



# Environment Advisory Committee Meeting

10 April 2024

Commencing at 3:00 PM

## AGENDA

The next Environment Advisory Committee Meeting will be held at the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566 on the abovementioned date and time.

Members are requested to familiarise themselves with the Agenda and prepare notes to help address key issues for the debate during the Meeting.

Members are requested to email questions via email at [ceo@toodyay.wa.gov.au](mailto:ceo@toodyay.wa.gov.au) at the earliest opportunity so that Officers can respond to those questions prior to the Meeting.

Hugo de Vos

**EXECUTIVE MANAGER DEVELOPMENT AND REGULATION**



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**ATTACHMENTS** can be found in the Attachments Paper on the Council website alongside this agenda.

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**1 DECLARATION OF OPENING**

**1.1 ANNOUNCEMENT OF VISITORS**

**1.2 RECORD OF ATTENDANCE AND APOLOGIES**

**1.3 DISCLOSURE OF INTEREST**

**2 MINUTES AND ADDITIONAL INFORMATION**

**2.1 CONFIRMATION OF MINUTES**

**Minutes of Meeting held on 10 January 2024**

**OFFICER'S RECOMMENDATION**

That the Unconfirmed Minutes of the Environment Advisory Committee Meeting held on 10 January 2024 be confirmed.

**2.2 REVIEW OF STATUS REPORT**

**2.2.1 Status Report and Minutes of previous meeting**

Attachments:	<ol style="list-style-type: none"> <li>1. EAC Meeting Minutes from 10 January 2024; <a href="#">↓</a></li> <li>2. EAC Updated Status Report; and <a href="#">↓</a></li> <li>3. Committee Member Reporting Form. <a href="#">↓</a></li> </ol>
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The **extract** of the EAC Minutes from 10 January 2024 are provided for confirmation purposes.

The EAC Status report is provided for review.

The Committee Member Reporting Form is provided with this agenda, and separately via email for members to complete upon receipt of the Agenda for the committee meeting, and email completed forms to [execsec@toodyay.wa.gov.au](mailto:execsec@toodyay.wa.gov.au)

*Please note that once the meeting is held, the title of this report will change to say update of the Status Report, in the minutes of the meeting.*



## Environmental Advisory Committee Meeting

10 January 2024

# Minutes

To: Environmental Advisory Committee Meeting Members and Councillors.

Here within are the Meeting Minutes of the Environmental Advisory Committee Meeting, held on the above-mentioned date in the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566.

A handwritten signature in dark blue ink, appearing to read 'Hugo de Vos'.

Hugo de Vos  
Acting Chief Executive Officer

ENVIRONMENTAL ADVISORY COMMITTEE MEETING MINUTES 10 JANUARY 2024

**Preface**


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

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 Meeting are incorporated into separate attachments to these Minutes.

**Unconfirmed Minutes**

These minutes were approved for distribution on 11 January 2024.



Hugo de Vos  
**Acting Chief Executive Officer**

**Confirmed Minutes**

These minutes were confirmed at a meeting held on 10 April 2024.

Signed: .....

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

**ENVIRONMENTAL ADVISORY COMMITTEE MEETING MINUTES 10 JANUARY 2024**

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**ENVIRONMENTAL ADVISORY COMMITTEE MEETING MINUTES 10 JANUARY 2024**

**1 DECLARATION OF OPENING**

Cr R Madacsi, Chairperson, declared the meeting open at 3.15pm.

**1.1 ANNOUNCEMENT OF VISITORS**

Nil.

**1.2 RECORD OF ATTENDANCE AND APOLOGIES**

Members

Cr R Madacsi	Councillor (Chair)
Mr J Von Perger	Community Member
Cr S McCormick	Councillor ( <i>arrived at 3.26pm</i> )

Staff

Mr H de Vos	Executive Manager Development and Regulation
Mr G Warburton	Reserves Management Officer ( <i>arrived at 3.53pm</i> )
Mrs M Rebane	Executive Assistant

Visitors

Nil

Apologies

Nil.

**1.3 DISCLOSURE OF INTEREST**

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.

**2 MINUTES AND ADDITIONAL INFORMATION**

**2.1 CONFIRMATION OF MINUTES**

**Minutes of Meeting held on 29 November 2023**

<b>OFFICER'S RECOMMENDATION/EAC RESOLUTION NO.EAC001/01/24</b>	
<b>MOVED</b>	Cr R Madacsi
<b>SECONDED</b>	Mr J Von Perger
That the Unconfirmed Minutes of the Environmental Advisory Committee Meeting held on 29 November 2023 be confirmed.	
<u>Voted For:</u>	Crs R Madacsi and J Von Perger
<u>Voted Against:</u>	Nil
<b>MOTION CARRIED 2/0</b>	

**ENVIRONMENTAL ADVISORY COMMITTEE MEETING MINUTES 10 JANUARY 2024**

**2.2 REVIEW OF STATUS REPORT**

**2.2.1 Update of Status Report**

Attachments:	<ol style="list-style-type: none"> <li>1. EAC Meeting Minutes from 29 Nov 2023;</li> <li>2. EAC Updated Status Report; and</li> <li>3. Committee Member Reporting Form.</li> </ol>
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The EAC Minutes from 29 November 2023 were provided **on-screen** for confirmation purposes.

The EAC Status report was reviewed.

*Cr McCormick entered Council Chambers at 3.26pm.*

**2.3 INWARD/OUTWARD CORRESPONDENCE**

Nil.

**3 BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)**

Nil.

**4 OFFICER REPORTS**

**4.1 Local Biodiversity and Native Vegetation Management Project Update**

Date of Report:	8 January 2024
File Reference:	COC14
Author:	H de Vos – Executive Manager Development and Regulation
Responsible Officer:	H de Vos – Acting CEO/Executive Manager Development and Regulation
Attachments:	Nil

**PURPOSE**

To provide an update on the Local Biodiversity and Native Vegetation Management Project.

**BACKGROUND**

In 2023, the Shire of Toodyay along with the Shire of Victoria Plains were successful in being awarded a Local Biodiversity and Native Vegetation Management Grant (LBNVM) through the Western Australian Local Government Association (WALGA). The project titled *Avon Regional Local Government collaborative action on biodiversity management planning* is a collaborative project between the two Shires.



**ENVIRONMENTAL ADVISORY COMMITTEE MEETING MINUTES 10 JANUARY 2024**

A key requirement of the project is to employ an Environmental Sustainability Officer whose role will be shared between the two Shires.

**COMMENTS AND DETAILS**

Advertising for this role has commenced and is likely to be concluded at the end of January. The Shire has received nineteen applications for the role at the time of writing this report.

**OFFICER'S RECOMMENDATION/EAC RESOLUTION NO.EAC002/01/24**

**MOVED** Cr R Madacsi

**SECONDED** Cr S McCormick

That the Environmental Advisory Committee recommends to Council the following:

That Council:

1. Notes the progress of the recruiting for the Environmental Sustainability Role.
2. Requests a further update on this no later than the April 2024 OCM.

Voted For: Crs R Madacsi, S McCormick and J Von Perger

Voted Against: Nil

**MOTION CARRIED 3/0**

**ENVIRONMENTAL ADVISORY COMMITTEE MEETING MINUTES 10 JANUARY 2024****5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE****5.1 POLYPHAGUS BEETLE THREAT**

Discussion ensued in regard to the committee's approach to the Polyphagus beetle threat as reported below.



<https://www.perthnow.com.au/local-news/perthnow-western-suburbs/trees-to-be-removed-after-destructive-exotic-beetle-detected-in-kings-park-c-13152953?#lr5ir85s5pkt5zq110b>

Article: Trees to be removed after destructive exotic beetle detected in Kings Park

**Sarah Makse**

PerthNow - Western Suburbs January 8, 2024 4:00PM

Infested trees will be removed from Kings Park in a bid to protect the world-renowned botanic garden from the spread of a destructive tiny beetle wreaking havoc across Perth.

Polyphagous shot-hole borer has been confirmed in more than 80 suburbs across Perth since it was first detected in August 2021.

The exotic pest burrows into trees and infects them with a fungus that slowly kills them from the inside, with the removal of infected trees the only way to control the spread.

A quarantine area is already in place across most of Perth but Kings Park is one of the latest areas to be hit, with the Botanic Gardens and Parks Authority set to remove about 20 infested Moreton Bay and Port Jackson fig trees from the Mounts Bay Gardens area to stop the beetles infecting other rare and endangered flora in the park.

The spread has triggered the Department of Primary Industries and Regional Development's biggest surveillance program to date, with more than a million trees inspected across nearly 60,000 properties.

**ENVIRONMENTAL ADVISORY COMMITTEE MEETING MINUTES 10 JANUARY 2024**

The Town of Mosman Park last month was forced to remove at least seven infected black locust street trees from Manning Street after they became infected with the pests.

DPIRD acting bio-security executive director Sonya Broughton said PSHB could severely damage host trees, with some species dying within two years of infestation.

“With no known treatments available, pruning and removing infested trees is currently the only way to prevent this serious pest from spreading to our other trees and putting the urban canopy at risk,” Dr Broughton said.

“It’s also important that wood and green waste is not moved outside of the quarantine area to ensure the pest beetle doesn’t spread beyond the metropolitan area.”

DPIRD is renewing its appeal to the public to help stop the spread through a new digital campaign to be broadcast on Yagan Square’s digital tower.

Any signs of borer damage should be reported through DPIRD’s My Pest Guide app, on 9368 3080 or email [padis@dpird.wa.gov.au](mailto:padis@dpird.wa.gov.au).

The status report was updated to include discussion points.

*G Warburton entered the Council Chambers at 3.53pm.*

**OFFICER'S RECOMMENDATION/EAC RESOLUTION NO.EAC003/01/24**

**MOVED** Cr R Madacsi

**SECONDED** Mr J Von Perger

That the Environmental Advisory Committee recommends to Council the following:

That Council requests the CEO inform Shire personnel of the risks of the Polyphagus Shothole borer beetle and recommend they adjust activities to address this issue.

Voted For: Crs R Madacsi, S McCormick and J Von Perger

Voted Against: Nil

**MOTION CARRIED 3/0**

**ENVIRONMENTAL ADVISORY COMMITTEE MEETING MINUTES 10 JANUARY 2024****OFFICER'S RECOMMENDATION/EAC RESOLUTION NO.EAC004/01/24****MOVED** Cr R Madacsi**SECONDED** Mr J Von Perger

That the Environmental Advisory Committee recommends to Council the following:

That Council requests the CEO to advertise the issue of the Polyphagus Shothole borer beetle as widely as possible including roadside signage, social media, the Shire website and fact sheet at the Waste Transfer Station.

Voted For: Crs R Madacsi, S McCormick and J Von PergerVoted Against: Nil**MOTION CARRIED 3/0****5.2 DISCUSSION POINTS ON ENVIRONMENTAL ISSUES****Regenerative Agriculture:** J Von Perger to provide information to the Shire related to promotion of events and information.**Polyphagus shot hole:** Cr Madacsi to provide information to the Shire President for his radio session. EMDR proposed a standard condition of approval be that a Shothole borer management plan be provided as well.**Clarification on what Opalvale does with green waste cartage:** research to be done to ensure that they are complying. The Shire President and CEO to be kept informed.**Cobbler Pool:** campground with no sanitation available. Cr McCormick to email EMDR so he can follow this up.**6 CONFIRMATION OF NEXT MEETING**

The next meeting of the Environmental Advisory Committee is scheduled to be held on 10 April 2024 commencing at 3:00 pm.

**7 CLOSURE OF MEETING**

The Chairperson closed the meeting at 4.16pm.

**EAC STATUS REPORT**  
Environmental Advisory Committee

Supporting Officer  
Executive Manager Development & Regulation  
(EMDR)



Meeting Date	Purpose	Resolution / Other Comment	Target date for completion	Actioned by	Completion Date	Meeting Commentary and record of Council Meeting Resolution No.
02/08/2023	Regenerative Agriculture and its opportunities/possibilities/policy challenges in Toodyay	That the Environment Advisory Committee receives the presentation and notes there may be further opportunities to research this concept in terms of what we do as a Shire for the community.	Completed – Minutes provided to Council in August 2023	EA	Completed – Minutes provided to Council in August 2023	Completed – Minutes provided to Council in August 2023
02/08/2023	Status of Draft Local Biodiversity Strategy	That Council:  1. Notes the delays associated with the local Biodiversity Strategy;  2. Notes the significant progress made; and  3. Welcomes the submission made for grants funding to provide necessary resources to complete this important project.	Completed – Minutes provided to Council in August 2023	EA	Completed – Minutes provided to Council in August 2023	Completed – Minutes provided to Council in August 2023 (CRN: OCM191/08/23)
29/11/2023	Community Membership on Environmental Advisory Committee	Executive Manager Development and Regulation to approach the high school regarding any interest from young students.  Cr Madacsi to liaise with her contacts regarding possible Broadacre farming representation and grower groups.	Before next meeting in 2024	EMDR and Cr Madacsi	Completed	EMDR approached the school and expect to hear from the principal early in the new year.

**EAC STATUS REPORT**  
Environmental Advisory Committee

*Supporting Officer*  
*Executive Manager Development & Regulation (EMDR)*



Meeting Date	Purpose	Resolution / Other Comment	Target date for completion	Actioned by	Completion Date	Meeting Commentary and record of Council Meeting Resolution No.
29/11/2023	Status Update – Biodiversity Strategy	Committee requested a verbal update.	N/A	N/A	10/01/2024	This will fall into place once the position is recruited and then we look at where the draft is at and finalising the project.  Brief update for today. Rec'd many applications.
29/11/2023	Issues to raise for the next meeting	Committee requested that a report on fire management practices be provided to the Committee at the next meeting to include best fire management / mitigation practices elsewhere and an explanation of what the current fire break policy is.	20/12/23	EMDR	t.b.a	The EAC wish to be involved in the processes of mitigation and fire management so that they can have an opportunity to see the program and raise awareness about flora roads as they are concerned that the Shire is losing too much roadside vegetation.
29/11/2023	Issues to raise for the next meeting	The Committee would like a report on Verge Management done or expected to be done by the Shire in 2024.	20/12/23	EMDR	t.b.a	

**EAC STATUS REPORT**  
Environmental Advisory Committee

Supporting Officer  
Executive Manager Development &  
Regulation (EMDR)



Meeting Date	Purpose	Resolution / Other Comment	Target date for completion	Actioned by	Completion Date	Meeting Commentary and record of Council Meeting Resolution No.
29/11/2023	Issues to raise for the next meeting	The Committee wish to Develop a biosecurity circular that could be put onto the website.	20/12/23	EMDR	t.b.a	
29/11/2023	5.2 Purpose and objectives of the Environmental Advisory Committee meeting	That Council: 1. Amends the purpose and objectives of the Environmental Advisory Committee to be:  Purpose Provide guidance and assistance to Council where possible on matters relating to the environment within the Shire of Toodyay.  Objectives (a) make recommendations to Council on matters relating to the environment including but not limited to: • Protect and enhance natural resources. • Reduce, Reuse, Recycle and Recover • Sustainability; • Climate change resilience and action;	ASAP	EMDR	t.b.a	

**EAC STATUS REPORT**  
Environmental Advisory Committee

Supporting Officer  
Executive Manager Development &  
Regulation (EMDR)



Meeting Date	Purpose	Resolution / Other Comment	Target date for completion	Actioned by	Completion Date	Meeting Commentary and record of Council Meeting Resolution No.
		(b) educate and generate community interest and participation in matters relating to the above items; (c) provide feedback to Council in relation to point (b) above; (d) provide input and advice to Council on the implementation of environmental strategies and policies. 2. Requests the CEO update the Committee Book with the above details.				
10/01/2024	Fire-break management	What are the processes with fire break management.	ASAP	EMDR	t.b.a.	
10/01/2024	Flora Management	What is the process for identifying the roadside flora going in the application to DFES and is every one done or only those roads they consider relevant?	ASAP	EMDR	t.b.a.	
10/01/2024	4.1 Local Biodiversity and Native Vegetation Management Project Update	That the Environment Advisory Committee recommends to Council the following: That Council: 1. Notes the progress of the	ASAP	EMDR	t.b.a.	



**EAC STATUS REPORT**  
Environmental Advisory Committee

Supporting Officer  
Executive Manager Development &  
Regulation (EMDR)



Meeting Date	Purpose	Resolution / Other Comment	Target date for completion	Actioned by	Completion Date	Meeting Commentary and record of Council Meeting Resolution No.
		recruiting for the Environmental Sustainability Role. 2. Requests a further update on this no later than the April 2024 OCM.				
10/01/2024	Polyphagus Beetle Threat	That Council requests the CEO inform Shire personnel of the risks of the Polyphagus Shothole borer beetle and recommend they adjust activities to address this issue.	ASAP	EMDR	t.b.a.	Action to be undertaken as follows:  Signs up, posters up, article in Newspaper and an advertisement to inform people about this. Proposed that "movement of any untreated wood or plant material imported in the Shire of Toodyay" OR "Do not bring in garden based material from the Perth metropolitan area" be on the signage, or posters, etc. Add to signatures or add to banner for website and Facebook.
10/01/2024	Polyphagus Beetle Threat	That Council requests the CEO advertise the issue of the Polyphagus Shothole borer beetle as widely as possible including roadside signage, social media, the Shire website and fact sheet at the Waste Transfer Station.	ASAP	EMDR	t.b.a.	At our Shire welcoming sign to put "Keep Toodyay beetle free" – sign at VC or on the FB Page. Hugo to discuss with the Dept of IAS. Ask the

**EAC STATUS REPORT**  
Environmental Advisory Committee

*Supporting Officer*  
*Executive Manager Development & Regulation (EMDR)*



Meeting Date	Purpose	Resolution / Other Comment	Target date for completion	Actioned by	Completion Date	Meeting Commentary and record of Council Meeting Resolution No.
						Shire President to mention with radio sessions monthly
10/01/2024	Discussion points on environmental issues	<ul style="list-style-type: none"> <li>• Regenerative Agriculture;</li> <li>• Polyphagus shot hole;</li> <li>• Clarification on what Opalvale does with green waste cartage;</li> <li>• Cobbler Pool.</li> </ul>	ASAP	EMDR	t.b.a.	Information recorded in the minutes however there was much discussion around them.



### Committee Member Reporting form

#### Committee Member Details

Name(s): \_\_\_\_\_

Organisation representing  
(if applicable): \_\_\_\_\_

Contact Details: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Request Details

I request for the item noted below to be discussed at the next:

- |                    |   |  |
|--------------------|---|--|
| Committee Meeting: | <input type="checkbox"/> Audit & Risk Committee               | <input type="checkbox"/> Bushfire Advisory Committee |
| (please tick)      | <input type="checkbox"/> Environmental Advisory Committee     | <input type="checkbox"/> Museum Advisory Committee   |
|                    | <input type="checkbox"/> Local Emergency Management Committee |  |

Date of Committee Meeting: \_\_\_\_\_

Item Name: \_\_\_\_\_  
(e.g. Subject, title or purpose).

Are you tabling attachments at the meeting?     Yes  No     Copy attached

**Background Information OR if you only wish to ask questions please do so**  
(if not enough room please use reverse side of this page)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed recommendation required?     Yes  No    *write some wording below*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**T** (08) 9574 9300  
**F** (08) 9574 2158  
**E** records@toodyay.wa.gov.au  
**W** www.toodyay.wa.gov.au



**2.3 INWARD/OUTWARD CORRESPONDENCE**

Nil.

**3 BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)**

Nil.

**4 OFFICER REPORTS**

**4.1 Update on Environmental Sustainability Officer Recruitment**

Date of Report:	8 April 2024
File Reference:	COC14
Author:	H de Vos – Executive Manager Development and Regulation
Responsible Officer:	H de Vos – Executive Manager Development and Regulation
Attachments:	Nil

**PURPOSE**

To provide an update on the recruiting for the Environmental Sustainability Officer shared role with Shire of Victoria Plains.

**BACKGROUND**

The Shire of Toodyay continues to actively recruit for the shared Environmental Sustainability Officer role. Whilst the previous advertising of the role did see two candidates interviewed, ultimately, they were determined to be unsuitable for the requirements of the role. Further advertising was conducted in February and March 2024.

**COMMENTS AND DETAILS**

The challenges being experienced in recruiting in the regions are:

- Remote Location and Accessibility
- Housing and Infrastructure
- Competitive Salary and Benefits
- Limited Local Talent Pool
- Cultural Fit and Community Integration
- Professional Isolation

Addressing these challenges requires targeted strategies, such as offering relocation assistance, flexible work arrangements, competitive compensation, and promoting the unique lifestyle benefits of living in regional Western Australia. Additionally, efforts to enhance the visibility and understanding of the role's impact on community sustainability and well-being can make it more attractive to potential candidates.

The most recent round of advertising has seen a number of new applicants and the Shire will be conducting interviews in the week commencing 8 April 2024.

Further updates will be provided when the position has been filled.

**OFFICER'S RECOMMENDATION 1**

That the Environmental Advisory Committee recommends to Council the following:

1. Notes the update of the recruiting for the Environmental Sustainability Officer position.

**4.2 Membership Application**

Date of Report:	8 April 2024
File Reference:	COC14
Author:	M Rebane – Executive Assistant
Responsible Officer:	H de Vos – Executive Manager Development and Regulation
Attachments:	1. EOI from community member. (confidential) <i>Section 5.23(2)</i> <i>(b) the personal affairs of any person (under separate cover)</i>

**PURPOSE**

To consider appointment of a community member to the committee.

**BACKGROUND**

An expression of interest form was received through Records in January 2024. The form and a report were not done for the EAC meeting done in January 2024. This report brings the EOI to the committee to consider making a recommendation to Council.

**COMMENTS AND DETAILS**

There is only one community member on the EAC committee at present and it would be advantageous for the member whose EOI form is attached (Confidential attachment 1) to be appointed to the Committee.

**IMPLICATIONS TO CONSIDER**

**Consultative:**

Nil.

**Strategic:**

***Plan for the Future: Shire of Toodyay Council Plan 2023-2033***

***Outcome 9. Responsible and effective leadership and governance.***

***O9.1. Provide strong, clear and accountable leadership.***

**Policy related:**

Governance Framework.

Committee Book.

Council Delegates Roles and Responsibilities Policy; and

Local Government Payments and Gifts to Members



**Financial:**

There will be a cost involved with the appointment of a member now that the Salaries and Allowances Tribunal has included community members being paid meeting attendance fees. There will also be costs associated with training and induction.

**Legal and Statutory:**

s.5.8, s.5.9, s.5.10, s.5.11A, and s.5.11 of the *Local Government Act 1995*.

**VOTING REQUIREMENTS**

Simple majority

**OFFICER'S RECOMMENDATION 1**

That the Environmental Advisory Committee recommends to Council the following:

That Council appoint Mr Sam Roberts as a community member on the Environment Advisory Committee.

**5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE**

**6 CONFIRMATION OF NEXT MEETING**

The next meeting of the Environmental Advisory Committee is scheduled to be held on 10 July 2024 commencing at 3:00 PM.

**7 CLOSURE OF MEETING**

The Chairperson will close the meeting.