



Agenda Briefing

19 July 2023

Notes

Unconfirmed Notes

These notes were approved for distribution on 20 July 2023.

Hugo de Vos

ACTING CHIEF EXECUTIVE OFFICER

When the Chief Executive Officer 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 26 July 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

Cr R Madacsi, Shire President, declared the meeting open at 1.06 pm.

2 RECORDS OF ATTENDANCEMembers

Cr R Madacsi	Shire President
Cr B Ruthven	Deputy Shire President
Cr C Duri	Councillor
Cr P Hart	Councillor (<i>via zoom</i>)
Cr S McCormick	Councillor
Cr M McKeown	Councillor
Cr S Pearce	Councillor
Cr D Wrench	Councillor (<i>via zoom</i>)

Staff

Ms S Haslehurst	Chief Executive Officer
Ms T Bateman	Executive Manager Corporate and Community Services
Mr H de Vos	Executive Manager Development and Regulation
Mrs T Prater	Planning and Compliance Officer
Mrs N Mwale	Finance Coordinator
Mrs M Rebane	Executive Assistant

Visitors

J Gibbons

C Gibbons

2.1 APOLOGIES

Nil

2.2 APPROVED LEAVE OF ABSENCE

Nil

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**

As per Council Meeting Agenda.

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

Mr John Gibbons, Toodyay Resident, has informed the Shire on 17 July 2023 (at 10.57am) that he intends to make a submission at the OCM to be held on 26 July 2023 in regard to Item No. 9.1.2 - Request to close a portion of the Folewood Road road reserve permanently.

7 BUSINESS FROM PREVIOUS MEETING (IF ADJOURNED)

Nil.

8 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

Nil.

9 OFFICER REPORTS

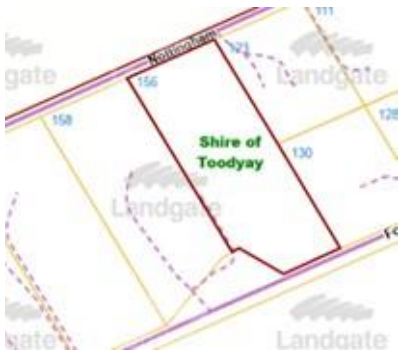
9.1 DEVELOPMENT AND REGULATION

9.1.1 Draft Local Planning Policy - Central Toodyay Heritage Area

Item 9.1.1 - Questions and Points raised		
Councillor	Discussion	Response
McKeown	The attachments to the Agenda for this month's OCM do not include the Revised Central Toodyay Heritage Area Policy on page 52. Could this omission be fixed please.	<u>Executive Services Assistant response:</u> <i>The REVISED policy was placed onto the Council Hub on 19 July 2023 at 9.41am.</i> <i>It was also placed onto the Shire's website on 19 July 2023 at 9.41am (refer to the following link: https://www.toodyay.wa.gov.au/council-meetings/ordinary-council-meetings/ordinary-council-meeting/541/documents/item-911-central-toodyay-heritage-policy.pdf).</i>
Pearce	Should Councillors be concerned about the length of the policy and the abundance of historical information in this policy?	<u>Executive Manager Development and Regulation response:</u> <i>With the policy put forward done a cosmetic update bringing in line with template of LPP's and updated pictures. Reason why to fit in with the schedule of the changes required to have completed for the LPP. It is intended that the policy, once the review is finished, the Heritage Policy Advisory Group will look at a broader change to the policy to ensure it is succinct enough and make it a shire wide policy rather than concentration on the Central Toodyay Heritage area.</i>

9.1.2 Request to close a portion of the Folewood Road road reserve permanently.

Item 9.1.2 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Development and Regulation unless otherwise stated:
Ruthven	<i>Are Lots 39 and 40 in the Officer Report the same properties as numbers 156 and 158 on the Landgate map below?</i> <i>This Landgate map indicates that the driveway</i>	<i>Yes. The Landgate map is showing street numbers.</i> <i>Map to be supplied to elected members for Agenda Briefing.</i>

Item 9.1.2 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Development and Regulation unless otherwise stated:
	<p>to 156 is partially on 158. Could the Officer please provide details of the current situation?</p> 	
Ruthven	Can councillors see the Safety Report referenced in the 15 May 2023 letter from the applicants to the CEO?	<i>We have requested a copy of this report from the applicant and this will be forwarded through to elected members.</i>
Ruthven	Can Councillors see unredacted versions of the submission letters/emails in the attachments for this item?	<i>Yes, a copy of the unredacted submissions will be supplied. The purpose of redacting is to remove identifying information and also matters which are raised which considered to not be relevant to the application before Council.</i>
Duri	Would it be appropriate to have a timeline for the CEO to action this item?	<i>In this instance, no timeframe is required. No further Council resolution is required. There is no statutory timeframe that is applicable to road closures. It should be noted though that it is in the interest of all parties that the matter proceeds promptly.</i>
Pearce	A number of years ago resolution to close portion of the road. It never went to the Minister. How does Council ensure it is forwarded to the Minister? If Council decides for the road reserve to be closed, how is Council kept informed that this will be followed through?	<i>I intend to update Council in the Information Bulletin.</i>

Item 9.1.2 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Development and Regulation unless otherwise stated:
McKeown	How do we resolve the problem of asking the CEO to take action but the next step does not happen. Is it possible to ask the CEO to take certain action by a certain date?	<p><i>Yes it is. Council can direct the CEO to submit the application to the Minister within a certain timeframe. We have no control over what happens after that.</i></p> <p><i>We can provide a revised recommendation to that effect.</i></p>

9.1.3 Local Planning Policies Review

Item 9.1.3 - Questions and Points raised		
Councillor	Discussion	Response
Duri	Does the CEO require a time line to place advertising?	<p><u>Executive Manager Development and Regulation response:</u></p> <p><i>In this instance no timeline is required as no further decision is required by the Council (assuming of course the Council supports the Officer recommendation for final adoption). It will be up to Administration to ensure the timely posting of this information on the website.</i></p> <p><u>CEO response</u></p> <p><i>This is not a public advertising. It is posted onto the website. It is an administrative matter updated by the Council Resolutions update each month but Council could ask for a timeframe. I will caution against adding rods for the back of Council.</i></p>

9.2 CORPORATE AND COMMUNITY SERVICES

9.2.1 List of Payments - June 2023

Item 9.2.1 - Questions and Points raised																				
Councillor	Discussion	Response from Executive Manager Corporate and Community Services, unless otherwise stated.																		
Pearce	<p>39 15-06-2023 C.J BOASE & K.A BOASE & C JENKS Water supply for upgrade on Chitty Rd 3,499.7</p> <p>Chitty Rd upgrade is a funded project.</p> <p>Would the officer clarify if the water costs are an additional expense for the upgrade</p>	<p><u>Operations Officer – Infrastructure, Assets & Services response:</u></p> <p>The water is not an additional expense for the road upgrade but a standard expense when a road is upgraded.</p> <p>The Shire utilises water from its standpipe however, when a project is some distance from the standpipe, then it is more cost effective for the shire to seek permission from nearby property owners to utilise their dams and reimburse them for the water taken.</p>																		
Pearce	<p>22 14-06-2023 CREDIT CARD CEO Credit card - CEO - S Haslehurst May 2023 \$4,825.93</p> <p>AND</p> <p>207 30-06-2023 Rosemary June MADACSI Reimbursement of cost for attendance at National General Assembly in Canberra</p> <p>and cost for attending feral pig conference in Cairns \$1,883.59</p> <p>A number of the payments were for the Shire President attendance at two Conferences.</p> <p>Would the Officer please provide details of total cost to shire of the Shire President’s attendance at the two conferences.</p>	<p><u>Executive Services Assistant response:</u></p> <p>Technically, Cr Madacsi was attending the National General Assembly as a Zone Delegate for the Avon Midland Country Zone so the costs associated with:</p> <table border="1"> <thead> <tr> <th>Detail</th> <th>Cost(\$)</th> </tr> </thead> <tbody> <tr> <td>Flights to Canberra:</td> <td>\$946.00</td> </tr> <tr> <td>Flights from Townsville to Perth:</td> <td>\$669.54</td> </tr> <tr> <td>Insurance for flights:</td> <td>\$67.00</td> </tr> <tr> <td>Card Payment Fee:</td> <td>\$14.40</td> </tr> <tr> <td>Sub-total</td> <td><u>\$1,696.94</u></td> </tr> <tr> <td>NGA Assembly and attendance at the Australian Council of Local Government (ACLG) Forum:</td> <td>\$1,265</td> </tr> <tr> <td>Accommodation</td> <td>\$1,437.93</td> </tr> <tr> <td>Total Costs</td> <td><u>\$4,399.87</u></td> </tr> </tbody> </table>	Detail	Cost(\$)	Flights to Canberra:	\$946.00	Flights from Townsville to Perth:	\$669.54	Insurance for flights:	\$67.00	Card Payment Fee:	\$14.40	Sub-total	<u>\$1,696.94</u>	NGA Assembly and attendance at the Australian Council of Local Government (ACLG) Forum:	\$1,265	Accommodation	\$1,437.93	Total Costs	<u>\$4,399.87</u>
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Item 9.2.1 - Questions and Points raised																
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		<p>Were paid by the Shire of Toodyay and will be reimbursed back to the Shire from the Avon Midland Country Zone.</p> <p>The following costs were incurred with the Shire President’s attendance at the National Feral Pig conference being held at the Shangri-La (The Marina) Hotel in Cairns:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #d3d3d3;">Detail</th> <th style="background-color: #d3d3d3;">Cost (\$)</th> </tr> </thead> <tbody> <tr> <td>Virgin Flight from Canberra to Townsville</td> <td>\$241.32</td> </tr> <tr> <td>Cover more Insurance for flight</td> <td>\$26.33</td> </tr> <tr> <td>Sub-total to be reimbursed to Shire by Cr Madacsi</td> <td><u>\$267.65</u></td> </tr> <tr> <td>Conference attendance:</td> <td>\$460 (including conference dinner)</td> </tr> <tr> <td>Accommodation in Cairns:</td> <td>\$1,380.40</td> </tr> <tr> <td>Accommodation in Perth due to lateness of arrival at 9.00pm:</td> <td>\$196.00</td> </tr> </tbody> </table> <p>Therefore the total cost to the Shire of the Shire President’s attendance at the two conferences was \$2,036.40.</p>	Detail	Cost (\$)	Virgin Flight from Canberra to Townsville	\$241.32	Cover more Insurance for flight	\$26.33	Sub-total to be reimbursed to Shire by Cr Madacsi	<u>\$267.65</u>	Conference attendance:	\$460 (including conference dinner)	Accommodation in Cairns:	\$1,380.40	Accommodation in Perth due to lateness of arrival at 9.00pm:	\$196.00
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Pearce	<p>64 15-06-2023 OFFICEWORKS Apple iPads for be connected building digital skills grant \$1,091.95</p> <p>Would the officer please provide details on the use of the iPads.</p>	<p><i>The Building Digital Skills program seeks to support over 50’s to navigate and be confident in the use of new technologies. The grant funds were used to fund the purchase of 2 iPads, digital mentor expenses and printed learning materials.</i></p> <p><i>Specifically, the iPads were chosen as they are a valuable tool to support the elderly</i></p>														

Item 9.2.1 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Corporate and Community Services, unless otherwise stated.
		<p><i>seeking assistance to navigate and manage touchscreen devices.</i></p> <p><i>iPads are a good option for visually impaired customers as they cater for lessons on a screen larger than a phone, but are easier to use than a laptop.</i></p>
Pearce	<p>170 30-06-2023 IT VISION SynergySoft annual licence fees 01 July 2023-30 June 2024 \$38,606.15: Would the Officer Clarify payment for annual licence fees for Synergy Soft as Shire has migrated to Datascape?</p>	<p><i>The Shire continues to use Synergy Soft as its Records Management solution. The Customer Relationship Management (CRM) module is currently under development and is expected to be fully functional by 30 June 2024 at which time, Synergy Soft will be made redundant.</i></p>
Pearce	<p>177 30-06-2023 LANDGATE Valuation service \$71.80: Numerous valuation fees to Landgate. Would the officer please clarify the purpose of these payments?</p>	<p><i>When improvements are made on a property, or where properties are subdivided or amalgamated, Landgate revalues the property(ies) accordingly. The Shire is required to update the rate record with the new values. Landgate charges the Shire for this service.</i></p>
Pearce	<p>Are the new valuations used for rate notices?</p>	<p><i>Yes - Landgate forwards the valuation details to the Shire and all properties are rated based on the valuations provided.</i></p>
Ruthven	<p>P107, 13004, Water Corp, Water acc 9007935002 Toodyay Tennis Courts, Fiennes St Toodyay Lot 264 for period 23 Feb 2023 – 20 Apr 2023, \$559.40.</p> <p>Also P108, 13007, Water acc 9007935002 Toodyay Tennis Courts, Fiennes St Toodyay Lot 264 for period 20 Apr 2023 – 13 Jun 2023, \$64.33.</p> <p>As there is no lease, what arrangements are there in place for the utility charges to be recouped from the TTC?</p>	<p><i>The Shire raises a sundry debtor invoice for the water usage at the Old Tennis Courts and forwards it to the Tennis Club.</i></p>

Item 9.2.1 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Corporate and Community Services, unless otherwise stated.
Ruthven	Is there any outstanding money owed by the Club?	<i>I will take that question on notice.</i> Response after meeting: This information will be provided to Councillors at the next Council Forum.
Ruthven	P108, 13004, Water Corp, Water account 9007933891 Duke St Toodyay Lot 324, 325 for the period 22 Feb 2023 – 17 Apr 2023, \$473.41. Which properties are these?	<i>This relates to the Charcoal Lane Car Park & Gardens as well as the Duke Street Toilets.</i>
Ruthven	P110, 23, 09/05/23 The Cola café – TBC by Rob, receipt hasn't been provided yet, \$42.80. What action is taken when supporting document is not provided?	<i>In the event supporting information/receipts are not provided to support credit card transactions, a statutory declaration will be requested explaining the reason for the purchase and why a receipt cannot be provided. The CESM has been on extended leave, but Officers will follow up on this matter upon his return.</i>
Duri	13004 – Water Corporation Tennis Courts Fiennes Street Feb-April \$559.40 with a small amount of garden. (Half the amount than Duidgee Park that has 3 lots (75, 251,233) and a cost usage of \$1,236.27 and a greater area to water). Then the Apr-June account for the Tennis Courts was for \$64.33	<i>The charges are relative to the usage and seasonal conditions.</i> <i>Both of these bills are comparable with previous periods.</i> <i>The Shire on-charges water usage at the Old Tennis Courts to the Tennis Club.</i>
Duri	Please clarify where Lots 324 and 325 Duke Street are situated and their purpose – water account Feb-Apr \$473.41.	<i>This relates to the Charcoal Lane Car Park & Gardens as well as the Duke Street Toilets.</i>
Madacsi	Which properties are these and are the costs reimbursed?	<i><u>Refer to the Operations Officer – Infrastructure, Assets and Services responses below:</u></i>

Item 9.2.1 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Corporate and Community Services, unless otherwise stated.
Madacsi	Water account 9007933517 Toodyay St Lot 6-18, 20, 39-42, 50 \$7,667.99	<i>Showgrounds – this cost is comparable to same period last year – There are no reimbursements</i>
Madacsi	Water account 9007933744 Lot 2 98l Stirling Tce Toodyay \$535.41	<i>VC and Connor's Mill – no reimbursement required</i>
Madacsi	Water account 9007931917 Mrs O'Reilly's 100 Stirling Tce Toodyay \$341.90	<i>Mrs O'Reilly's Cottage – leased by Heartlands Vet – water usage on-charged</i>
Madacsi	Why is this account so high compared to Duidgee Park (\$1,236.27)? Will it be reimbursed? <ul style="list-style-type: none"> Water account 9007935002 Toodyay Tennis Courts, Fiennes St (23/2/23 – 20/4/23) \$559.40 Water account 9007935002 Toodyay Tennis Courts, Fiennes St (20/4/23 – 13/6/23) \$64.73 	<i>Significant variance between bills can be attributed to seasonal conditions and usage. Yes – water usage charges are on-charged to the Tennis Club.</i>
Madacsi	What caused the water usage for Anzac Park: Water account 9007934990 Anzac memorial park \$646.11.	<i>The watering frequency was increased during this period to improve the condition of the rose bushes prior to ANZAC Day celebrations.</i>
Madacsi	What is the Xbox game pass for?: 10/05/2023 Microsoft - Xbox game pass \$15.95	<i>Every Thursday after school, the CRC runs Kids Club. The Xbox game pass provides access to video games.</i>
Madacsi	What is the CTF levy for?: CTF levy December 2022 - May 2023 \$5,186.23	<i>Construction Training Fund (CTF) – a 0.2% levy is calculated on all building projects valued at \$20,000 and above. The Shire receives a small commission to collect the levy on behalf of CTF. The levy goes towards offsetting the costs of training and employing apprentices and trainees in the building industry.</i>

Item 9.2.1 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Corporate and Community Services, unless otherwise stated.
<i>Madacsi</i>	Was this the negotiated amount agreed: Supply and install fit-for-purpose Dell PowerEdge R450 server for Alma Beard medical centre \$27,383.40	<i>Yes – this figure is GST inclusive.</i>
<i>Madacsi</i>	Why was this work undertaken? Was it budgeted?: Boyagerring Brook walkway crossing - stone pitch work - footpath \$5,940.00	<i>This walkway is utilised by school children and is a fire access. The condition was a safety concern which was brought to the depots attention from the Reserves Management Officer – Greg Warburton. This item was not budgeted but was an emergency repair as the footpath was undermined due to erosion. This project was able to be funded from cost savings in the budgeted floodway repair.</i>
<i>McCormick</i>	Where is Boyagerring Brook crossing?	<u><i>Shire President response:</i></u> <i>End of school carpark and keep walking down into the creek it joins the footpath through to Drummond street.</i>
<i>Madacsi</i>	What is this service and purpose?: Registered user EFDRS auto BOM updates annual fee 01/07/2023 - 30/06/2024 \$346.50	<i>This is an annual subscription for the Electronic Fire Danger Rating signage – it provides automatic danger ratings from BOM.</i>
<i>Madacsi</i>	Was this within the agreed budget?: 2023 FUTYR council plan consulting program \$42,018.90	<i>Yes – costs currently under budget by \$2,201.</i>
<i>Madacsi</i>	How was EAG Electrical Air-,conditioning & Gas engaged?	<i>Contractor was engaged before the amendments and subsequent approval of the Shire's purchasing policy.</i>
<i>Madacsi</i>	Was the scope of works competitive? Supply and fit new lights at Duidgee skate park \$6,814.50 Replace meter box pole at the golf course \$4,191.00	<i>Yes. As per the previous policy version, we obtained one quote from a local supplier.</i>

Item 9.2.1 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Corporate and Community Services, unless otherwise stated.
<i>Madacsi</i>	<p>What is the filter used for?</p> <p>New UV water filter for Morangup emergency facility including plumbing and electrical upgrades \$8,335.80</p>	<p><i>As Morangup is on Tank Water, the UV filtration system filters water for drinking.</i></p>
<i>McKeown</i>	<p>There are a whole bunch of registration fees with numbers that do not tell us what they are for.</p> <p>Is it possible in future to not just have the registration number, but to also have the vehicle use?</p>	<p><u>CEO response:</u></p> <p><i>This can be looked at. For clarity that is our annual renewal of registration for fleet vehicles including light fleet, trailers and trucks, etc. It is not all of the vehicles.</i></p>

9.2.2 Monthly Financial Statements - June 2023

Item 9.2.2 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Corporate and Community Services unless otherwise stated.
<i>Pearce</i>	<p>Rates Control Total Outstanding \$835,049.00</p> <p>(current) \$339,742.69</p> <p>(Yr1) \$135,463.44</p> <p>(Yr2) \$154,311.90</p> <p>(Yr3) \$205,530.97</p> <p>Would the officer please indicate what is the expected reduction in the amount owing in rates.</p>	<p><i>Management is currently managing the reduction of outstanding rates. There are a number of ongoing payment arrangements with rate payers.</i></p> <p>Clarification sought on expected reduction.</p> <p><i>We seek to engage with residents with guidance from the debt collection policies. Values pertaining to the “expected reduction” cannot be provided.</i></p>
<i>Pearce</i>	<p>Are processes in place to reduce the amounts?</p>	<p><u>CEO response:</u></p> <p><i>Councillors have been provided with regular updates from the Project Manager who is tasked with following up on those things. We will provide a further update at a Council Forum when the Project Manager is available.</i></p>

Item 9.2.2 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Corporate and Community Services unless otherwise stated.
<i>McKeown</i>	<p>Page 121 of the attachments: Statement of financial activity – for period ending 30 June. Some answered in notes but for clarification: Under expenditure from operating activities (First 2 columns). First column what we have spent, and second what we budgeted to spend. The depreciation on non-current assets a couple of hundred dollars when it was budgeted to be \$4.4million. I understand that this was something to do with fair value asset valuation. Is it?</p>	<p><i>Not entirely.</i></p> <p><i>This was one of the major projects that we were working through with Datascape. When the assets were migrated from the legacy system they were not in balance. Officers have been working through this matter. We will not post the depreciation for 22/23 until we roll over to the new year in the asset register.</i></p>
<i>McKeown</i>	<p>Under cashflows from investment activities: payments for land and buildings. Quite a big difference from what was spent against what was budgeted. What land and buildings did we budget for but did not pay for?</p>	<p><i>One large expense is the Bejoording Fire Station which was over \$600,000.</i></p> <p><i>We also had budgeted for works at the Toodyay Library, Donegan’s Cottage, Parker’s Cottage, and Butterly Cottages. We did not spend all those budget allocations due to the heritage nature of some of those works and the associated challenges in engaging contractors.</i></p>
<i>McKeown</i>	<p>Under cashflows from financial activities it says Transfers from reserves. We were going to transfer some money (\$50,000) and didn’t transfer any. What happened there?</p>	<p><i>The reserves are transferred in and out at year end after we have balanced the financials, paid all the invoices, and reviewed our projects. This process ensures we capture all income and expenditure particularly for capital projects that were funded by reserve. Once we understand our final position then we can complete the transfers.</i></p>
<i>McKeown</i>	<p>This statement of financial activity for period to 30 June, if we have not done those transfers to and from reserves in that period then we haven’t done the transfers to and from</p>	<p><i>We work on an accrual basis. In some cases we are making adjustments well beyond the 30 June in any year. We can process the transfers in the system as at 30 June, and transfer the physical funds at a later date. These funds are considered a reconciling item on the bank reconciliation.</i></p>

Item 9.2.2 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Corporate and Community Services unless otherwise stated.
	reserves have we, in that period. Have we?	
McKeown	<p>Page 128 – to do with roads:</p> <p>Chitty Road upgrade was \$274,000 (funded roads to recovery) but go across the column that has zero in it (third last column) is what we set at the budget review where we said we were not going to spend any money on Chitty Road. Was that a mistake?</p>	<p><i>At the mid-year budget review, it was assumed the Chitty Road upgrade was going to be carried forward to 2023/24 because of issues with the clearing permit.</i></p> <p><i>The clearing permit has since been approved and the project progressed accordingly.</i></p> <p><u>Shire President response:</u></p> <p><i>It has been able to progress. Clearing permit came through but the bituminising will be left till next year.</i></p>
McKeown	<p>We said a few months ago at the budget review that we weren't going to do it and then it got done. This was the confusion.</p> <p>The last column we have a carried forward column of \$228,000. Is this just for bills that have come in to the end of June?</p>	<p><i>The carried forward amount of \$274,000 was what was expected at the mid-year review. We did not think the clearing permit would be received in time to complete the works in 2022/23.</i></p> <p><i>We have since spent the \$228,000 so the carried forward amount will be reviewed and included in the draft budget for 2023/24.</i></p>
McKeown	This is all funded from some grant, isn't it?	<p><u>CEO response:</u></p> <p><i>Yes that is correct.</i></p>

9.2.3 Disability Access and Inclusion Plan Progress Report 2022/2023

Nil.

9.2.4 Pioneers' Pathway - Extension of Memorandum of Understanding 2023/24

Item 9.2.4 - Questions and Points raised		
Councillor	Discussion	Response
Pearce	<p>Attachment 1 refers to MOU Pioneers Pathways 2020 - 2023,</p> <p>Attachment 2 Shire of Wyalkatchem June OCM Agenda. Would the officer provide clarification as too this inclusion of the June Agenda.</p> <p>I acknowledge the Agenda contains Attachment 10.2.4.1 Pioneer Pathway Advisory Committee Minutes June 2023</p>	<p><i>The minutes of the Pioneers' Pathway Advisory Committee start at page 119 of the attachment. Only the extract containing the Advisory Group minutes should have been included. This will be corrected for the minutes</i></p>

9.2.5 Compliance and Enforcement Policy

Nil.

9.2.6 Toodyay Recreation Centre - Management Reporting

Nil.

9.3 EXECUTIVE SERVICES

9.3.1 Correspondence - Department of Local Government, Sport & Cultural Industries

Item 9.3.1 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Corporate and Community Services unless otherwise stated.
Madacsi	<p>p.38</p> <p>14 out of 60 purchases were not to standard - was this remedied in the subsequent financial years?</p> <p>The Shire has not adhered to its purchasing policies -</p>	<p><i>The 2020/21 Audit Report was received from the Office of the Auditor-General on 2 June 2023 and provided to the Audit & Risk Committee in June 2023. Prior to receiving the audit report, management had begun a review to improve procedures across the organisation. Measures put in place included sensitising staff, particularly those with authority, to ensure purchases are in</i></p>

Item 9.3.1 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Corporate and Community Services unless otherwise stated.
	was this remedied in the subsequent financial years?	<p><i>accordance with the shire's purchasing policies.</i></p> <p><i>To ensure all staff are aware and knowledgeable on the policies, the CEO implemented an on-going training regime pertaining to procurement, with the first training sessions conducted on 7 Feb 2023 and 15 Feb 2023.</i></p>
<i>Madacsi</i>	<p>p.39</p> <p>The Shire has not complied with regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 - Has this been part of the discussion with the DLGSCI and OAG?</p>	<p><u>CEO response:</u></p> <p><i>As indicated within the correspondence from the DLGSC, ongoing discussion has been occurring with DLGSC and the OAG in relation to this non-compliance issue (reported in the 2021 and 2022 Compliance Audit Return which is required to be submitted to the DLGSC annually).</i></p> <p><i>Management further reported to Audit and Risk Committee in September 2022, that the financial management review was not done due to issues with Datascape. It was discussed with the auditors and agreed to postpone the review pending auditor availability.</i></p> <p><i>The Shire has since engaged Moore Australia to perform the Financial Management and Audit Regulation reviews, expected to commence in August 2023.</i></p>
<i>Madacsi</i>	<p>p.40</p> <p>Two instances out of 24 where the Shire could not provide the contract for an employee - How long ago did these employees start?</p>	<p><i>Workflow has improved to prevent payments of timesheets without authorisation from the managers.</i></p> <p><u>CEO response:</u></p> <p><i>We can take the question on notice in respect to the 2021 Audit.</i></p> <p><u>Response after meeting:</u></p> <p>These employees commenced prior to July 2021.</p>
<i>Madacsi</i>	Were the timesheets resolved for the 2021/2022 year?	<p><u>CEO response:</u></p> <p>Yes.</p>

Item 9.3.1 - Questions and Points raised		
Councillor	Discussion	Response from Executive Manager Corporate and Community Services unless otherwise stated.
	When did the Officer leave that did not have a termination letter? Did this occur during the 2020 downsizing? or was it due to an Officer’s resignation?	<i>The Officer resigned and was last paid on 23 June 2020 in Synergy system and was terminated from Datapay system on 3 August 2021.</i> <i>The issues have been resolved in Datascape</i>
<i>Madacsi</i>	p.42 Did we instigate a formal robust process to determine whether indicators exist annually, that would trigger a requirement to perform a formal evaluation of the infrastructure assets?	<i>The Regulations require regular asset revaluations at 5-yearly intervals. These are built into the compliance calendar. We were aware that they needed to be done but without accurate information in the asset register from Datascape it would have created further issues engaging a consultant without being able to provide the asset register in detail.</i> <i>Monthly processes are being improved in relation to asset reconciliations, additions, disposals, and depreciations.</i>
<i>Madacsi</i>	Are the valuers looking at condition of assets for the assets are they?	<i>Yes – condition assessments will be carried out – the valuers will be in Toodyay from 7th to 11th of August 2023.</i>
<i>Madacsi</i>	p.43 Out of 80 credit card transactions sampled, there were three instances where transactions did not have supporting documentation for the purchase – have we remedied this?	<i>Yes. Policies and procedures are being improved to help mitigate the misuse of credit cards. All credit card purchases are required to have supporting documentation.</i> <i>Where receipts are not provided, a statutory declaration form must be signed and submitted with the expenditure.</i>

9.3.2 Chief Executive Officer Performance Review 2023

Item 9.3.2 - Questions and Points raised		
Councillor	Discussion	Response
<i>Hart</i>	At Point No. 4 of the Officer’s Recommendation would it be appropriate to remove the words “probation and”?	<i>Executive Services Assistant response:</i> <i>Yes. Point 4 should read</i> <i>4. Notes that a report will be presented to Council as soon as is practicable to</i>

Item 9.3.2 - Questions and Points raised		
Councillor	Discussion	Response
		<i>endorse the outcomes of the CEO's performance and remuneration review.</i>
<i>Pearce</i>	<p>Officer's report indicates Two quotations were received and are attached at Confidential Attachments 2 and 3.</p> <p>The Confidential attachment 2 is provided. Would the officer please provide the location of Attachment 3.</p>	<p><u><i>Executive Services Assistant response:</i></u></p> <p><i>The confidential attachments have been regenerated and were provided to Councillors, via the Council hub at 9.26am on 17 July 2023.</i></p>

9.3.3 19A Clinton Street - Recommended Use

Questions and Points raised		
Councillor	Discussion	Response
<i>Duri</i>	<p>Does this require a timeline for CEO to do up a proposal – 3 months?</p>	<p><u><i>CEO response:</i></u></p> <p><i>Yes, this can be included. I would suggest that rather than saying three months, prior to use as worker accommodation, because it is currently vacant, so until we have developed these protocols we will not use it for worker accommodation so I can revise the Officer Recommendation to that effect.</i></p>

9.4 INFRASTRUCTURE AND ASSETS

9.4.1 Recommendation to Demolish - Toodyay Showgrounds Bar

Item 9.4.1 - Questions and Points raised		
Councillor	Discussion	Response from Operations Officer – Infrastructure, Assets & Services unless otherwise stated.
Pearce	Would the officer indicate if the Shire has engaged with the Agricultural Society as to the reports on the structural integrity of the bar and Officer's inability to obtain quotes for the repair of the bar structure.	<p><i>The Agricultural Society has been advised that a structural report was obtained on the Showgrounds bar and that the Shire was experiencing difficulty obtaining quotes to ascertain the cost and if the repairs were possible.</i></p> <p><i>Shire Officers have also emailed and spoken to the Ag Society to advise that a report requesting approval for demolition would be tabled at the next Council Meeting.</i></p> <p><i>The President of the Ag Society has acknowledged the correspondence received and requested that they are informed once a decision is made.</i></p> <p><u>CEO response:</u></p> <p><i>I have provided a summary of structural issues that were raised in the report to the President of the Ag Society on 18 July 2023 and I have invited him to meet with me to discuss.</i></p>
Duri	Unable to use for this year's Ag show due to safety issues: Has a discussion taken place with the Ag show committee to gauge their take on the situation?	<p><i>The Shire Depot Staff have emailed the Secretary & President of the Ag Society as well as spoken to the President Bruce Shenn on the phone.</i></p> <p><i>Mr Shenn has acknowledged the email and phone conversation via email.</i></p>
Duri	Typo changes Risk related: The current condition of the bar warrants action to be address risks to public safety. To not do so would pose a Major (4) compliance risk. This report seeks to mitigates that risk.	<p><u>Executive Assistant response:</u></p> <p><i>This typo can be changed in the minutes to remove the word "be".</i></p>

Item 9.4.1 - Questions and Points raised		
Councillor	Discussion	Response from Operations Officer – Infrastructure, Assets & Services unless otherwise stated.
McCormick	Advised that he has an alternative motion to table to the next Council Meeting.	<p><u>Shire President response:</u> You can table it during the Ordinary Council Meeting.</p> <p><u>CEO response:</u> If you would like assistance with the wording of the alternate motion, please contact an Executive Officer.</p>

9.5 COMMITTEE REPORTS

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

12.1 – Cr McKeown

A letter from the Office of the Auditor General to the CEO, dated 2 June 2023, referred to matters that were identified during the 2020-2021 audit.

The auditor's letter includes a quite lengthy attachment which refers to many matters but, in particular, could the CEO advise:

Question 1

Why the "financial report for the year ended 30 June 2021 includes comparative information that is different from the audited financial report for the year ended 30 June 2020".

Question 2

Currently, are the Shire's "bank accounts are properly reconciled at least monthly"?

Question 3

What was the most recent month when the Shire's bank accounts were not all properly reconciled?

Question 4

Currently, are all financial transactions and payments supported by valid supplier invoices?

Question 5

When does the CEO expect to complete a review of the appropriateness and effectiveness of the financial management systems and procedures of local government in accordance with regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996?

Question 6

When does the CEO expect to complete a review the appropriateness and effectiveness of a local government's systems and procedures in accordance with regulation 17 of the Local Government (Audit) Regulations 1996?

Question 7

Have properly signed employment contracts or letters of employment for all employees now been retained within employee personnel files?

Question 8

Has the employee list been reviewed to identify and remove any non-employees from the list?

Question 9

Currently, are timesheets for all employees approved by relevant personnel before wages are paid?

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the responses to the questions raised by Councillor McKeown be received and noted.

13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**13.1 MEMBERS**

Nil.

13.2 EMPLOYEES

Nil.

14 CONFIDENTIAL BUSINESS

Nil.

15 NEXT MEETINGS

As per Council Meeting Agenda.

16 CLOSURE OF MEETING

The Shire President declared the meeting closed at 2.10pm.