industrial	12.5160	10	193,636	24,235	0	0	24,235	24,235	0	0	24,235
GRV - Rural	11.4591	1	15,080	1,728	0	0	1,728	1,728	0	0	1,728
UV - General	0.8181	1,370	262,909,000	2,150,221	609	0	2,150,830	2,150,859	0	0	2,150,859
UV Morangup	0.8181	360	68,465,000	560,112.45	0	0	560,112	560,112	0	0	560,112
UV Rural	0.8181	227	152,586,000	1,248,306	2,550	0	1,250,856	1,248,306	0	0	1,248,306
Sub-Totals		2,368	490,392,786	4,739,386	4,535	0	4,743,921	4,723,144	0	0	4,723,144
Minimum Payment \$											
GRV Residential	1,150.00	126	667,836	139,150	0	0	139,150	144,900	0	0	144,900
GRV - Commercial	1,150.00	6	31,605	6,900	0	0	6,900	6,900	0	0	6,900
GRV - Industrial	1,150.00	0	0	0	0	0	0	0	0	0	0
GRV - Rural	1,150.00	1	6,864	1,150	0	0	1,150	1,150	0	0	1,150
UV - General	1,150.00	562	58,966,824	646,300	0	0	646,300	646,300	0	0	646,300
UV Morangup	1,150.00	3	195,200	3,450	0	0	3,450	3,450	0	0	3,450
UV Rural	1150.00	0	0	0	0	0	0	0	0	0	0
Sub-Totals		698	59,868,329	796,950	0	0	796,950	802,700	0	0	802,700
UV Pastoral Concession				5,536,336			5,540,871				5,525,844
Concession											0
Amount from General Rates							5,540,871				5,525,844
Ex-Gratia Rates							892				750
Rates in advance											(75,000)
Totals							5,541,763				5,451,594

Comments - Rating Information

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2014

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-14	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$
Recreation & Culture								
Loan 65 - Community Centre	74,985		0	8,654	74,985	74,985	0	5,042
Loan 67 - Library Upgrade	383,663		0	28,153	383,663	383,663	0	25,163
Loan 69 - Library Upgrade	181,415		12,689	38,464	168,726	181,415	5,756	11,115
Loan 72 - Land - Rec Precinct	968,122		16,473	49,785	951,649	968,122	21,833	43,300
Loan 73 - Refurbish Courts		95,000	0	8,822	95,000		0	1,580
			0				0	0
Transport			0				0	0
Loan 68 - Stirling Terrace	147,722		22,700	68,836	125,022	147,722	4,902	9,068
Loan 70 - Footbridge	94,562		2,776	14,117	91,786	94,562	1,356	5,184
Loan 71 - Depot Stage 2	775,882		0	27,574	775,882	775,882	0	35,239
							0	0
Economic Services							0	0
Loan 64 - Visitor Centre	115,748		6,629	20,106	109,119	115,748	3,843	7,466
							0	0
Other Property & Services							0	0
Loan 63 - Bank Building	103,967		6,027	12,244	97,940	103,967	3,265	6,340
Loan 74 - Refurbish Bank Building		96,200	0	8,933	96,200		0	1,600
	2,846,066	191,200	67,294	285,687	2,969,972	2,846,066	40,954	151,097

No new debentures were raised during the reporting period.

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2014

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2014-15 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
GENERAL PURPOSE GRANT	Federal Government	Yes	937,379	0			235,876	701,503
ROAD IMPROVEMENT GRANT	Federal Government	Yes	534,191	0			134,478	399,714
Rates - Legal Expenses Recovered	Local Government	Yes	20,000	0			0	20,000
GOVERNANCE								
Recoups - Contributions, Donations & Reimburse			1,000	0			828	172
LEGAL EXPENSES RECOVERED			1,000	0			0	1,000
Administration - Miscellaneous Income			5,000	0			4,471	529
Administration - Miscellaneous Income - GST Free			5,000	0			24,686	(19,686)
Governance - Grants			1,000	0			0	1,000
LAW, ORDER, PUBLIC SAFETY								
Fire Prevention - Grants	DFES	No	5,000	0			0	5,000
ESL Levy Recoup	DFES	Yes	144,000	0			76,000	68,000
FESA Firefighting Recoup	DFES	Yes	15,000	0			0	15,000
CCTV			25,000	0			0	25,000
CESM Recoups	DFES & Shire of Goomalling	Yes	95,000	0			521	94,479
HEALTH								
Health Inspections Recoup			1,000	0			0	1,000
HOUSING								
Staff Housing Recoups	Local Government	Yes	2,500	0			23	2,477
Butterley House	Butterley Cottages	Yes	3,500	0			5,016	(1,516)
Grants & Subsidies - Aged Care	CLGF / RFR	Yes	2,742,412	0				2,742,412
Grants & Subsidies - Aged Care	Butterly Cottages		857,588	0				857,588
Grants & Subsidies - Aged Care	Shire of Goomalling		200,000	0				200,000
Grants & Subsidies - Aged Care	Shire of Victoria Plains		200,000	0				200,000
COMMUNITY AMENITIES								
Liquid Waste Facility Dividend			22,500	0			0	22,500

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2014

RECREATION AND CULTURE						
Community Centre Recoups		No	1,500	0	0	1,500
Rec Insurance		Yes	10,000	0	7,689	2,311
Toodyay Race Club Reimbursements		Yes	5,000	0	0	5,000
Heritage		Yes	10,000	0	0	10,000
Sport & Rec Grants		Yes	60,000	0	5,000	55,000
Youth Advisory Council	YFC - DLGC		5,000	0	0	5,000
Libraries		Yes	5,000	0	396	4,604
Heritage		Yes	15,000	0	0	15,000
EMRC - AVON/IFF Festival	East Metropolitan Reg Council	Yes	0	0	3,636	(3,636)
Grants Income		Yes	46,800	0	1,247	45,553
Events Misc			5,000	0	2,275	2,725
TRANSPORT						
Operating Grants - Roads		Yes	99,000	0	107,300	(8,300)
MRWA Street Light Subsidy	MRWA	Yes	1,500	0	0	1,500
Road Construction (Private) Contributions	Private	Yes	25,000	0	19,012	5,988
Road Maintenance Contributions	Private	Yes	50,000	0	25,691	24,309
Footpaths		Yes	41,588	0		41,588
Road Program Grant	Main Roads	Yes	268,527	0		268,527
Rpads to Recovery Grant	Dept of Infrastructure	Yes	285,013	0		285,013
ECONOMIC SERVICES						
Community Depot - Stormwater Reuse	Wheatbelt NRM	Yes	130,432	0	0	130,432
Community Directory			3,000	0	0	3,000
Community Depot			22,100	0	0	22,100
OTHER PROPERTY & SERVICES						
Public Works Overheads			5,000	0	6,531	(1,531)
Workers Compensation			15,000	0	28,679	(13,679)
Fuel Tax Credits			30,000	0	6,422	23,578
Insurance Reimbursements			0	0	8,337	(8,337)
Bank Building Recoups			1,500	0	286	1,214
Lot 1 A&B Stirling Terrace			1,500	0	0	1,500
Ranger Services			0	0	0	0
				0		

SHIRE OF TOODYAY
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 October 2014

TOTALS		6,960,530	0	0	0	704,400	6,256,130
Operating	Operating	2,365,402				704,400	
Non-Operating	Non-operating	4,595,128				0	
		<u>6,960,530</u>				<u>704,400</u>	

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2014

Note 12: TRUST FUND

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

Description	Opening Balance 1 Jul 14	Amount Received	Amount Paid	Closing Balance 31-Oct-14
	\$	\$	\$	\$
Garry rehabilitation Bonds	1,302,767	5,087	0	1,307,854
Housing bonds	33,525	20,000	(5,000)	48,525
Kerb Bonds	8,600	1,000	(500)	9,100
Key bonds	5,661			5,661
Venue Hire Bonds	7,810	6,700	(6,900)	7,610
Crossover Bonds	96,140	11,200	(2,800)	104,540
BCITF	1,254	7,572	(7,783)	1,043
Building Services	4,248	4,955	(5,248)	3,954
Library Bonds	75			75
Standpipe bonds	11,960		(350)	11,610
Road Construction Bonds	29,549	144,758	0	174,307
Other Bonds	3,946		(1,950)	1,996
Planning Bonds	0	42,035		42,035
	1,505,534	243,307	(30,531)	1,718,310

Level of Completion Indicators

- 0% ○
- 20% ○
- 40% ●
- 60% ⊙
- 80% ●
- 100% ●

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 October 2014

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	LAND							
	Recreation & Culture							
○	Land Purchase - Federation Square	111352	125,000	0	0	0	0	
	Recreation & Culture Total		125,000	0	0	0	0	
	Total Land		125,000	0	0	0	0	
	BUILDINGS							
	Governance							
○	Admin Building - Capital Renewal	Q147	8,500	2,832	1,192	(1,640)		
	Governance Total		8,500	2,832	1,192	(1,640)	0	
	Law, Order, Public Safety							
○	Cat Pound	Q064	20,000	5,000	4,608	(392)	0	
	Law, Order, Public Safety Total		20,000	5,000	4,608	(392)	0	
	Health							
○	Alma Beard Medical Centre - Capital Bldg Works	Q137	5,500	1,832	0	(1,832)		
	Health Total		5,500	1,832	0	(1,832)	0	
	Housing							

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2014

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
○	Clinton Street Duplex - Buildings	Q009 7,500	2,500	284	(2,216)		
○	AROC Aged Care Housing Initiative	092252 4,400,000	0	0	0		
	Housing Total	4,407,500	2,500	284	(2,216)	0	
	Recreation And Culture						
⦿	Toodyay Community Centre - Building Renewal	Q129 9,900	3,300	7,610	4,310		
	Memorial Hall - Building Renewal	Q141 95,000	31,668	25,000	(6,668)		
○	Toilet Upgrade - Duidgee Park	Q150 7,500	2,500	262	(2,238)		
○	Recreation Centre - Design & Drawings	113265 100,000	0	0	0		
○	Showgrounds Pavilion - Building Upgrade	Q148 21,500	7,164	3,200	(3,964)		
⦿	Library Renovations	J038 11,600	3,864	6,273	2,409		
○	Connors Mill - Repair Works	Q132 7,000	2,332	0	(2,332)	0	
○	Old Newcastle Goal - Roof Repairs	Q133 19,600	6,532	0	(6,532)		
○	Donegan'S Cottage - Structural Works	Q135 6,600	2,200	0	(2,200)		
○	Police Stables - Building Renewal	Q143 28,500	9,500	1,200	(8,300)		
	Recreation And Culture Total	307,200	69,060	43,545	(25,515)	0	
	Transport						
○	Construction Of New Depot Facility - Railway Ro	122206 9,500	3,164	3,426	262		
	Transport Total	9,500	3,164	3,426	262	0	
	Economic Services						
○	Visitor Centre - Building Renewal	Q142 5,000	1,664	0	(1,664)		
○	Community Depot - Toilet and sheds	Q126 215,432	71,808	12,495	(59,313)		
	Economic Services Total	220,432	73,472	12,495	(60,977)	0	
	Other Property & Services						
○	Syred'S Cottage - Building Renewal	Q144 10,000	3,332	0	(3,332)		
⦿	Bendigo Bank - Building Renewal	Q145 96,200	32,064	82,693	50,629		
⦿	Connor'S Cottage - Building Renewal	Q146 6,000	2,000	7,820	5,820		
	Other Property & Services Total	112,200	37,396	90,513	53,117	0	

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2014

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	Buildings Total	5,090,832	195,256	156,063	(39,193)	0	
	Footpaths						
	Transport						
○	Goomalling Road - Construct Pathway	Y0060 39,656	13,216	0	(13,216)		
○	Anzac Avenue - Construct Pathway	Y0061 43,520	14,504	0	(14,504)		
	Transport Total	83,176	27,720	0	(27,720)	0	
	Footpaths Total	83,176	27,720	0	(27,720)	0	
	Computer Equipment						
	Governance						
○	Computer Hardware Upgrade/New	042400 20,000	4,000	0	(4,000)	0	
	Governance Total	20,000	4,000	0	(4,000)	0	
	Law, Order & Public Safety						
○	CCTV - Closed Circuit Television Camera - Security	053401 25,000	0	0	0		
	Law, Order & Public Safety Total	25,000					
	Recreation And Culture						
○	Library - Computer Software & Hardware	004314 12,000	5,000	4,400	(600)		
○	Museum- IT equipment	117253 23,500	7,832	0	(7,832)		
	Recreation And Culture Total	35,500	12,832	4,400	(8,432)	0	
	Computer Equipment - Total	80,500	16,832	4,400	(12,432)	0	
	Bridgeworks						
○	Bridges & Culverts Works	121215 76,000	25,332	1,467	(23,865)		

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2014

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
	Bridgework Total	76,000	25,332	1,467	(23,865)	0	
	Plant , Equip. & Vehicles						
	Transport		165,332				
	122202						
	○ T6344 Gehl Skid Steer Loader \$55,000	55,000					
	○ T6435 Kubota F2880 Mower \$32,000	32,000					
	○ T6361 John Deere 2305 Tractor \$16,000	16,000					
	○ 1CYL243 Kubota Tractor \$41,000	41,000					
	○ T0022 Mitsub. Triton GL Utility (Grader) \$21,000	21,000					
	○ T0024 Mitsubishi Triton Utility (Grader) \$21,000	21,000					
	○ T0023 Mitsubishi Triton (Constr) \$31,000	31,000					
	○ T0003 Toyota Hilux 4x4 Dual Cab (WS) \$34,000	34,000					
	○ T020 Nissan Navara Dual Cab (MWS) \$35,000	35,000					
	○ T00 Subaru Forester XT (MCD) \$35,000	35,000					
	○ T000 Holden Commodore SV6 Ute (MCS) \$35,000	35,000					
	○ T0000 Holden Commodore SV6 \$30,000	30,000					
	● T6177 Nissan Navara Dual Cab (MPD) \$35,000	35,000		30,490			
	○ T0002 Toyota Hilux Cab Chassis (R2) \$34,000	34,000					
	○ 1DVH931 Toyota Hilux CESM \$41,000	41,000					
	Transport Total	496,000	165,332	30,490	(134,842)	0	
	Economic Services		0	0	0	0	
	Economic Services Total	0	0	0	0	0	
	Plant , Equip. & Vehicles Total	496,000	165,332	30,490	(134,842)	0	
	Roads						
	Transport						

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2014

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
○	Morangup Road	A0021	57,863	19,284	0	(19,284)		
○	Anzac Street - Rrg	A0061	112,152	37,376	0	(37,376)		
○	Hamersley Street - Rrg	A0126	232,776	77,584	0	(77,584)		
○	Toodyay West Road - Rtr	B0011	97,930	32,640	0	(32,640)		
○	Drummond Street - Rtr	B0071	39,443	13,136	0	(13,136)		
○	Drummond Street East	B0078	147,640	49,204	0	(49,204)		
○	Various - Emergency & Shoulder Work Own Fun	D0000	10,000	3,332	0	(3,332)		Postings to be corrected
○	Bejoording Road	D0001	0	0	0	0		
○	Salt Valley Road (Part) - Construction - Own Fun	D0014	104,465	34,812	37,946	3,134		
○	Hoddywell Road - Construction	D0017	69,326	23,108	13,521	(9,587)		
○	Church Gully Road	D0046	90,796	30,252	56,601	26,349		
○	Louisa Circle- Widen Clear & Resheet	D0103	75,900	25,288	0	(25,288)		
○	Grandis Road - Upgrade	D0108	134,342	44,776	93,583	48,807		
○	Flexuosa Place - Renewal	D0234	10,080	3,360	0	(3,360)		
○	Seventh Road - Renewal	D0245	40,861	13,612	33,782	20,170		
○	Charcoal Lane Car Park	D0258	372,968	124,320	750	(123,570)		
○	Mountain Park Subdivision	J0001	100,000	33,332	0	(33,332)		
○	Dumbarton Road - Private Developer Contributio	J0008	70,585	23,528	0	(23,528)		
○	Transport Total		1,767,127	588,944	236,184	(352,760)		
○	Roads Total		1,767,127	588,944	236,184	(352,760)	0	
	Infrastructure - Other							
	Law, Order & Public Safety							
○	Parkland Water Supply & Sandspring Fire Tank	051254	25,000	10,000	0	(10,000)	0	
	Law, Order & Public Safety Total		25,000	10,000	0	(10,000)	0	
	Transport							

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2014

Note 13: CAPITAL ACQUISITIONS

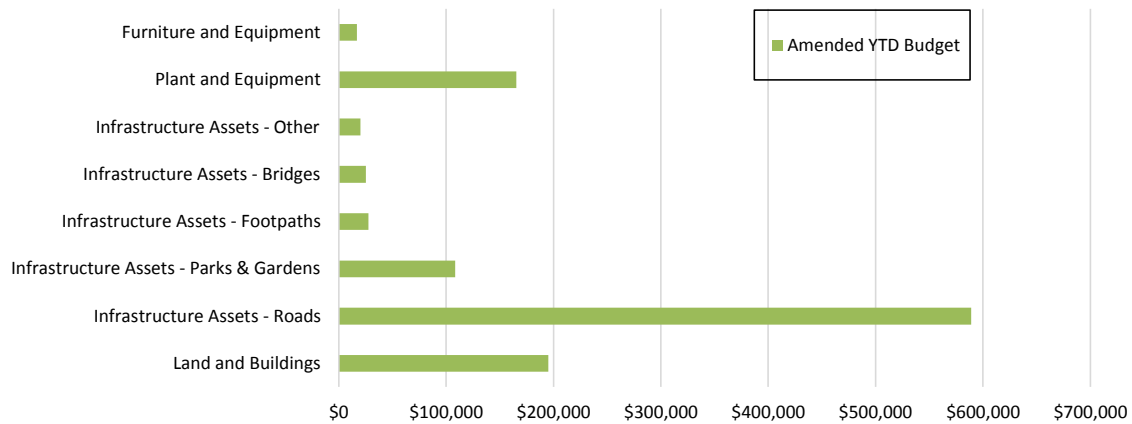
Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
○	Remediation - Old Depot - Harper St	122207	30,000	10,000	0	(10,000)	0
	Transport Total		30,000	10,000	0	(10,000)	0
	Economic Services						
○	Tourist Information Bay	Q136	75,000	0	0	0	
○	Entry Statements	J0024	35,000	0	345	345	
○	Event Signage	Q153	30,000	0	0	0	
○	Additional Water supply - Tank or Standpipe	Q154	20,000	0	0	0	
	Economic Services Total		160,000	0	345	345	0
	Infrastructure Other - Total		215,000	20,000	345	(19,655)	0
	Infrastructure - Parks & Recreation						
	Recreation & Culture						
○	Didgee Park Skate Park Stage 2	Q127	150,000	50,000	0	(50,000)	
○	Didgee Park Upgrade Seating & Playground	Q139	80,000	26,664	0	(26,664)	
○	Repair & Resurface Tennis Courts & Basketball/Ne	Q151	95,000	31,664	1,573	(30,091)	
○	Recreation & Culture Total		325,000	108,328	1,573	(106,755)	0
	Infrastructure Other - Total		325,000	108,328	1,573	(106,755)	0
	Capital Expenditure Total		8,258,635	1,147,744	430,523	(717,221)	0

SHIRE OF TOODYAY
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 October 2014

YTD 31 10 2014					
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$
Land and Buildings	13	156,063	195,256	5,215,832	(39,193)
Infrastructure Assets - Roads	13	236,184	588,944	1,767,127	(352,760)
Infrastructure Assets - Parks & Gardens	13	1,573	108,328	325,000	(106,755)
Infrastructure Assets - Footpaths	13	0	27,720	83,176	(27,720)
Infrastructure Assets - Bridges	13	1,467	25,332	76,000	(23,865)
Infrastructure Assets - Other	13	345	20,000	215,000	(19,655)
Plant and Equipment	13	30,490	165,332	496,000	(134,842)
Furniture and Equipment	13	4,400	16,832	80,500	(12,432)
Capital Expenditure Totals		430,523	1,147,744	8,258,635	(717,221)

Comments and graphs

Capital Expenditure Program YTD



**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
GENERAL PURPOSE FUNDING - RATES										
<u>OPERATING EXPENDITURE</u>										
031208	Rates Written Off		(500)		0		(225)	(225)	0.00%	
031209	Administration Allocation - Rates		(165,933)		(55,308)		(60,960)	(5,652)	10.22%	▲
031210	Salaries - Rates Officer		(36,701)		(12,232)		(12,143)	89	(0.73%)	
031211	Other Employee Costs - Rates Officer - Uniforms - 600		(600)		(600)		(1,689)	(1,089)	181.53%	
031212	Conferences & Training - Rates		(500)		0		0	0	0.00%	
031213	Superannuation		(3,487)		(1,160)		(1,221)	(61)	5.26%	
031215	Postage - Rates Notices - 3,000 - Instalments Notices x 3 - 2,500		(5,500)		(1,832)		(3,194)	(1,362)	74.36%	
031216	Rating Valuations - GRV Valuations - 2,500 - UV Valuations - 30,000 - Interim Valuations - 2,500		(35,000)		(1,500)		(757)	743	(49.54%)	
031217	Title Searches		(1,000)		(332)		(288)	44	(13.25%)	
031218	Legal Expenses - Debt Collection Costs - 25,000		(10,000)		(2,000)		0	2,000	(100.00%)	
031219	Rates Review - VGO Valuations - 50,000 - Postage & Community Consult - 5,000		(60,000)		0		0	0	0.00%	
			(319,221)		(74,964)		(80,477)	(5,513)		
<u>OPERATING REVENUE</u>										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
031301	Rates Levied - All Areas	5,525,845		5,525,845		5,540,854		15,009	0.27%	
031302	Ex Gratia Rates	750		750		892		142	18.90%	
031303	Interest On Outstanding/Overdue Rates	27,500		8,500		17,717		9,217	0.00%	
031305	Instalment Charges	22,000		6,000		22,593		16,593	276.54%	
031306	Rates - Administration Fee	22,000		18,000		17,483		(518)	(2.88%)	
031307	Rates - Property Account Enquiries	22,000		7,000		7,931		931	13.31%	
031308	Rates - Payment Plan Administration Fee	2,000		664		1,200		536	80.74%	
031309	Rates Paid In Advance	(75,000)		(50,000)		(53,249)		(3,249)	6.50%	
031330	Sale Of Electoral Rolls & Maps	100		32		70		38	118.75%	
031331	Rates - Legal Expenses Recovered	20,000		0		0		0	0.00%	
031332	ESL - Administration Fee	5,000		0		0		0	0.00%	
		5,572,195		5,516,791		5,555,490		38,699		
TOTAL RATES - Operating		5,572,195	(319,221)	5,516,791	(74,964)	5,555,490	(80,477)	33,186		
CAPITAL EXPENDITURE										
031220	Transfer To Rates Review Reserve		(1,000)		0	0		0	0.00%	
			(1,000)		0	0		0		
CAPITAL REVENUE										
031333	Transfer From Rates Review Reserve	53,789		0		0		0	0.00%	
		53,789		0		0		0		
TOTAL RATES - Capital		53,789	(1,000)	0	0	0	0	0		
TOTAL RATES		5,625,984	(320,221)	5,516,791	(74,964)	5,555,490	(80,477)	33,186		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
GENERAL PURPOSE FUNDING - GENERAL PURPOSE GRANTS										
<u>OPERATING EXPENDITURE</u>										
032201	Administration Allocation - General Purpose Funding		(13,828)		(4,608)		(5,080)	(472)	10.24%	
			(13,828)		(4,608)		(5,080)	(472)		
<u>OPERATING REVENUE</u>										
032330	General Purpose Grant	937,379		234,345		235,876		1,531	0.65%	
032331	Road Improvement Grant	534,191		133,548		134,478		930	0.70%	
		1,471,570		367,893		370,354		2,461		
TOTAL GENERAL PURPOSE GRANTS - Operating		1,471,570	(13,828)	367,893	(4,608)	370,354	(5,080)	1,988		
TOTAL GENERAL PURPOSE GRANTS - Capital		0	0	0	0	0	0	0		
TOTAL GENERAL PURPOSE GRANTS		1,471,570	(13,828)	367,893	(4,608)	370,354	(5,080)	1,988		
GENERAL FINANCE										
<u>OPERATING REVENUE</u>										
032334	Interest On Investment	55,000		18,332		9,816		(8,516)	(46.46%)	
032335	Interest On Reserve Accounts	75,000		0		292		292	0.00%	
TOTAL GENERAL FINANCE - Operating		130,000		18,332		10,108		(8,224)		0

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL GENERAL FINANCE - Capital									
	TOTAL GENERAL FINANCE	130,000	0	18,332	0	10,108	0	(8,224)		
	TOTAL GENERAL PURPOSE FUNDING	7,227,554	(334,049)	5,903,016	(79,572)	5,935,951	(85,557)	26,950		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>GOVERNANCE & ADMINISTRATION</u>										
<u>GOVERNANCE</u>										
<u>OPERATING EXPENDITURE</u>										
041220	Bad Debts Written Off		(500)		0		0	0	0.00%	
041201	Aroc Secretariat		(5,000)		0		0	0	0.00%	
041202	Memb. Attendance & Allowance		(145,452)		(48,480)		(45,001)	3,479	(7.18%)	
	<u>Attendance Fees</u>									
	Councillors x 8 - 99,200									
	Shire President x 1 - 19,200									
	<u>ICT Allowance</u>									
	Councillors x 9 - 9,000									
	IT Monthly & Annual Fees - 5,500									
	<u>Travel Expenses</u>									
	Councillors x 9 - 9,000									
041203	Members Conf & Travel Exp		(20,000)		(15,000)		(13,774)	1,226	(8.18%)	
041204	Election Expenses		(5,000)		0		0	0	0.00%	
041205	Shire Presidents Allowance		(24,670)		(8,220)		(8,223)	(3)	0.04%	
	- President's Allowance - 15,326									
	- D/Pres Allowance - 3,831									
041207	Refreshments & Functions - Councillors		(10,000)		(3,332)		(3,952)	(620)	18.62%	
041208	Refreshments & Functions - Staff		(15,000)		(5,000)		(4,556)	444	(8.87%)	
041210	Members Insurance		(10,000)		(10,000)		(9,411)	589	(5.89%)	
041211	Subscriptions		(22,000)		(22,000)		(22,512)	(512)	2.33%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	- Avon Midland WALGA Zone - 2,000									
	- WALGA Assoc M/Ship - 8,332									
	- WALGA Procurement - 1,990									
	- Linking Councils & Communities - 5,000									
	- WALGA Local Laws Service - 543									
	- LGMA - 2,000									
	- Miscellaneous - 2,000									
041212	Misc Members Expenses		(4,000)		(500)		(1,772)	(1,272)	254.35%	
041213	Printing & Stationery		(3,000)		0		0	0	0.00%	
041214	Advertising		(25,000)		(8,332)		(8,210)	122	(1.46%)	
041218	Administration Allocation - Governance		(207,417)		(69,136)		(76,200)	(7,064)	10.22%	▲
041219	Audit Fees		(45,000)		(7,000)		(800)	6,200	(88.57%)	▼
041222	Legal Fees		(30,000)		(10,000)		0	10,000	0.00%	
000312	Deprec Of Assets-Members		(6,000)		(2,000)		(3,863)	(1,863)	93.14%	
041223	Local Laws Review		(5,000)		0		0	0	0.00%	
041228	Integrated Strategic Plan/S		(35,000)		0		(4,400)	(4,400)	0.00%	
041230	Economic Development Plan		0		0		(1,100)	(1,100)	0.00%	
			(618,039)		(209,000)		(203,774)	5,226		
OPERATING REVENUE										
041320	Recoups - Contributions, Donations & Reimb	1,000		1,000		828		(172)	(17.22%)	
041321	Grants - Governance	1,000		0		0		0	0.00%	
		2,000		1,000		828		(172)		
TOTAL GOVERNANCE (Operating)										
		2,000	(618,039)	1,000	(209,000)	828	(203,774)	5,054		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
CAPITAL EXPENDITURE										
041252	Transfer To Anzac 100Th Reserve		(1,000)		0		0	0	0.00%	
			(1,000)		0		0	0		
CAPITAL REVENUE										
041322	Transfer From 175Th Anniversary Reserve	0		0		0		0	0.00%	
		0		0		0		0		
TOTAL GOVERNANCE (Capital)		0	(1,000)	0	0	0	0	0		
TOTAL GOVERNANCE		2,000	(619,039)	1,000	(209,000)	828	(203,774)	5,054		

GOVERNANCE & ADMINISTRATION

ADMINISTRATION

OPERATING EXPENDITURE

042201	Salaries - Administration		(734,611)		(244,868)		(236,780)	8,088	(3.30%)	
042202	Salaries - L.S.L.		(20,000)		0		(1,481)	(1,481)	0.00%	
042204	Superannuation - Admin		(73,254)		(24,416)		(28,715)	(4,299)	17.61%	
042205	Staff Insurances		(50,000)		(50,000)		(71,692)	(21,692)	43.38%	▲
	- Public Liability Insurance - 47,959									
	- Workes Comp Insurance - 23,037									
042206	Fbt - Administration Staff		(35,000)		(8,750)		(6,024)	2,726	(31.15%)	
042207	Conference & Training		(30,000)		(10,000)		(13,220)	(3,220)	32.20%	
042208	Advertising Positions		(10,000)		(5,000)		(3,703)	1,297	(25.95%)	
042209	Staff Uniforms		(5,400)		(1,000)		(98)	902	(90.23%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
042210	Office Maint & Surrounds		(56,012)		(18,660)		(35,745)	(17,085)	91.56%	▲
042211	Admin Printing & Stationery		(25,000)		(8,332)		(8,633)	(301)	3.61%	
042212	Telephone & Internet		(40,000)		(13,332)		(11,411)	1,921	(14.41%)	
042213	Office Equip. Mtce.		(30,000)		(10,000)		(9,396)	604	(6.04%)	
042214	Bank Charges		(20,000)		(6,664)		(7,781)	(1,117)	16.76%	
042215	Postage & Freight		(5,500)		(2,500)		(1,111)	1,389	(55.56%)	
042216	Computer Expenses		(155,000)		(65,000)		(54,319)	10,681	(16.43%)	▼
042217	Admin Vehicle Expenses		(20,000)		(6,664)		(3,895)	2,769	(41.56%)	
042218	Admin Legal Expenses		(5,000)		0		0	0	0.00%	
042220	Administration - Miscellaneous Expenditure		(15,000)		(5,000)		(8,334)	(3,334)	66.68%	
	- Miscellaneous - 2,000									
	- Workplace Solutions - 3,492									
	- WALGA Tax Service - 1,235									
	- Noise Headphones - 400									
042222	Osh - Investigations & Monitoring		(10,000)		0		(9,265)	(9,265)	0.00%	
000772	Deprec Of Assets - Admin		(60,000)		(20,000)		(27,084)	(7,084)	35.42%	▲
00B402	Less Admin Allocation		1,382,777		460,924		508,001	47,077	10.21%	
			(17,000)		(39,262)		(30,685)	8,577		
OPERATING REVENUE										
042331	Legal Expenses Recovered	1,000		332		0		(332)	(100.00%)	
042333	Photocopying	1,000		332		609		277	83.45%	
042334	Administration - Miscellaneous Income	10,000		3,328		4,471		1,143	34.35%	
042341	Income Protection Insurance Revenue	0		0		0		0	0.00%	
042342	Administration - Miscellaneous Income - Gst	5,000		1,664		24,686		23,022	1383.53%	
		17,000		5,656		29,766		24,110		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
TOTAL ADMINISTRATION (Operating)		17,000	(17,000)	5,656	(39,262)	29,766	(30,685)	32,687		
CAPITAL EXPENDITURE										
042254	Transfer To Employee Entitlement Reserve - Administration		(25,000)		0		0	0	0.00%	
042255	Transfer To Information Technology Reserve		(5,500)		(5,500)		(5,000)	500	(9.09%)	
042400	Administration - Computer Hardware & Software		(20,000)		0		0	0	0.00%	
042401	Admin Building - Old Court House, Feinnes St		(8,500)		(2,832)		(1,192)	1,640	0.00%	
			(59,000)		(8,332)		(6,192)	2,140		
CAPITAL REVENUE										
042330	Transfer From Employee Entitlement Reserve	15,000		0		0		0	0.00%	
		15,000		0		0		0		
TOTAL ADMINISTRATION (Capital)		15,000	(59,000)	0	(8,332)	0	(6,192)	2,140	0	
TOTAL ADMINISTRATION		32,000	(76,000)	5,656	(47,594)	29,766	(36,877)	34,827	0	
TOTAL GOVERNANCE & ADMINISTRATION		34,000	(695,039)	6,656	(256,594)	30,594		39,881		
LAW, ORDER & PUBLIC SAFETY - FIRE PREVENTION										
OPERATING EXPENDITURE										
051200	Strategic Access & Egress - Stage 3A - Toodyay Highlands - 150,000 - Stage 3B - Julimar - 100,000		(300,000)		0		(80,866)	(80,866)	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
051201	- Stage 3C - Moondyne Park - 50,000 Mitigation Works - Fire		(10,000)		(1,664)		(1,911)	(247)	14.87%	
	- Fuel Reduction Burning - 5,000									
	- Spraying - 5,000									
	- Revegetation - 2,000									
051202	Firefighting - Water		(10,000)		(5,000)		0	5,000	0.00%	
	- Tank Maintenance - 8,000									
	- Grounds Maintenance - 2,000									
051203	Administration Allocation - Fire Prevention		(27,656)		(9,216)		(13,281)	(4,065)	44.11%	
051206	Ranger - Lops - Salaries & Super		(39,465)		(13,152)		(9,661)	3,491	(26.55%)	
051207	Shire Fire-Fighting Vehicle Expenses		(1,000)		(1,000)		(1,322)	(322)	32.19%	
051209	Firebreak Inspections		(10,000)		(2,500)		(182)	2,318	0.00%	
051210	Advertising & Signs		(2,500)		0		0	0	0.00%	
051211	Fire Tanks - Maintenance & Operating Expenditure		(10,000)		(2,500)		(108)	2,392	0.00%	
051212	Firebreaks - Shire Reserves Parks & Gardens (16,981)		(16,981)		(9,145)		(11,369)	(2,224)	24.32%	
051213	Firebreaks Services - Maintenance		(7,000)		0		0	0	0.00%	
051214	Egress & Access Track - Maintenance		(5,000)		(1,660)		(755)	905	(54.51%)	
051215	Firefighting - Shire Resources		(30,000)		(3,750)		(7,724)	(3,974)	105.98%	
051218	End Of Year Brigade Function		(3,000)		0		0	0	0.00%	
051220	Brigade Plant & Equip (Less \$1,000)		(5,000)		(1,500)		(100)	1,400	(93.33%)	
051221	Brigade Plant & Equip Maint		(5,000)		(1,664)		(5,222)	(3,558)	213.80%	
051222	Brigade Vehicles,Trailers Mtce		(70,000)		(35,000)		(38,125)	(3,125)	8.93%	
051223	Dfes Brigade Buildings - Mntce		(6,000)		(3,822)		(4,146)	(324)	8.46%	
051224	Brigade Clothing & Access		(10,000)		(3,332)		(2,172)	1,160	(34.82%)	
051225	Brigade Utilities,Rates & Taxes		(25,000)		(8,332)		(6,061)	2,271	(27.26%)	
051226	Brigade Other Goods & Services		(3,000)		(1,000)		(3,634)	(2,634)	263.42%	
051227	Brigade Insurances		(20,000)		(20,000)		(15,282)	4,718	(23.59%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
001742	Deprec Of Assets - Fire		(175,000)		(58,332)		(62,937)	(4,605)	7.90%	
			(791,602)		(182,569)		(264,857)	(82,288)		
<u>OPERATING REVENUE</u>										
051331	Grant/Contributions - Fire	5,000		0		0		0	0.00%	
051335	Fines & Penalties	15,000		1,000		900		(100)	(10.00%)	
051336	Esl Levy Recoup	144,000		36,000		76,000		40,000	111.11%	
051338	Fesa Recoup For Firefighting	15,000		0		0		0	0.00%	
051352	Lops - Sale Of Plant & Equipment	0		0		91		91	0.00%	
		179,000		37,000		76,991		39,900		
TOTAL FIRE PREVENTION - Operating		179,000	(791,602)	37,000	(182,569)	76,991	(264,857)	(42,388)		
<u>CAPITAL EXPENDITURE</u>										
051254	Lops - Infrastructure Other Parklands Fire Water Supply \$10,000 Sand Spring Fire Tank \$15,000		(25,000)		(10,000)		0	10,000	0.00%	
051401	Tfr To Reserve - Access & Egress		(5,000)		(5,000)		(5,000)	0	0.00%	
051405	Tfr To Reserve - Bush Fire Mitigation		(40,000)		(40,000)		(40,000)	0	0.00%	
			(70,000)		(55,000)		(45,000)	10,000		
<u>CAPITAL REVENUE</u>										
		0		0		0		0	0.00%	
		0		0		0		0		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL FIRE PREVENTION - Capital	0	(70,000)	0	(55,000)	0	(45,000)	10,000		
	TOTAL FIRE PREVENTION	179,000	(861,602)	37,000	(237,569)	76,991	(309,857)	(32,388)		
	<u>LAW, ORDER & PUBLIC SAFETY - ANIMAL CONTROL</u>									
	<u>OPERATING EXPENDITURE</u>									
052201	Animal Control - Salaries & Super		(39,465)		(13,152)		(17,039)	(3,887)	29.56%	
052203	Cat Control Expenses		(5,000)		(1,664)		(683)	981	(58.94%)	
052205	Other Employment Costs - Animal Control		(2,500)		(832)		(3,699)	(2,867)	344.60%	
052207	Dog Control Expenses		(4,000)		(1,332)		(971)	361	(27.10%)	
052208	Maintenance - Dog & Cat Pounds		(7,579)		(2,508)		(3,327)	(819)	32.66%	
052209	Other Animal Control		(4,100)		(1,032)		(63)	969	(93.92%)	
052213	Depreciation - Animal Control		(10,000)		(3,332)		(1,324)	2,008	(60.27%)	
052214	Administration Allocation - Animal Control		(27,656)		(9,216)		(12,719)	(3,503)	38.01%	
052215	Vehicle Expenses - Animal Control		(7,000)		(2,332)		(4,918)	(2,586)	110.88%	
			(107,300)		(35,400)		(44,743)	(9,343)		
	<u>OPERATING REVENUE</u>									
052321	Fines & Penalties - Dog Act	1,000		500		200		(300)	(60.00%)	
052322	Impounding Fees - Dogs	3,500		1,164		2,248		1,084	93.10%	
052323	Dog Registration Fees	15,000		12,500		14,249		1,749	13.99%	
052324	Kennel Licences	100		32		0		(32)	(100.00%)	
052325	Fines - Other Animals	500		164		500		336	204.88%	
052326	Impounding Fees - Other	1,000		332		0		(332)	(100.00%)	
052328	Cat Registration Fees	5,000		3,000		6,092		3,092	103.05%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
		26,100		17,692		23,288		5,596		
	TOTAL ANIMAL CONTROL - Operating	26,100	(107,300)	17,692	(35,400)	23,288	(44,743)	(3,747)		
	CAPITAL EXPENDITURE									
052211	Cat Pound - Building Expenditure		(20,000)		(5,000)		(4,608)	392	(7.84%)	
			(20,000)		(5,000)		(4,608)	392		
	CAPITAL REVENUE									
		0		0		0		0	0.00%	
		0		0		0		0		
	TOTAL ANIMAL CONTROL - Capital	0	(20,000)	0	(5,000)	0	(4,608)	392		
	TOTAL ANIMAL CONTROL	26,100	(127,300)	17,692	(40,400)	23,288	(49,351)	(3,355)		
	OTHER									
	OPERATING EXPENDITURE									
053201	Ranger - Other Lops - Salaries & Super		(78,930)		(26,308)		(20,676)	5,632	(21.41%)	▼
053203	Telephone Expense		(2,500)		(832)		(529)	303	(36.40%)	
053204	Cctv Operational Expenses		(7,000)		(2,332)		(988)	1,344	(57.61%)	
053206	Vehicle Expenses - Rangers		(7,000)		(2,332)		(3,934)	(1,602)	68.68%	
053207	Administration Allocation - Lops Other		(27,656)		(9,216)		(10,160)	(944)	10.24%	
053208	Depreciation - Lops - Other		(10,000)		(3,332)		(2,433)	899	(26.98%)	
053209	Semc Aware Grant Expenditure		(20,000)		0		0	0	0.00%	
053210	Roadwise Expenditure		0		0		(2,643)	(2,643)	0.00%	
			(153,086)		(44,352)		(41,363)	2,989		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
OPERATING REVENUE										
053320	Fines Enforcement Recoup	0		0		0		0	0.00%	
053321	Fines & Penalties - Misc	2,500		832		1,033		201	24.15%	
053322	Income - Misc	0		0		817		817	0.00%	
053323	Cctv - Grants & Contributions	25,000		0		0		0	0.00%	
		27,500		832		1,850		1,018		
TOTAL (LOPS) OTHER - Operating		27,500	(153,086)	832	(44,352)	1,850	(41,363)	4,007		
CAPITAL EXPENDITURE										
053401	Cctv - Closed Circuit Television Camera - Security		(25,000)		0		0	0	0.00%	
053402	Transfer To Cctv Reserve		(5,000)		(1,664)		(5,000)	(3,336)	200.48%	
			(30,000)		(1,664)		(5,000)	(3,336)	2	
CAPITAL REVENUE										
		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL (LOPS) OTHER - Capital		0	(30,000)	0	(1,664)	0	(5,000)	(3,336)		
TOTAL (LOPS) OTHER		27,500	(183,086)	832	(46,016)	1,850	(46,363)	671		
EMERGENCY MANAGEMENT										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>OPERATING EXPENDITURE</u>										
054201	Donations & Contributions - Emergency Assistance		(10,000)		0		0	0	0.00%	
054203	Administration Allocation - Emergency Management		(27,656)		(9,216)		(10,160)	(944)	10.24%	
054204	Community Emergency Services Manager		(135,900)		(45,300)		(57,412)	(12,112)	26.74%	▲
	- Public Liability Insurance - 1,500									
	- Workes Compensation Ins - 3,000									
	- CESM Wages & Allowances - 90,000									
	- CESM Superannuation - 11,400									
	- Administration Assistant - 30,000									
054206	Dfes Co-Location Centre - Stirling Terrace						(146)	(146)		
			(173,556)		(54,516)		(67,718)	(13,202)		
<u>OPERATING REVENUE</u>										
054335	Cesm - Recoup	95,000		24,000		521		(23,479)	0.00%	
		95,000		24,000		521		(23,479)		
TOTAL EMERGENCY MANAGEMENT - Operating		95,000	(173,556)	24,000	(54,516)	521	(67,718)	(36,681)		
<u>CAPITAL EXPENDITURE</u>										
054205	Transfer To Emergency Management & Recovery Reserve		(5,500)		(5,000)		(5,000)	0	0.00%	
			(5,500)		(5,000)		(5,000)	0		
<u>CAPITAL REVENUE</u>										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
		0		0		0		0	0.00%	
		0		0		0		0		
	TOTAL EMERGENCY MANAGEMENT - Capital	0	(5,500)	0	(5,000)	0	(5,000)	0		
	TOTAL EMERGENCY MANAGEMENT	95,000	(179,056)	24,000	(59,516)	521	(72,718)	(36,681)		
	TOTAL LAW ORDER & PUBLIC SAFETY	327,600	(1,351,044)	79,524	(383,501)	102,650	(478,289)	(71,753)		
HEALTH										
PUBLIC HEALTH										
<u>OPERATING EXPENDITURE</u>										
074201	Health Salaries		(64,065)		(21,352)		(18,009)	3,343	(15.66%)	
074202	Salaries - L.S.L.		0		0		0	0	0.00%	
074204	Health Superannuation		(5,955)		(1,984)		(2,435)	(451)	22.73%	
074206	Health - Other Employment Costs		(12,620)		(4,204)		(5,189)	(985)	23.42%	
	- Public Liability Insurance - 720									
	- Workers Compensation - 2,500									
	- Travel & Meal Allow EHO - 8,200									
	- State Conference - 1,200									
074209	Legal Expenses		(5,000)		0		0	0	0.00%	
076201	Analytical Expenses		(1,500)		(500)		(1,240)	(740)	147.92%	
074210	Administration Allocation - Public Health		(13,828)		(4,608)		(5,080)	(472)	10.24%	
074211	Consultant Expenses		(2,000)		(664)		(532)	132	(19.91%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
002502	Deprec Of Assets - Health		(20,000)		(6,664)		(8,604)	(1,940)	29.11%	
			(124,968)		(39,976)		(41,088)	(1,112)		
OPERATING REVENUE										
074331	Legal Expenses Recoup	1,000		500		0		(500)	(100.00%)	
074332	Health Act Fees,Licences	20,000		6,664		3,065		(3,599)	(54.01%)	
		21,000		7,164		3,065		(4,099)		
TOTAL PUBLIC HEALTH - Operating										
		21,000	(124,968)	7,164	(39,976)	3,065	(41,088)	(5,211)		
CAPITAL EXPENDITURE										
			0		0		0	0	0.00%	
			0		0		0	0		
CAPITAL REVENUE										
		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL PUBLIC HEALTH - Capital										
		0	0	0	0	0	0	0		
TOTAL PUBLIC HEALTH										
		21,000	(124,968)	7,164	(39,976)	3,065	(41,088)	(5,211)		
OTHER HEALTH										
OPERATING EXPENDITURE										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
077201	Alma Beard Centre - Building Maintenance - 10,881 - Garden Maintenance - 10,876 - Operational Expenditure - 10,000		(31,757)		(10,572)		(9,962)	610	(5.77%)	
077202	Alma Beard Medical Centre - Rental		(34,500)		(34,500)		(35,000)	(500)	1.45%	
077203	Administration Allocation - Other Health		(13,828)		(4,608)		(5,080)	(472)	10.24%	
			(80,085)		(49,680)		(50,042)	(362)		
<u>OPERATING REVENUE</u>										
077330	Alma Beard Medical Centre - Rental	40,000		40,000		38,003		(1,997)	(4.99%)	
		40,000		40,000		38,003		(1,997)		
TOTAL OTHER HEALTH - Operating		40,000	(80,085)	40,000	(49,680)	38,003	(50,042)	(2,359)		
<u>CAPITAL EXPENDITURE</u>										
077251	Alma Beard Medical Centre - Building - New Front Auto Doors		(5,500)		(1,832)		0	1,832	(100.00%)	
			(5,500)		(1,832)		0	1,832		
<u>CAPITAL REVENUE</u>										
		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL OTHER HEALTH - Capital		0	(5,500)	0	(1,832)	0	0	1,832		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL OTHER HEALTH	40,000	(85,585)	40,000	(51,512)	38,003	(50,042)	(527)		
	TOTAL HEALTH	61,000	(210,553)	47,164	(91,488)	41,068	(91,130)	(5,738)		
<u>HOUSING</u>										
<u>STAFF HOUSING</u>										
<u>OPERATING EXPENDITURE</u>										
091201	Lot35, 19 A/B Clinton St		(9,949)		(3,312)		(4,187)	(875)	26.41%	
091202	Other Staff Housing		(1,000)		(332)		(98)	234	(70.33%)	
091204	Lot 46/47 Telegraph Road, Toodyay		(3,054)		(1,012)		(5,858)	(4,846)	478.82%	
091205	Lot 3 (5) Piesse Street, Connors Cottage		0		0		(328)	(328)	0.00%	
002602	Deprec Of Assets - Staff		(3,000)		(1,000)		(944)	56	(5.65%)	
002662	Deprec Of Assets-Housing		(25,000)		(8,332)		(13,068)	(4,736)	56.84%	
			(42,003)		(13,988)		(24,482)	(10,494)		
<u>OPERATING REVENUE</u>										
091330	Shire Owned Housing - Rental Income	5,000		1,664		2,080		416	25.00%	
091332	Recoups - Staff Housing	2,500		832		23		(809)	(97.23%)	
		7,500		2,496		2,103		(393)		
	TOTAL STAFF HOUSING - Operating	7,500	(42,003)	2,496	(13,988)	2,103	(24,482)	(10,887)		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>CAPITAL EXPENDITURE</u>										
091250	Staff Housing - Capital Works - Clinton Street - Fence etc - 7,500		(7,500)		(2,500)		(284)	2,216	0.00%	
			(7,500)		(2,500)		(284)	2,216		
<u>CAPITAL REVENUE</u>										
		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL STAFF HOUSING - Capital		0	(7,500)	0	(2,500)	0	(284)	2,216		
TOTAL STAFF HOUSING		7,500	(49,503)	2,496	(16,488)	2,103	(24,766)	(8,671)		
<u>OTHER HOUSING</u>										
<u>OPERATING EXPENDITURE</u>										
092203	Butterly House		(5,000)		(1,664)		(5,016)	(3,352)	201.42%	
092202	Stirling Tce (O'Reilly)		0		0		0	0	0.00%	
			(5,000)		(1,664)		(5,016)	(3,352)		
<u>OPERATING REVENUE</u>										
092255	Grants & Subsidies - Aged Care - CLGR/RFR Grant - 2,742,412 - Butterly Cottages - 857,588	4,000,000		0		0		0	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
092331	- Shire of Goomalling - 200,000									
	- Shire of Victoria Plains - 200,000									
	Recoups - Butterly House	3,500		1,164		5,016		3,852	330.89%	
		4,003,500		1,164		5,016		3,852		
TOTAL OTHER HOUSING - Operating		4,003,500	(5,000)	1,164	(1,664)	5,016	(5,016)	500		
<u>CAPITAL EXPENDITURE</u>										
092252	Aroc Aged Care Housing Initiative		(4,400,000)		0		0	0	0.00%	
			(4,400,000)		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL OTHER HOUSING - Capital		0	(4,400,000)	0	0	0	0	0		
TOTAL OTHER HOUSING		4,003,500	(4,405,000)	1,164	(1,664)	5,016	(5,016)	500		
TOTAL HOUSING		4,011,000	(4,454,503)	3,660	(18,152)	7,119	(29,782)	(8,171)		
<u>COMMUNITY AMMENITIES</u>										
<u>HOUSEHOLD REFUSE</u>										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
OPERATING EXPENDITURE										
101201	Waste Transfer Station		(118,478)		(39,480)		(31,528)	7,952	(20.14%)	▼
101202	Disposal Of Refuse		(60,000)		(20,000)		(16,979)	3,021	(15.11%)	
101203	Domestic Refuse Collection		(332,000)		(110,664)		(85,338)	25,326	(22.89%)	▼
	- Includes fortnightly recycle collection									
	- 420 waste collection - 77,700									
	- 1,100 waste collection - 203,500									
	- 50 commercial collection - 9,250									
	- Monthly tonnage collection fee - 36,000									
101204	Administration Allocation - Household Refuse		(41,483)		(13,824)		(15,240)	(1,416)	10.24%	
101205	Waste Initiatives		(5,000)		0		0	0	0.00%	
	- Review Of Zero Waste Mgmt Plan - 5,000									
002752	Deprec Of Assets-Rubbish		(4,500)		(1,500)		(2,204)	(704)	46.92%	
			(561,461)		(185,468)		(151,289)	34,179		
OPERATING REVENUE										
101330	Domestic Rubbish Collection - Mandatory	103,500		103,500		98,815		(4,685)	(4.53%)	
	- Includes fortnightly recycle collection									
	- 420 collections @ \$230									
101331	Commercial Rubbish Collection	25,000		25,000		28,250		3,250	13.00%	
	- Includes fortnightly recycle collection									
	- 50 collections @ \$250									
101332	Transfer Station Entry Fees - Additional Pass	2,000		664		474		(191)	(28.69%)	
	- 30 passes x \$35 each (10 passes)									
	- single tip passes/loads									
101333	Waste Transfer Station Maintenance - Minim	245,280		245,280		244,021		(1,259)	(0.51%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
101334	- 2,972 assessments @ \$80 Domestic Rubbish Collection - Additional - Includes fortnightly recycle collection - 1,100 collections @ \$230	257,600		257,600		260,819		3,219	1.25%	
		633,380		632,044		632,378		334		
TOTAL HOUSEHOLD REFUSE - Operating		633,380	(561,461)	632,044	(185,468)	632,378	(151,289)	34,513		
CAPITAL EXPENDITURE										
101252	Transfer To Refuse Reserve		(2,000)		0	0		0	0.00%	
			(2,000)		0	0		0		
CAPITAL REVENUE										
101350	Transfer From Refuse Reserve	30,000		30,000		30,000		0	0.00%	
		30,000		30,000		30,000		0		
TOTAL HOUSEHOLD REFUSE - Capital		30,000	(2,000)	30,000	0	30,000	0	0		
TOTAL HOUSEHOLD REFUSE		663,380	(563,461)	662,044	(185,468)	662,378	(151,289)	34,513		
OTHER REFUSE										
OPERATING EXPENDITURE										
102201	Administration Allocation - Other Refuse		(27,656)		(9,216)		(10,160)	(944)	10.24%	
102206	Street Bins Collection		(10,000)		(3,332)		(2,505)	827	(24.83%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
102207	Litter Control - Other		(4,852)		(1,612)		(832)	780	(48.40%)	
			(42,508)		(14,160)		(13,497)	663		
	<u>OPERATING REVENUE</u>									
102332	Litter Infringements	0		0		0		0	0.00%	
		0		0		0		0		
	TOTAL OTHER REFUSE - Operating	0	(42,508)	0	(14,160)	0	(13,497)	663		
	<u>CAPITAL EXPENDITURE</u>									
			0		0		0	0	0.00%	
			0		0		0	0		
	<u>CAPITAL REVENUE</u>									
		0		0		0		0	0.00%	
		0		0		0		0		
	TOTAL OTHER REFUSE - Capital	0	0	0	0	0	0	0		
	TOTAL OTHER REFUSE	0	(42,508)	0	(14,160)	0	(13,497)	663		
	<u>COMMUNITY AMMENITIES</u>									
	<u>SEWERAGE</u>									

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>OPERATING EXPENDITURE</u>										
			0		0		0	0	0.00%	
			0		0		0	0		
<u>OPERATING REVENUE</u>										
103332	Dividend - Nth'M Liquid Waste Fac	22,500		0		0		0	0.00%	
		22,500		0		0		0		
TOTAL SEWERAGE - Operating		22,500	0	0	0	0	0	0		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0	0.00%	
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL SEWERAGE - Capital		0	0	0	0	0	0	0		
TOTAL SEWERAGE		22,500	0	0	0	0	0	0		
<u>COMMUNITY SPONSORSHIP</u>										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>OPERATING EXPENDITURE</u>										
104201	Community Grants & Sponsorships		(50,706)		(5,706)		(23,901)	(18,195)	318.88%	▲
	- Discretionary Funds - 5,000									
	- Toodyay Art Acquisition Prize - 1,000									
	- Toodyay Cricket Club - 2,500									
	- RSL Sandakanx 2 - 3,000									
	- Youthcare - 7,000									
	- Toodyay Ag Society - 500									
	- Moondyne Festival - 8,000									
	- Bush Poets Weekend - 2,000									
	- Wheatbelt Basketball - 500									
	- Toodyay Naturalists - 1,000									
	- Toodyay Friends of the River - 750									
	- Toodyay Fibre Festival - 2,500									
	- Toodyay Race Club - 2,000									
	- T'dy Chamber of Commerce - 5,000									
	- Coomunity Adult Literacy - 3,456									
	- Morangupo Progress Assoc - 6,000									
	- Ida's Hideaway - 500									
104202	Contributions, Donations, Grants & Sponsorships		0		0		0	0	0.00%	
			(50,706)		(5,706)		(23,901)	(18,195)		
<u>OPERATING REVENUE</u>										
104330	Contributions, Donations, Grants & Sponsors	0		0		0		0	0.00%	
		0		0		0		0		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL COMMUNITY SPONSORSHIP - Operating	0	(50,706)	0	(5,706)	0	(23,901)	(18,195)		
	CAPITAL EXPENDITURE									
			0		0		0	0	0.00%	
			0		0		0	0		
	CAPITAL REVENUE									
		0		0		0		0	0.00%	
		0		0		0		0		
	TOTAL COMMUNITY SPONSORSHIP - Capital	0	0	0	0	0	0	0		
	TOTAL COMMUNITY SPONSORSHIP	0	(50,706)	0	(5,706)	0	(23,901)	(18,195)		
	PROTECTION OF THE ENVIRONMENT									
	OPERATING EXPENDITURE									
105201	Environmental Officer - Salaries		(43,680)		(14,560)		(11,689)	2,871	(19.72%)	
105202	Environmental Officer - Superannuation		(4,150)		(1,380)		(1,208)	172	(12.50%)	
105203	Environmental Officer - Employee Costs		(1,910)		(636)		(2,010)	(1,374)	216.10%	
105204	Environmental Expenditure		(16,500)		(3,332)		(16,020)	(12,688)	380.79%	▲
	- Community Mail Out - 2,000									
	- Enviro Community Education - 2,000									
	- Training - 3,800									

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
105205	- Catering - 1,500 - Energy Audit - 5,500 - Equipment / Materials - 1,700 Admin Alloc - Environment Protection		(20,742)		(6,912)		(7,620)	(708)	10.24%	
			(86,982)		(26,820)		(38,547)	(11,727)		
	<u>OPERATING REVENUE</u>									
		0		0		0		0	0.00%	
		0		0		0		0		
	TOTAL PROTECTION OF ENVIRONMENT - Operating	0	(86,982)	0	(26,820)	0	(38,547)	(11,727)		
	<u>CAPITAL EXPENDITURE</u>									
			0		0		0	0	0.00%	
			0		0		0	0		
	<u>CAPITAL REVENUE</u>									
		0		0		0		0	0.00%	
		0		0		0		0		
	TOTAL PROTECTION OF ENVIRONMENT - Capital	0	0	0	0	0	0	0		
	TOTAL PROTECTION OF ENVIRONMENT	0	(86,982)	0	(26,820)	0	(38,547)	(11,727)		
	TOWN PLANNING									

Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>OPERATING EXPENDITURE</u>										
106201	Town Planning Salaries		(139,204)		(46,400)		(41,638)	4,762	(10.26%)	
106202	Salaries - L.S.L.		0		0		0	0	0.00%	
106204	Superannuation (T.Plng)		(13,687)		(4,560)		(3,762)	798	(17.51%)	
106205	Other Employee Costs (Town Planning)		(29,308)		(9,764)		(10,065)	(301)	3.08%	
	- Workers Compensation - 4,176									
	- Fringe Benefits Tax - 10,832									
	- Uniforms x 3 - 1,800									
	- State Conference x 2 - 3,000									
	- National Conference x 1 - 1,500									
	- Other Training - 2,000									
	- Memberships - 1,000									
	- Miscellaneous - 2,000									
106206	T.Plng Vehicle Expenses		(20,000)		(6,664)		(5,662)	1,002	(15.04%)	
106208	Rezoning/Subdivision Expenses		(5,000)		(500)		(371)	129	(25.82%)	
106209	T.Plng Misc. Expenses		(10,000)		(2,500)		(5,561)	(3,061)	122.46%	
	- Finalise Syreds inc rd & fence - 8,200									
	- Miscellaneous - 1,800									
106210	T.Plng Legal Costs		(15,000)		(15,000)		(17,818)	(2,818)	18.78%	
106212	Administration Allocation - Town Planning		(82,967)		(27,652)		(30,480)	(2,828)	10.23%	
106213	Deprec Of Assets - T/P		(2,000)		(664)		0	664	(100.00%)	
106216	Contractor Expenses		(55,000)		(10,000)		0	10,000	0.00%	
			(372,166)		(123,704)		(115,356)	8,348		
<u>OPERATING REVENUE</u>										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
106332	Subdivision Fees	5,000		1,664		133		(1,531)	(92.02%)	
106334	T.Plng Misc Fees	25,000		8,332		13,029		4,697	56.37%	
		30,000		9,996		13,161		3,165		
	TOTAL TOWN PLANNING - Operating	30,000	(372,166)	9,996	(123,704)	13,161	(115,356)	11,513		
	CAPITAL EXPENDITURE									
106217	Transfer To Local Planning Scheme No 4 Reserve		(500)		0	0		0	0.00%	
			(500)		0	0		0		
	CAPITAL REVENUE									
106338	Transfer From Local Planning Scheme No 4	16,336		0		0		0	0.00%	
		16,336		0		0		0		
	TOTAL TOWN PLANNING - Capital	16,336	(500)	0	0	0	0	0		
	TOTAL TOWN PLANNING	46,336	(372,666)	9,996	(123,704)	13,161	(115,356)	11,513		
	COMMUNITY AMMENITIES									
	OTHER COMMUNITY SERVICES									
	OPERATING EXPENDITURE									
107201	Cemetery Maintenance		(39,519)		(13,128)		(6,148)	6,980	(53.17%)	▼
107202	Federation Square Mtce		(13,880)		(4,616)		(5,829)	(1,213)	26.28%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
107204	Tdy Railway Station		(16,429)		(5,460)		(5,795)	(335)	6.13%	
107205	Street Furniture		(4,038)		(1,340)		(680)	660	(49.25%)	
107206	War Memorial		(26,857)		(8,936)		(2,965)	5,971	(66.82%)	▼
107210	Administration Allocation - Other Community Services		(20,742)		(6,912)		(7,620)	(708)	10.24%	
107211	Cemetery Operations - Gravedigging Etc		0		0		(4,717)	(4,717)	0.00%	
003502	Deprec Of Assets-Amenitie		(14,000)		(4,664)		(898)	3,766	(80.74%)	
			(135,465)		(45,056)		(34,651)	10,405		
<u>OPERATING REVENUE</u>										
107331	Cemetery Fees (Inc Gst)	10,000		3,332		2,041		(1,291)	(38.75%)	
107332	Cemetery Fees (Not Inc Gst)	2,000		664		250		(414)	(62.35%)	
		12,000		3,996		2,291		(1,705)		
TOTAL OTHER COMMUNITY - Operating		12,000	(135,465)	3,996	(45,056)	2,291	(34,651)	8,700		
<u>CAPITAL EXPENDITURE</u>										
107272	Street Furniture		0		0		0	0	0.00%	
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL OTHER COMMUNITY - Capital		0	0	0	0	0	0	0		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	TOTAL OTHER COMMUNITY SERVICES	12,000	(135,465)	3,996	(45,056)	2,291	(34,651)	8,700		
	TOTAL COMMUNITY AMENITIES	744,216	(1,251,788)	676,036	(400,914)	677,830	(377,241)	25,467		
<u>RECREATION & CULTURE</u>										
<u>PUBLIC HALLS</u>										
<u>OPERATING EXPENDITURE</u>										
111201	Memorial Hall - Operational & Maintenance Expenditure		(36,346)		(12,104)		(16,142)	(4,038)	33.36%	
111202	Morangup Comm Ctre.		(11,115)		(3,692)		(2,186)	1,506	(40.79%)	
111203	Community Ctre		(47,831)		(15,928)		(20,740)	(4,812)	30.21%	
111204	Administration Allocation - Public Halls		(55,311)		(18,436)		(20,320)	(1,884)	10.22%	
161205	Loan 65 - Interest Payments		(5,042)		0		0	0	0.00%	
003522	Deprec Of Assets - Halls		(40,000)		(13,332)		(19,941)	(6,609)	49.57%	▲
			(195,645)		(63,492)		(79,330)	(15,838)		
<u>OPERATING REVENUE</u>										
111330	Memorial Hall Rentals	5,000		1,664		1,338		(326)	(19.58%)	
111332	Community Centre Rentals	36,100		12,032		8,962		(3,070)	(25.52%)	
	- Resource Centre Lease - 1,000									
	- Silver Chain - 12,600									
	- Dept Child Protection - 17,500									
	- Other Rentals - 5,000									
111333	Community Centre Recoups	1,500		500		0		(500)	(100.00%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
		42,600		14,196		10,300		(3,896)		
	TOTAL PUBLIC HALLS - Operating	42,600	(195,645)	14,196	(63,492)	10,300	(79,330)	(19,734)		
	CAPITAL EXPENDITURE									
111351	Buildings - Public Halls & Civic Centres - Toodyay Comm Ctre - Air-Con - 9,9,00 - Memorial Hall - Re-roof - 95,000		(104,900)		(34,968)		(32,610)	2,358	(6.74%)	
111352	Land - Public Halls & Civic Centres - Land Purchase - 125,000		(125,000)		0		0	0	0.00%	
161256	Loan 65 - Principal Payments		(8,654)		(4,654)		0	4,654	0.00%	
			(238,554)		(39,622)		(32,610)	7,012		
	CAPITAL REVENUE									
		0		0		0		0	0.00%	
		0		0		0		0		
	TOTAL PUBLIC HALLS - Capital	0	(238,554)	0	(39,622)	0	(32,610)	7,012		
	TOTAL PUBLIC HALLS	42,600	(434,199)	14,196	(103,114)	10,300	(111,940)	(12,722)		
	RECREATION & CULTURE									
	RECREATION & SPORT									
	OPERATING EXPENDITURE									

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
003792	Deprec Of Assets - Sport		(60,000)		(20,000)		(38,960)	(18,960)	94.80%	▲
113201	Toodyay Showgrounds		(172,036)		(57,264)		(63,678)	(6,414)	11.20%	▲
113202	Toodyay Race Course		(5,000)		(2,500)		(4,062)	(1,562)	62.49%	
113203	Newcastle Park		(21,352)		(7,104)		(6,201)	903	(12.71%)	
113204	Duke Street North Public Toilets		(9,507)		(3,152)		(4,445)	(1,293)	41.03%	
113206	Parks & Gardens Depot		(4,641)		(1,532)		(1,939)	(407)	26.59%	
113207	Pioneer Arboretum		(4,782)		(1,580)		(1,223)	357	(22.58%)	
113208	Railway Wagon Reserve No. 35142		(4,500)		(1,488)		(740)	748	(50.24%)	
113210	Wilson Street (Parking) Reserve		(1,581)		(524)		(1,496)	(972)	185.54%	
113212	Pelham Reserve		(10,085)		(3,340)		(9,049)	(5,709)	170.94%	▲
113213	Duidgee & Stirling Parks		(97,661)		(32,508)		(23,231)	9,277	(28.54%)	▼
	- Parks & Gardens									
	- Building Maintenance									
113214	Misc Sports Club Facilities		(4,660)		(1,552)		(5,879)	(4,327)	278.78%	
	- Building Maintenance - 2,660									
	- Golf Club Ins Reimburse - 1,000									
	- Tennis Club Ins Reimburse - 1,000									
113215	Miscellaneous Shire Parks & Gardens		(14,401)		(4,744)		(1,861)	2,883	(60.76%)	
113216	Sport & Rec Co-Ordinator		(51,202)		0		0	0	0.00%	
	- Sport & rec Coordinator x 3 days									
113221	Admin Allocation - Recreation & Sport		(55,311)		(18,436)		(20,320)	(1,884)	10.22%	
113227	Youth Advisory Council - Expenditure		(12,000)		(4,000)		(1,115)	2,885	(72.12%)	
	- Survey Engagement									
	- Herald Youth pages & prizes									
	- School holiday activities									
	- Network Meetings									
	- School Clinic - Connections - 2,000									
113228	Community Grants & Sponsorships - Sport & Rec		(6,500)		0		0	0	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
161214	- 2 x volunteer training - 5,000 - Miscellaneous - 1,500 Loan 72 - Interest - Land -Rec Centre		(43,300)		(22,000)		(21,833)	167	0.00%	
161215	Loan 73 - Interest - Tennis & basketball Cts		(1,580)		0		0	0	0.00%	
			(580,099)		(181,724)		(206,035)	(24,311)		
OPERATING REVENUE										
113330	Showground Rental	2,500		832		645		(187)	(22.42%)	
113332	Club Leases	500		164		300		136	82.93%	
113335	Clubs Insurance	10,000		7,500		7,689		189	2.52%	
113351	Grants & Contributions	60,000		5,000		5,000		0	0.00%	
	- Dept of Communities Youth Eng - 10,000 - DSR - Skate Park Construction - 50,000									
113357	Toodyay Race Club - Reimbursement/S	5,000		0		0		0	0.00%	
113358	Youth Advisory Council - Income	5,000		1,664		0		(1,664)	(100.00%)	
		83,000		15,160		13,635		(1,525)		
TOTAL REC & SPORT - Operating		83,000	(580,099)	15,160	(181,724)	13,635	(206,035)	(25,836)		
CAPITAL EXPENDITURE										
113262	Buildings - Sport & Recreation - Q150 Duidgee Park Toilets - 7,500		(7,500)		(2,500)		(262)	2,238	0.00%	
113263	Other Infrastructure - Sport & Recreation Q127 Duidgee Pk Skate Park - 150,000 Q151 Tennis Courts Repair - 95,000 Q139 Duidgee Pk equipment etc - 80,000		(325,000)		(108,328)		(1,573)	106,755	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
113265	Recreation Precinct - Design & Drawings		(100,000)		0		0	0	0.00%	
113270	Showgrounds - Pavilion - Pavilion - security, storage etc		(21,500)		(7,164)		(3,200)	3,964	0.00%	
113274	Transfer To Swimming Pool Reserve		(2,000)		0		0	0	0.00%	
113275	Transfer To Recreation Development Reserve		(375,000)		(250,000)		(250,000)	0	0.00%	
161262	Loan 72 - Principal - Recreation Precinct		(33,312)		(18,312)		(16,473)	1,839	0.00%	
161263	Loan 73 - Principal Payments - Tennis & Ball Courts		(8,822)		0		0	0	0.00%	
			(873,134)		(386,304)		(271,509)	114,795		
CAPITAL REVENUE										
113350	Transfer From Recreation Development Reserve	100,000		0		0		0	0.00%	
113361	Loan Income - Refubish Tennis & Ball Courts	95,000		95,000		95,000		0	0.00%	
		195,000		95,000		95,000		0		
TOTAL REC & SPORT - Capital		195,000	(873,134)	95,000	(386,304)	95,000	(271,509)	114,795		
TOTAL RECREATION & SPORT										
		278,000	(1,453,233)	110,160	(568,028)	108,635	(477,544)	88,959		

RECREATION & CULTURE

LIBRARIES

OPERATING EXPENDITURE

115201	Library Salaries		(126,191)		(42,060)		(45,899)	(3,839)	9.13%	
115203	Superannuation (Lib.)		(16,451)		(5,480)		(5,131)	349	(6.37%)	
115204	Other Emp Costs (Lib.)		(10,000)		(3,332)		(5,808)	(2,476)	74.31%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	- Workers Compensation - 3,700									
	- Training - 3,000									
	- Uniforms x 3 - 1,800									
	- Miscellaneous - 1,500									
115205	Library Operating Expenses		(15,000)		(4,996)		(3,973)	1,023	(20.47%)	
115206	Library Bldg. Maintenance		(20,371)		(6,776)		(9,421)	(2,645)	39.03%	
115207	Library Office Equipment		(7,300)		(2,432)		(1,179)	1,253	(51.53%)	
	- Net Opac Operating system - 3,300									
	- Miscellaneous - 1,000									
	- Upgrade video recorder - 3,300									
115208	Library Book Purchases		(1,500)		(500)		0	500	(100.00%)	
115210	Administration Allocation - Library		(41,483)		(13,824)		(15,240)	(1,416)	10.24%	
161209	Loan 67 Interest - Library Upgrade 1		(25,163)		0		0	0	0.00%	
161211	Loan 69 - Library Upgrade 2		(11,115)		(6,115)		(5,756)	359	0.00%	
004072	Deprec Of Assets-Library		(30,000)		(10,000)		(7,236)	2,764	(27.64%)	
			(304,574)		(95,515)		(99,643)	(4,128)		
OPERATING REVENUE										
115330	Sale Of Old Library Books	250		80		117		37	46.25%	
115332	Lib. Photocopying	2,000		664		808		144	21.71%	
115333	Book Fines	500		164		35		(129)	(78.88%)	
115334	Misc Income	5,000		1,000		396		(604)	(60.35%)	
		7,750		1,908		1,356		(552)		
TOTAL LIBRARIES - Operating		7,750	(304,574)	1,908	(95,515)	1,356	(99,643)	(4,680)		
CAPITAL EXPENDITURE										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
004314	Library - Computer Software & Hardware - ESX Server upgrade - 12,000		(12,000)		(5,000)		(4,400)	600	0.00%	
115250	Buildings - Library - Upgrade Lights - 6,600 - Library Courtyard roof - 5,000		(11,600)		(3,864)		(6,273)	(2,409)	62.34%	
161258	Loan 67 Principal - Library Upgrade 1		(28,153)		0		0	0	0.00%	
161261	Loan 69 Principal - Library Upgrade 2		(25,775)		0		(12,689)	(12,689)	0.00%	
			(77,528)		(8,864)		(23,362)	(14,498)		
<u>CAPITAL REVENUE</u>										
115350	Loan Income	0		0		0		0	0.00%	
		0		0		0		0		
TOTAL LIBRARIES - Capital		0	(77,528)	0	(8,864)	0	(23,362)	(14,498)		
TOTAL LIBRARIES		7,750	(382,102)	1,908	(104,379)	1,356	(123,004)	(19,177)		
<u>RECREATION & CULTURE</u>										
<u>HERITAGE</u>										
<u>OPERATING EXPENDITURE</u>										
116201	Museum (Gaal) Maintenance		(43,745)		(14,528)		(23,253)	(8,725)	60.06%	▲
116202	Museum Honariums		(5,200)		(1,732)		(1,600)	132	(7.62%)	
116203	Museum Displays		(5,000)		(1,664)		(158)	1,506	(90.51%)	

Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
116204	Museum Subscriptions		(400)		(132)		(89)	43	(32.63%)	
116205	Mus. Conservation Materials		(1,000)		(332)		(158)	174	(52.46%)	
116206	Mus. Volunteer Uniforms		(250)		(80)		0	80	(100.00%)	
116207	Mus. Office Equip & Stationery - SLR camera & tripod - 1,500		(3,000)		(1,000)		(16)	984	(98.36%)	
116208	Mus Trng & Workshops		(2,000)		(664)		(342)	322	(48.45%)	
116209	Mus. - Marketing/Promotion - Brochure & Walk Trail booklet - Reprint of cards / yearly exhibit		(3,000)		(1,000)		(27)	973	(97.32%)	
116210	Heritage - Preservation & Conservation - Displays & database		(3,000)		(1,000)		0	1,000	(100.00%)	
116212	Museum Curator - Salary		(55,909)		(18,636)		(17,247)	1,389	(7.45%)	
116214	Museum Curator - Super		(5,311)		(1,768)		(1,644)	124	(7.00%)	
116215	Museum Curator - Oth Emp Costs - Training - Uniforms x 1 - 600 - Miscellaneous - 2,000		(3,277)		(1,092)		(2,573)	(1,481)	135.65%	
116217	Heritage Advisory Services		(20,000)		(6,664)		(5,145)	1,519	(22.79%)	
116218	Administration Allocation - Heritage		(41,483)		(13,824)		(15,240)	(1,416)	10.24%	
116219	Cultural Heritage Interp Works - Newcastle Convict Depot Plan		(1,600)		(532)		0	532	(100.00%)	
			(194,175)		(64,648)		(67,492)	(2,844)		
OPERATING REVENUE										
116332	Admissions To Museum	6,000		2,000		2,703		703	35.13%	
116333	Grant Income - Heritage - Heritage IT grant - 15,000	15,000		5,000		0		(5,000)	(100.00%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
116335	Recoups - Heritage Council	10,000		3,332		0		(3,332)	(100.00%)	
		31,000		10,332		2,703		(7,629)		
TOTAL HERITAGE - Operating		31,000	(194,175)	10,332	(64,648)	2,703	(67,492)	(10,474)		
CAPITAL EXPENDITURE										
117252	Upgrade To Heritage Buildings - Museum Fencing, paving - 19,600 - Police Stables various - 28,500 - Connor's Mill flooring - 7,000 - Donegans Cottage - security etc - 6,600		(61,700)		(20,564)		(1,200)	19,364	(94.16%)	▼
117253	Heritage - Computer Hardware & Software - IT Computers & programs		(23,500)		(7,832)		0	7,832	0.00%	
			(85,200)		(28,396)		(1,200)	27,196		
CAPITAL REVENUE										
		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL HERITAGE - Capital		0	(85,200)	0	(28,396)	0	(1,200)	27,196		
TOTAL HERITAGE		31,000	(279,375)	10,332	(93,044)	2,703	(68,692)	16,722		
RECREATION & CULTURE										
CULTURE										

Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>OPERATING EXPENDITURE</u>										
004222	Deprec Of Assets-Culture		(12,000)		(4,000)		(14,066)	(10,066)	251.65%	▲
113209	Toodyay St Aboriginal Reserve		(2,644)		(872)		(710)	162	(18.59%)	
117201	Festivals - Other		(5,000)		(1,660)		(1,839)	(179)	10.77%	
	- Event Support / assistance									
117202	Avon Descent		(13,500)		(4,488)		(16,816)	(12,328)	274.69%	▲
	- Event in-kind - 3,000									
	- NADA sponsorship - 10,000									
	- Avon Descent - L/holders BBQ - 500									
117203	Aust. Day Celebrations		(5,000)		(1,664)		0	1,664	(100.00%)	
117204	Donegan'S Cottage (Shwgrnds)		(4,301)		(1,408)		(1,241)	167	(11.86%)	
117205	Parkers Cottage		(4,846)		(1,600)		(1,051)	549	(34.32%)	
117206	Moondyne Festival		(1,104)		(360)		0	360	(100.00%)	
117207	Toodyay International Food Festival		(56,100)		(53,576)		(58,913)	(5,337)	9.96%	
	- IFF Event Expenses - 45,000									
	- Maintenance - 1,500									
	- Waste Collection - 1,500									
	- Parks & Gardens - 1,600									
	- Hire Of Toilets/Emptying - 1,500									
	- EMRC Admin Fee - 2,500									
117208	Targa West		(2,149)		(708)		(322)	386	(54.48%)	
117210	Toodyay Ag Show		(4,218)		(1,396)		(7,134)	(5,738)	411.02%	▲
117211	Xmas Street Party		(25,000)		(8,320)		0	8,320	(100.00%)	▼
	- Christmas Decorations - 20,000									
117212	Toodyay Races		(2,891)		(952)		0	952	(100.00%)	
117213	Community Grants & Sponsorships - Culture		(11,800)		(3,932)		(210)	3,722	(94.66%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
117214	- Road Wise Committee - 1,000									
	- Tidy Towns - 1,000									
	- Around the Towns - 1,300									
	- Thank a volunteer Day - 1,000									
	- Youth Week - 1,000									
	- National Volunteer Week - 500									
	- Stay on your feet - 1,000									
	- Senior's Week - 1,000									
	- Get to Know Neighbour - 1,000									
	- Multicultural awareness - 1,000									
	- Disability awareness - 1,000									
	- Miscellaneous - 1,000									
	Administration Allocation - Culture		(27,656)		(9,216)		(10,160)	(944)	10.24%	
			(178,209)		(94,152)		(112,462)	(18,310)		
OPERATING REVENUE										
117332	Grant Income	46,800		15,600		1,247		(14,353)	(92.00%)	
	- EMRC - Avon/IFF Festival - 35,000									
	- Road Wise Committee - 1,000									
	- Tidy Towns - 1,000									
	- Around the Towns - 1,300									
	- Thank a volunteer Day - 1,000									
	- Youth Week - 1,000									
	- National Volunteer Week - 500									
	- Stay on your feet - 1,000									
	- Senior's Week - 1,000									
	- Get to Know Neighbour - 1,000									

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
117333	- Multicultural awareness - 1,000									
	- Disability awareness - 1,000									
	- Miscellaneous - 1,000									
117333	Sponsorship - International Food Festival	2,000		664		3,636		2,972	447.64%	
117334	Stallholder Fees - Iff	1,000		332		5,545		5,213	1570.33%	
117335	Events - Miscellaneous Income	5,000		1,664		2,275		611	36.75%	
		54,800		18,260		12,705		(5,555)		
TOTAL CULTURE - Operating		54,800	(178,209)	18,260	(94,152)	12,705	(112,462)	(23,865)		
CAPITAL EXPENDITURE										
			0		0	0	0	0	0.00%	
			0		0		0	0		
CAPITAL REVENUE										
		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL CULTURE - Capital		0	0	0	0	0	0	0		
TOTAL CULTURE		54,800	(178,209)	18,260	(94,152)	12,705	(112,462)	(23,865)		
TOTAL RECREATION & CULTURE		414,150	(2,727,118)	154,856	(962,717)	135,698	(893,642)	49,918		
TRANSPORT										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
CONSTRUCTION										
<u>OPERATING EXPENDITURE</u>										
121201	Crossover Contributions		(20,000)		(6,664)		(2,500)	4,164	(62.48%)	
121214	Survey ,Design & Audits		(1,000)		(332)		0	332	(100.00%)	
121216	Administration Allocation - Transport Construction		(41,483)		(13,824)		(15,240)	(1,416)	10.24%	
161210	Loan 68 - Interest		(9,068)		(3,020)		(4,902)	(1,882)	62.31%	
161212	Loan 70 - Interest Payments - Footbridge		(5,184)		(1,728)		(1,356)	372	(21.56%)	
161213	Loan 71 - Interest Payments - Depot		(35,239)		0		0	0	0.00%	
004670	Deprec Of Assets Roads		(1,250,000)		(416,664)		(431,536)	(14,872)	3.57%	
			(1,361,974)		(442,232)		(455,533)	(13,301)		
<u>OPERATING REVENUE</u>										
121333	Grant Income - Infrastructure - Dept Transport - Tdy-Gml Rd - 19,828 - Dept Transport - Anzac Ave - 21,760 - Dept Transport - Bike Parking	41,588		13,860		(33,763)		(47,623)	(343.60%)	
121334	Regional Roads Group (Project) Grants - A0021 Morangup Road - 38,575 - A0061 - Anzac Avenue - 74,768 - A0126 - Hamersley Street - 155,185	268,527		89,508		134,264		44,756	50.00%	
121337	Roads To Recovery Grants - B0011 - Toodyay West Rd - 97,930 - B0071 - Drummond Street - 39,443 - B0078 - Drummond St East - 147,640	285,013		95,004		0		(95,004)	(100.00%)	
121339	Road Const. (Private) Contribution	25,000		8,332		19,012		10,680	128.18%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
		620,128		206,704		119,513		(87,191)		
	TOTAL CONSTRUCTION - Operating	620,128	(1,361,974)	206,704	(442,232)	119,513	(455,533)	(100,492)		
	<u>CAPITAL EXPENDITURE</u>									
112122	Footpaths - Construction Y0060 - Toodyay- Goomalling - 39,656 Y0061 - Anzac Ave - 43,520		(83,176)		(27,720)		0	27,720	(100.00%)	▼
121211	Regional Road Group Projects - Grant Funded A0021 - Morangup Road - 57,863 A0061 - Anzac Ave - 112,152 A0126 - Hamersley Street - 232,776		(402,791)		(134,244)		0	134,244	(100.00%)	▼
121212	Roads To Recovery - Grant Works B0011 - Toodyay West Rd - 97,930 B0071 - Drummond Street - 39,443 B0078 - Drummond Street East - 147,640		(285,013)		(94,980)		0	94,980	(100.00%)	▼
121213	Road Construction - Own Resources D0017 - Hody Well Road - 69,326 D0103 - Louisa Circle - 75,900 D0234 - Flexuosa Place - 10,080 D0245 - Seventh Road - 40,861 D0046 - Church Gully Road - 90,796 D0108 - Grandis Road - 134,341 D0014 - Salt Valley Road - 104,465 D0258 Charcoal Lane Carpark Stg 2 - 150,968 D0258 Charcoal Lane Carpark Stg 3 - 175,000		(1,079,323)		(359,720)		(236,184)	123,536	(34.34%)	▼

Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	D0258 Charcoal Lane Landscaping & Steps - 47,000									
	J0008 - Dumbarton Rd Subdivision - 70,585									
	J0001 - Mountain Park Subdivision - 100,000									
	Various - Emergency & Shoulder Work - 10,000									
121215	Bridges & Culverts Works		(76,000)		(25,332)		(1,467)	23,865	(94.21%)	▼
122202	Purchase Of Plant & Equipment		(496,000)		(165,332)		(30,490)	134,842	(81.56%)	▼
	T6344 Gehl Skid Steer Loader - 55,000									
	T6435 Kubota F2880 Mower - 32,000									
	T6361 John Deere 2305 Tractor - 16,000									
	1CYL243 Kubota Tractor - 41,000									
	T0022 Mitsub. Triton Ute (Grader) - 21,000									
	T0024 Mits Triton Ute (Grader) - 21,000									
	T0023 Mitsi Triton (Constr) - 31,000									
	T0003 Hilux 4x4 Dual Cab (WS) - 34,000									
	T020 Navara Dual Cab (MWS) - 35,000									
	T00 Subaru Forester XT (MCD) - 35,000									
	T000 Commodore SV6 Ute (MCS) - 35,000									
	T0000 Commodore SV6 - 30,000									
	T6177 Navara Dual Cab (MPD) - 35,000									
	T0002 Hilux Cab Chassis (R2) - 34,000									
	1DVH931 Toyota Hilux CESM - 41,000									
122203	Transfer To Plant Replacement Reserve		(55,000)		(18,332)		(50,000)	(31,668)	172.75%	▲
122205	Transfer To Road Contribution Reserve		(25,000)		(8,332)		0	8,332	(100.00%)	▼
122206	Construction Of New Depot Facility - Railway Road		(9,500)		(3,164)		(3,426)	(262)	8.29%	
122207	Remediation Of Old Depot Sites		(30,000)		(10,000)		0	10,000	(100.00%)	▼
	- Site Remediation Stage 2 (\$30,000)									
122211	Transfer To Newcastle Footbridge Reserve		(5,500)		(5,500)		(5,000)	500	(9.09%)	
161259	Loan 68 - Principal		(46,136)		(22,700)		(22,700)	(0)	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
161269	Loan 70 - Principal Payment		(11,341)		(3,780)		(2,776)	1,004	(26.57%)	
161270	Loan 71 - Principal Payment - Depot		(27,574)		(9,188)		0	9,188	0.00%	
			(2,632,354)		(888,324)		(352,043)	536,281		
CAPITAL REVENUE										
121348	Transfer From Road Contribution Reserve	70,000		23,332		0		(23,332)	0.00%	
122330	Sale Of Plant & Equipment	223,000		74,332		20,455		(53,877)	0.00%	
	T6344 Gehl Skid Steer Loader - 10,000									
	T6435 Kubota F2880 Mower - 8,000									
	T6361 John Deere 2305 Tractor - 6,000									
	1CYL243 Kubota Tractor - 11,500									
	T0022 Mits Triton GL Ue (Grader) - 7,000									
	T0024 Mits Triton Utility (Grader) - 9,000									
	T0023 Mitsubishi Triton (Constr) - 14,000									
	T0003 Hilux 4x4 Dual Cab (WS) - 22,500									
	T020 Navara Dual Cab (MWS) - 21,500									
	T00 Subaru Forester XT (MCD) - 23,500									
	T000 Commodore SV6 Ute (MCS) - 16,000									
	T0000 Holden Commodore SV6 - 18,000									
	T6177 Navara Dual Cab (MPD) - 20,000									
	T0002 Hilux Cab Chassis (R2) - 16,000									
	1DVH931 Toyota Hilux CESM - 20,000									
		293,000		97,664		20,455		(77,209)		
TOTAL CONSTRUCTION - Capital		293,000	(2,632,354)	97,664	(888,324)	20,455	(352,043)	459,071		
TOTAL CONSTRUCTION		913,128	(3,994,328)	304,368	(1,330,556)	139,967	(807,576)	358,579		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>TRANSPORT</u>										
<u>MAINTENANCE</u>										
<u>OPERATING EXPENDITURE</u>										
123201	Road Maintenance		(849,529)		(283,100)		(354,217)	(71,117)	25.12%	▲
123202	Bridge Maintenance		(89,500)		(85,156)		(84,894)	262	(0.31%)	
	- Maintenance Program Year 1									
	- Building Maintenance									
	- Bridge Insurance - 85,000									
123205	Footpath Maintenance		(8,769)		(2,912)		0	2,912	(100.00%)	
123206	Lighting Of Streets		(35,000)		(11,664)		(9,055)	2,609	(22.37%)	
123207	Road Verge Spraying		(25,000)		(25,000)		(23,182)	1,818	(7.27%)	
123208	Admin Allocation - Transport Maintenance		(41,483)		(13,824)		(15,240)	(1,416)	10.24%	
123209	Depot Maintenance		(53,187)		(17,708)		(33,404)	(15,696)	88.64%	▲
	- Building Maintenance									
	- Parks & Gardens Maintenance									
	- Utilities									
	- Insurance									
123210	Roman li Subscription		(5,500)		(5,500)		(5,863)	(363)	6.60%	
004870	Deprec Of Assets - Maint		(110,000)		(36,664)		(30,751)	5,913	(16.13%)	▼
			(1,217,968)		(481,528)		(556,606)	(75,078)		
<u>OPERATING REVENUE</u>										
123330	Mrwa Street Light Subsidy	1,500		99,000		0		(99,000)	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
123331	Operating Grants - Roads	99,000		99,000		107,300		8,300	8.38%	
123333	Road Maintenance Contributions	50,000		25,000		25,691		691	2.76%	
		150,500		223,000		132,991		(90,009)		
TOTAL MAINTENANCE - Operating		150,500	(1,217,968)	223,000	(481,528)	132,991	(556,606)	(165,087)		
CAPITAL EXPENDITURE										
			0		0		0	0	0.00%	
			0		0		0	0		
CAPITAL REVENUE										
		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL MAINTENANCE - Capital		0	0	0	0	0	0	0		
TOTAL MAINTENANCE		150,500	(1,217,968)	223,000	(481,528)	132,991	(556,606)	(165,087)		
TOTAL TRANSPORT		1,063,628	(5,212,296)	527,368	(1,812,084)	272,958	(1,364,182)	193,492		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>ECONOMIC SERVICES</u>										
<u>RURAL SERVICES</u>										
<u>OPERATING EXPENDITURE</u>										
131201	Weed Control - Contract		(10,000)		0		0	0	0.00%	
131208	Administration Allocation - Rural Services		(13,828)		(4,608)		(5,080)	(472)	10.24%	
131210	Rural Street Addressing - Folewood, Julimar & Toodyay - 2,000 - Bejoording - 2,000		(4,000)		0		0	0	0.00%	
			(27,828)		(4,608)		(5,080)	(472)		
<u>OPERATING REVENUE</u>										
131334	Rural Street Addressing	250		80		127		47	59.10%	
		250		80		127		47		
TOTAL RURAL SERVICES - Operating		250	(27,828)	80	(4,608)	127	(5,080)	(425)		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0	0.00%	
			0		0		0	0		
<u>CAPITAL REVENUE</u>										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
		0		0		0		0	0.00%	
		0		0		0		0		
	TOTAL RURAL SERVICES - Capital	0	0	0	0	0	0	0		
	TOTAL RURAL SERVICES	250	(27,828)	80	(4,608)	127	(5,080)	(425)		
<u>ECONOMIC SERVICES</u>										
<u>TOURISM & AREA PROMOTION</u>										
<u>OPERATING EXPENDITURE</u>										
132201	Salaries (V.C.)		(107,835)		(35,944)		(38,174)	(2,230)	6.21%	
132203	Superannuation (V.C.)		(14,466)		(4,820)		(5,388)	(568)	0.00%	
132204	Conferences & Training (V.C.)		(2,000)		0		0	0	0.00%	
132205	Staff Uniforms (V.C.)		(3,000)		0		0	0	0.00%	
132207	Printing & Stationery (V.C.)		(1,000)		0		(19)	(19)	0.00%	
132208	Postage (V.C.)		(500)		(164)		(94)	70	(42.63%)	
132210	Telephone/Internet Costs (V.C.)		(8,500)		(2,832)		(3,063)	(231)	8.17%	
132211	Visitor Centre - Other Employee Costs		(10,000)		(3,332)		(4,963)	(1,631)	48.96%	
	- Workers Compensation Insurance									
132212	Other V/C Office Expenses		(7,000)		(2,332)		(4,258)	(1,926)	82.58%	
	- Shelving (\$1,500)									
132213	Connors Mill Bldg. Operation (V.C.)		(16,911)		(5,628)		(7,499)	(1,871)	33.24%	
	- Building Maintenance									
	- Utilities, Insurance etc									
132214	Visitors Ctre. Bldg. Operation		(41,000)		(13,648)		(7,885)	5,763	(42.23%)	▼

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	- Increase in staff operations - 10,000									
	- Seating outside Visitor Centre									
	- Building Maintenance									
	- Parks & Gardens Maintenance									
	- Utilities, Insurance etc									
132215	Memberships Affiliated Bodies		(1,000)		(332)		(539)	(207)	62.38%	
	- Accreditation Of Visitor Centre									
132216	Accommodation Expense		(65,000)		(21,664)		(34,654)	(12,990)	59.96%	▲
132217	Accommodation Commission Expenses		(2,000)		(664)		(544)	120	(18.02%)	
132221	Tourist Information Bay		(3,194)		(1,052)		(116)	936	(88.99%)	
132222	Transwa Ticket Sales		(5,000)		(1,664)		(1,271)	393	(23.62%)	
132224	Floor Stock Purchases		(25,000)		(8,332)		(8,779)	(447)	5.36%	
132229	Administration Allocation - Tourism		(82,967)		(27,652)		(30,480)	(2,828)	10.23%	
005502	Deprec Of Assets-Tourism		(15,000)		(5,000)		(10,003)	(5,003)	100.05%	▲
161204	Loan 64 - Interest Payments		(7,466)		(2,488)		(3,843)	(1,355)	54.45%	
			(418,839)		(137,548)		(161,572)	(24,024)		
OPERATING REVENUE										
132330	Admissions Connors Mill	5,000		1,664		2,039		375	22.54%	
132332	Floor Stock Sales	45,000		15,000		11,333		(3,667)	(24.45%)	
132333	Misc Visitor Ctre Income	500		164		75		(89)	(54.35%)	
132334	Membership Fees	500		164		700		536	326.83%	
132335	Accommodation Income	65,000		21,664		27,447		5,783	26.70%	
132336	Accommodation Commission	6,500		2,164		5,311		3,147	145.40%	
132338	Transwa Ticket Sales	5,000		1,664		1,978		314	18.84%	
		127,500		42,484		48,882		6,398		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
TOTAL TOURISM & AREA PROMO - Operating		127,500	(418,839)	42,484	(137,548)	48,882	(161,572)	(17,625)		
CAPITAL EXPENDITURE										
132339	Economic Services & Tourism - Buildings - Painting - 5,000		(5,000)		0		0	0	0.00%	
161255	Loan No. 64 - Principal Payments - Visitor Centre		(13,477)		0		(6,629)	(6,629)	0.00%	
			(18,477)		0		(6,629)	(6,629)		
CAPITAL REVENUE										
		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL TOURISM & AREA PROMO - Capital		0	(18,477)	0	0	0	(6,629)	(6,629)		
TOTAL TOURISM & AREA PROMOTION		127,500	(437,316)	42,484	(137,548)	48,882	(168,200)	(24,254)		
ECONOMIC SERVICES										
OTHER TOURISM & AREA PROMOTION										
OPERATING EXPENDITURE										
132230	Area Promotion Advertising - Wikimedia Toodyay Interpretation - 5,000 - Upgrade Of Website - 10,000 - Avon Valley Tourism - 5,000 - Promotion Of Avon Link - 5,000		(37,000)		(12,332)		(6,910)	5,422	(43.97%)	▼

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
	- Pioneer Pathway Brochure - 2,000 - Valley For All Seasons - 6,500 - Experience Perth - 3,500									
			(37,000)		(12,332)		(6,910)	5,422		
	<u>OPERATING REVENUE</u>									
132351	Community Directory	3,000		1,000		0		(1,000)	(100.00%)	
		3,000		1,000		0		(1,000)		
	TOTAL OTHER TOURISM & AREA PROMO - Operating	3,000	(37,000)	1,000	(12,332)	0	(6,910)	4,422		
	<u>CAPITAL EXPENDITURE</u>									
132250	Economic Services - Tourism - Other Infra - Tourist Info Bay - 75,000 - SoT Entry Statements - 35,000 - Event Signage - 30,000		(140,000)		0		(345)	(345)	0.00%	
			(140,000)		0		(345)	(345)		
	<u>CAPITAL REVENUE</u>									
		0		0		0		0	0.00%	
		0		0		0		0		
	TOTAL OTHER TOURISM & AREA PROMO - Capital	0	(140,000)	0	0	0	(345)	(345)		
	TOTAL OTHER TOURISM & AREA PROMO	3,000	(177,000)	1,000	(12,332)	0	(7,255)	4,077		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>BUILDING SERVICES</u>										
<u>OPERATING EXPENDITURE</u>										
133201	Building Salaries		(108,480)		(36,160)		(36,147)	13	(0.04%)	
133203	Superannuation (Bldg)		(14,645)		(4,880)		(6,432)	(1,552)	31.81%	
133204	Conferences & Training (Bldg)		(6,000)		(2,000)		(882)	1,118	(55.91%)	
	- State Conference x 2 - 3,000									
	- Building Mtce Training - 1,000									
	- Other Training - 2,000									
133205	Other Employee Costs - Building		(20,331)		(6,776)		(9,637)	(2,861)	42.22%	
	- Workers Compensation Ins - 3,699									
	- Fringe Benefits Tax - 10,832									
	- Uniforms x 3 - 1,800									
	- Register SBS/EHO - 2,000									
	- Memberships & Subscriptions - 2,000									
133206	Bldg Vehicles Expenses		(2,000)		(664)		(1,024)	(360)	54.21%	
133207	Building Control Expenses		(25,000)		(8,332)		(300)	8,032	(96.40%)	▼
	- Additional Tools									
	- Contact SBS/EHO - 20,000									
133208	Legal Expenses - Bldg.		(500)		0		0	0	0.00%	
133209	Administration Allocation - Building		(82,967)		(27,652)		(30,480)	(2,828)	10.23%	
			(259,923)		(86,464)		(84,902)	1,562		
<u>OPERATING REVENUE</u>										
133333	Building Licences	40,000		13,332		13,161		(171)	(1.28%)	
133334	Building Fees - Other	5,000		1,664		966		(698)	(41.95%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
133337	Grant Income - Community Depot - Lotterywest - Sheds x 7 - 115,000 - L/west - Disabled Toilet 50% - 15,000 Avon Woodturners x 1 shed Festival, Singers & Theatre Grp x3 sheds Friends of the River x 1 shed Farmers Market & Road Wise x 2 sheds	130,432		43,476		0		(43,476)	(100.00%)	
133339	Community Depot - Contributions, Donations - Avon Woodturners - 5,000 - Community Singers - 1,000 - Toodyay Friends of River - 16,000 - Road Wise Committee - 100	22,100		0		0		0	0.00%	
		197,532		58,472		14,127		(44,345)		
TOTAL BUILDING SERVICES (Operating)		197,532	(259,923)	58,472	(86,464)	14,127	(84,902)	(42,783)		
<u>CAPITAL EXPENDITURE</u>										
133332	Community Depot - Capital Works - Sheds x 7 - 115,432 - Ramp - 20,000 - Toilet - 30,000 - Driveway & Carpark - 50,000		(215,432)		(15,000)		(12,495)	2,505	(16.70%)	
			(215,432)		(15,000)		(12,495)	2,505		
<u>CAPITAL REVENUE</u>										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
		0		0		0		0	0.00%	
		0		0		0		0		
	TOTAL BUILDING SERVICES - Capital	0	(215,432)	0	(15,000)	0	(12,495)	2,505		
	TOTAL BUILDING SERVICES	197,532	(475,355)	58,472	(101,464)	14,127	(97,397)	(40,278)		
<u>ECONOMIC SERVICES</u>										
<u>COMMUNITY DEVELOPMENT</u>										
<u>OPERATING EXPENDITURE</u>										
136201	Community Development - Wages & Salaries		(264,854)		(88,284)		(47,952)	40,332	(45.68%)	▼
136202	Other Employee Costs - Community Development		(8,902)		(2,964)		(12,190)	(9,226)	311.27%	▲
136203	Utilities - Community Development		(5,000)		0		0	0	0.00%	
136204	Conferences & Training - Community Development		(5,000)		(1,664)		(1,748)	(84)	5.03%	
136205	Administration Allocation - Community Development		(13,828)		(4,608)		(5,080)	(472)	10.24%	
136206	Community Depot - Maintenance & Operations		0		0		(669)	(669)	0.00%	
			(297,584)		(97,520)		(67,639)	29,881		
<u>OPERATING REVENUE</u>										
		0		0		0		0	0.00%	
		0		0		0		0		
	Total Community Development - Operating	0	(297,584)	0	(97,520)	0	(67,639)	29,881		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0	0.00%	
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0	0.00%	
		0		0		0		0		
Total Community Development - Capital		0	0	0	0	0	0	0		
TOTAL COMMUNITY DEVELOPMENT		0	(297,584)	0	(97,520)	0	(67,639)	29,881	0	
<u>OTHER ECONOMIC SERVICES</u>										
<u>OPERATING EXPENDITURE</u>										
137201	Administration Allocation - Other Economic Services		(27,656)		(9,216)		(10,160)	(944)	10.24%	
137202	Standpipe - Northam Toodyay Road		(125,000)		(41,664)		(3,911)	37,753	(90.61%)	▼
137208	Deprec Of Assets		(10,000)		(3,332)		(2,042)	1,290	(38.71%)	
137213	Loss On Sale Of Assets - Economic Development		(25,000)		0		0	0	0.00%	
			(187,656)		(54,212)		(16,114)	38,098		
<u>OPERATING REVENUE</u>										
137330	Standpipes	100,000		33,332		4,392		(28,940)	(86.82%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
137331	Extractive Industry Licences	5,000		0		0		0	0.00%	
		105,000		33,332		4,392		(28,940)		
TOTAL OTHER ECONOMIC SERVICES (Operating)		105,000	(187,656)	33,332	(54,212)	4,392	(16,114)	9,158		
CAPITAL EXPENDITURE										
137253	Plant & Equipment - Other Economic Services - Additional standpipe or wtaer tank		0		0		0	0	0.00%	
			0		0		0	0		
CAPITAL REVENUE										
137349	Sale Of Land	100,000		0		0		0	0.00%	
		100,000		0		0		0		
TOTAL OTHER ECONOMIC SERVICES (Capital)		100,000	0	0	0	0	0	0		
TOTAL OTHER ECONOMIC SERVICES		205,000	(187,656)	33,332	(54,212)	4,392	(16,114)	9,158	0	
TOTAL ECONOMIC SERVICES		533,282	(1,602,739)	135,368	(407,684)	67,528	(361,685)	(21,840)		
OTHER PROPERTY & SERVICES										
PRIVATE WORKS										
OPERATING EXPENDITURE										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
141201	Private Works		(8,214)		(2,728)		(2,039)	689	(25.25%)	
			(8,214)		(2,728)		(2,039)	689		
	<u>OPERATING REVENUE</u>									
141330	Private Works Income	15,000		5,000		3,125		(1,875)	(37.50%)	
		15,000		5,000		3,125		(1,875)		
	TOTAL PRIVATE WORKS - Operating	15,000	(8,214)	5,000	(2,728)	3,125	(2,039)	(1,186)		
	<u>CAPITAL EXPENDITURE</u>									
			0		0		0	0	0.00%	
			0		0		0	0		
	<u>CAPITAL REVENUE</u>									
		0		0		0		0	0.00%	
		0		0		0		0		
	TOTAL PRIVATE WORKS - Capital	0	0	0	0	0	0	0		
	TOTAL PRIVATE WORKS	15,000	(8,214)	5,000	(2,728)	3,125	(2,039)	(1,186)		
	<u>PUBLIC WORKS OVERHEADS</u>									
	<u>OPERATING EXPENDITURE</u>									

Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
143201	Salaries - Supervisors - Public Work Overheads		(306,643)		(102,212)		(91,906)	10,306	(10.08%)	▼
143204	Superannuation (Supervisors)		(33,052)		(11,016)		(11,411)	(395)	3.58%	
143205	Conferences & Training (Super)		(3,000)		(1,000)		(2,001)	(1,001)	100.05%	
143206	Other Employee Costs - Pwo		(10,000)		(10,000)		(16,121)	(6,121)	61.21%	▲
	- Workers Compensation Insurance									
	- Fringe Benefits Tax									
143207	Supervisors Vehicles		(20,000)		(6,664)		(5,173)	1,491	(22.38%)	
143208	Engineering Office Expenses		(20,000)		(6,664)		(7,755)	(1,091)	16.37%	
143209	Eng. - Printing & Stationery		(3,000)		(1,000)		(76)	924	(92.44%)	
143210	Wages Staff - Training		(10,000)		(3,332)		(7,972)	(4,640)	139.25%	
143211	Wages Staff - Meetings		(15,000)		(5,000)		(8,713)	(3,713)	74.25%	
143212	Outside Staff - Wages - Annual Leave		(85,000)		(28,332)		(41,738)	(13,406)	47.32%	▲
143213	Outside Staff - Wages - Public Holidays		(55,000)		(18,332)		(4,306)	14,026	(76.51%)	▼
143214	Outside Staff - Wages - Sick Leave		(20,000)		(6,664)		(10,120)	(3,456)	51.86%	
143216	Superannuation (Wages Staff)		(115,000)		(38,332)		(35,745)	2,587	(6.75%)	
143219	Insurance On Works		(70,000)		(70,000)		(57,412)	12,588	(17.98%)	▼
143220	Salaries (O/S) - L.S.L.		(15,000)		(5,000)		(2,535)	2,465	(49.30%)	
143222	Safety Equipment & P.P.E.		(15,000)		(5,000)		(1,219)	3,781	(75.61%)	
143223	Communication Costs		(2,500)		(828)		(469)	359	(43.31%)	
143224	Administration Allocation - Pwo		(124,450)		(41,480)		(45,720)	(4,240)	10.22%	
143226	Small Plant Operating Costs		(15,000)		(5,000)		(5,685)	(685)	13.70%	
143228	Building Maintenance - Allowance		(500)		(164)		(13)	151	(91.96%)	
143250	Less Allocated To Works & Services (Pwoh)		933,595		311,196		349,560	38,364	12.33%	
			(4,550)		(54,824)		(6,530)	48,294		
OPERATING REVENUE										

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
143331	P.W.O. Misc Income	5,000		1,664		6,531		4,867	292.46%	
		5,000		1,664		6,531		4,867		
TOTAL PUBLIC WORKS OVERHEADS - Operating		5,000	(4,550)	1,664	(54,824)	6,531	(6,530)	53,160		
CAPITAL EXPENDITURE										
143225	Transfer To Employee Entitlement Reserve - Outside Staff		(25,000)		(8,332)		0	8,332	(100.00%)	▼
			(25,000)		(8,332)		0	8,332		
CAPITAL REVENUE										
143330	Transfer From Lsl Reserve	15,000		5,000		0		(5,000)	(100.00%)	
		15,000		5,000		0		(5,000)		
TOTAL PUBLIC WORKS OVERHEADS - Capital		15,000	(25,000)	5,000	(8,332)	0	0	3,332		
TOTAL PUBLIC WORKS OVERHEADS		20,000	(29,550)	6,664	(63,156)	6,531	(6,530)	56,492		

OTHER PROPERTY & SERVICES

PLANT OPERATION COSTS

OPERATING EXPENDITURE

144202	Unleaded Fuel		(47,000)		(15,664)		(14,467)	1,197	(7.64%)	
144203	Distillate		(237,000)		(79,000)		(65,933)	13,067	(16.54%)	▼
144205	Tyres & Tubes		(40,000)		(13,332)		(8,509)	4,823	(36.17%)	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
144206	Plant - Parts & Repairs		(152,500)		(50,832)		(59,802)	(8,970)	17.65%	▲
144207	Plant Repair - Wages		(80,000)		(26,664)		(28,697)	(2,033)	7.62%	
144208	Ins. & Licences		(80,000)		(26,664)		(62,925)	(36,261)	135.99%	▲
144209	Sundry Tool Purchases		(10,000)		(3,332)		(2,821)	511	(15.34%)	
004425	Less Plant Dep"N Allocated To Works		165,000		55,000		47,010	(7,990)	(14.53%)	
005012	Loss On Sale Of Assets - Road Plant Purchases		(42,749)		(14,248)		0	14,248	(100.00%)	▼
008362	Plant Operation - Expen.Stores		(500)		(164)		0	164	(100.00%)	
008412	Plant Depreciation		(250,000)		(83,332)		(68,718)	14,614	(17.54%)	▼
144250	Less Allocated To Works & Services (Poc)		728,015		242,668		216,060	(26,608)	(10.96%)	
			(46,734)		(15,564)		(48,801)	(33,237)		
<u>OPERATING REVENUE</u>										
001523	Profit On Sale Of Assets - Road Plant	14,734		4,908		1,144		(3,764)	(76.69%)	
144330	Misc Revenue & Fuel Tax Credits	30,000		10,000		6,422		(3,578)	(35.78%)	
144331	Reimbursement - Insurance Claims	0		0		8,337		8,337	0.00%	
		44,734		14,908		15,903		995		
TOTAL PLANT OPERATION COSTS - Operating		44,734	(46,734)	14,908	(15,564)	15,903	(48,801)	(32,242)		
<u>CAPITAL EXPENDITURE</u>										
			0		0		0	0	0.00%	
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0	0.00%	

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
		0		0		0		0		
	TOTAL PLANT OPERATION COSTS - Capital	0	0	0	0	0	0	0		
	TOTAL PLANT OPERATION COSTS	44,734	(46,734)	14,908	(15,564)	15,903	(48,801)	(32,242)		
	<u>MATERIALS IN STORE</u>									
	<u>OPERATING EXPENDITURE</u>									
			0		0		0	0	0.00%	
			0		0		0	0		
	<u>OPERATING REVENUE</u>									
145330	Sale Of Stock Direct	0		0		0		0	0.00%	
		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>									

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
008580	Wages & Allow Default		0		0		0	0	0.00%	
008570	Workers Compensation Payments		0		0		(27,635)	(27,635)	0.00%	
008571	Parenting Payments To Staff		0		0		(5,128)	(5,128)	0.00%	
146201	Salaries & Wages Drawn		(3,286,613)		(1,095,536)		(1,097,300)	(1,764)	0.16%	
146202	Salaries & Wages Alloc To W. & S.		3,286,613		1,095,536		1,097,300	1,764	0.16%	
			0		0		(32,763)	(32,763)		
<u>OPERATING REVENUE</u>										
143333	Workers Compensation Reimbursements	15,000		5,000		28,679		23,679	473.59%	
		15,000		5,000		28,679		23,679		
TOTAL SALARIES & WAGES - Operating		15,000	0	5,000	0	28,679	(32,763)	(9,084)		
<u>CAPITAL EXPENDITURE</u>										
101250	Household Hazardous Waste Project		0		0		0	0	0.00%	
			0		0		0	0		
<u>CAPITAL REVENUE</u>										
		0		0		0		0	0.00%	
		0		0		0		0		
TOTAL SALARIES & WAGES - Capital		0	0	0	0	0	0	0		
TOTAL SALARIES & WAGES		15,000	0	5,000	0	28,679	(32,763)	(9,084)		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
<u>OTHER PROPERTY & SERVICES</u>										
<u>UNCLASSIFIED ITEMS</u>										
<u>OPERATING EXPENDITURE</u>										
147201	Administration Allocation - Unclassified Items		(13,828)		(4,608)		(5,080)	(472)	10.24%	
147202	Connor'S Cottage - 5 (Lot 3) Piesse Street, Toodyay		(7,708)		(2,548)		(1,642)	906	(35.54%)	
147204	6 Duke Street		(1,912)		(632)		(303)	329	(52.04%)	
147205	Bank Building - Stirling Terrace - Operational		(9,651)		(3,200)		(5,594)	(2,394)	74.82%	
147206	Syreds Cottage - Building Maintenance & Operating - Conservation Plan - Parks & Gardens		(7,464)		(2,472)		(1,390)	1,082	(43.78%)	
147207	O'Reilly'S - Lots 1A & 1B Stirling Terrace, Toodyay		(12,917)		(4,300)		(11,026)	(6,726)	156.41%	▲
161203	Loan 63 - Interest Payments		(6,340)		(2,112)		(3,265)	(1,153)	54.57%	
161216	Loan 74 - Interest Payments - Bank Building Stirling Terrace		(1,600)		(532)		0	532	(100.00%)	
08682	Unclassified Bldgs - Dep'N		(4,500)		(1,500)		(4,819)	(3,319)	221.26%	
			(65,920)		(21,904)		(33,119)	(11,215)		
<u>OPERATING REVENUE</u>										
147331	Bank Bldg - Recoup Outgoings	1,500		500		286		(214)	(42.76%)	
147332	Bank Bldg - Rent Bank	24,000		8,000		7,952		(48)	(0.60%)	
147333	Recoups - Lot 1 A&B Stirling Tce	1,500		500		0		(500)	(100.00%)	
147335	Rental - Lot 1 A&B Stirling Tce	15,000		5,000		0		(5,000)	(100.00%)	
		42,000		14,000		8,238		(5,762)		

**Shire of Toodyay - Operating Statement by Function & Activity
For The Period Ending 31 October 2014**

COA	Description	2014/2015 Original Budget		YTD Budget		YTD Actual		Variance \$	Variance %	Variance Movement
		Revenue	Expense	Revenue	Expense	Revenue	Expense			
TOTAL UNCLASSIFIED ITEMS - Operating		42,000	(65,920)	14,000	(21,904)	8,238	(33,119)	(16,976)		
<u>CAPITAL EXPENDITURE</u>										
147252	Transfer To Asset Development Reserve		(5,000)		(1,664)		0	1,664	(100.00%)	
147256	Unclassified Heritage (Spec.) Buildings - Capital Works - Bendigo Bank - 96,200 - Syred's Cottage - 10,000 - Connor's Cottage - 6,000		(112,200)		(37,396)		(90,513)	(53,117)	142.04%	▲
161254	Loan 63 - Principal Payments		(12,244)		(4,080)		(6,027)	(1,947)	47.73%	
161264	Loan 74 - Principal - Bank Building Stirling Terrace		(8,933)		(2,976)		0	2,976	(100.00%)	
			(138,377)		(46,116)		(96,541)	(50,425)		
<u>CAPITAL REVENUE</u>										
147253	Transfer From Asset Development Reserve - Purchase Land For Egress	125,000		41,664			0	(41,664)	(100.00%)	
147257	Loan Income - Bank Building Stirling Terrace	96,200		32,064		96,200		64,136	200.02%	
		221,200		73,728		96,200		22,472		
TOTAL UNCLASSIFIED ITEMS - Capital		221,200	(138,377)	73,728	(46,116)	96,200	(96,541)	(27,953)		
TOTAL UNCLASSIFIED ITEMS		263,200	(204,297)	87,728	(68,020)	104,438	(129,659)	(44,929)		
TOTAL OTHER PROPERTY & SERVICES		357,934	(288,795)	119,300	(149,468)	158,676	(219,793)	(30,949)		

Shire of Toodyay - Bank Reconciliation As At 31 October 2014

Municipal

Balance as per

- Financial Statement - Muni - Unrestricted - 100600100 3,042,142.31

Total	3,042,142.31
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Balance as per

- Bendigo - 110482809	203,980.79
- Bendigo - NCD: 1366925	564,738.69
- Bendigo - NCD: 1366932	500,000.00
- Bendigo - NCD: 1387367	600,000.00
- Bendigo - NCD: 1387366	600,000.00
- Bendigo - NCD: 1387421	600,000.00

Roundings 0.39

Difference 0.00

Subtotal	3,068,719.87
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Adjustments (See Below)	181.00
Plus Outstanding Deposits - Current Month	7,986.06
Plus Outstanding Cheques - Current Month	(33,848.69)
Plus Outstanding Deposits - Previous Periods	0.00
Plus Outstanding Cheques - Previous Periods	(895.93)

Total	3,042,142.31
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Adjustment Breakdown

Eftpos transaction receipted - money not deposited into bank	181.00
	<u>181.00</u>


Signed: Accountant

5/11/14
Date


Signed: Manager Corporate Services

13/11/14
Date

Shire of Toodyay - Bank Reconciliation As At 31 October 2014

Trust

Balance as per

- Financial Statement - Trust - Unrestricted - 100617100 1,718,425.77

Total	1,718,425.77
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Balance as per

- Bendigo - 110482783	220,875.69
- Bendigo - Term Deposit No: 140619784 - T84	189,690.46
- Bendigo - Term Deposit No: 145326583 - T794	93,990.39
- Bendigo - Term Deposit No: 137945127 - T100	121,625.26
- Bendigo - Term Deposit No: 140619834 - T83	121,596.46
- Bendigo - Term Deposit No: 152237145 - T214	42,502.99
- Bendigo - Term Deposit No: 152238135 - T4	107,464.37
- Bendigo - Term Deposit No: 152238176 - T114	179,047.29
- Bendigo - Term Deposit No: 152238218 - T458	388,190.11
- Bendigo - Term Deposit No: 152240818 - T793	20,602.85
- Bendigo - Term Deposit No: 152240834 - T797	28,251.73
- Bendigo - Term Deposit No: 152240859 - T3	20,074.90
- Bendigo - Term Deposit No: 152240859 - T4	144,578.00
- Bendigo - Term Deposit No: 152240859 - T5	42,035.30

Roundings (0.03)

Difference 0.00

Subtotal	1,720,525.77
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Adjustments (See Below)	0.00
Plus Outstanding Deposits - Current Month	0.00
Plus Outstanding Cheques - Current Month	(2,100.00)
Plus Outstanding Deposits - Previous Periods	0.00
Plus Outstanding Cheques - Previous Periods	0.00

Total	1,718,425.77
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Adjustment Breakdown

0.00


Signed: Accountant

5/11/14
Date


Signed: Manager Corporate Services

13/11/14
Date

Shire of Toodyay - Bank Reconciliation As At 31 October 2014

Reserve

Balance as per
 - Financial Statement - Reserve - 10075510 2,845,528.02

Total 2,845,528.02

Balance as per
 - Bendigo - 110482791 370.92
 - Bendigo - NCD: 1282200 2,480,119.11
 - Bendigo - NCD: 1379805 365,000.00

Roundings (0.05)

Difference 0.00

Subtotal 2,845,489.98

Adjustments (See Below) 38.04
 Plus Outstanding Deposits - Current Month 0.00
 Plus Outstanding Cheques - Current Month 0.00
 Plus Outstanding Deposits - Previous Periods 0.00
 Plus Outstanding Cheques - Previous Periods 0.00

Total 2,845,528.02

Adjustment Breakdown

Interest (1.96)
 Bank Fees 40.00
38.04


 Signed: Accountant

5/11/14
 Date


 Signed: Manager Corporate Services

13/11/14
 Date

Shire of Toodyay

AUDIT COMMITTEE MEETING – 20 NOVEMBER 2014

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Cr Firms, Chairperson, declared the meeting open at 2.18 pm.

2. RECORDS OF ATTENDANCE / APOLOGIES

2.1 RECORD OF ATTENDANCE

Members

Cr C Firms	Chairperson
Cr B Rayner	Council Member
Mrs B Ruthven	Community Member

Staff

Ms C Delmage	Manager Corporate Services
Mrs M Rebane	Executive Assistant

Visitors

Nil.

2.2 APOLOGIES

Mr R Millar	Community Member
Cr R Madacsi	Council Member
Cr A McCann	Council Member

3. DISCLOSURE OF INTERESTS

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

4. CONFIRMATION OF MINUTES

4.1 Audit Committee Meeting held on 18 August 2014

MOVED Cr Rayner

That the Unconfirmed Minutes of the Audit Committee Meeting held on 18 August 2014 be confirmed.

MOTION CARRIED

4.2 Matters arising from previous minutes

4.2.1 Membership

The Manager Corporate Services advised that no expressions of interest have been received from the community following advertisement.

4.2.2 Connor's Cottage

The Manager Corporate Services sought clarification in relation to the definition of a "comprehensive report".

The Manager Corporate Services advised that further information in relation to Connor's Cottage would be provided at the next Audit Committee Meeting.

4.2.3 Information Technology Review

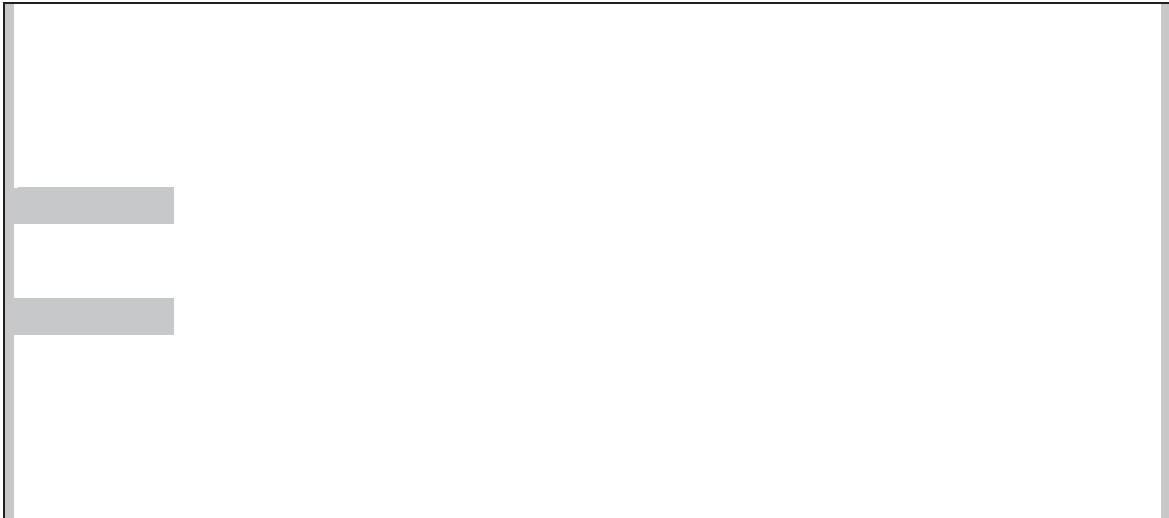
The Manager Corporate Services advises that a quote had been received but it was felt too expensive. This is still being investigated.

The Manager Corporate Services advised that quotes are being sought in relation to purchasing vs. leasing for plant and equipment.

4.3 Review of Audit Committee Status Report

The report was revised.

4.3.1 Confidential Matter



4.3.2 Council decisions

RECOMMENDATION

MOVED B Ruthven

That the confidential minuted items of Council and Forum that relate to Audit Committee Recommendations be forwarded to the non-Council Audit Committee Members once finalised.

MOTION CARRIED

**5. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS
(relating to the purpose of the meeting)**

5.1 Petitions

Nil.

5.2 Deputations

Nil.

5.3 Presentations

Nil.

5.4 Submissions

Nil.

**6. BUSINESS LEFT OVER FROM PREVIOUS MEETING
(if adjourned)**

Nil.

7. REPORTS OF OFFICERS

7.1 Adopt Council Policies: A.18 – Risk Management; A.19 – Internal Control and A.20 – Legislative Compliance

Date of Report:	14 November 2014
Proponent:	Shire of Toodyay
File Ref:	PCY1
Author:	Cherie Delmage – Manager Corporate Services
Responsible Officer:	Cherie Delmage – Manager Corporate Services
Officer's Disclosure of Interest:	Nil
	Draft Council Policies:
Attachments:	1. A.18 – Risk Management; 2. Risk Management Guidelines; 3. A.19 – Internal Control; and 4. A.20 – Legislative Compliance.
Voting Requirements:	Simple Majority

INTRODUCTION

The purpose of this report is to adopt new Council Policies as follows:

1. A.18 – Risk Management;
2. A.19 – Internal Control; and
3. A.20 – Legislative Compliance.

BACKGROUND

In February 2013, a new Regulation (Section 17) of the Local Government (Audit) Regulations was declared. This Regulation requires a review of the appropriateness and effectiveness of systems and procedures in relation to risk management, internal control and legislative compliance at least once every two calendar years and to report to the Audit Committee, the results of that review. This report provides draft Policies to cover these three areas.

The above Policies have been created based on Department recommendations and in consultation with Senior Staff.

CONSULTATION

Consultation has occurred with the Chief Executive Officer (CEO), Accountant and Auditors.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996 - Regulation 17 states as follows:

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
 - (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*
- (3) *The CEO is to report to the audit committee the results of that review.'*

Local Government (Financial Management) Regulations 1996 Regulation 5 states (in part) as follows:

- (1) *efficient systems and procedures are to be established by the CEO of a local government —*
 - (a) *for the proper collection of all money owing to the local government; and*
 - (b) *for the safe custody and security of all money collected or held by the local government; and*
 - (c) *for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and*
 - (d) *to ensure proper accounting for municipal or trust —*
 - (i) *revenue received or receivable; and*
 - (ii) *expenses paid or payable; and*
 - (iii) *assets and liabilities; and*
 - (e) *to ensure proper authorisation for the incurring of liabilities and the making of payments; and*
 - (f) *for the maintenance of payroll, stock control and costing records; and*
 - (g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*
- (2) *The CEO is to —*
 - (a) *ensure that the resources of the local government are effectively and efficiently managed;'*

POLICY IMPLICATIONS

The adoption of these Council Policies will lead to three new Council Policies namely:

1. A.18 – Risk Management;
2. A.19 – Internal Control; and
3. A.20 – Legislative Compliance.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

The *Shire of Toodyay Strategic Community Plan 2013-2023* provides as a Community Outcome Aspiration '*Responsible and responsive civic leadership*'. This in turn, leads into the Corporate Business Plan Outcome Area SP5: Governance

- '*Sound governance, community leadership and engagement; and advocacy*'; and
- '*Local Laws and Policies*'

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

An Officer Comment in relation to each of the Draft Council Policies follows:

A.18 – Risk Management

Australian Standard AS/NZS ISO 31000:2009 defines risk as the 'effect of uncertainty on objectives.' A primary objective of risk management is to identify and to manage (take preventive steps) to handle these uncertainties and thereby reduce potential harm to the Shire.

Proposed Policy A.18 Risk Management will be part of a framework which will enable more effective management of risks. The Policy is largely based on a model provided by the Department of Local Government and Communities.

Local Governments are being required to formalise their risk management processes, including the identification and treatment of risks and the establishment of a risk register. A risk tolerance table will also be developed which will reflect the Shire's tolerance for various risks.

The scope of risks to consider when planning work, projects and events may fall within the following categories:

- Assets;
- Community Health, Safety & Wellbeing;
- Corporate Governance;
- Financial Management;
- Human Resources;
- Knowledge Management;
- Legal Compliance;
- Business Continuity; and
- Damage to Reputation.

Managing risk is not the responsibility of just one person within the organisation. Managers responsible for particular areas have the most influence over implementing controls to manage risk but responsibility also lies with employees who operate within the area.

The Policy will require risk assessments to be carried out under particular circumstances using the framework of the Australian Standard for Risk – AS/NZS/ISO 31000:2009. The risk management process involves the following steps:

1. Establish the Context – determine whether there is a need to assess an identified risk that could impact on the organisation, its goals, objectives, strategies and activities, against the Shire's Criteria and Risk Tolerance Level.
2. Identify a Risk – a set of questions that has been developed to assist the risk identification process
3. Analyse the Risk – a set of questions has been developed to assist the risk analysis process.
4. Evaluate the risk – decide if the risk needs to be treated/controlled, reassessed or accepted against the Shire's Criteria and Risk Tolerance Level.
5. Treat/Control the Risk – determine the options for treating the risk. The treatment should leave a residual risk that is acceptable to the Shire's criteria and Risk Tolerance Level. A trade-off may be required between the cost and benefit of treating the risk.
6. Monitor & Review – once a risk has been identified, it is to be reviewed to see if the treatments/controls are still effective and are still meeting the Shire's Criteria and Risk Tolerance Level (goals, objectives, strategies and activities may change).

While adoption of a Policy is considered appropriate, the details are of an operational nature and should be determined by the CEO. Significant or extreme risks will be reported to the Audit Committee and reviewed to determine appropriate treatment or whether to continue with the activity or service from which the risk arises.

A.19 – Internal Control

It is important to note that legislative compliance relates to all legislation, not just the *Local Government Act 1995*. It is also important to note the following underlined words in the new Regulation: *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures.*

In terms of appropriateness, the CEO is to decide what processes, systems and controls are appropriate in the context of risk appetite, the internal/external environment and what is suitable for the Shire's size and operations. Effectiveness is assessed through monitoring events and testing controls. For systems and procedures to be effective they must exist.

Local governments are entrusted with a substantial amount of public assets. Ensuring these assets are safe from loss due to fraud and mismanagement is fundamental to good governance.

A number of systems and processes have been developed in order to fulfil the statutory obligations under the *Local Government (Financial Management) Regulations 1996*. In order to be able to review and assess internal control, adoption of a Policy and additional internal procedures will be required.

The following are considered to be fundamental characteristics of a good internal control system:

Staffing & Segregation of Duties

Ideally, the following three basic functions should be undertaken by different individuals:

- Authorisation of transactions;
- Recording of transactions; and
- Custody of assets (money and other property).

If these duties are not separated then errors are more likely to go undiscovered. Fraud is also much easier to conceal and mistakes more likely to occur.

In small local governments it is not always practical to maintain a strict separation of duties due to resource constraints. These circumstances require a great degree of compensatory controls to be put in place.

The level of experience and qualification held by staff has a substantial impact on the effectiveness of internal controls. Experienced staff who know the processes and systems are more likely to identify errors and mistakes before they have a detrimental impact.

High levels of staff turnover leading to inexperienced staff will place additional pressure on internal controls and reduce their reliability. At these times, increased staff training is vital to reduce the risk of failure in documented internal

controls. High staff turnover can also lead to a fall in staff recruitment standards resulting in false qualifications and experience levels going undetected.

Information Technology (IT) Controls

As with other controls, there are two types of controls which exist within the IT environment:

- General IT Controls – these are controls over the wider IT environment of the local government and include such items as virus protection, back-ups, system password and system access controls; and
- Application IT Controls – these are controls within the specific IT applications and include such items as application password and access controls, data field validations, processing restrictions and reporting restrictions.

The extensive use of IT to record, validate, collate and report financial transactions makes it important to implement a number of financial process or application controls. However, application controls may be significantly undermined by a lack of appropriate general controls.

Documented Procedures & Processes Covering the Recording, Reporting & Authorisation of Transactions

Documented procedures also support the rotation of duties which in turn reduces the potential for fraud. It is important the judgements made about appropriate internal controls are documented and evidenced in procedures. For example, if circumstances prevent the full segregation of duties then the alternate actions taken to lessen the risk should be evidenced. If staff clearly understand what is expected of them and what they are required to do to maintain control, less errors are likely to occur.

Ideally, a risk analysis is undertaken by identifying each business activity and applying a risk matrix that identifies the risk rating of the events and the actions to be taken to reduce the chance of occurrence.

One important point to remember in developing controls and procedures is that the cost of the control should not exceed the expected benefit to be derived from it. The level of controls instigated by management is a matter of judgement with effective internal control providing a reasonable, not absolute, degree of assurance that assets will be safeguarded.

Monitoring Performance & Adherence

A fully documented system, experienced staff and full segregation of duties will not result in an effective internal control system unless there is ongoing monitoring of adherence. Management also needs to clearly demonstrate to staff that the control systems are important and must be followed.

A.20 – Legislative Compliance

As indicated earlier, legislative compliance relates to all legislation, not just the *Local Government Act 1995*.

A number of systems and processes need to be developed in order to be able to review and assess legislative compliance. The first step is to create a Policy from which other elements will follow. For example:

- A Legislative Compliance Risk Register with a Risk Rating;
- A formal process to implement new legislation;
- Formal responsibility for monitoring legislative compliance;
- Communication and training of elected members, staff, contractors and volunteers in terms of their responsibility to comply with legislation in the workplace and report breaches;
- A formal process for reporting and recording breaches of legislation; and
- Legislative compliance demonstrably supported by Senior Management.

OFFICER'S RECOMMENDATION

The Audit Committee recommends to Council the following:

That Council adopt the following new Council Policies as attached:

1. A.18 – Risk Management;
2. A.19 – Internal Control; and
3. A.20 – Legislative Compliance.

Clarification was sought.

The Manager Corporate Services provided an overview of the report.

That Council endorse the Risk Management Guidelines

RECOMMENDATION

MOVED Cr Firms

The Audit Committee recommends to Council the following:

1. That Council adopt Council Policy A.18 – Risk Management subject to the following amendments:
 - The words “The Risk Management Guidelines form part of this Policy” replace the words “to be read in conjunction with Risk Management Guidelines” under the heading Objectives; and
 - A definition of “levels of appetite” be included within the Policy.
2. That Council should note the risk appetite statement contained within Council Policy A.18 – Risk Management and consider the levels suggested within the Policy.

MOTION CARRIED

RECOMMENDATION

MOVED Cr Rayner

The Audit Committee recommends to Council the following:

1. That Council adopt Council Policy A.19 – Internal Control; and
2. That Council adopt Council Policy A.20 – Legislative Compliance.

MOTION CARRIED

7.2 Audit Committee – Change of Name

Date of Report:	15 November 2014
Proponent:	Shire of Toodyay
File Ref:	
Author:	Cherie Delmage – Manager Corporate Services
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	1. DLGC Guideline No. 09 – Audit In Local Government; and 2. DLGC WALGAM – Section 7 – Internal Control Framework.
Voting Requirements:	Simple majority

INTRODUCTION

The purpose of this report is to change the name of the Audit Committee to 'Audit and Risk Management Committee.'

BACKGROUND

The legislation requires the Council to form an Audit Committee but does not specify what the name of that Committee shall be.

Further, the Local Government (Audit) Regulations, at Regulation 17.3 requires the Committee to review any report given to it pursuant to Regulation 17.1.

Regulation 17.1 requires this report of the CEO to review the appropriateness and effectiveness of the Local Government systems relating to risk management, internal control and legislative compliance.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 7.1 (A) relates to the requirement to establish an Audit Committee.

Local Government (Audit) Regulations 1996 - Regulation 17 state:

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
- (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*
- (3) *The CEO is to report to the audit committee the results of that review.'*

EXTERNAL CONSULTATION

There has been no external consultation with regard to this matter.

FINANCIAL IMPLICATIONS

There are no financial implications in regard to this matter.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

The *Shire of Toodyay Strategic Community Plan 2013-2023* provides as a Community Outcome Aspiration '*Responsible and responsive civic leadership*'. This in turn, leads into the Corporate Business Plan Outcome Area SP5: Governance

- '*Sound governance, community leadership and engagement; and advocacy*'; and
- '*Local Laws and Policies*'

OFFICER COMMENT

The suggested change of name from 'Audit Committee' to 'Audit and Risk Management Committee' will better reflect the statutory duties of the Committee.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That the name of the Council's Audit Committee be changed to 'Audit and Risk Management Committee' and the terms of reference be amended to read as follows:

'The Audit and Risk Management Committee assists the Council in discharging its responsibilities with regard to the exercise of due care, diligence and skill in relation to the reporting of financial information, the application of accounting policies and the management of the financial affairs of the Shire and the assessment of the adequacy of the management of risk.

Audit Regulations require the Committee:

- (1) To provide guidance and assistance to the local government as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act and as to the development of a process to be used to select and appoint a person to be Auditor.**

- (2) To review the Compliance Audit Return to and to report to the Council the results of that review;
- (3) To receive reports on reviews of the adequacy of the Shire's systems and procedures in relation to:
- (i) Risk Management;
 - (ii) Internal Control; and
 - (iii) Legislation Compliance

and to make recommendations to the Council in relation to the reports referred to above.'

Clarification was sought.

The Chairperson adjourned the meeting at 4.00 pm.

The Chairperson resumed the meeting at 4.12 pm.

RECOMMENDATION

MOVED Cr Rayner

The Audit Committee recommended to Council the following:

That:

1. The name of the Audit Committee remains the same; and
2. The Terms of Reference for the Audit Committee remains the same.

MOTION CARRIED

RECOMMENDATION

MOVED Cr Rayner

The Audit Committee recommend to Council the following:

That Council expand the purpose of the Audit Committee to include the following Point (c) in accordance with Section 16 of the *Local Government Act 1995* which reads as follows:

- (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; and
 - (ii) give a copy of the CEO's report to the Council.

MOTION CARRIED

7.3 Risk Report – Shire of Toodyay

Date of Report:	15 November 2014
Proponent:	Shire of Toodyay
File Ref:	
Author:	Cherie Delmage – Manager Corporate Services
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	1. Shire of Toodyay Risk Report – November 2014; 2. Sample Area of Risk – Misconduct; and 3. Assessment/Framework Tables.
Voting Requirements:	Simple majority

INTRODUCTION

The purpose of this report is to present the Shire of Toodyay Risk Report for November 2014 to the Audit Committee.

BACKGROUND

The *Local Government (Audit) Regulations 1996*, at Regulation 17.3 requires the Committee to review any report given to it pursuant to Regulation 17.1.

Regulation 17.1 requires this report of the CEO to review the appropriateness and effectiveness of the Local Government systems relating to risk management, internal control and legislative compliance.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 7.1 (A) relates to the requirement to establish an Audit Committee.

Local Government (Audit) Regulations 1996 - Regulation 17 state:

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
- (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*
- (3) *The CEO is to report to the audit committee the results of that review.'*

CONSULTATION

Consultation has occurred with the CEO, MCS, Accountant and UHY Haines Norton.

LGIS was engaged to prepare a Risk Coordination Program for the Shires of Northam, Toodyay, Goomalling and Victoria Plains. This Program included an overview workshop for all Shires together and an individual workshop for each Shire.

FINANCIAL IMPLICATIONS

The cost of participating in the Avon/Central Midlands Regional Risk Coordination Program is \$12,500 per annum (calendar year) and is payable in two instalments.

The Shire of Toodyay has paid for January 2014 to June 2014 and July 2014 to December 2014.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

The *Shire of Toodyay Strategic Community Plan 2013-2023* provides as a Community Outcome Aspiration '*Responsible and responsive civic leadership*'. This in turn, leads into the Corporate Business Plan Outcome Area SP5: Governance

- '*Sound governance, community leadership and engagement; and advocacy*'; and
- '*Local Laws and Policies*'

OFFICER COMMENT

A group workshop (Phase 1) held at the Shire of Northam with representatives from the Shires of Northam, Toodyay, Goomalling and Victoria Plains was led by Mr Michael Sparks – Senior Risk Consultant from LGIS and was attended by the CEO and MCS. This Workshop provided an overview of Risk Management Policies and Procedures, an understanding of the requirements of a Risk Management Program and an overview of the components of the Risk Management Report (Framework).

Phase 2 was a Shire based Risk Identification & Assessment Workshop held for each individual Shire enabling Shire specific framework to be created with the following objectives:

- Rate Risks (by Risk Theme);
- Identify & rate controls;
- Identify current & potential Key Indicators; and

MINUTES OF AUDIT COMMITTEE MEETING
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- Document and allocate specific actions (treatments) for risk issues.

Being the initial Risk Report, we are focussed on creating the framework for ensuring that future reports provide relevant insight and recommendations to assist the Shire in managing risks. This report allows Senior Management an opportunity to review and confirm the current risk landscape of the Shire.

These Risk Reports are expected to be generated and discussed twice a year as part of the Senior Management Agenda. The Shire of Toodyay Risk Report covers the following twenty-two areas of risk:

- Misconduct;
- Business disruption;
- Damage to physical assets;
- Errors, omissions & delays;
- External theft & fraud (including cyber-crime);
- Failure of it &/or communications systems & infrastructure;
- Failure to fulfil statutory, regulatory or compliance requirements;
- Inadequate safety & security practices;
- Providing inaccurate advice/information;
- Inadequate organisation & community emergency management;
- Inadequate document management processes;
- Inadequate project/change management;
- Inadequate engagement with community/stakeholders/elected members;
- Inadequate procurement, disposal or tender practices;
- Inadequate asset sustainability practices;
- Inadequate stock management;
- Inadequate supplier/contract management;
- Ineffective people management/employment practices;
- Inadequate environment management;
- Not meeting community expectations;
- Ineffective management of facilities/venues/events; and
- Inadequate financial, accounting or business acumen.

Each of these separate areas is reviewed individually by Senior Management with other officers involved as required. An example of the Misconduct Worksheet is attached.

Each of these Risk Areas has the following:

- Definition;
- Potential causes;
- Key controls, type, date & shire rating;
- Overall control rating;
- Consequence category, risk rating & shire rating
- Overall risk rating;
- Current issues/actions/treatments, due date & responsibility; and
- Incident management tracking.

The Risk Report provided to the Audit Committee and the Council provides a rating for the Overall Risk and Control in each Risk Area as well as the 'Current Issues/Actions/Treatments' required, the due date and the responsible Officer.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That it be a recommendation of the Audit Committee that:

The Council:

Endorse the implementation of the Shire of Toodyay Risk Management Program; and

Endorse the Shire of Toodyay Risk Report for November 2014 as presented.

Clarification was sought in relation to the Risk Report Template.

Manager Corporate Services tabled one page that displayed the methodology behind one point taken from the risk report template at 4.29 pm.

OFFICERS RECOMMENDATION/MOTION

MOVED Cr Firns

The Audit Committee recommends to Council the following:

That Council:

1. Endorse the implementation of the Shire of Toodyay Risk Management Program; and
2. Endorse the Shire of Toodyay Risk Report Template as presented.

MOTION CARRIED

RECOMMENDATION

MOVED Cr Rayner

The Audit Committee commends the work taken in respect to the Risk Report and recommends to Council that staff be commended.

MOTION CARRIED

8. REPORTS OF COMMITTEE MEMBERS

8.1 Mrs O'Reilley's Cottage

Clarification in relation to Council's resolution 327/10/14.

8.2 Progress Legal Proceedings

Clarification sought.

The Manager Corporate Services advised she would obtain a timeline from the legal team and provide it to the next Audit Committee Meeting.

9. NEW BUSINESS OF AN URGENT NATURE

Nil.

10. NEXT MEETING

Thursday 4 December 2014, commencing at 2.00 pm.

11. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 4.54 pm.

POLICY MANUAL

POLICY NO	A.18
PROCEDURE SUBJECT	RISK MANAGEMENT
FILE NUMBER	
ADOPTION DATE	25 NOVEMBER 2014 (Council Resolution No. 344/11/14)
REVIEW DATE	

OBJECTIVES

To commit to organisation wide risk management principles, systems and processes that ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes.

The Risk Management Guidelines form part of this Policy.

POLICY STATEMENT

1. Definition of Risk

- 1.1 AS/NZS ISO 31000:2009 defines risk as *'the effect of uncertainty on objectives.'*
- 1.2 A risk is often specified in terms of an event or circumstances and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected. An objective may be financial, related to health and safety or defined in other terms.

2. Definition of Risk Management

- 2.1 Risk Management is the application of coordinated activities to direct and control the organisation with regard to risk.

3. Principles – Framework - Process

- 3.1 The Shire considers risk management to be an essential management function in its operations. The responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that gives rise to that risk.
- 3.2 The Shire is committed to the principles, framework and process of managing risk as outlined in AS/NZS ISO 31000:2009.
- 3.3 The Shire will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring and review of risks. It will be applied to decision making through all

levels of the organisation in relation to planning or executing any function, service or activity.

3.4 In particular, it will be applied to:

- (a) Strategic planning;
- (b) Expenditure of large amounts of money;
- (c) New strategies and procedures;
- (d) Management of projects, tenders & proposals;
- (e) Introducing significant change; and
- (f) The management of sensitive issues.

3.5 The objectives of Risk Management are:

- (a) The achievement of organisational goals and objectives;
- (b) The ongoing health and safety of all employees at the workplace;
- (c) Ensuring public safety within the Shire's jurisdiction is not compromised;
- (d) Limited loss or damage to property and other assets;
- (e) Limited interruption to business continuity;
- (f) Positive public perception of Council and the Shire; and
- (g) Application of Equal Opportunity Principles in the workforce and the community.

4. Responsibilities

- 4.1 The CEO, Managers and Supervisors have the responsibility and accountability for ensuring that all staff manage the risks within their own work areas. Risks should be anticipated and reasonable protective measures taken.
- 4.2 All Managers will encourage openness and honesty in the reporting and escalation of risks.
- 4.3 All staff will be encouraged to alert Management to the risks that exist within their area without fear of recrimination.
- 4.4 All staff will, after appropriate training, adopt the principles of risk management and comply with all policies, procedures and practices relating to risk management.
- 4.5 All staff and employees will, as required, conduct risk assessments during the performance of their daily duties.
- 4.6 The level of sophistication of the risk assessment will be commensurate with the scope of the task and the associated level of risk identified.

4.7 Failure by staff to observe reasonable directions from supervisors regarding the management of risk and/or failure of staff to take reasonable care in identifying and treating risks in the workplace may result in disciplinary action.

4.8 The Shire is committed to the concept and resourcing of Risk Management.

5. Monitor & Review

5.1 The Shire will implement a robust reporting and recording system that will be regularly monitored to ensure close out of risks and identification of ongoing issues and trends.

5.2 Significant or extreme risks will be reported to the Audit & Risk Committee and reviewed to determine appropriate treatments or whether to continue with the activity or service from which the risk arises.

Adopted by Council Ordinary Meeting of Council 25 November 2014

RISK MANAGEMENT GUIDELINES

OBJECTIVES

1. To note Council Policy A.18 Risk Management and develop systems and processes required by that Policy in order to implement, review and assess organisational risk management;
2. To adopt and implement a risk management framework that integrates risk management into the organisation and provides the mandate, resources and management systems;
3. To foster and develop a risk management culture that influences all activities and decision making; and
4. To improve the way assets, functions and services are managed and delivered to achieve objectives and reduce potential harm to the Shire.

NOTE: *This document is not intended to be a procedure so much as a guideline to operate by. It provides an overall framework for risk management and will also enable an assessment of the appropriateness and effectiveness of systems and procedures in relation to internal control, which regulation 17 of the Local Government (Audit) Regulations 1996 requires to be carried out at least once every two calendar years.*

INTRODUCTION

In February 2013, a new regulation (Section 17) of the *Local Government (Audit) Regulations 1996* was declared. This Regulation requires a review of the appropriateness and effectiveness of systems and procedures in relation to risk management (together with internal control and legislative compliance) at least once every two calendar years and to report to the Audit Committee the results of that review.

Australian Standard AS/NZS ISO 31000:2009 defines risk as 'the effect of uncertainty on objectives.' A primary objective of risk management is to identify and to manage (take preventive steps) to handle these uncertainties and thereby reduce potential harm to the Shire.

Local governments are being required to formalise their risk management processes, including the identification and treatment of risks and the establishment of a risk register. A risk tolerance table is also required which will reflect the Shire's tolerance for various risks.

Sound risk management not only contributes to good governance but also provides some degree of protection for Elected Members and Officers in the event of adverse outcomes.

This document outlines the Shire's risk management framework and risk appetite. It also describes the systematic method used to identify, analyse, evaluate, treat, monitor and communicate key risks in order to minimise unexpected losses and maximise opportunities.

RISK MANAGEMENT GUIDELINES

The Shire recognises that to be effective, risk management must become part of the Shire's culture, integrated into the Shire's corporate and business plans and everyday activities. Further, risk management must become the responsibility of every employee, contractor, volunteer and elected member of the Council.

This framework has, to some extent, been implemented at the Shire of Toodyay in an informal manner. Formal Occupational Health and Safety systems have been introduced over the last 10 or so years. However, the implementation of a formal and documented framework for other risk areas will take some time to embed within the organisation.

COUNCIL POLICY

At its meeting held 25 November 2014, Council adopted Policy A.18 - Risk Management as follows:

OBJECTIVES

To commit to organisation wide risk management principles, systems and processes that ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes.

POLICY STATEMENT

1. Definition Of Risk

- 1.1 *AS/NZS ISO 31000:2009 defines risk as 'the effect of uncertainty on objectives.'*
- 1.2 *A risk is often specified in terms of an event or circumstances and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected. An objective may be financial, related to health and safety or defined in other terms.*

2. Definition Of Risk Management

- 2.1 *The application of coordinated activities to direct and control an organisation with regard to risk.*

3. Principles – Framework - Process

- 3.1 *The Organisation considers risk management to be an essential management function in its operations. The responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that gives rise to that risk.*
- 3.2 *The Organisation is committed to the principles, framework and process of managing risk as outlined in AS/NZS ISO 31000:2009.*

RISK MANAGEMENT GUIDELINES

3.3 *The Organisation will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring and review of risks. It will be applied to decision making through all levels of the organisation in relation to planning or executing any function, service or activity.*

3.4 *In particular, it will be applied to:*

- (a) Strategic planning;*
- (b) Expenditure of large amounts of money;*
- (c) New strategies and procedures;*
- (d) Management of projects, tenders & proposals;*
- (e) Introducing significant change; and*
- (f) The management of sensitive issues.*

3.5 *The objectives of Risk Management are:*

- (a) The achievement of organisational goals and objectives;*
- (b) The ongoing health and safety of all employees at the workplace;*
- (c) Ensuring public safety within the Organisation's jurisdiction is not compromised;*
- (d) Limited loss or damage to property and other assets;*
- (e) Limited interruption to business continuity;*
- (f) Positive public perception of Council and the Shire; and*
- (g) Application of Equal Opportunity Principles in the workforce and the community.*

4. Responsibilities

4.1 *The CEO, Managers and Supervisors have the responsibility and accountability for ensuring that all staff manage the risks within their own work areas. Risks should be anticipated and reasonable protective measures taken.*

4.2 *All Managers will encourage openness and honesty in the reporting and escalation of risks.*

4.3 *All staff will be encouraged to alert Management to the risks that exist within their area without fear of recrimination.*

4.4 *All staff will, after appropriate training, adopt the principles of risk management and comply with all policies, procedures and practices relating to risk management.*

4.5 *All staff and employees will, as required, conduct risk assessments during the performance of their daily duties.*

4.6 *The level of sophistication of the risk assessment will be commensurate with the scope of the task and the associated level of risk identified.*

RISK MANAGEMENT GUIDELINES

4.7 *Failure by staff to observe reasonable directions from supervisors regarding the management of risk and/or failure of staff to take reasonable care in identifying and treating risks in the workplace may result in disciplinary action.*

4.8 *The Organisation is committed to the concept and resourcing of Risk Management.*

5. Monitor & Review

5.1 *The Organisation will implement a robust reporting and recording system that will be regularly monitored to ensure close out of risks and identification of ongoing issues and trends.*

5.2 *Significant or extreme risks will be reported to the Audit & Risk Committee and reviewed to determine appropriate treatments or whether to continue with the activity or service from which the risk arises.*

DEFINITIONS

Acceptable Risk: A risk where current controls minimise risk sufficiently so that the Shire deems that mitigating actions are not required.

Consequence: The outcome of an event expressed by qualitative and/or quantitative criteria.

Corporate Risk: Those risks that are holistic in nature, spread across the organisation and are more appropriately managed at the executive level.

Event: An incident or situation which occurs in a particular place at a particular time.

Hazard: The source of potential harm or loss.

Inherent Risk: The potential consequence and likelihood of a risk occurring in an environment without controls.

Likelihood: The chance, probability and/or frequency of an event occurring.

Operational Risk: Those risks that occur at the operational level and can be sufficiently or appropriately managed within the Shire management and staff structure.

Risk: The effect of uncertainty on objectives.

OSH: Occupational Safety and Health.

Project Risk: Risks associated with specific projects or undertakings made by the Council. Any project will go through a lifecycle incorporating conception, planning, scoping, contracting, design, construction, testing/commissioning, handover and operation. Project risks exist at every stage and they should be identified and managed.

RISK MANAGEMENT GUIDELINES

Residual Risk: The remaining level of risk after risk treatment.

Risk Analysis: A systematic use of available information to determine how often specified events may occur and the magnitude of their consequences.

Risk Appetite: The amount and type of risk an organisation is prepared to pursue or take. This is usually defined as either a formal statement, or within the parameters of your Risk Appetite Table (Consequences and Likelihood Matrix)

Risk Control: Involves the provision of policies, standards and procedures or actions to eliminate or minimise adverse risks.

Risk Management: Coordinated activities that direct and control an organisation in relation to risk.

Risk Criteria: The threshold or other decision rule by which the significance of risk is assessed to determine whether risk treatment actions are recommended.

Risk Tolerance: The level of risk/residual risk that the Shire is willing to accept for every day work, projects or events.

Risk Treatment: Involves the provision of policies, standards and procedures or actions to eliminate or minimise adverse risks.

Strategic Risk: Risks that may result in the non-achievement of strategic goals and objectives, or where decisions may potentially result in harm or loss to the Shire.

RISK APPETITE

Risk appetite relates the Council's willingness to accept risk in pursuit of its objectives. The establishment of a statement on risk appetite is intended to guide employees in their actions and ability to accept and manage risks.

The risk appetite of the Council is reflected by the combination of the severity ratings within the Consequence table and the Likelihood table, which provides an inherent risk rating.

The key determinants of risk appetite include, but are not limited to:

- Council and community expectations;
- The income potential from accepting risks relative to income from risk-free activities (the risk/reward trade off);
- Capital availability; and
- Adequacy of risk management systems.

RISK MANAGEMENT GUIDELINES

RISK APPETITE DEFINITIONS

No Appetite: Council has no desire to be involved in such risk/s – risk involved is considered unacceptable – risk predominantly within Shire’s control;

Low Appetite: Council has no desire to be involved in such risk/s but whilst risk is considered unacceptable the Shire is aware that some factors are beyond the Shire’s control - the Shire is fully informed of possible associated risks and comfortable that best risk management practices have been put in place to eliminate/reduce risk;

Medium Appetite: Council is willing to be involved in such risk/s which are considered acceptable and predominantly within the Shire’s control and that the Shire is fully informed of possible associated risks and comfortable that best risk management practices have been put in place to eliminate/reduce risk; and

Considerable Appetite: Council is willing to be involved in such risk/s which are considered acceptable and predominantly within the Shire’s control - the Shire is fully informed of possible associated risks and comfortable that best risk management practices have been put in place to eliminate/reduce risk. The benefits of the outcome of the risk have been considered and are warranted.

RISK APPETITE STATEMENT

Financial

The Council has a low appetite for decisions that have a significant negative impact on Council’s long term financial sustainability.

The Council has a medium appetite for the implementation of key projects that meet the needs of the community.

Legal and Regulatory

The Council has no appetite for non-compliance with legal, professional and regulatory requirements.

Human Resources

The Council has no appetite for compromising staff safety and welfare.

The Council has a low appetite for risks arising from inadequately trained staff or failed internal processes.

Operational

The Council has a low appetite for system failures or information and data security breaches.

The Council has a medium appetite in terms of the operational risk associated with the implementation of change and key strategic plans.

The Council has no appetite for internal fraud, collusion, theft and associated reputational risk.

The Council has a low appetite for operational risks arising from failure to meet customer commitments and/or suitability of advice.

RISK MANAGEMENT GUIDELINES

The Council has a low appetite for third party partner (contractors) failure.

The Council has considerable appetite for improvements to service delivery; and

The Council has considerable appetite for improved efficiency of Council operations.

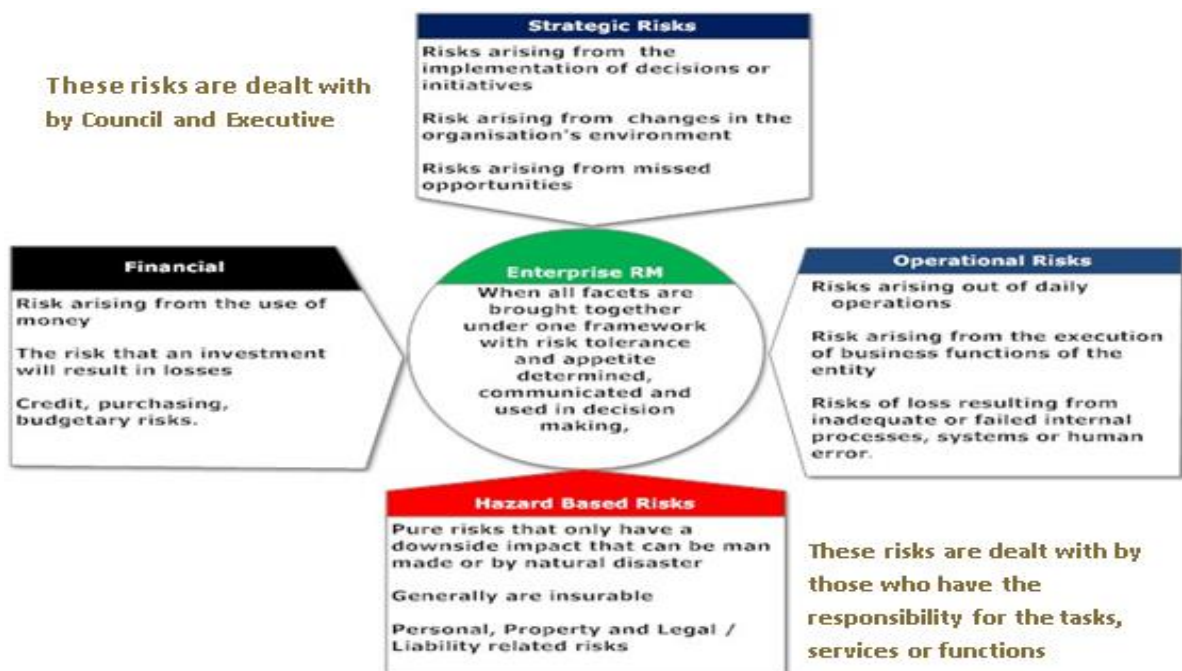
Environmental

The Council has considerable appetite for decisions that promote ecologically sustainable development.

SCOPE

These guidelines apply to all Shire staff, operations and activities. The management of risk is an essential element of good management and impacts on every facet of Council activity.

Outlined below are four distinct areas of risk, with the strategic and financial mainly being the realm of the strategic risk deliberations. The operational and hazard based risks are predominantly managed operationally with delegated authority or as part of staff members' duties.



The Risk Management Guidelines shall cover, but not be limited to, the following areas of Council activity:

Asset Risks

- Theft, vandalism, fire, water or vehicle damage.
- Computer virus, power or water outage.
- Footpath and road hazards.
- Failure to adequately insure buildings, property and contents.
- Failure to plan and manage the financial lifecycle of the asset.

RISK MANAGEMENT GUIDELINES

Community Health, Safety and Wellbeing Risks

- Natural disaster or terrorist attack
- Fire, criminal activity, civil unrest
- Fuel crisis
- Injuries to public on/in public buildings/equipment
- Transmission of airborne contaminants hazardous to health

Financial Management Risks

- Inappropriate use of resources
- Budget blow-out or overpayments
- Fraud or theft

Corporate Governance Risks

- Not providing lawful services or functions
- Not fulfilling strategic/ operational goals
- Electoral campaign breaches
- Failure to uphold local laws
- Corruption and bribery
- Misuse of confidential information
- Non-compliance with lawful orders
- Failure to declare interests

Human Resources Risks

- Inappropriate/difficult human behaviour
- Inadequate staffing levels/retention of staff
- Alcohol, drug, tobacco use
- Skills and knowledge management
- Industrial Action
- Poor performance or productivity
- OSH act breaches/Worker injury
- Sexual harassment/discrimination/ bullying
- Professional indemnity

Knowledge Management Risks

- Misuse of public data/privacy issues
- Internet/e-mail/social media misuse
- Loss of corporate knowledge ie staff turnover
- Misuse of council information
- Archiving practices
- Non-compliance with record act

Legal Compliance Risks

- Statutory law breaches
- Copyright or trade practice breaches
- Trade practice breaches
- Wages, benefits, working hours not regulated
- Potential public liability claims eg. Public access, egress and safety.
- General litigation

Business Continuity Risks

- Disruption to operations
- Inability to conduct 'business as normal'

RISK MANAGEMENT GUIDELINES

- Staff absenteeism
- Changes to staff roles and responsibilities
- Continuity of essential operations, functions, internal support services or vital community services

Damage to Reputation Risks

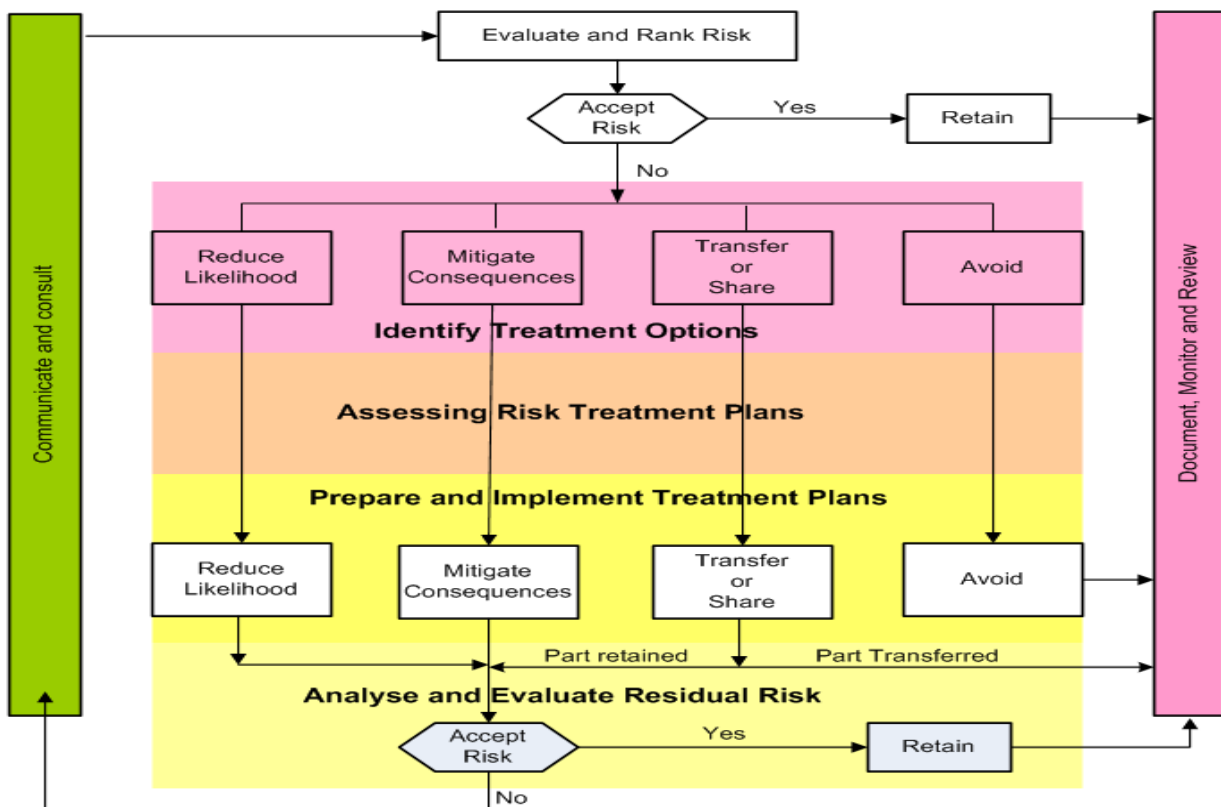
- Adverse publicity or Shire media attention
- Loss of community support
- Managing public complaints
- Very high level of public embarrassment
- Breakdown in communication/ consultation with community.

It should be noted that the Shire has developed procedures in regard to occupational health and safety, including an active OSH Committee. Guidelines and procedures have also been developed in regard to Internal Controls and Legislative Compliance. Those existing systems can be considered to form part of the overall risk management framework.

SHIRE APPROACH TO RISK MANAGEMENT

The Shire and Senior Management will apply the risk management principles to the Governance of the Shire and ensure the relevant information is available to minimise risks in all decision making and planning.

Effective risk management is based on a structured approach to the management of risk that emphasises a proactive rather than a reactive response. Operational risks must be managed during day to day operations to ensure objectives are achieved and unnecessary exposure to risk is minimised.



RISK MANAGEMENT GUIDELINES

Management of risk will be addressed in the following order:

- Eliminate the risk wherever possible. For example, avoiding the risk by deciding not to start or continue with the activity that gives rise to the risk or removing the source of the risk;
- Transfer the risk, in full or in part, by changing the nature and magnitude of likelihood or the consequences. For example, ensuring that contractors carrying out work for the Shire carry the appropriate public liability insurance;
- Reduce the risk by undertaking hazard analysis, process improvement and risk audits, and developing procedures relating to all the Shire's activities;
- Ensure the Shire carries adequate insurance for the risks remaining; and If significant risk cannot be reduced or eliminated, consider avoiding the activity.
- Guided by Council's defined Risk Appetite, Council may choose to accept the risk.

A risk register will be developed and maintained for strategic, project and operational risks.

Strategic Risks

The Management Team will meet quarterly to determine and assess strategic risks and their treatments.

Operational Risks

A Risk Assessment form will be completed for any risk where a risk assessment is deemed appropriate by the Chief Executive Officer or a Manager.

Major Projects

All capital works projects greater than \$500,000 in value will, on assessment, have a specific risk assessment undertaken.

New Services and Community Events

All proposals for new services or major community events will have a specific risk assessment undertaken.

Council Reports

There is no requirement for risk assessment details to be reported to the Council for operational matters. A separate 'Risk Assessment' heading will be used where it is deemed appropriate to include in relevant reports to the Council for major projects or events.

ROLES & RESPONSIBILITIES

Managing risk is not the responsibility of just one person within the organisation. Managers responsible for areas have the most influence over implementing controls to manage risk, but responsibility also lies with employees who operate within the area.

Risk assessment is a core element of strategic and business planning, and a precursor to specific outcomes such as major procurement, major projects and change programs.

RISK MANAGEMENT GUIDELINES

Operational risks will be identified, analysed and managed by the responsible managers in each of the operational areas of Council, however some major projects or activities may require the allocation of specific resources to the risk management process. Budget considerations will necessitate the allocation of funds in order of risk priority. Key responsibilities are as follows:

Council

- Adopt a Risk Management Policy that complies with the requirements of AS/NZS ISO 31000:2009 and to review and amend the Policy in a timely manner and/or as required.
- Be satisfied that risks are identified, managed and controlled appropriately to achieve the Council's Strategic Objectives.
- Appoint the Audit and Risk Management Committee.
- Provide adequate budgetary provision for the financing of risk management including approved risk mitigation activities.

Audit and Risk Management Committee

- Review adequacy and effectiveness of the Risk Management Framework.
- Review risk management policy.
- Receive reports regarding identified risks/mitigation and their effectiveness from Risk Management and Audit.
- Monitor changes to the Shire's risk profile and highlight material changes to the Council.
- Review risk management strategies for key risks.

Elected Members

- Recognise their responsibilities for making informed decisions that take into consideration the associated risks and opportunities.
- Recognise the need to manage risks in order to achieve Council strategic objectives.
- Support the adoption of the Risk Management Policy and Plan by the consideration and allocation of appropriate resources for the implementation and maintenance of the plan.
- Demonstrate a commitment to supporting the Council's management team managing a safe workplace.

Chief Executive Officer

- Is responsible for the establishment of the Risk Management system throughout the organisation.
- Assigns appropriate responsibilities and accountabilities to the Directors.
- Drive the organisations' Risk Management objectives
- Lead by example in demonstrating a diligent approach to the management of risk.

Management Team

- Drive the implementation of Council's Risk Management Framework and associated documents.
- Monitor the implementation of the Risk Management Framework and make recommendations for continuous improvement.
- Review the Risk Register on a quarterly basis.
- Ensure the Risk Management Framework objectives align with the organisation's objectives and values.

RISK MANAGEMENT GUIDELINES

- Continually monitor the Risk Management Framework and associated document for improvement.
- Make recommendations to the Council and provide advice and assistance to all departments on issues related to the Risk Management program implementation, compliance and performance.
- To make recommendation to Council for recurrent and discretionary allocation of funding for the purpose of managing risks identified as priority in accordance with the Risk Management Framework.

Department Managers

- Are responsible for the effective implementation of the Risk Management Framework within their respective departments.
- Assign appropriate responsibilities and accountabilities to Supervisors and individual positions within their department and monitor individual performance against the Risk Management objectives.
- Continuously encourage and develop a culture where identifying and treating risks is seen as a significant benefit to the organisation and a measure of good performance.
- Ensure that significant risks identified are reported to the appropriate Management level in accordance with the Council's Reporting Strategy
- Create an environment where managing risk is an accepted and expected part of the day-to-day operations.

Supervisors

- Are accountable for managing risk and safety within their area of responsibility.
- Ensure that staff are applying the appropriate risk and safety management tools, procedures and templates in the correct manner.
- Are responsible for providing assistance and advice to staff in relation to the management of risks but not to take on the responsibility of another individual.
- Monitor the respective operational risk profile assessments, determine control measures for risks identified and escalate any significant risks up to management in accordance with the risk matrix guidelines.

Staff and Volunteers

- Workers and volunteers are responsible for managing risk and a safe workplace within their area of responsibility.
- Are responsible to ensure that documentation is completed correctly, risk assessments are conducted and appropriate control measures implemented to minimise risk.
- Are to ensure that identified high level risks are escalated as required to Managers and/or Supervisors.
-

Contractors

- Contractors are responsible for managing risk within their contract boundaries.
- Contractors are to provide risk and safety management documentation to the respective responsible Council Contract/Project Manager including identified control measures.
- The Council Project Manager is to ensure risks associated with the engagement of contractors are appropriately identified and managed.
- The Council Project Manager is to ensure the responsibilities and accountabilities vested in the contractor are clearly documented and communicated to the Contractor.

RISK MANAGEMENT GUIDELINES

- Identified significant risks are to be reported to the Council Contract/Project Manager.

-

Administration Assistant

- Responsible for maintenance and upkeep of these Guidelines and other associated Risk Management Program documentation.

-

RISK MANAGEMENT CONTEXT

Areas of Risk Exposure

Strategic Risks

Strategic risks for the Shire are those that:

- Are significant risks that affect the longer term interests of the Shire and the community;
- Are of a higher level, possibly affecting the future service delivery; and
- May have an organisational wide focus or impact.

Strategic risks can also be defined as the by-product of strategic procedures, such as the Strategic Community Plan and often involves the 'unknown'. Strategic risks can result not only in financial loss or penalty but also in loss of reputation or major political loss.

Examples of Strategic Risks include the following:

- An ageing community and the challenges of healthy ageing;
- Climate change issues (increasing bushfires);
- Waste management;
- Fire safety, vegetation management;
- Internal controls or 'control culture';
- Managing stakeholder expectations;
- Customer service delivery; and
- Asset and resource management.

Project Risks

A project may be undertaken by the Shire, such the construction of a major community facility or a potential project may be considered. A project risk may also involve the works of a third party, not for or on behalf of the Shire, but simply an impact on the environment within which the Shire operates; an example of this may be a major subdivision.

In each case, there may be risk exposures that the Council should be aware of and be prepared to either tolerate, transfer, terminate or treat.

The Capital Works Evaluation Process recognises the importance of mitigating risk, in that a project proposed to address a particular risk exposure is given a 'bonus' rating because it is seeking to address a risk exposure.

The Capital Works Construction Program should have a risk assessment undertaken for works being undertaken by contractors.

RISK MANAGEMENT GUIDELINES

The take-over of subdivisional assets should have a those assets subject to a risk assessment prior to the future care and maintenance being taken over by the Shire.

Operational Risks

Operational risks for the Shire are those that:

- Relate directly to the delivery of services, including the quality and appropriateness of services;
- Relate to the effective and efficient use of the Shire's resources; and
- Can have a day to day impact on specific Shire operations.

Examples

Public and Property

- Footpath maintenance – footpaths lifting and causing a tripping hazard;
- Road maintenance – pot holes and road shoulder wearing and causing potential traffic hazards;
- Tree management – general exposure through limbs dropping;
- Playground management;
- Recreation Reserve management and facility allocations;
- Property maintenance;
- Professional advice/approvals;
- Project design and construction;
- Food safety procedures;
- Working with Children;
- Waste Transfer Stations; and
- Community events.

Corporate

- Inability to fund the maintenance replacement and renewal of infrastructure assets;
- Escalating costs of service delivery;
- Reductions in investment and deterioration of working capital ratios;
- Failure to comply with legislative and regulatory provision such as unsafe or inappropriate work practices;
- Corporate governance;
- Community engagement;
- Employee training, education and competency testings;
- Managing community services;
- Managing human resources;
- Information management and technology; and
- Contracting and purchasing.

OSH Risks

- Heavy plant operations;
- Staff working in isolation;
- Chemicals used in operating environments;
- Manual handling techniques.

While there will be a range of general OSH risk issues reflected in the Operational (and/or Strategic) Risk Register, OSH processes are dealt with in detail separately and a separate Incident/Accident Register is maintained.

RISK MANAGEMENT GUIDELINES

Compliance Risks

Risks that relate to the resources used to meet the requirements of relevant legislation and regulations. The Shire is subjected to a myriad of legislation and regulations. This is dealt with by the Legislative Compliance Policy and Procedures.

THE RISK MANAGEMENT PROCESS

The process adopted by the Shire to manage risks is in accordance with the International Standard for Risk Management, AS/NZS ISO 31000:2009. Risk Management – Principles and guidelines.

The Risk Management process is the 'how to' element of the Risk Management Framework and is defined in the Standard as 'the systematic application of management policies, procedures and practices to the task of communicating, establishing the context, identifying, analysing, evaluating, treating, monitoring and reviewing risk'.

The process includes the following elements:

Establish the Context

Establishing context is about setting the parameters or boundaries around the organisations risk appetite and risk management activities. This involves establishing the strategic, organisational and risk management context in which the rest of the process will take place.

It requires consideration of the external factors such as social, cultural, political and economy, and the alignment with internal factors such as strategy, resources and capabilities. Criteria against which risk will be evaluated should be established and the structure of the analysis defined.

Risk Assessment

Identify Risk

By a well structured systematic process, identify what, why and how adverse things can arise as the basis for future analysis. Identify sources of risk, areas of impacts, events (including changes in circumstances) and their causes and potential consequences.

The aim of this step is to generate a comprehensive list of risks based on those events that might create, enhance, prevent, degrade, accelerate or delay the achievement of objectives.

Analyse Risk

Risk analysis involves developing an understanding of the risk. Risk analysis provides an input to risk evaluation and to decisions on whether risks need to be treated and on the most appropriate risk treatment strategies and methods. Risk analysis involves consideration of the causes and sources of risk, their positive and negative consequences and the likelihood that those consequences can occur. Factors that affect consequences and likelihood should be identified.

Consequence and likelihood may be combined to produce an estimated level of risk.

RISK MANAGEMENT GUIDELINES

Evaluate Risk

Compare estimated levels of risk against the pre-established criteria. This enables risks to be ranked so as to identify management priorities. If the levels of risk are low, then risk may fall in to an acceptable category and treatment may not be required. The purpose of risk evaluation is to assist in making decisions, based on the outcomes or risk analysis, about which risks need treatment and the priority for treatment implementation.

Risk Treatment

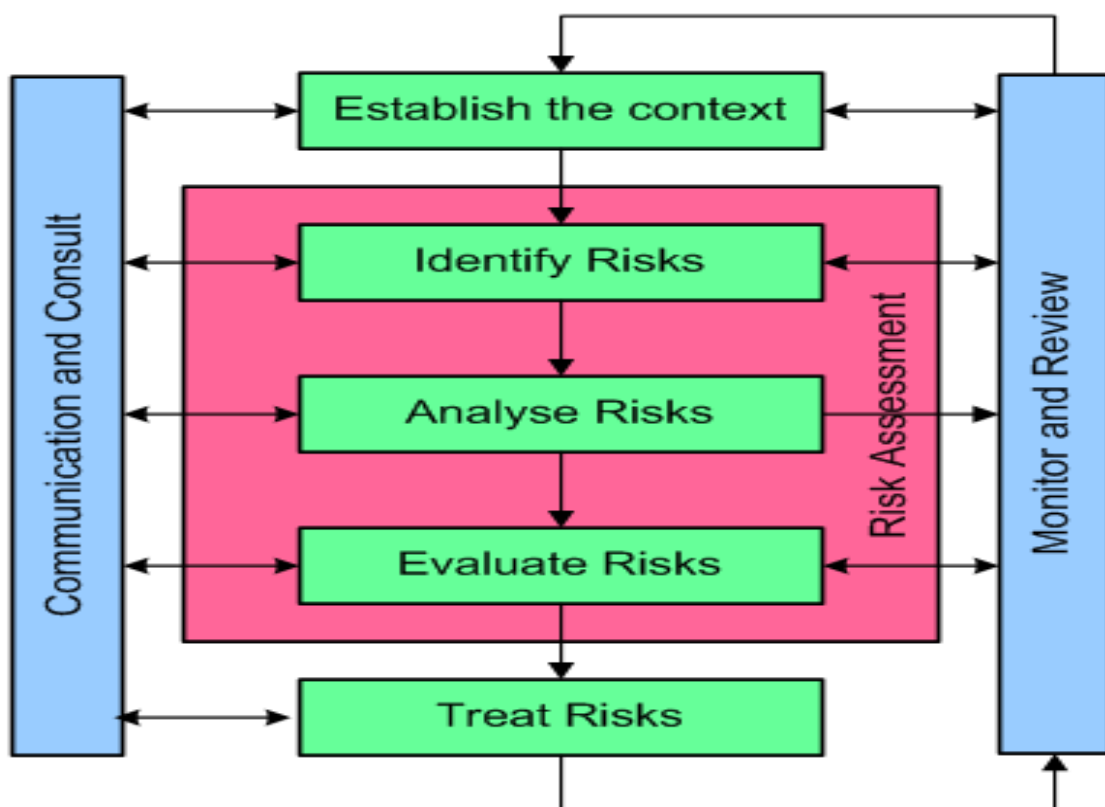
Risk treatment involves selecting one or more options for modifying risks and implementing those options. Once implemented, treatments provide or modify the controls. Accept and monitor low priority risks. For other risks, develop and implement a specific management plan, which includes consideration of funding.

Monitoring and Review

Monitor and review the performance of the risk management system and changes that might affect it. Both monitoring and review should be a planned part of the risk management process and involve regular checking. Responsibilities for monitoring and review should be clearly defined. The results of monitoring and review should be recorded and reported as appropriate.

Consultation and Communication

Communicate and consult with staff and external authorities as appropriate at each stage of the risk management process.



RISK MANAGEMENT GUIDELINES

RISK DOCUMENTATION

Risk Register

The risk factors identified and managed for the Shire will be monitored in a risk register. This register will be reviewed by management on an annual basis. The following information will be recorded in the risk register.

- Risk identification and description;
- Risk classification;
- Risk likelihood;
- Risk consequence;
- Risk treatment and date for completion;
- Risk owner (staff member assigned risk/action officer); and
- Outstanding actions.

Monitoring and Review

Monitoring of risk management for each area of risk is the responsibility of each Manager. Monitoring of risk management will include:

- Reviewing documentation developed under this framework;
- Ensuring inspections are undertaken as outlined; and
- Ensuring the risk treatment plans are undertaken.

On an 'as needed' basis and at least twice annually, the Management Team will review its Operational and Strategic Risks to review the existing risks and their controls and identify budget proposals for the treatment of risk.

Closing Out Risks

A risk item can be considered closed when it meets the following criteria:

- It no longer exists; or
- The risk rating is determined to be low to medium and has appropriate controls in place that are regularly reviewed for effectiveness.

The risk is accepted and formal monitoring and assessment is in place. The action officer assigned the risk is responsible for executing the risk mitigation plan and its associated activities, and for ensuring the activities are continued until the risk is closed out.

RISK MANAGEMENT GUIDELINES

Shire Appetite and Risk Tolerance Table

This table is to be used when assessing the potential impact of an activity, issue or strategy. A further risk assessment that may include specialist consultation or research should be conducted in a more formal manner for any element of the above that is perceived to be Major – Extreme.

DESCRIPTION	FINANCIAL	HEALTH	REPUTATION	OPERATION	ENVIRONMENT	COMPLIANCE	PROJECT
Insignificant	<Less than \$20,000	No injuries or illness	Unsubstantiated, low impact, low profile or "no news" item	Little impact	Little impact	Minor breach of policy, or process requiring approval or variance	Small variation to cost , timelines, scope or quality of objectives and required outcomes
Minor	\$20,000 – 100,000	First Aid treatment	Substantiated, low impact, low news item	Inconvenient delays	Minor damage or contamination	Breach of policy, process or legislative requirement requiring attention of minimal damage control	5-10% increase in time or cost or variation to scope or objective requiring managers approval
Major	\$100,000- \$500,000	Medical treatment	Substantiated, public embarrassment, moderate impact, moderate news profile	Significant delays to major deliverables	Environmental damage requiring restitution or internal cleanup	Breach requiring internal investigation, treatment or moderate damage control	10 -20 % increase in time or cost or variation to scope or objective requiring Senior Management approval
Critical	\$500,000 - \$1,000,000	Extensive injuries or disabilities	Substantiated, organisational embarrassment, high impact news profile, third party actions	Non-achievement of major deliverables	Minor Breach of legislation/significant contamination or damage requiring third party assistance	Breach resulting in external investigation or third party actions resulting in tangible loss and some damage to reputation	20 — 50 % increase in time or cost or significant variation to scope or objective requiring restructure of project and Senior Management or Council approval

RISK MANAGEMENT GUIDELINES

DESCRIPTION	FINANCIAL	HEALTH	REPUTATION	OPERATION	ENVIRONMENT	COMPLIANCE	PROJECT
Extreme	More than \$1,000,000	Death or permanent disabilities	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Non-achievement of major deliverables	Major breach of legislation or extensive contamination and environmental damage requiring third party intervention	Breach resulting in external investigation or third party actions resulting in significant tangible loss and damage to reputation	>50% increase in cost or timeline, or inability to meet project objectives requiring the project to be abandoned or redeveloped.

RISK MANAGEMENT GUIDELINES

Likelihood

The following likelihood table assists you to prioritise risk management activities and should be used in conjunction with this risk tolerance table.

RISK LEVEL	DESCRIPTION	PRESUMPTIONS	FREQUENCY
A	Almost Certain	Expected to occur in most circumstances	More than once per year
B	Likely	Will probably occur in most circumstances	At least once per year
C	Possible	Should occur at some time	At least once in three years.
D	Unlikely	Could occur at some time	At least once in ten years
E	Rare	May occur, only in exceptional circumstances	Less than once in fifteen years.

RISK MANAGEMENT GUIDELINES

Analysis Matrix

This table takes the findings from the Likelihood and Consequences tables and allows you to calculate a potential risk rating. Once treatments are in place, the same process takes place taking into account those treatments being in place. This gives you the residual risk that goes into a risk register, and assists in determining priorities and informs decision making.

Consequence		Insignificant 1	Minor 2	Major 3	Critical 4	Extreme 5
Likelihood						
Almost Certain	A	H	H	E	E	E
Likely	B	M	H	H	E	E
Possible	C	L	M	H	E	E
Unlikely	D	L	L	M	H	E
Rare	E	L	L	M	H	H

Responsibility Legend

- E** **Extreme Risk – Audit and Risk Committee (ARC) Attention**
- H -** **High risk – Senior management attention ARC awareness**
- M -** **Moderate Risk – Management responsibility must be specified**
- L -** **Low Risk - Manage by routine procedures at operational level**

RISK MANAGEMENT GUIDELINES

Risk Assessment Form

FUNCTION/ACTIVITY

DEPARTMENT

DATE OF REVIEW

THE RISK: WHAT CAN HAPPEN AND HOW IT CAN HAPPEN	THE CONSEQUENCES OF AN EVENT HAPPENING		LEVEL OF Risk	EXISTING CONTROLS	TREATMENT Yes/No
	CONSEQUENCES	LIKELIHOOD			

POLICY MANUAL

POLICY NO	A.19
PROCEDURE SUBJECT	INTERNAL CONTROL POLICY
FILE NUMBER	
ADOPTION DATE	25 NOVEMBER 2014 (Council Resolution No. 344/11/14)
REVIEW DATE	

OBJECTIVES

To ensure that appropriate internal controls are implemented in order to:

1. Fulfil the statutory obligations under the *Local Government (Financial Management) Regulations 1996* and *Local Government (Audit) Regulations 1996*; and
2. Ensure that the Shire's assets are safe from loss due to fraud and/or mismanagement.

POLICY STATEMENT

The organisation will, through the Chief Executive Officer (CEO), ensure that appropriate and efficient internal controls are in place covering:

1. Staffing and segregation of duties;
2. Information technology;
3. Documented procedures and processes covering the recording, reporting and authorisation of transactions; and
4. Monitoring performance and adherence.

Adopted by Council Ordinary Meeting of Council 25 November 2014

POLICY MANUAL

POLICY NO	A.20
PROCEDURE SUBJECT	LEGISLATIVE COMPLIANCE POLICY
FILE NUMBER	
ADOPTION DATE	25 NOVEMBER 2014 (Council Resolution No. 344/11/14)
REVIEW DATE	

OBJECTIVES

To ensure that the Shire of Toodyay (the Shire) complies with legislative requirements.

BACKGROUND

A fundamental principle of good public administration is that public officials comply with both the letter and the spirit of the law.

The Shire has an obligation to ensure that legislative requirements are complied with. The community and those working at the Shire have an expectation that the Shire will comply with applicable legislation and that the Shire will take all appropriate measures to ensure that expectation is met.

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires local governments to carry out a compliance audit for the period 1 January to 31 December in each year. The Compliance Audit is structured by the Department of Local Government and Communities (DLGC) and relates to key provisions of the *Local Government Act 1995*.

Regulation 17 of the *Local Government (Audit) Regulations 1996* also requires a review of the appropriateness and effectiveness of systems and procedures in relation to legislative compliance at least once every two calendar years and a report to the Audit Committee on the results of that review.

POLICY STATEMENT

The Shire will have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the Shire. These processes and structures will aim to:

1. Develop and maintain a system for identifying the legislation that applies to the Shire's activities;
2. Assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented;
3. Provide training for relevant staff, Councillors, volunteers and other relevant people within the legislative requirements that affect them;

4. Provide people with the resources to identify and remain up to date with new legislation;
5. Establish a mechanism for reporting non-compliance;
6. Review accidents, incidents and other situations where there may have been non-compliance; and
7. Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved.

ROLES & RESPONSIBILITIES

1. Councillors & Committee Members

Councillors and Committee Members have a responsibility to be aware of and abide by legislation applicable to their role.

2. Senior Management

Senior Management should ensure that directions relating to compliance are clear and unequivocal and that legal requirements which apply to each activity for which they are responsible are identified.

Senior Management should have systems in place to ensure that all staff are given the opportunity to be kept fully informed, briefed and/or trained about key legal requirements relative to their work within their financial capacity to do so.

3. Employees

Employees have a duty to seek information on legislative requirements applicable to their area of work and to comply with the legislation.

Employees shall report through their supervisors to Senior Management any areas of non-compliance that they become aware of.

4. Implementation of Legislation

The Shire will have procedures in place to ensure that when legislation changes, steps are taken to ensure that future actions comply with the amended legislation.

LEGISLATIVE COMPLIANCE PROCEDURES

1. Identifying Current legislation

The Shire accesses electronic up to date versions of legislation through the Western Australian State Law Publisher website at www.slp.wa.gov.au.

Direct access to this site is provided from the Shire's networked computers.

2. Identifying New or Amended Legislation

(a) Western Australian Government Gazette (WAGG)

The Shire receives hard copies of the WAGG which publishes all new or amended legislation applicable to Western Australia. Copies of WAGGs are distributed to Senior Management and other designated staff. It is the responsibility of the CEO and Senior Management to determine whether any gazetted changes to legislation need to be incorporated into processes.

(b) Department of Local Government and Communities (DLGC)

The Shire receives regular circulars from the DLGC on any new or amended legislation. Such advice is received and processed through the Shire's Records Department and is distributed to the CEO and other relevant Officers for implementation.

(c) Department of Planning

The Shire receives Planning Bulletins from the Department of Planning on any new or amended legislation. Such advice is received and processed through the Shire's Records Department and is distributed to the CEO and other relevant Officers for implementation.

(d) Western Australian Local Government Association (WALGA)

The Shire receives regular circulars from WALGA and these Circulars highlight changes in legislation applicable to local government. Such advice is received and processed through the Shire's Records Department and is distributed to the CEO and other relevant Officers for implementation.

3. Obtaining Advice on Legislative Provisions

The Shire will obtain advice on matters of legislation and compliance where necessary. Contact can be made with the DLGC, WALGA or the relevant initiating government department for advice.

4. Informing Council of Legislative Changes

If appropriate, the CEO will, on receipt of advice of legislative amendments, advise the Council on new or amended legislation.

The Shire's format for all its reports to Council meetings provides that all reports have a section headed 'Statutory Implications' which shall detail

relevant Sections of any Act, Regulation or other relevant and/or applicable legislation.

5. Review of Incidents & Complaints of Non-Compliance

The Shire shall review all incidents and complaints of non-compliance. Such reviews will assess compliance with legislation, standards, policies and procedures that are applicable.

6. Reporting of Non-Compliance

All instances of non-compliance shall be reported immediately to the relevant Manager. The Manager shall then determine the appropriate response and then report the matter to the CEO.

The CEO may investigate any reports of significant non-compliance and if necessary, report the non-compliance to the Council and/or the relevant government department.

The CEO will then take all necessary steps to improve compliance systems.

Adopted by Council Ordinary Meeting of Council 25 November 2014

Shire of Toodyay Risk Report - November 2014

Executive Summary

Being the initial risk report, this is focussing on driving the framework for ensuring that future reports will continue to provide relevant insight and recommendations to assist the Shire in managing risks. This report is provided in full (dashboard and individual risk profiles) to allow Senior Management an opportunity to review and confirm the current risk landscape of the Shire. It is envisaged that future reports will only be in a dashboard format, highlighting the current Risk & Control ratings together with any current actions / treatments underway.

These internal reports are expected to be generated and discussed twice a year as part of the agenda for the Management Team.

Recommendations

Risk Framework

Misconduct		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Implement Synergy Purchasing system	Dec-15	MCS	
Update Induction Manual	Dec-14	MCS	
Password Monitoring	Feb-15	MCS	
Purchasing Policy & Procedure Training To Relevant Staff	Jun-15	MCS	
Creation of Standard Operating Procedures	Jun-15	MCS	

Business Disruption		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Develop a Business Continuity Program	Jun-15	CEO	

Damage to Physical Assets		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Weekend on call arrangements	Dec-14	MWS	
Fire Reserves Management Plan	Dec-14	CESM	
Improved reporting in cleaning contract	Jan-15	MPD	

Errors, Omissions & Delays		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Customer Service Training	Ongoing	MCS	
Update and Document Control Procedures/Checklists	Jun-15	MCS	

External Theft & Fraud (inc. Cyber Crime)		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Updating Key System	Jan-15	MPD	
See external advice on IT Security	Dec-15	CEO	

Failure of IT &/or Communications Systems and Infrastructure		Risk	Control
		Moderate	Effective
Current Issues / Actions / Treatments	Due Date	Responsibility	
IT Replacement Program Implemented	Dec-15	MCS	
Develop IT Disaster Recovery Plan	Dec-15	MCS	
Develop IT Policy	Dec-15	MCS	
Implement IT Training	Dec-15	MCS	

Failure to fulfil statutory, regulatory or compliance requirements		Risk	Control
		Moderate	Effective
Current Issues / Actions / Treatments	Due Date	Responsibility	
Nominated for R4R supported Cr Training	Jan-15	CEO	

Inadequate safety and security practices		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Monthly OSH Meetings	Ongoing	CEO	

Shire of Toodyay Risk Report - November 2014

Staff Attraction & Retention	Mar-15	MCS	Staff Training	Ongoing	MCS
Staff & Elected Member Training	Jun-15	CEO	Implement Contractor/Site Induction Procedure	Dec-15	MPD/MWS
Review Compliance Framework	Jun-15	CEO			

Providing inaccurate advice / information		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Training Register	Jan-15	MCS	
Workforce Management Plan	Jan-15	MCS	
Review & update of PD's	Jan-15	MCS	

Inadequate Organisation & Community Emergency Management		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Develop Internal Emergency Procedures	Jun-15	CEO	
Develop Bush Fire Management Plan	Jun-15	CESM	
Training of Staff & Elected Members	Jun-15	CEO	
Training Of Emergency Volunteers	Jun-15	CESM	
Develop Communication Policy/Procedure	Jun-15	CEO	

Inadequate Document Management Processes		Risk	Control
		Moderate	Effective
Current Issues / Actions / Treatments	Due Date	Responsibility	
Effective Record Keeping Training	Ongoing	MCS	
Standardisation of Record Management	Dec-15	MCS	
Council Thesaurus implementation	Dec-15	Records Officer	
Implement of Key Words for Council	Dec-15	Records Officer	

Inadequate Project / Change Management		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Develop Project Management Framework (Methodology)	Jun-15	CEO	

Inadequate engagement with Community / Stakeholders / Elected Members		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Communications Policy	Mar-15	CEO	

Inadequate Procurement, Disposal or Tender Practices.		Risk	Control
		Low	Effective
Current Issues / Actions / Treatments	Due Date	Responsibility	
Training in procurement/tender/contract	Jun-15	CEO	
Training in Project Management	Jun-15	CEO	

Inadequate Asset Sustainability Practices		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Asset Rationalisation Plan	Mar-15	MPD	
Review Asset Management Plan	Jun-15	CEO	
ROMANS Training	Jun-15	MWS	

Inadequate Stock Management		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Quarterly Stock Takes	Quarterly	MWS	
Annual Stock Takes	Annual	MWS/MCD	

Inadequate Supplier / Contract Management		Risk	Control
		Low	Effective
Current Issues / Actions / Treatments	Due Date	Responsibility	

Ineffective People Management / Employment Practices		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	

Shire of Toodyay Risk Report - November 2014

Standardisation of Tender Documents	Jun-15	MCS	Training Needs Analysis & Training Register	Mar-15	MCS
Staff training in contracts & procurement	Ongoing	MCS	Succession Planning	Dec-14	MCS
			Policies & Procedures	Ongoing	CEO/MCS
			Staff Induction Manual	Dec-14	MDS

Inadequate Environment Management		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Appointment of Environmental Officer	Jan-15	MPD	
Training for relevant staff	Jun-15	MWS	
Waste Management Operations Manual	Jan-15	MWS	
Waste Management Operations Manual	Jan-15	MWS	
Implement Environmental Strategy	Jun-15	MPD	

Not meeting Community expectations		Risk	Control
		Low	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Update code of conduct	Mar-15	MCS	
Update Customer Service Charter	Mar-15	MCS	
Training for Staff & Elected Members	Jun-15	CEO	
Training for Staff & Elected Members	Jun-15	CEO	
Create Social Media & Communicaitons Policy	Jun-15	CEO	

Ineffective Management of Facilities / Venues / Events		Risk	Control
		Low	Effective
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review Booking System	Jun-15	MCS/MCD/MPD	
Develop Community Facilities Plan	Jun-15	MPD/MCD	
Develop Event Policies	Jun-15	MCD	

Inadequate Financial, Accounting or Business Acumen		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Up to date training implemented	Ongoing	MCS	
Implement Staff Attraction & Retention Policies	Jun-15	MCS	
Staff relationship building	Jun-15	MCS	

Misconduct

May-16

This Risk Theme is defined as:

Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and / or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee
- Collusion between Internal & External parties

This **does not** include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice.

Potential causes include:

- Inadequate induction process
- Changing of job titles
- Delegated authority process inadequately implemented
- Disgruntled employees
- Lack of understanding
- Poor internal checks (PO's and delegated authority)
- Password sharing

Key Controls	Type	Date	Shire Rating
<i>Audit Trails (Payments)</i>	<i>Detective</i>	<i>Oct-14</i>	<i>Effective</i>
<i>Delegation control (Synergy)</i>	<i>Preventative</i>	<i>Sep-14</i>	<i>Adequate</i>
<i>Segregation of Duties (Financial)</i>	<i>Preventative</i>	<i>Sep-14</i>	<i>Adequate</i>
<i>IT Security Access Framework (Profiles and passwords)</i>	<i>Preventative</i>	<i>Sep-14</i>	<i>Adequate</i>
<i>Induction Process (Code of Conduct)</i>	<i>Preventative</i>	<i>Sep-14</i>	<i>Adequate</i>
<i>Procurement Process (Purchase Order Process)</i>	<i>Preventative</i>	<i>Sep-14</i>	<i>Adequate</i>
<i>Financial Interest Return</i>	<i>Recovery</i>	<i>Sep-14</i>	<i>Effective</i>

Overall Control Ratings: Adequate

Consequence Category	Risk Ratings	Shire Rating
Compliance	Consequence:	Moderate
	Likelihood:	Unlikely
Overall Risk Ratings:		Moderate

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Implement Synergy Purchasing system</i>	<i>Dec-15</i>	<i>MCS</i>
<i>Update Induction Manual</i>	<i>Dec-14</i>	<i>MCS</i>
<i>Password Monitoring</i>	<i>Feb-15</i>	<i>MCS</i>
<i>Purchasing Policy & Procedure Training To Relevant Staff</i>	<i>Jun-15</i>	<i>MCS</i>
<i>Creation of Standard Operating Procedures</i>	<i>Jun-15</i>	<i>MCS</i>

Incident Management Tracking		
Related Incident Details	Date	Impact
<i>None</i>		

Shire of Toodyay Measures of Consequence

Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	First aid injuries	Less than \$10,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential damage.	Contained, reversible impact managed by on site response
Minor (2)	Medical type injuries	\$10,001 - \$25,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Lost time injury <30 Days	\$25,001 - \$250,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury >30 Days	\$250,001 - \$850,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$850,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

Shire of Toodyay Measures of Likelihood

Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

Shire of Toodyay Risk Matrix

Likelihood		Consequence				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Shire of Toodyay Risk Acceptance Criteria

Risk Rank	Description	Criteria	Responsibility
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH (10-16)	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
EXTREME (20-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Shire of Toodyay Existing Controls Ratings

Rating	Foreseeable	Description
Effective	There is little scope for improvement.	Processes (Controls) operating as intended and / or aligned to Policies & Procedures; are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested.
Adequate	There is some scope for improvement.	Whilst some inadequacies have been identified; Processes (Controls) are in place, are being addressed / complied with and are subject to periodic review and testing.
Inadequate	A need for corrective and / or improvement actions exist.	Processes (Controls) not operating as intended, do not exist, or are not being addressed / complied with, or have not been reviewed or tested for some time.

Inadequate Organisation & Community Emergency Management

Nov-14

This Risk Theme is defined as:

Failure to adequately conduct Prevention, Preparation, Response and Recovery (PPRR) in the organisation structure and community elements, inclusive of the management of all emergencies. This includes;

- Lack of (or inadequate) emergency response plans.
- Lack of training to specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

(References: AS 3745; AS 1851; AIIMS 4 Management Principles)

Potential causes include:

- Inadequate Communication
- Unplanned human behavioural response
- Inadequate internal emergency management structure
- Inadequate Bushfire Management Plans
- Isolation in location and workplace
- Lack of Community Participation
- Lack of relevant skill and knowledge
- Inadequate Bushfire Mitigation Plans

Key Controls	Type	Date	Shire Rating
Established and Trained Emergency Planning Committee	Preventative	Sep-14	Inadequate
Organisation Emergency Evacuation Management Plan	Preventative	Sep-14	Inadequate
Established and Trained ECO (Fire Wardens / First Aiders)	Preventative	Sep-14	Inadequate
Functional LEMC	Preventative	Sep-14	Adequate
Current LEMA & Recovery Plan	Preventative	Sep-14	Adequate
LEM exercises	Detective	Sep-14	Adequate
Current Bushfire Risk Management Plan	Preventative	Sep-14	Effective
Risk register (fuel loads)	Preventative	Sep-14	Adequate
Plans tested as required	Detective	Sep-14	Adequate
Volunteer Management & Training	Preventative	Sep-14	Adequate

Overall Control Ratings: Adequate

Consequence Category	Risk Ratings	Shire Rating
Health / Property	Consequence:	Catastrophic
	Likelihood:	Rare

Overall Risk Ratings: Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
Missed LEMC Meetings	Min 4		
Exercises Recorded	1PA		
Plans out of date by more than 12 months	0		
# Serious / Fatal incidents	0		
Number of firebreak inspections per year	500		
Number of Bushfire Brigade volunteers	250		
Number of Bushfire Brigade training exercises	10		
Number of internal evacuation exercises	2		

Comments

As rated by Workshop Attendees -

Current Issues / Actions / Treatments	Due Date	Responsibility
Develop Internal Emergency Procedures	Jun-15	CEO
Develop Bush Fire Management Plan	Jun-15	CESM
Training of Staff & Elected Members	Jun-15	CEO
Training Of Emergency Volunteers	Jun-15	CESM
Develop Communication Policy/Procedure	Jun-15	CEO

Incident Management Tracking

Related Incident Details	Date	Impact
None		

Failure to fulfil statutory, regulatory or compliance requirements

Nov-14

This Risk Theme is defined as:

Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal & public domain) to reflect changes.

This does not include:

- Issues in relation to OH&S – refer "Inadequate employee and visitor safety and security"
- Procurement, disposal or tender process failures – refer "Inadequate Procurement, Disposal or Tender Practices"
- HR based legislation – refer "ineffective People Management"

Potential causes include:

- Lack of training, awareness and knowledge
- Staff Turnover
- Inadequate record keeping
- Ineffective processes
- Lack of Legal Expertise
- Councillor Turnover
- Misunderstanding of delegations
- Ineffective monitoring of changes to legislation

Key Controls	Type	Date	Shire Rating
Compliance Return (DLG)	Detective	Sep-14	Effective
Compliance calendar	Preventative	Sep-14	Effective
Financial Interest Return	Preventative	Sep-14	Effective
External Auditor Reviews (Compliance)	Detective	Sep-14	Effective
Subscriptions (WALGA)	Preventative	Sep-14	Effective
Induction Process - Councillors	Preventative	Sep-14	Adequate
Induction Process - Staff	Preventative	Sep-14	Adequate
Tender process	Preventative	Sep-14	Adequate
WALGA Preferred Suppliers & eQuotes	Preventative		Effective

Overall Control Ratings: Effective

Consequence Category	Risk Ratings	Shire Rating
Compliance	Consequence:	Moderate
	Likelihood:	Unlikely

Overall Risk Ratings: Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
Fines or penalties	5		
Failed audits	3		
Investigations	10		

Comments

As rated by

LGIS are developing a Standardised Compliance Framework for Local Governments. Once completed, this will be reviewed and implemented where applicable to provide an overview of control effectiveness in this area.

Current Issues / Actions / Treatments	Due Date	Responsibility
Nominated for R4R supported Cr Training	Jan-15	CEO
Staff Attraction & Retention	Mar-15	MCS
Staff & Elected Member Training	Jun-15	CEO
Review Compliance Framework	Jun-15	CEO

Incident Management Tracking

Related Incident Details	Date	Impact
None		

Shire of Toodyay Measures of Consequence

Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	First aid injuries	Less than \$10,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential damage.	Contained, reversible impact managed by on site response
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Shire of Toodyay Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
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Risk Management Governance Framework

- Risk Management Policy
- Risk Management Procedures

September 2014

Version: 1.0

Shire of Toodyay

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Introduction

The Policy and Procedures form the Risk Management Framework for the Shire of Toodyay (“the Shire”). It sets out the Shire’s approach to the identification, assessment, management, reporting and monitoring of risks. All components of this document are based on Australia/New Zealand Standard ISO 31000:2009 Risk Management.

It is essential that all areas of the Shire adopt these procedures to ensure:

- Strong corporate governance.
- Compliance with relevant legislation, regulations and internal policies.
- Integrated Planning and Reporting requirements are met.
- Uncertainty and its effects on objectives is understood.

This Framework aims to balance a documented, structured and systematic process with the current size and complexity of the Shire along with existing time, resource and workload pressures.

Further information or guidance on risk management procedures is available from LGIS Risk Management.

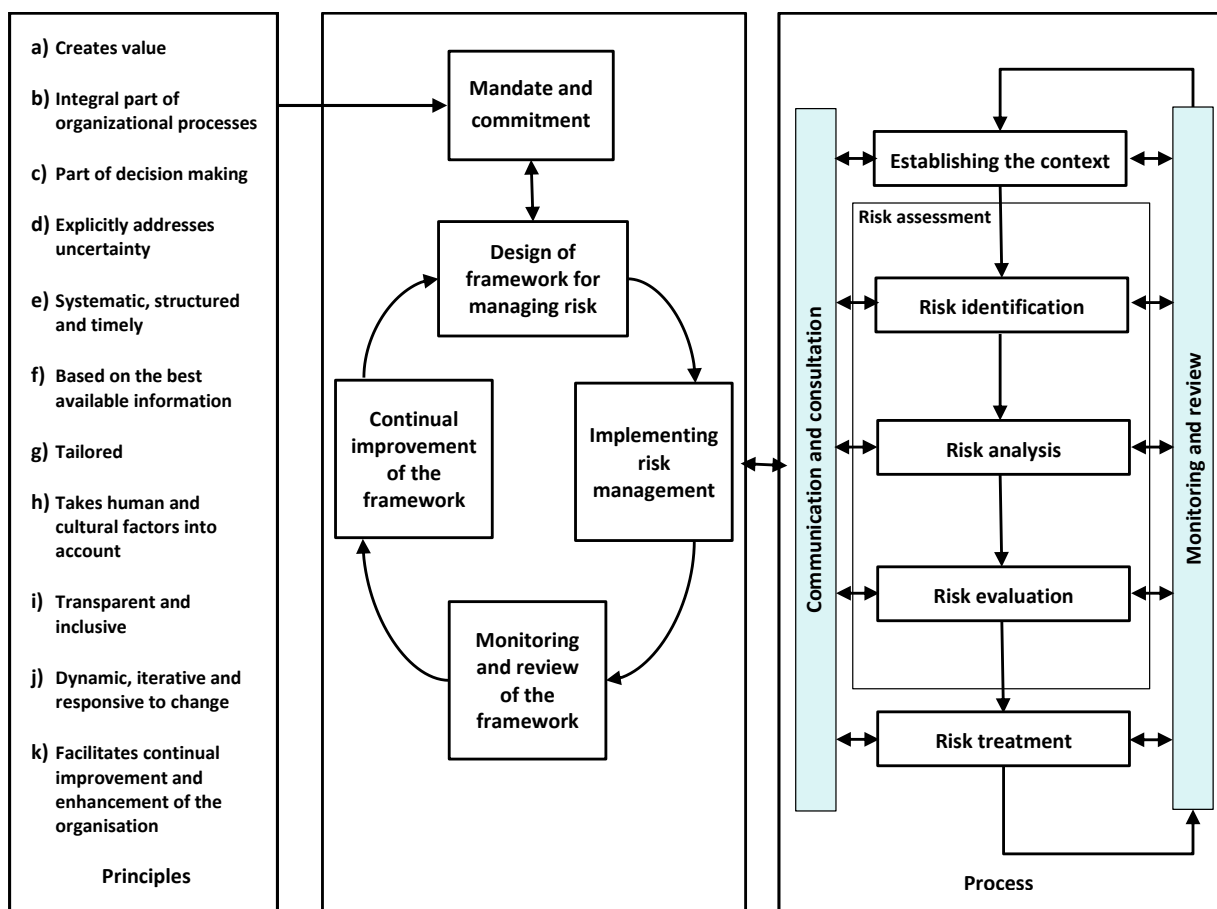


Figure 1: Risk Management Process (Source: AS/NZS 31000:2009)

Risk Management Policy

Shire Requirement

Insert standard Shire policy administration details/requirements where applicable e.g. Policy name, Implementation date, Revision date, Policy owner and delegations, Referenced legislation and standards.

Purpose

The Shire of Toodyay's ("the Shire") Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.

Policy

It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

The Shire's Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as direct and monitor implementation, practice and performance.

Every employee within the Shire is recognised as having a role in risk management, from the identification of risks, to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process or management of specific risks or categories of risk.

Definitions (from AS/NZS ISO 31000:2009)

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Risk Management Objectives

- Optimise the achievement of our vision, mission, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations

Risk Appetite

The Shire quantified its risk appetite through the development and endorsement of the Shire’s Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire’s Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

Roles, Responsibilities & Accountabilities

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operational Document).

Monitor & Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Shire’s Management Team and its employees. It will be formally reviewed biennially.

Signed:

Chief Executive Officer

Date: ____ / ____ / _____

Risk Management Procedures

Governance

Appropriate governance of risk management within the Shire of Toodyay (the “Shire”) provides:

- Transparency of decision making.
- Clear identification of the roles and responsibilities of the risk management functions.
- An effective Governance Structure to support the risk framework.

Framework Review

The Risk Management Framework is to be reviewed for appropriateness and effectiveness annually.

Operating Model

The Shire has adopted a “Three Lines of Defence” model for the management of risk. This model ensures roles; responsibilities and accountabilities for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, the Council, Management and Community will have assurance that risks are managed effectively to support the delivery of the Strategic, Corporate & Operational Plans.

First Line of Defence

All operational areas of the Shire are considered ‘1st Line’. They are responsible for ensuring that risks within their scope of operations are identified, assessed, managed, monitored and reported. Ultimately, they bear ownership and responsibility for losses or opportunities from the realisation of risk. Associated responsibilities include;

- Establishing and implementing appropriate processes and controls for the management of risk (in line with these procedures).
- Undertaking adequate analysis (data capture) to support the decision-making process of risk.
- Prepare risk acceptance proposals where necessary, based on level of residual risk.
- Retain primary accountability for the ongoing management of their risk and control environment.

Second Line of Defence

The Governance Officer () acts as the primary ‘2nd Line’. This position owns and manages the framework for risk management, drafts and implements governance procedures and provides the necessary tools and training to support the 1st line process. The Management Team, in their capacity as Risk Committee, supplement the second line of defence.

Maintaining oversight on the application of the framework provides a transparent view and level of assurance to the 1st & 3rd lines on the risk and control environment. Support can be provided by additional oversight functions completed by other 1st Line Teams (where applicable). Additional responsibilities include:

- Providing independent oversight of risk matters as required.
- Monitoring and reporting on emerging risks.
- Co-ordinating the Shire’s risk reporting for the CEO & Management Team and the Audit Committee.

Third Line of Defence

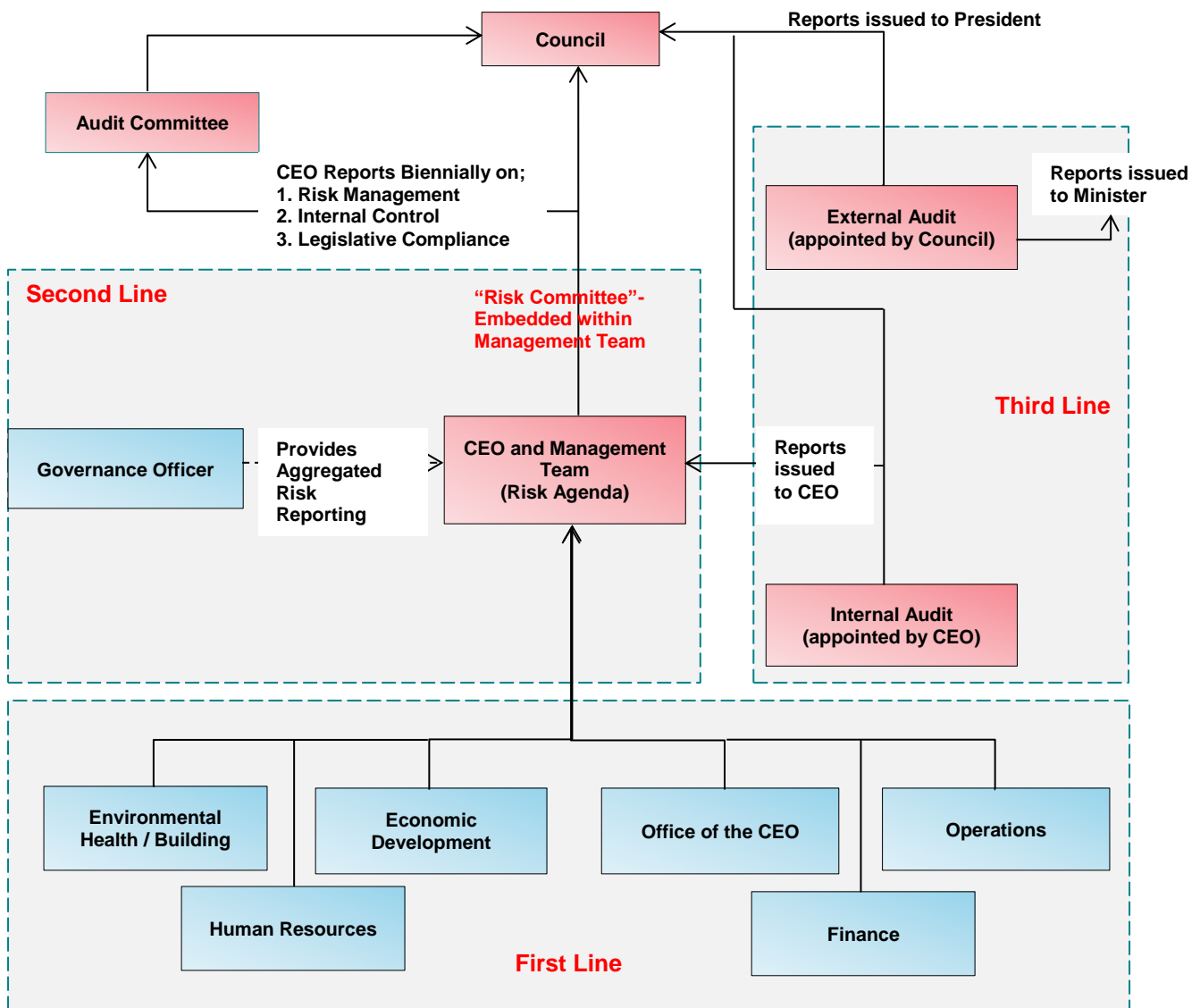
Internal & External Audit are the third line of defence, providing independent assurance to the Council, Audit Committee and Shire Management on the effectiveness of business operations and oversight frameworks (1st & 2nd Line).

Internal Audit – Appointed by the CEO to report on the adequacy and effectiveness of internal control processes and procedures. The scope of which would be determined by the CEO with input from the Audit Committee.

External Audit – Appointed by the Council on the recommendation of the Audit Committee to report independently to the President and CEO on the annual financial statements only.

Governance Structure

The following diagram depicts the current operating structure for risk management within the Shire.



Roles & Responsibilities

Council

- Review and approve the Shire's Risk Management Policy and Risk Assessment & Acceptance Criteria.
- Appoint / Engage External Auditors to report on financial statements annually.
- Establish and maintain an Audit Committee in terms of the Local Government Act.

Audit Committee

- Support Council to provide effective corporate governance.
- Oversight of all matters that relate to the conduct of External Audits.
- Must be independent, objective and autonomous in deliberations.
- Make recommendations to Council on External Auditor appointments.

CEO / Management Team

- Appoint Internal Auditors as required under Local Government (Audit) regulations.
- Liaise with Council in relation to risk acceptance requirements.
- Approve and review the appropriateness and effectiveness of the Risk Management Framework.
- Drive consistent embedding of a risk management culture.
- Analyse and discuss emerging risks, issues and trends.
- Document decisions and actions arising from risk matters.
- Own and manage the Risk Profiles at Shire Level.

Governance Officer

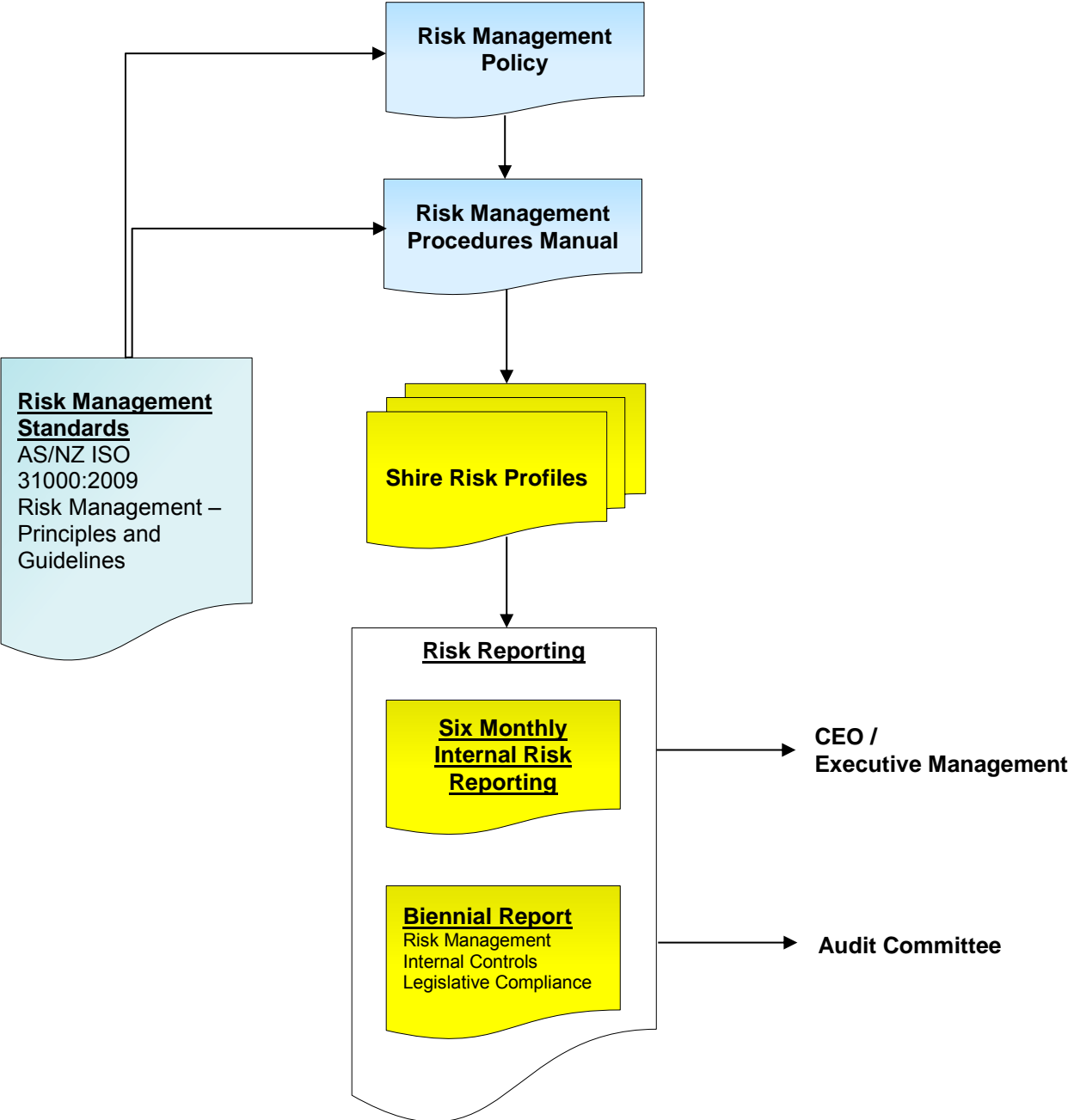
- Oversee and facilitate the Risk Management Framework.
- Support reporting requirements for Risk matters.

Work Areas

- Drive risk management culture within work areas.
- Own, manage and report on specific risk issues as required.
- Assist in the Risk & Control Management process as required.
- Highlight any emerging risks or issues accordingly.
- Incorporate 'Risk Management' into Management Meetings, by incorporating the following agenda items;
 - New or emerging risks.
 - Review existing risks.
 - Control adequacy.
 - Outstanding issues and actions.

Document Structure (Framework)

The following diagram depicts the relationship between the Risk Management Policy, Procedures and supporting documentation and reports.



Risk & Control Management

All Work Areas of the Shire are required to assess and manage the Risk Profiles on an ongoing basis.

Each Manager, in conjunction with the Governance Officer is accountable for ensuring that Risk Profiles are:

- Reflective of the material risk landscape of the Shire.
- Reviewed on at least a six monthly basis, unless there has been a material restructure or change in the risk and control environment.
- Maintained in the standard format.

This process is supported by the use of key data inputs, workshops and ongoing business engagement.

Risk & Control Assessment

To ensure alignment with AS/NZ ISO 31000:2009 Risk Management, the following approach is to be adopted from a Risk & Control Assessment perspective:

Establishing the Context

The first step in the risk management process is to understand the context within which the risks are to be assessed and what is being assessed, this forms two elements:

Organisational Context

The Shire's Risk Management Procedures provide the basic information and guidance regarding the organisational context to conduct a risk assessment; this includes Risk Assessment and Acceptance Criteria (Appendix A) and any other tolerance tables as developed. In addition, existing Risk Themes are to be utilised (Appendix C) where possible to assist in the categorisation of related risks.

Any changes or additions to the Risk Themes must be approved by the Governance Officer and CEO.

All risk assessments are to utilise these documents to allow consistent and comparable risk information to be developed and considered within planning and decision making processes.

Specific Risk Assessment Context

To direct the identification of risks, the specific risk assessment context is to be determined prior to and used within the risk assessment process.

For risk assessment purposes the Shire has been divided into three levels of risk assessment context:

1. Strategic Context

This constitutes the Shire's external environment and high-level direction. Inputs to establishing the strategic risk assessment environment may include;

- Organisation's Vision / Mission
- Stakeholder Analysis
- Environment Scan / SWOT Analysis
- Existing Strategies / Objectives / Goals

2. Operational Context

The Shire's day to day activities, functions, infrastructure and services. Prior to identifying operational risks, the operational area should identify its Key Activities i.e. what is trying to be achieved. Note: these may already be documented in business plans, budgets etc.

3. Project Context

Project Risk has two main components:

- **Risk in Projects** refers to the risks that may arise as a result of project activity (i.e. impacting on current or future process, resources or IT systems) which may prevent the Shire from meeting its objectives
- **Project Risk** refers to the risks which threaten the delivery of project outcomes.

In addition to understanding what is to be assessed, it is also important to understand who are the key stakeholders or areas of expertise that may need to be included within the risk assessment.

Risk Identification

Using the specific risk assessment context as the foundation, and in conjunction with relevant stakeholders, answer the following questions, capture and review the information within each Risk Profile.

- What can go wrong? / What are areas of uncertainty? (Risk Description)
- How could this risk eventuate? (Potential Causes)
- What are the current measurable activities that mitigate this risk from eventuating? (Controls)
- What are the potential consequential outcomes of the risk eventuating? (Consequences)

Risk Analysis

To analyse the risks, the Shire's Risk Assessment and Acceptance Criteria (Appendix A) is applied:

- Based on the documented controls, analyse the risk in terms of Existing Control Ratings
- Determine relevant consequence categories and rate how bad it could be if the risk eventuated with existing controls in place (Consequence)
- Determine how likely it is that the risk will eventuate to the determined level of consequence with existing controls in place (Likelihood)
- By combining the measures of consequence and likelihood, determine the risk rating (Level of Risk)

Risk Evaluation

The Shire is to verify the risk analysis and make a risk acceptance decision based on:

- Controls Assurance (i.e. are the existing controls in use, effective, documented, up to date and relevant)
- Existing Control Rating
- Level of Risk
- Risk Acceptance Criteria (Appendix A)
- Risk versus Reward / Opportunity

The risk acceptance decision needs to be documented and acceptable risks are then subject to the monitor and review process. Note: Individual Risks or Issues may need to be escalated due to urgency, level of risk or systemic nature.

Risk Treatment

For unacceptable risks, determine treatment options that may improve existing controls and/or reduce consequence / likelihood to an acceptable level.

Risk treatments may involve actions such as avoid, share, transfer or reduce the risk with the treatment selection and implementation to be based on;

- Cost versus benefit
- Ease of implementation
- Alignment to organisational values / objectives

Once a treatment has been fully implemented, the Governance Officer is to review the risk information and acceptance decision with the treatment now noted as a control and those risks that are acceptable then become subject to the monitor and review process (Refer to Risk Acceptance section).

Monitoring & Review

The Shire is to review all Risk Profiles at least on a six monthly basis or if triggered by one of the following;

- Changes to context,
- A treatment is implemented,
- An incident occurs or due to audit/regulator findings.

The Governance Officer is to monitor the status of risk treatment implementation and report on, if required.

The CEO & Management Team will monitor significant risks and treatment implementation as part of their normal agenda item on a quarterly basis with specific attention given to risks that meet any of the following criteria:

- Risks with a Level of Risk of High or Extreme
- Risks with Inadequate Existing Control Rating
- Risks with Consequence Rating of Catastrophic
- Risks with Likelihood Rating of Almost Certain

The design and focus of the Risk Summary report will be determined from time to time on the direction of the CEO & Management Team. They will also monitor the effectiveness of the Risk Management Framework ensuring it is practical and appropriate to the Shire.

Communication & Consultation

Throughout the risk management process, stakeholders will be identified, and where relevant, be involved in or informed of outputs from the risk management process.

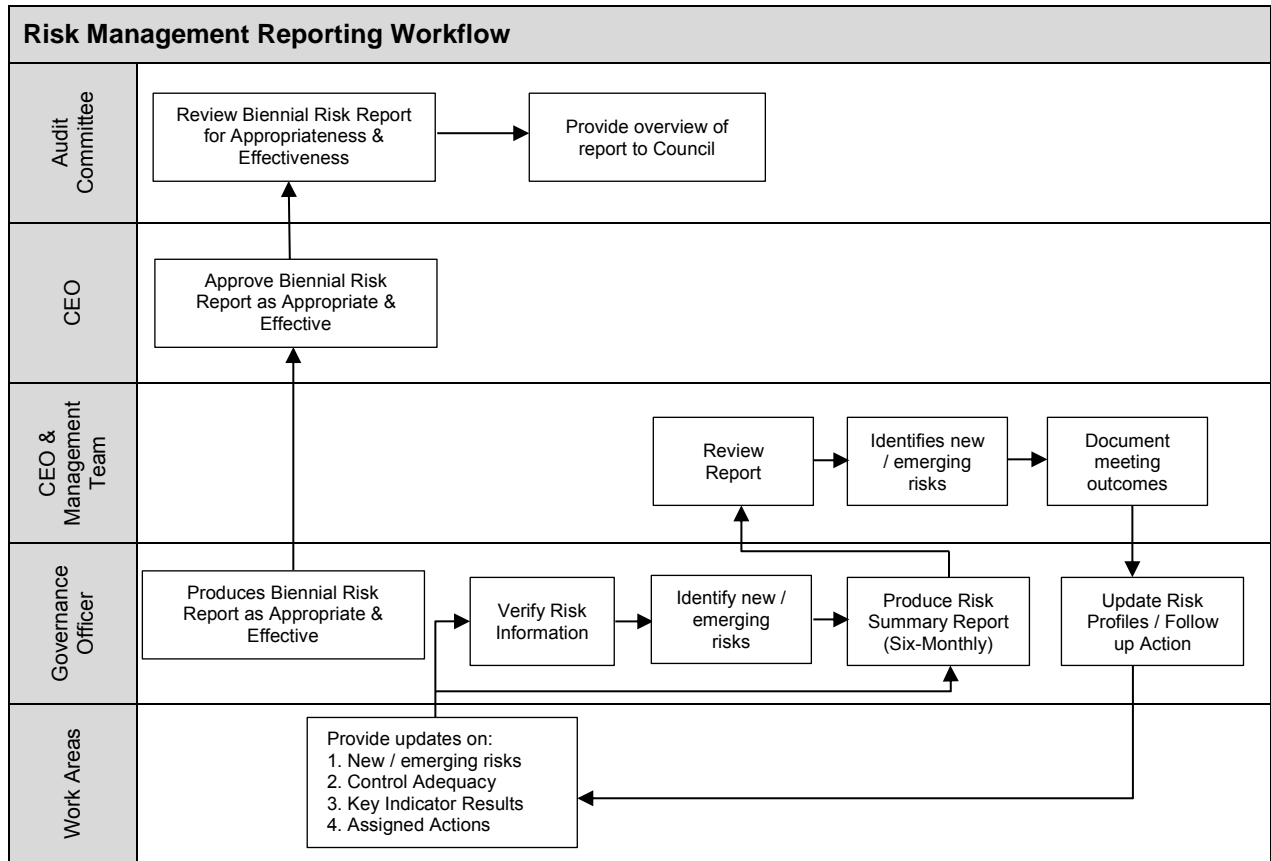
Risk management awareness and training will be provided to staff.

Risk management will be included within the employee induction process to ensure new employees are introduced to the Shire's risk management culture.

Reporting Requirements

Coverage & Frequency

The following diagram provides a high level view of the ongoing reporting process for Risk Management.



Each Work Area is responsible for ensuring:

- They continually provide updates in relation to new and emerging risks, control effectiveness and key indicator performance to the Governance Officer.
- Work through assigned actions and provide relevant updates to the Governance Officer.
- Risks / Issues reported to the CEO & Management Team are reflective of the current risk and control environment.

The Governance Officer is responsible for:

- Ensuring Shire Risk Profiles are formally reviewed and updated, at least on a six monthly basis or when there has been a material restructure, change in risk ownership or change in the external environment.
- Producing a six-monthly Risk Report for the CEO & Management Team which contains an overview Risk Summary for the Shire.
- Annual Compliance Audit Return completion and lodgement.

Key Indicators

Key Indicators are required to be used for monitoring and validating key risks and controls. The following describes the process for the creation and reporting of Key Indicators:

Identification

The following represent the minimum standards when identifying appropriate Key Indicator key risks and controls:

- The risk description and casual factors are fully understood
- The Key Indicator is fully relevant to the risk or control
- Predictive Key Indicators are adopted wherever possible
- Key Indicators provide adequate coverage over monitoring key risks and controls

Validity of Source

In all cases an assessment of the data quality, integrity and frequency must be completed to ensure that the Key Indicator data is relevant to the risk or Control.

Where possible the source of the data (data owner) should be independent to the risk owner. Overlapping Key Indicators can be used to provide a level of assurance on data integrity.

If the data or source changes during the life of the Key Indicator, the data is required to be revalidated to ensure reporting of the Key Indicator against a consistent baseline.

Tolerances

Tolerances are set based on the Shire's Risk Appetite. They may be set and agreed over three levels:

- **Green** – within appetite; no action required.
- **Amber** – the Key Indicator must be closely monitored and relevant actions set and implemented to bring the measure back within the green tolerance.
- **Red** – outside risk appetite; the Key Indicator must be escalated to the CEO & Management Team where appropriate management actions are to be set and implemented to bring the measure back within appetite.

Monitor & Review

All active Key Indicators are updated as per their stated frequency of the data source.

When monitoring and reviewing Key Indicators, the overall trend must be considered over a longer timeframe instead of individual data movements. The trend of the Key Indicators is specifically used as an input to the risk and control assessment.

Risk Acceptance

Day-to-day operational management decisions are generally managed under the delegated authority framework of the Shire.

Risk Acceptance is a management decision to accept, within authority levels, material risks which will remain outside appetite framework (refer Appendix A – Risk Assessment & Acceptance Criteria) for an extended period of time (generally 3 months or longer).

The following process is designed to provide a framework for those identified risks.

The 'Risk Acceptance' must be in writing, signed by the relevant Manager and cover:

- A description of the risk.
- An assessment of the risk (e.g. Impact consequence, materiality, likelihood, working assumptions etc)
- Details of any mitigating action plans or treatment options in place
- An estimate of the expected remediation date.

A lack of budget / funding to remediate a material risk outside of appetite is not sufficient justification in itself to accept a risk.

Accepted risks must be continually reviewed through standard operating reporting structure (i.e. Management Team)

Annual Control Assurance Plan

The annual assurance plan is a monitoring schedule prepared by the Executive Management Team that sets out the control assurance activities to be conducted over the next 12 months. This plan needs to consider the following components.

- Coverage of all risk classes (Strategic, Operational, Project)
- Existing control adequacy ratings across the Shire's Risk Profiles.
- Consider control coverage across a range of risk themes (where commonality exists).
- Building profiles around material controls to assist in design and operating effectiveness reviews.
- Consideration to significant incidents.
- Nature of operations
- Additional or existing 2nd line assurance information / reviews (e.g. HR, Financial Services, IT)
- Frequency of monitoring / checks being performed
- Review and development of Key Indicators
- Timetable for assurance activities
- Reporting requirements

Whilst this document and subsequent actions are owned by the Governance Officer, input and consultation will be sought from individual Work Areas.

Appendix A – Risk Assessment and Acceptance Criteria

Shire of Toodyay Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Medical type injuries	Less than \$10,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential damage.	Contained, reversible impact managed by on site response
Minor (2)	Lost time injury <30 Days	\$10,001 - \$25,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Lost time injury >30 Days	\$25,001 - \$100,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Long-term disability / multiple injuries	\$100,001 - \$500,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$500,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

Shire of Toodyay Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

Shire of Toodyay Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Shire of Toodyay Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH (10-16)	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
EXTREME (20-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Shire of Toodyay Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is little scope for improvement.	Processes (Controls) operating as intended and / or aligned to Policies & Procedures; are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested.
Adequate	There is some scope for improvement.	Whilst some inadequacies have been identified; Processes (Controls) are in place, are being addressed / complied with and are subject to periodic review and testing.
Inadequate	A need for corrective and / or improvement actions exist.	Processes (Controls) not operating as intended, do not exist, or are not being addressed / complied with, or have not been reviewed or tested for some time.

Appendix B – Risk Profile Template

Risk Theme	Date
<u>This Risk Theme is defined as;</u> <i>Definition of Theme</i>	

<u>Potential causes include;</u> <i>List of potential causes</i>
--

Key Controls	Type	Date	Shire Rating
<i>List of Key Controls</i>			

Overall Control Ratings:	
---------------------------------	--

Consequence Category	Risk Ratings	Shire Rating
	Consequence:	
	Likelihood:	

Overall Risk Ratings:	
------------------------------	--

Key Indicators	Tolerance	Date	Overall Shire Result
<i>List of Key Indicators</i>			

<u>Comments</u> <i>Rationale for all above ratings</i>
--

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>List current issues / actions / treatments</i>		

Appendix C – Risk Theme Definitions

Misconduct

Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and / or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee
- Collusion between Internal & External parties

This does not include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice.

External Theft & Fraud (Inc. Cyber Crime)

Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of;

- Fraud – benefit or gain by deceit
- Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems
- Theft – stealing of data, assets or information (no deceit)

Examples include:

- Scam Invoices
- Cash or other valuables from 'Outstations'.

Business Disruption

A local physical event causing the inability to continue business activities and provide services to the community; this may or may not result in Business Continuity Plans being invoked. This does not include disruptions due to:

- IT Systems or infrastructure related failures should be captured under "Failure of IT Systems and Infrastructure".
- Contractor / Supplier issues should be captured under "Inadequate Supplier / Contract Management".
- People issues should be captured under "Inappropriate People Management".

Damage to Physical Assets

Damage to buildings, property, plant & equipment (all assets) that does not result in a disruption to business objectives (refer Business Disruption); this could be a result of a natural disaster or other events, or an act carried out by an external party (Inc. graffiti and / or vandalism).

Errors, omissions, delays

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process. This includes instances of;

- Human errors, incorrect or incomplete processing
- Inaccurate recording, maintenance, testing and / or reconciliation of data.
- Errors or inadequacies in model methodology, design, calculation or implementation of models.

This may result in incomplete or inaccurate information. Consequences include;

- Inaccurate data being used for management decision making and reporting.

- Delays in service to customers
- Inaccurate data provided to customers

This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".

Failure of IT &/or Communications Systems and Infrastructure

Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:

- Hardware &/or Software
- IT Network
- Failures of IT Vendors

This also includes where poor governance results in the breakdown of IT maintenance such as;

- Configuration management
- Performance Monitoring
- IT Incident, Problem Management & Disaster Recovery Processes

This does not include new system implementations - refer "Inadequate Change Management".

Failure to fulfil statutory, regulatory or compliance requirements

Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal & public domain) to reflect changes.

This does not include;

- Issues in relation to OH&S – refer "Inadequate employee and visitor safety and security"
- Procurement, disposal or tender process failures – refer "Inadequate Procurement, Disposal or Tender Practices"
- HR based legislation – refer "ineffective People Management"

Providing inaccurate advice / information

Incomplete, inadequate or inaccuracies in professional advisory activities to customers or internal staff. This could be caused by using unqualified staff, however it does not include instances relating Breach of Authority.

Inadequate Change Management

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:

- Inadequate Change Management Framework to manage and monitor change activities.
- Inadequate understanding of the impact of project change on the business.
- Failures in the transition of projects into standard operations.
- Failure to implement new systems
- Failures of IT Project Vendors/Contractors

This includes Directorate or Service Unit driven change initiatives except new Plant & Equipment purchases. Refer "Inadequate Plant and Equipment design, delivery and maintenance"

Inadequate Organisation and Community Emergency Management

Failure to adequately conduct Prevention, Preparation, Response and Recovery (PPRR) in the organisation structure and community elements, inclusive of the management of all emergencies. This includes;

- Lack of (or inadequate) emergency response plans.
- Lack of training to specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

(References: AS 3745; AS 1851; AIIMS 4 Management Principles)

Inadequate Document Management Processes

Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation. This includes:

- Contact lists.
- Procedural documents.
- 'Application' proposals/documents.
- Contracts.
- Forms, requests or other documents.

Inadequate employee and visitor safety and security

Non-compliance with Occupation Health & Safety (OH&S) Regulations and physical security requirements. This risk includes issues relating to:

- Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants in the provision of a working or business environment.
- Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).
- Public Liability Claims, due to negligence or personal injury.
- Employee Liability Claims due to negligence or personal injury.

Inadequate engagement of Community / Stakeholders / Elected Members

Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so. For example;

- Following up on any access & inclusion issues.
- Infrastructure Projects.
- Regional or District Committee attendance.
- Local Planning initiatives.
- Strategic Planning initiatives

This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services.

Inadequate Procurement, Disposal or Tender Practices.

Failures in the procurement, acquisition, acceptance or disposal process for assets as governed by the Toodyay Act. This risk theme also relates to and includes;

- Lack of formalised process to identify specific requirements prior to procurement.
- Acceptance of assets without reference to a formalised process to ensure correct receipt and / or notification of receipt (transfer of ownership).

- Disposing of P & E (either through sale or decommissioning) that did not meet expectations from either a time or financial perspective.
- Failures in the Tender process from RTF preparation, advertising, due diligence and awarding.

Inadequate Asset Management

Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet assets in addition to community use based assets including playgrounds, boat ramps and other maintenance based assets. Areas includes in the scope are;

- Inadequate design (not fit for purpose).
- Ineffective usage (down time)
- Outputs not meeting expectations
- Inadequate maintenance activities.
- Inadequate or unsafe modifications.

It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.

Inadequate Financial, Accounting or Business Acumen

Inadequate identification or quantification of financial exposure or risk associated with decisions to invest in land transactions, financial derivatives or investments or poor long term forecasting / assumptions. Examples include;

- *Poor credit management (short or long term borrowing restricting capacity or flexibility).*
- *Ineffective market analysis (over or under estimating).*
- *Ineffective Business Planning (poor scope / competition analysis).*
- *Ineffective financial modelling, forecasting and projection techniques / processes.*

Inadequate Natural Environmental Management.

Inadequate prevention, identification, enforcement and management of environmental issues. The scope includes;

- Lack of adequate planning and management of coastal erosion issues.
- Failure to identify and effectively manage contaminated sites (including groundwater usage).
- Waste facilities (landfill / transfer stations).
- Weed control.
- Ineffective management of water sources (reclaimed, potable)
- Illegal dumping.
- Illegal clearing / land use.

Inadequate Stock Management

Lack of stock to ensure continuity of operations or oversupply of stock resulting in dormant (non-performing) assets. Stock includes, consumables, stationery, spare parts and / or other items used for operational purposes. This could be a result of an ineffective stock management system / processes or the peripheral processes in the issuance and / or recording of 'transactions'.

It does not include theft or loss of stock through ineffective operations; refer;

- Theft – “Misconduct” or “External Theft or Fraud”
- Ineffective operations – “Errors, Omissions or Delays”.

Inadequate Supplier / Contract Management

Inadequate management of External Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes:

- Concentration issues
- Vendor sustainability

It does not include failures in the tender process; refer “Inadequate Procurement, Disposal or Tender Practices”.

Ineffective People Management

Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are;

- Breaching employee regulations (excluding OH&S)
- Discrimination, Harassment & Bullying in the workplace
- Poor employee wellbeing (causing stress)
- Key person dependencies without effective succession planning in place
- Induction issues
- Terminations (including any tribunal issues)
- Industrial activity

Care should be taken when considering insufficient staff numbers as the underlying issue could be process inefficiency.

Ineffective management of Facilities / Venues / Events

Failure to effectively manage the day to day operations of facilities, venues and / or events. This includes;

- Inadequate procedures in place to manage the quality or availability.
- Ineffective signage
- Booking issues
- Financial interactions with hirers / users
- Oversight / provision of peripheral services (eg. cleaning / maintenance)

Not meeting Community expectations

Failure to provide expected levels of service, events and benefit to the community. This includes where precedents have set Community perceptions or where services are generally expected. This will normally result in reputational impacts, however may have financial considerations with re-work, compensations or refunds. Examples include:

- Reducing the number or quality of events.
- Withdrawing support (or not supporting) other initiatives to provide relief/benefits to the Community.
- Loss of new or ongoing funding requirements for projects, events and other initiatives.
- Technology expectations

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