



# Agenda Briefing

## 21 June 2023

### Notes

#### Unconfirmed Notes

These notes were approved for distribution on 22 June 2023.

Tabitha Bateman  
**Manager Corporate and Community Services**

*On behalf of*

Suzie Haslehurst  
**CHIEF EXECUTIVE OFFICER**

When the above signatory approves these Notes for distribution they are in essence "informal notes" that will be received at the next Ordinary Council Meeting, subject to any amendments being made by Council. The "Received" Notes are then signed off by the Presiding Person.

Attachments that formed part of the Agenda, in addition to those tabled at the Agenda Briefing are included in the attachments to the Ordinary Council Meeting with the exception of confidential items or attachments that are confidential which will be included in Confidential Minutes of the Ordinary Council Meeting.

#### Received Notes

These notes were received at an Ordinary Council Meeting held on 28 June 2023.

Signed: .....

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

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**1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

Ms S Haslehurst declared the agenda briefing open at 1.01pm and read out the 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."*

The CEO called for a nomination from the floor for a Councillor to chair the meeting.

Cr Duri nominated Cr Pearce.

Cr Pearce accepted.

*Cr Pearce assumed the Chair at 1.03pm.*

**2 RECORDS OF ATTENDANCE**Members

Cr C Duri	Councillor
Cr P Hart	Councillor ( <i>via zoom</i> )
Cr S Pearce	Councillor

Staff

Ms S Haslehurst	Chief Executive Officer
Ms T Bateman	Manager Corporate and Community Services
Mr H de Vos	Manager Development and Regulation
Mrs S Schafers	Governance Officer
Mrs E Francis	Emergency Management Officer
Mr R Koch	Community Emergency Services Manager
Mr M Werder	Project Manager
Mrs N Mwale	Finance Coordinator
Mrs M Rebane	Executive Assistant

Visitors

Nil.

**2.1 APOLOGIES**

Cr B Ruthven	Deputy Shire President
Cr S McCormick	Councillor
Cr M McKeown	Councillor
Cr D Wrench	Councillor

**2.2 APPROVED LEAVE OF ABSENCE**

Cr R Madacsi Shire President

**2.3 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

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

Nil.

**4.2 PUBLIC QUESTION TIME**

Nil.

**5 CONFIRMATION OF MINUTES**

As per Council Meeting Agenda

**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 (WITHOUT DISCUSSION)**

Nil.

**9 OFFICER REPORTS****9.1 DEVELOPMENT AND REGULATION**

<b>9.1.1 Draft Local Planning Policy - Caravan Park and Camping Grounds</b>
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Nil.

**9.1.2 Draft Local Planning Policy - Disused Materials**

Item 9.1.2 - Questions and Points raised		
Councillor	Discussion	Response from Manager Development and Regulation unless otherwise stated
Pearce	<p>Would the Officer please add to recommendation the insertion of:</p> <p>That Council:</p> <p>1. Adopts.....</p>	<p><u><a href="#">Executive Services response</a></u></p> <p>Yes. Noted. We will ensure that the words “That Council” are inserted into all the policy reports where those words are missing from in the recommendation.</p>
Pearce	<p>In the section Issue of Notice, would the Officer please clarify the action is taken by the Shire, if the owner/occupier issued the notice does not remove the required materials?</p>	<p>Where a property is considered to be untidy by virtue of the presence of disused materials, a local government can give a notice under section 3.25 of the Local Government Act 1995 (LGA) requiring the materials to be removed within a specific time.</p> <p>The notice may be reviewed by the State Administration Tribunal.</p> <p>The failure to comply with a section 3.25 notice will constitute an offence which carries a maximum penalty of \$5,000 and a daily penalty of \$500.</p> <p>The Shire may choose to pursue enforcement through prosecution of an offence.</p> <p>Furthermore, in the event of non-compliance with the notice, a local government can carry out the requisitions of the notice at the cost of the notice recipient.</p> <p>In many cases, giving a notice under section 3.25 of the LGA will be the best and only means of enforcement available to a local government to require disused materials to be removed from a property. In some circumstances, the type and extent of materials being stored at a residential property may also constitute a use without the approval of the local government, giving rise to a breach of scheme and thereby an offence under section 218(a) of the Planning and Development Act 2005 (PDA).</p>

**9.1.3 Draft Local Planning Policy - Temporary Accommodation**

Nil.

**9.1.4 Local Planning Policies Review**

Item 9.1.4 - Questions and Points raised		
Councillor	Discussion	Response from Manager Development and Regulation unless otherwise stated
Pearce	<p>Would the Officer please check Attachment 3 pg. 55 April 12, 2023 at 9:32 AM in the Transported Dwelling Policy and pg. 57 Reference LPS no 4 in the Glencoe Estate Guidelines Policy.</p>	<p>All policies contained in this report including the Transported Dwelling and the Glencoe Estate Guidelines Policy – both of which the typographical amendments have been rectified.</p> <p>The Foggarthorpe policy has also been amended.</p>

**9.2 CORPORATE AND COMMUNITY SERVICES**

**9.2.1 Policy - Volunteering**

Nil.

**9.2.2 Review of the Strategic Community Plan 2023-2033**

Item 9.2.2 - Questions and Points raised		
Councillor	Discussion	Response from Manager Corporate and Community Services unless otherwise stated
Pearce	<p>Additional operating expenditure pg. 143 Attachments</p> <p>Several priority projects are forecast to be undertaken that will result in additional operating expenditure. These projects are subject to funding being secured through a combination of council and external funding. Council funding, including the allocation of cash and reserves, is approved by Council when setting the Long-Term Financial Plan and Annual Budget. External funding is dependent on securing grants, loans, or other funds. This table shows</p>	<p>No, similar to the expenditures in the LTFP, the expenditures detailed in the Council Plan are not set. This can only happen each year when the budget is adopted or amended from time to time.</p> <p>These expenditures are indicative costs and are subject to change based on the final scope of the projects listed.</p> <p>Allocating a cost in the Council Plan shows Council's commitment to the project and recognises that resources will be required at the time.</p>

Item 9.2.2 - Questions and Points raised		
Councillor	Discussion	Response from Manager Corporate and Community Services unless otherwise stated
	<p><i>total estimated costs and funding required at the time when this plan was finalised.</i></p> <p>Totalling 173,000.</p> <p>If Council chose to adopt the Plan at next week's OCM, are these expenditures set?</p>	
Pearce	<p>What is the process if Councillors in budget discussions would like to amend these expenditures before budget is adopted.?</p>	<p><i>Projects from the Council Plan will be costed and put forth by Officers for budget discussion. Councillors will have opportunity to provide input during these discussions.</i></p>
Pearce	<p>Councillors, the areas that I have concern are listed below. I did bring some up at last week's workshop.</p> <p>1.2.1 Establish a Public Health and Wellbeing Advisory Group to research local health and wellbeing needs and propose costed actions for Council's consideration to address local priorities. This would include consideration of novel approaches to improve access to ancillary services (e.g. podiatry, physiotherapy, occupational therapy etc) such as facilitating group bookings and arranging shared transport.\$10,000</p>	<p><i>Noted – these items have been included in the Council Plan based on the comments received from the community.</i></p>
Pearce	<p>1.3.1 Propose a preferred management and funding model for Toodyay sport and recreation facilities.\$20,000</p>	<p><i>As above</i></p>



Item 9.2.2 - Questions and Points raised		
Councillor	Discussion	Response from Manager Corporate and Community Services unless otherwise stated
Pearce	2.1.1 & 2.2.1 Facilitate formation Senior and Youth Advisory Groups \$2,000	<i>As above</i>
Pearce	2.4.2 Support the Noongar Kaartdijin Aboriginal Corporation (NKAC) to develop cultural and ecotourism opportunities \$5,000	<i>As above. This action seeks to promote understanding of Aboriginal culture, environmental awareness and sustainable tourism and aligns to Actions 5, 11, 13 of our RAP 2023-2026.</i>
Pearce	7.1.1 Support community driven Business advisory Group \$2,000	<i>Business growth and development was rated below average in the Community Scorecard. Based on the comments received through the survey, there's potential that many of the areas can be addressed by a dedicated community-driven group rather than the Shire having to allocate significant resources.</i>
Pearce	9.1.4 Undertake regular reviews of organisation and Council culture and implement initiatives to improve. \$10,000	<i>Benefits of regular culture reviews can include enhanced organisational performance, risk mitigation and ensure ethical and inclusive practices. They also help to create a positive work environment and attract and retain staff.</i>
Pearce	8.1.4 Investigate the feasibility of upgrading the racecourse for current and new uses. \$20,000 .....amount??	<i>The community indicated a desire to see increased activity at the racecourse. A feasibility study would ensure future plans and usage are aligned with the evolving needs and expectations of the community.</i>
Pearce	10.1.2 Build and populate a customer database to enable more targeted, timely and cost-effective \$8,000	<i>Feedback received indicates that advertising via the Shire's website, Facebook and the local newspaper don't reach as many in the community as hoped for. This action seeks to target and engage the community based on individual needs.</i>
Pearce	10.2.1 Implement and promote a new customer relationship management module on the Shire's website to deliver a broader	<i>Officers are currently working through the implementation of a new customer relationship management module. The proposed cost is expected to support integration with the Shire's website.</i>

Item 9.2.2 - Questions and Points raised		
Councillor	Discussion	Response from Manager Corporate and Community Services unless otherwise stated
	range of online services \$5,000	
Pearce	Would the Officer please indicate when the final design and presentation to the community will occur.	<i>Once the draft document has been adopted by Council, it will take approximately 2 weeks to finalise the design. Presentation to the community can occur after this.</i>

**9.2.3 Monthly Financial Statements - May 2023**

Item 9.2.3 - Questions and Points raised												
Councillor	Discussion	Response from Finance Coordinator unless otherwise stated										
Pearce	<p><i>Financial Statement May 31 2023</i></p> <p><i>Operating grants, subsidies and contributions</i></p> <table border="0"> <tr> <td><i>Actual</i></td> <td><i>Revised</i></td> </tr> <tr> <td>1,434,862</td> <td>1,727,628</td> </tr> <tr> <td><i>YTD</i></td> <td><i>Actual</i></td> </tr> <tr> <td>1,348,900</td> <td>4,273,361</td> </tr> <tr> <td>\$85,962</td> <td></td> </tr> </table> <p><i>Would the Officer please clarify if second Actual should read 2022/23 or last year</i></p>	<i>Actual</i>	<i>Revised</i>	1,434,862	1,727,628	<i>YTD</i>	<i>Actual</i>	1,348,900	4,273,361	\$85,962		<p><i>Second actual is reading 2021/2022 which is Last Year</i></p>
<i>Actual</i>	<i>Revised</i>											
1,434,862	1,727,628											
<i>YTD</i>	<i>Actual</i>											
1,348,900	4,273,361											
\$85,962												
Pearce	<p><i>Pg 156 Attachments Light Vehicle replacement. A number of the completed replacement appear greater than MYBR amount. Would the officer please explain the impact on the revised budget.</i></p>	<p><i>Budgets are estimates only. The MYBR is based on quotations. However, when the vehicles were finally purchased:</i></p> <ul style="list-style-type: none"> <li>➤ <i>The actual cost was greater than the MYBR amount due to the rise in the cost of vehicles.</i></li> <li>➤ <i>Some vehicles had upgrades on them such as installation of radios, work lights and beacons which added to the cost</i></li> </ul>										

Item 9.2.3 - Questions and Points raised		
Councillor	Discussion	Response from Finance Coordinator unless otherwise stated
		<i>The impact on the revised budget is that the actual cost will be higher than the MYBR, though some of the vehicles might not be delivered this financial Year.</i>
Pearce	<i>The cost is greater. How does Council accept this or reconcile that it is higher than what the mid-year budget review was?</i>	<i>Budgets are estimates only so they are subject to change as market conditions change and what will happen is that those changes will be considered as part of the end of year reconciliation. It may be that we have also received higher than expected trade-ins on those vehicles as well. It could be a swings and roundabouts situation.</i>
McKeown	<i>Item 9.2.3 Financials Page 156, line item Parkers Cottage – Structural Repair. Is the figure of \$160,561 under MYBR 2022/23 correct?</i>	<b><u>Response after meeting from Finance Coordinator:</u></b> This was a mistake on my part. There was some alignment issues with the figures. The financial statements have been revised and a new Agenda Attachments document has been placed onto the Shire website and the Council Hub (on 22 June 2023).
McKeown	<i>Item 9.2.3 Financials Page 156, line item Parkers Cottage – Structural Repair. If the entry is incorrect, which other figures in the report need to be corrected?</i>	<b><u>Response after meeting from Finance Coordinator:</u></b> <b>The figures in the report that need to be corrected are:</b> <ul style="list-style-type: none"> <li>• Duidgee Park Toilet Replacement: \$160,561</li> <li>• Duke Street Toilet Upgrade: \$21,000</li> <li>• Lee Steere Pavilion: \$10,000</li> <li>• Depot Material Bunkers: \$8,000</li> </ul>
McKeown	<i>Page 157, line item Telegraph Rd-Bindi Bindi Road. This work is noted as completed, so why is there a carry forward to 2023/24 of \$800,000?</i>	<b><u>Response after meeting from Finance Coordinator:</u></b> During MYBR it was originally thought, that the project will be carried forward by \$800,000. After MYBR works department were able to finalise the project.
McKeown	<i>What was the cause of the increase in- actual spend to \$1,180,513 compared to the estimated cost at</i>	<b><u>Response after meeting from Finance Coordinator:</u></b>

Item 9.2.3 - Questions and Points raised		
Councillor	Discussion	Response from Finance Coordinator unless otherwise stated
	MYBR (budget review) of \$763,856?	This project is fully funded by Federal Government under Black spot program. The work was rescoped after MYBR, resulting in additional costs from drainage and clearing costs.

**9.2.4 List of Payments - May 2023**

Item 9.2.4 - Questions and Points raised		
Councillor	Discussion	Response from Manager Corporate and Community Services unless otherwise stated
Pearce	<p>9 04-05-2023 MARSUPIAL MAMMAS AND PAPPAS (INC) Reimbursement of cost for attendance of Brian Foley the WA feral cat symposium 206.00</p> <p>Would the Officer please clarify Mr Foley representative attendance to cat symposium. What authority does Shire have to reimburse Marsupial Mammals ..Group.</p>	<p><i>Members from Committees are included in the definition of Members for the Council policy called Continuing Professional Development.</i></p> <p><i>Mr Foley, as representative on the Environmental Advisory Committee requested the Shire pay for his attendance at the Cat Symposium.</i></p> <p><i>It would have cost \$350 for the Shire to have enrolled him, but he advised that there was a <b>Code for discounted tickets for Traditional Owners, students, volunteers and community groups : COMMUNITY</b></i></p> <p><i>This is why he arranged his own registration through the Marsupial Mammals and Pappas (Inc) group and the Shire then reimbursed him.</i></p>
Pearce	<p>13 04-05-2023 TOODYAY FRIENDS OF THE RIVER Reimbursement of pump charges at Seed Group community shade house 821.00</p> <p>Would the officer please explain this payment?</p>	<p><i>The pump attached to the Shire water tank at the community depot failed and required replacement. A new one was obtained by the Seed Orchard group/Friends of the River.</i></p> <p><i>A member of the seed orchard group investigated as did the shire and it was confirmed that the pump was the property of the shire. The shire reimbursed them for the cost of the pump.</i></p>
Pearce	<p>There a number of Registration fees for unpaid fines example</p>	<ul style="list-style-type: none"> <li><i>For non-return of plates following de-registration of roller</i></li> </ul>

Item 9.2.4 - Questions and Points raised		
Councillor	Discussion	Response from Manager Corporate and Community Services unless otherwise stated
	<p>22 09-05-2023 FINES ENFORCEMENT REGISTRYC2022-05</p> <p>Lodgement fee for registering unpaid infringement 81.00</p> <p>Would the officer explain the context of unpaid fine and the affect of this lodgement has upon payment. Is the fee recoverable?</p>	<ul style="list-style-type: none"> <li><i>Cheque issued for registration renewal but not received and cheque not returned</i></li> <li><i>Unaware roller was unregistered until infringement was received</i></li> <li><i>Staff followed up with DOT to have the infringement withdrawn with no success.</i></li> </ul>
Pearce	<p>113 15-05-2023 PS&amp;L GROUP PTY LTD Investigation of internal complaint 7,496.5</p> <p>The amount 7,495 is large. Would the Officer please explain the context of this investigation and if applicable, without breaching confidentiality,</p>	<p><u>Response from CEO:</u></p> <p><i>This investigation involved a complaint against an employee which required complex and lengthy legal investigation and advice to resolve the matter in accordance with industrial relations requirements, legislation and policy</i></p>
Pearce	<p>119 15-05-2023 SHIRE OF GINGIN Damstra eLearning management system subscription fee 01/12/2022 - 24/11/2023. 1,089.2</p> <p>Would the Officer please explain use/purpose of the eLearning subscription.</p>	<p><i>Damstra is our Learning Management System where the contractors do inductions and all Shire employees do training online. Some of the training involves Occupational Health Safety.</i></p> <p><i>It is shared with a few shires in the Avon region. Gingin pay the full cost and then invoice the other shires that use the system as well.</i></p>
Pearce	<p>231 31-05-2023 BIG RIVER GROUP PTY LTD Timber boards for Butterly house 9,522.22</p> <p>Would the Officer please clarify if this supply completes the Shire commitment to refurbishment of Butterly house Veranda?</p>	<p><i>No, there will be additional cost for the installation of the boards.</i></p>



Item 9.2.4 - Questions and Points raised		
Councillor	Discussion	Response from Manager Corporate and Community Services unless otherwise stated
Pearce	<p>248 31-05-2023 CLOUD COLLECTIONS PTY LTD Search probate of Dennis Franklyn Lloyd estate 6,611.00</p> <p>Would the officer clarify this cost and if reimbursable against the estate.</p>	<p><i>The legal fees were for the solicitor commissioned by Cloud Payment group for managing and converting the Mary Macknoe property from the 1860 Memorial 894 to the current format of a Landgate Certificate of Title</i></p>
Pearce	<p>322 31-05-2023 ZONE 50 ENGINEERING SURVEYS PTY LTD Gravel pit survey on Red Gully Rd, Nunile WA 3,014.00</p> <p>Would the officer please clarify this payment?</p>	<p><i>A survey was conducted to assess if the Shire owned pit could be utilised for gravel extraction with the intent to save costs for future road works.</i></p>
Duri	<p>Was this work related?</p> <p>14-05-2023 CREDIT CARD MAS Credit Card - MAS - Augustin - April 202301/04/2023 Department of Transport - infringement fee for 1GEE285 100.00</p>	<p><i>Yes. See above.</i></p>
McKeown	<p><i>Page 159, line item 33.</i></p> <p><i>I understand that the Shire was fined \$100 regarding de-registration of a Shire vehicle. Was the vehicle voluntarily re-registered by the Shire or was it de-registered by the Department of Transport?</i></p> <p><i>Page 159, line item 33.</i></p> <p><i>Who de-registered the vehicle and why was it de-registered?</i></p>	<p><b><u>Response after meeting:</u></b></p> <p>The vehicle was de registered by the Dept of Transport due to nonpayment of registration fees.</p>
McKeown	<p><i>Page 159, line item 33.</i></p> <p><i>Given that the fine was not a payment for goods or</i></p>	<p><b><u>Response after meeting:</u></b></p> <p>A cheque was issued for the registration renewal on the rubber roller. Unfortunately, it</p>

Item 9.2.4 - Questions and Points raised		
Councillor	Discussion	Response from Manager Corporate and Community Services unless otherwise stated
	<i>services, was it appropriate that the fine was paid by credit card?</i>	<p>appears as if the cheque was posted to the incorrect address.</p> <p>The cheque was never returned and the roller never re-registered. It was not until the Shire received the infringement that we realised the registration had not been paid.</p> <p>Due to the vehicle not being registered and the plates not being returned, the Shire was issued with a \$100 infringement.</p> <p>The Shire was also waiting for printed cheques and therefore had no option at that time but to use Manager of infrastructure's credit card and prevent further fees/fines.</p>
McKeown	<i>Page 163, line item 213. What loan is the repayment of \$38,013.53 for?</i>	<p><b><u>Response after meeting:</u></b></p> <p>This payment is to WATC for loan 72- Land at the Recreation Centre.</p>
McKeown	<i>Page 167, line item 252. In which buildings were the light fittings and signs changed?</i>	<p><b><u>Response after meeting:</u></b></p> <p>The fluorescent lights in the treatment room were replaced as there is a global ban coming into effect on 25 August 2023 regarding T5 &amp; T8 fluorescent lamps. The exit lights/signs did not work and required replacement. These works were required at the Medical Centre before the Doctor took over the surgery.</p>
McKeown	<p><i>Pages 167 and 168, line items 251, 255 and 272.</i></p> <p><i>Is 19B Clinton Street now fit for use?</i></p> <p><i>If the answer to the previous question is no, what remains to be done to make the building fit for use?</i></p>	<p><b><u>Response after meeting:</u></b></p> <p>Yes – the oven, being the last item is being fitted today.</p>

### 9.3 EXECUTIVE SERVICES

#### 9.3.1 Register of Delegations - Review 2023

Nil.

**9.4 INFRASTRUCTURE AND ASSETS**

Nil.

**9.5 COMMITTEE REPORTS**

**9.5.1 Bush Fire Advisory Committee Recommendations**

Item 9.5.1 - Questions and Points raised		
Councillor	Discussion	Response from Community Emergency Services Manager unless otherwise stated
Pearce	<p><i>BFAC Recommendation No. 2 - Point 3. Council requests CEO to write....</i></p> <p><i>Would the Officer please indicate if this point needs a time frame for CEO to write to DFES to communicate the above points.</i></p>	<p><i>Feedback needs to be received by DFES in a timely manner before the fire season begins. End of July would be an appropriate timeframe.</i></p>
Pearce	<p><i>In these type of resolutions is it advisable a time frame be put.</i></p>	<p><i>That is Council's decision and council could, when moving the recommendation of the committee request that it be completed within a certain time frame.</i></p>

**9.5.2 Audit Committee Recommendations - from Meeting held on 7 June 2023.**

Item 9.5.2 - Questions and Points raised		
Councillor	Discussion	Response
Pearce	<p>CEO Report a Missing T... in Toodyay pg 8; pg 9 thank all saff.... Missing t; p21 Conno..s missing r</p> <p>Otherwise p 461; in attachments</p> <p>Pg 475 to make easier Flags flown at Shir....missing e</p> <p>Pg 478 Infinity ...aste</p> <p>P480 previous financil yea...</p> <p>Pg 483 previous fiancial yea.. as above</p>	<p><u><i>Executive Assistant response:</i></u></p> <p><i>Ref: OAM64125</i></p> <p><i>I have checked the actual annual reports received and they appear to not have those errors in them.</i></p> <p><i>The error is due to a corrupt PDF. This has since been replaced and put onto the Council Hub and onto the Shire's website.</i></p> <p><i>I am not sure why and I liaised with the designer who put it together – but rest assured (as I have checked) that the missing text is not actually missing from the PDF version supplied by the designer.</i></p>



Item 9.5.2 - Questions and Points raised		
Councillor	Discussion	Response
Duri	<p>I have read the revised Annual Report and suggest that Justified formatting would improve the layout of the document.</p> <p>Also, in the Shire President's report on the second page in paragraph two, the word "to" inserted: Council endorsed a response to be submitted to the Minister. This would assist the sentence to flow.</p>	<p><u>The designer response:</u></p> <p><i>I can fix that typo for you no problem. As for the justification, I can definitely do that for you however it's not recommended for accessibility. Left aligned text maintains consistent character and word spacing. Inconsistently spaced words in justified text can make it difficult to read for some users. Additionally there would be an extra cost for time applying this to the document.</i></p> <p><u>Note from Executive Assistant:</u> <i>I have advised the Designer that we will not get the justification fixed – and when the report is adopted by Council it will have the date of adoption on the front cover with the resolution number.</i></p>

**9.5.3 Museum Advisory Committee Recommendations**

Nil.

**9.5.4 Local Emergency Management Committee Recommendations - from meeting held on 14 June 2023.**

Nil.

**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**

Possible late item to come regarding a Senior Employee.

**14 CONFIDENTIAL BUSINESS**

Nil.

**15 NEXT MEETINGS**

As per Council Meeting Agenda.

**16 CLOSURE OF MEETING**

Cr Pearce declared the meeting closed at 1.27pm.