

## **Special Council Meeting**

14 August 2025

Commencing at 7:00 PM

# Agenda

## Notice of Meeting.

To: The President and Councillors.

A Special Council Meeting of the Shire of Toodyay will be held at the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566 on the above-mentioned date and time.

The Special Meeting of Council has been called by the Shire President.

The Special Meeting of Council is for the purpose of of the appointment of a Senior Employee – Executive Manager Economic Development and Community Services.

Aaron Bowman JP

**CHIEF EXECUTIVE OFFICER** 

#### **Our Vision, Purpose and Values**

The Shire of Toodyay's Plan for the Future (Council Plan 2023-2033) is the Community's Strategic Plan outlining the direction that the Shire is undertaking to meet the needs and aspirations of its community.

#### Our Vision

A caring and visionary rural community, working together to preserve and enrich Toodyay's environment, character and lifestyle.

#### Our Purpose

The Shire of Toodyay exists to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

#### **Our Values**

We conduct ourselves in line with values the local community cares deeply about:

- Integrity we behave honestly to the highest ethical standard;
- Accountability we are transparent in our actions and accountable to the community;
- **Inclusiveness** we are responsive to the community, and we encourage involvement by all people; and
- **Commitment** we translate our plans into actions and demonstrate the persistence that will provide results.

#### **Community Aspirations**

There are five core performance areas in this plan: People, Planet, Place, Prosperity, and Performance. These areas are interrelated, and each must be satisfied to deliver excellent quality of life in the Shire of Toodyay.

For each area, there is an overarching aspirational statement and desired outcomes, summarised in the Council Plan which is available on the Shire's website at: <a href="https://www.toodyay.wa.gov.au/documents/432/council-plan-plan-for-the-future-2023-2033">https://www.toodyay.wa.gov.au/documents/432/council-plan-plan-for-the-future-2023-2033</a>

#### **Disclaimer**

Any discussion regarding a planning matter or other application that any statement or intimation of approval made by any member or officer of the Shire of Toodyay during the course of any meeting is not intended to be and is not to be taken as notice of approval from Council. No action should be taken on any item discussed at a Council Meeting prior to formal written advice on the resolution of the Council being received. Any plans or documents contained in this document may be subject to copyright law provisions (*Copyright Act 1998*, as amended) and the express permission of the copyright owner(s) should be sought prior to reproduction.

#### **Availability of Meeting Agenda and its Attachments**

Information about Council Meetings is located on the website

http://www.toodyay.wa.gov.au/Council/Council-Meetings

Agendas & Minutes are located under the heading "Council Meetings" at

http://www.toodyay.wa.gov.au/Council/Council-Meetings/Agendas-Minutes-and-Notes

#### **Conduct of Members of the Public at Council Meetings**

The Shire of Toodyay Standing Orders Local Law 2008 prescribes the ways in which members of the public can contribute to a Council meeting. Members of the public attended Council meetings must comply with the Standing Orders Local Law. In particular, members of the public are reminded of sections 5.17 and 8.6 of the Standing Orders Local Law.

#### Section 5.17 Prevention of disturbance

- (1) A reference in this clause to a person is to a person other than a Member.
- (2) A person addressing the Council or committee must extend due courtesy and respect to the Council or committee and the processes under which it operates and must comply with any direction by the Presiding Member.
- (3) A person present at a meeting must not create a disturbance, by interrupting or interfering with the orderly conduct of the proceedings, whether by expressing approval or dissent, by conversing or by any other means.

## Section 8.6 Right of Presiding Member to adjourn

- (1) For the purpose of preserving or regaining order, the Presiding Member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the Presiding Member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

#### **Public Question Time**

Procedures for Question Time for the public are governed by the *Local Government Act 1995*, the *Local Government (Administration) Regulations 1996*, and the Shire of Toodyay Standing Orders Local Law 2008. Regulation 6 specifies that minimum time for Question Time for the public is 15 minutes.

#### **Procedures for Asking Questions**

Regulation 7(1)(a) of the *Local Government (Admin) Regulations 1996* states the procedures for the asking of and responding to public questions are to be determined by the person presiding at the meeting. In accordance with the regulation and advice from the Department of Local Government, the Shire President of the Shire of Toodyay, has determined the following as a procedure for Public Question Time:

## Procedure set by the Shire President pursuant to regulation 7(1)(a) of the Local Government (Administration) Regulations 1996

Members of the public who wish to ask a question at a Council Meeting must complete a Public Question Registration Form and submit it to the Chief Executive Officer by 12 noon on the day of the Council Meeting via email: <a href="mailto:records@toodyay.wa.gov.au">records@toodyay.wa.gov.au</a> or in person at the Shire of Toodyay Administration Office, 15 Fiennes Street, Toodyay WA 6566.

Anyone that is incapable of submitting their questions in writing due to a physical or other

limitation is requested to contact the Shire of Toodyay as assistance is available.

A register will be kept of incoming questions and questions will be asked and responded to in order of receipt. The person presiding the meeting will manage public question time and ensure that each person wishing to ask their pre-submitted questions is given a fair and equal opportunity to do so.

The following general rules apply to question time:

- Questions relating to Council Business or to matters affecting Council will be considered at an Ordinary Council Meeting;
- At a Special Council Meeting only questions related to the purpose of the meeting will be considered.
- The first priority will be given to persons who are asking questions relating to items on the current meeting agenda.
- A person is required to state their name and to what item on the agenda their question refers to before they ask their question. Two questions are permitted to be asked at a time.
- Any preamble to provide context before a question is to be brief and relevant to the question itself and must directly support the question being asked.
- Questions should not include a statement or personal opinion.
- Questions may not be directed at specific Councillors or employees;
- Questions are not to be framed in such a way as to reflect adversely on a Councillor or Employee.
- No debate or discussion about the question or answer will take place at the meeting.
- Only pre-submitted questions will be allowed to be asked at the Council meeting.
- During the Council Meeting, no member of the public may interrupt the meeting's proceedings or enter into private conversations.
- Questions asked will be included in the minutes of the meeting however any pre-amble to the questions asked will not be included.
- If questions cannot be answered at the meeting they will be 'taken on notice'. A written response will be provided, and the response will be recorded in the agenda of the next Ordinary Council Meeting.

#### **Council Meetings**

The Shire President presides at Council Meetings in accordance with the Local Government Act 1995 and Local Government (Administration) Regulations 1996.

The Chief Executive Officer and the Divisional Managers attend Council meetings to provide advice or any other information Councillors may seek but cannot vote or participate in debate.

Agendas are available for public inspection, at least 72 hours prior to the commencement of the meeting, from the Shire of Toodyay Administration Centre (between 8.30 am and 4.30 pm).

#### **Disclosure of Interests**

Councillors and Council Officers are required to disclose an interest when there may be a perception that there is a financial or proximity interest that could affect their impartiality.

Councillors must leave the meeting whilst the matter is discussed; however Council Officers are required to disclose their interest at the time of giving their advice to Council, whether in writing or verbally.

#### **Confidential Items**

Some reports or attachments to reports are not for publication or distribution to members of the public, gallery or Council Officers. Such reports are dealt with at a time when the meeting is closed to the public. The matters that can be considered when the public is excluded from a meeting is limited to Section 5.23 of the *Local Government Act 1995*.

#### **Unconfirmed and Confirmed Minutes**

A copy of the Unconfirmed Minutes of Council Meetings will be made available on the Shire's website within 14 days after the meeting is held pursuant to r.13 of the *Local Government* (Admin) Regulations 1996.

Council will confirm the minutes of a meeting at the next available Council Meeting.



## **Public Question Time Registration** s.5.24 of the Local Government Act 1995

Members of the public who wish to ask a question at a Council Meeting must complete this form

Date of C	Council Meeting:			
Name(s):				
Postal Ad	Idress:			
Organisa	tion (if applicable):			
Phone:		Email:		
I am a:	□ Resident □	Ratepayer	□ Non-Residen	t □ Non-Ratepayer
Privacy S		h privacy requireme	ents, the Questioner's a r matters related to Pu	ddress will not be made public. The
Please be a	advised that I intend to a	sk the following	questions in the or	der as numbered:
(1)				
				Agenda Item No:
(2)				
				Agenda Item No:
(3)				
-				
(4)				Agenda Item No:
(4)				
				Agenda Item No:
(5)				
				Agenda Item No:
	If you requ	ire extra room,	olease attach an A	4 page
Signature:			Date:	
	Administration Centre 15 Fiennes Street (PO Bo	T x 96) E	(08) <b>9574 9300</b> records@toodyay	v.wa.gov.au



W www.toodyay.wa.gov.au



## Public Submission Registration cl.5.11 of the Shire of Toodyay Standing Orders Local Law

cl.5.11 of the Shire of Toodyay Standing Orders Local Law
Div. 3 of the Local Government Act 1995
Members of the public who wish to make a submission at an Agenda Briefing must complete this form

ate of Council Meeting:				
genda Item and Name:	-			
re you speaking for or ag	ainst the recommenda	ation in the Agenda?	□ For	□ Agains
ONTACT DETAILS				
ame(s):				
ostal Address:				
rganisation (if applicable)	:			
hone:	Email:			
am a: □ Resident	□ Ratepayer	☐ Non-Resident	□ Non-	Ratepayer
Privacy Statement - In accord	lance with privacy requiren	nents, the Submitter's addre	ess will not be ma	de public. The
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#### **Disclosure of Interest Form**

This form is provided for Councillors, Committee Members, Employees, or Contractors to use for the purpose of declaring an interest in a matter to be considered by Council or a Committee. It is to be completed and given to the CEO before the meeting takes place or at the meeting immediately before the matter is discussed.

This information will be read out by the Presiding Member at the Council or Committee Meeting in accordance with the Code of Conduct for Council Members, Committee Members and Candidates.

Meeting Date:		Meeting type:	☐ Council Meeting	☐ Committee Meeting
Report No:		Report Title:		
Disclosure made by:	□ Councillor	□ Employee	□ Contractor	☐ Committee Member
Your Full Name:				
Type of Interest: ☐ Financial ☐ Indirect Fin		ancial	☐ Proximity ☐ Closely Associa	☐ Impartiality ated Persons
Nature of Interest:				
Extent of Interest:				
Signature:				Date:
CEO Sign off				
Signature: ——	С	hief Executive Office	r	Date:
Applicable Legislation	and Operationa	ıl Guidelines:		
Local Government Act 1				5.73 and 5.88 (2) (b))
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Version: 12/02/2025				Page <b>1</b> of <b>1</b>

\*\*\* This Document is not controlled once it has been printed \*\*\*



Request for Works of Sei		TTO POIL OIL	10040
Details of Person making the request o	r reporting the	issue	

Name:	_ Date:
Address: (Residential / Property Address including postcode)	
Phone (H): Email:	
Are you a current □ Yes - Resident □ Yes - Ratepayer resident or ratepayer? □ Other (specify)	
Location	
Description	
RECORDS USE ONLY	
RMS Record No.:	Assessment No.: (if applicable)
Request forwarded to:	Date:
Works ☐ Building ☐ Maintenance ☐ Reserve allocated to: ☐ Technical Officer ☐ Other (specify)	
Contact made with Person making the request or reporting the issue	
Contacted by:(Name of Officer, and Department)	Date:
Contact made through: ☐ Phone ☐ In person ☐ Email	☐ Outgoing correspondence
The person was informed that:	
SIGN OFF DETAIL – Works completed by	
Name: Signature	Date:
RMS:    No further action	



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alongside this agenda.

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

The Presiding Member is to run through the Preliminaries, and to declare the Ordinary Meeting of Council open.

Acknowledgement of Country: "I acknowledge the Ballardong Noongar people, the traditional custodians of the land where we meet today and the Yued and Whadjuk people, who are traditional custodians of respective lands within the wider Shire of Toodyay. I pay my respect to their Elders, past, present and emerging."

- 2 RECORDS OF ATTENDANCE
  - 2.1 APOLOGIES
- 3 DISCLOSURE OF INTERESTS
- 4 PUBLIC QUESTIONS
  - 4.1 PUBLIC QUESTION TIME
- 5 APPROVED LEAVE OF ABSENCE

#### 6 CONFIDENTIAL BUSINESS

#### **RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 5.23(2) of the *Local Government Act 1995*:

## 6.1 Appointment of Senior Employee - Executive Manager Economic Development and Community Services

This matter is considered to be confidential under Section 5.23(2) - (a) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter affecting an employee or employees

#### 7 CLOSURE OF MEETING