

ATTACHMENTS

Ordinary Council Meeting

Thursday, 7 May 2026

Table of Contents

10.1.1 Consent to Advertise Revised Local Planning Policy 13 - Non-Habitable Structures	
Attachment 1 Current Local Planning Policy 13:Non-Habitable Structures	5
Attachment 2 Revised LPP13: Non-Habitable Structures (2026)	17
10.1.2 Outbuilding at 325 Hall Road, Nunile.	
Attachment 1 Site Plan.....	28
Attachment 2 Proposed Plans.....	30
Attachment 3 Planning Letter	35
10.1.3 Adoption of Local Planning Policy 2 - Ancillary Accommodation (2026)	
Attachment 1 Current Ancilliary Accomodation Policy (2008);	36
Attachment 2 Revised LPP2 Draft Ancilliary Dwellings Policy as advertised;	38
Attachment 3 Table of Submissions LPP2; and	44
Attachment 4 Final Ancilliary Dwellings policy	49
10.1.4 Temporary Shipping Container at 10 Deepdale Road, West Toodyay.	
Attachment 1 Applicant Proposal	56
Attachment 2 Site Plan.....	61
Attachment 3 Submissions List and Response	62
10.1.5 Development Application for Extractive Industry - 826 Clackline Toodyay Road, Hoddys Well	
Attachment 1 Site Plan and Drawings.....	63
Attachment 2 Cover Letter	65
Attachment 3 Management Plan	67
Attachment 4 Explosive Management Plan.....	133
Attachment 5 Site Emergency Response Plan	160
Attachment 6 Bushfire Management Plan.....	204
Attachment 7 Submission Table.....	230
10.1.6 Outbuilding at 13 Arthur Street, Toodyay	
Attachment 1 Site Plan.....	231
Attachment 2 Outbuilding Drawings.....	232
10.2.1 List of Payments - March 2026	
Attachment 1 List of payments - council report - March 2026	233
10.3.1 Community Funding Program 2025-2026 Outcomes	
Attachment 1 2025-2026 Community Funding Program Council Report.....	241
10.4.1 Making the Amended Activities in Thoroughfares and Public Places and Trading Local Law 2026	

Attachment 1	Current Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001;.....	248
Attachment 2	Draft Amended Shire of Toodyay Activities in Thoroughfares and Public Places and Trading Local Law 2026; and	301
Attachment 3	Advert - Shire of Toodyay Activities in Thoroughfares and Public Places and Trading Local Law 2026.	375
10.4.2	Audit, Risk & Improvement Committee: Meeting Frequency Review and Annual Work Plan Requirements	
Attachment 1	REVISED Extract of Minutes from the ARIC Meeting held on 17 March 2026; and	377
Attachment 2	ARIC Reporting Framework & Meeting Schedule (Final Version)" – 12-page report; and.....	382
Attachment 3	PROPOSED ARIC Annual Work Plan; and.....	394
10.4.3	Appointment of Deputy Chairperson: Audit Risk and Improvement Committee	
Attachment 1	Acknowledgement of Resignation from ARIC	397
10.4.4	Toodyay Agricultural Society Sponsorship Agreement	
Attachment 1	Previous Sponsorship Agreement;.....	398
Attachment 2	Draft Sponsorship Agreement: Toodyay Agricultural Society.....	404
10.4.5	Monthly Financial Statements - March 2026	
Attachment 1	Monthly Financial Statements March 2026.	422



Non-habitable structures

Introduction

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy Non-habitable structures, an LPP.

Objective

- To achieve a balance between providing for various legitimate storage needs of residents whilst minimising any adverse impacts non-habitable structures may have on the locality.
- To establish guidelines for the assessment of proposals to place shipping containers or other similar relocatable storage units on land within the Shire of Toodyay.

Scope

Non-habitable structures include structures that are not attached to a dwelling and commonly known as outbuildings, sheds, gazebos, carports, and shade houses.

Garden structures (i.e., structures without a solid roof - pergolas with shade cloth and arbours) are considered exempt from the provisions of the policy.

This policy applies to non-habitable structures on all zones pursuant to the current Shire of Toodyay Local Planning Scheme in force at the time of application.

Setbacks for non-habitable structures in the following zones:

- Residential.
- Special Residential; and
- Town Centre;

are to conform to the Table 1, 2a or 2b of [State Planning Policy 7.3 – Residential Design Codes](#) (R Codes).

Setbacks for non-habitable structures in the following zones:

- Rural Residential.
- Rural Living; and
- Rural are to comply with the provisions listed in the scheme applicable to each zone.

In all other zones not listed above where the requirements are not clearly defined, compliance shall be in accordance with the objective of this policy.

A non-habitable structure with a floor area of 10m² or less and under 2.4m in height is considered exempt from the provisions of the policy (i.e., small garden shed). A second non-habitable structure with a floor area of 10m² or less and under 2.4m in height is to be assessed in accordance with the non-habitable structure Policy.

26/04/2023

Non-Habitable Structures

Page 1

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

Definitions

Term	Definition
'A' Use	In relation to a zone, a use identified in the zoning table for this Scheme (regardless of the symbol used) as a use that is not permitted in the zone unless the local government has exercised its discretion by granting development approval after advertising the application in accordance with clause 64
Act	Planning and Development Act 2005
Carport	A roofed structure designed to accommodate one or more motor vehicles unenclosed except to the extent that it abuts a dwelling or a property boundary on one side and being without a door unless that door is visually permeable.
'D' Use	(a) in relation to a zone — means a use identified in the zoning table for this Scheme (regardless of the symbol used) as a use that is not permitted in the zone unless the local government has exercised its discretion by granting development approval; but (b) does not include a class A use;
Deemed-to-comply	A proposal, or a component of a proposal, which complies with the deemed-to-comply provisions of the R-Codes, or an adopted local planning policy.
Deemed provisions	The Regulations introduce a set of deemed provisions that form part of every local planning scheme in the State.
Development	Development means the development or use of any land, including — a) any demolition, erection, construction, alteration of or addition to any building or structure on the land. b) the carrying out on the land of any excavation or other works. c) in the case of a place to which a protection order made under the Heritage Act 2018 Part 4 Division 1 applies, any act or thing that — i. is likely to change the character of that place or the external appearance of any building; or ii. would constitute an irreversible alteration of the fabric of any building;
Development application	An application under a planning scheme, or under an interim development order, for approval of development;

22/02/2023

Page 2

Non-Habitable Structures

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

Term	Definition
Dwelling	A building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family.
Garage	Any roofed structure, other than a carport, designed to accommodate one or more motor vehicles and attached to the dwelling.
Gazebo	Are outdoor shade structures with a solid roof and partially open sides, which can be screened in.
Greenhouse	A greenhouse is a structure with a glass or plastic roof and frequently glass or plastic walls. Its roof and sides have to allow light to penetrate.
Height	Is the height of the non-habitable structure as measured vertically from the natural ground level to the highest point of the building above that point, as stipulated in the Residential Design Codes of Western Australia, and not the measurement taken above the proposed finished floor level of the non-habitable structure.
Heritage place	As defined under clause 1A of the deemed provisions – Schedule 2 of the Planning and Development (Local Planning Scheme) Regulations 2015 .
Maximum floor area	The combined total floor area of all existing and proposed non habitable structures on a lot.
Natural Ground Level (NGL)	The levels on a site which precede the proposed development, excluding any site works unless approved by the decision-maker or established as part of subdivision of the land preceding development.
Non-Habitable Structures	Outbuildings, sheds, gazebos, carports, shade houses and shipping containers.
Outbuilding	An enclosed non-habitable structure that is detached from any dwelling.
Pergola	An open-framed structure covered in water permeable material, or operable louvred roofing, which may or may not be attached to a dwelling.
'P' Use	In relation to a zone, a use identified in the zoning table for this Scheme (regardless of the symbol used) as a use that is permitted in the zone if it complies with any relevant development standards and requirements of this Scheme

22/02/2023

Page 3

Non-Habitable Structures***** This Document is not controlled once it has been printed *****

Term	Definition
R-Codes	State Planning Policy 7.3 – Residential Design Codes – Volume 1 . The R-Codes control the design of most residential development throughout Western Australia. The R-Codes aim to address emerging design trends, promote sustainability, improve clarity and highlight assessment pathways to facilitate better outcomes for residents.
Regulations	Planning and Development (Local Planning Schemes) Regulations 2015
Reflective materials	Includes factory applied finishes such as zincalume, galvabond and light colorbond colours such as white, off-white and surf mist
Scheme	The local planning scheme that specifies zoning and development standards gazetted pursuant to the <i>Planning and Development Act 2005</i> , as amended.
Shade house	A shade house is a mesh (or shade-cloth) structure that protects plants from the sunlight.
Shire	The Shire of Toodyay.
Shire President	The Shire President of the Shire of Toodyay
Unenclosed	An area bounded on no more than two sides by a permanent wall and covered in a water impermeable material.
'X' Use	In relation to a zone, a use identified in the zoning table for this Scheme (regardless of the symbol used) as a use that is not permitted in the zone
Zone	A portion of the Scheme area identified on the Scheme Map as a zone for the purpose of indicating the controls imposed by this Scheme on the use of, or the carrying out of works on, land, but does not include a reserve or special control area

PART I – OUTBUILDINGS

Exemptions

Pursuant to clause 61 of the deemed provisions development approval is not required for works if the works are of a class specified in Column 1 of an item in the Table below; and if conditions are set out in Column 2 of the Table below opposite that item – all of those conditions are satisfied in relation to the works.

22/02/2023

Non-Habitable Structures

Page 4

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

	Column 1 - Works	Column 2 - Conditions
1.	The demolition or removal of any of the following — a) an outbuilding. b) a pergola. c) a garage. d) a carport. e) a gazebo.	The works are not located in a heritage-protected place.
2.	The erection or installation of, or alterations or additions to, any of the following on the same lot as a single house or a grouped dwelling — a) an outbuilding. b) a pergola. c) a garage. d) a carport. e) a gazebo	a) The R-Codes apply to the works. b) The works comply with the deemed-to-comply provisions of the R-Codes. Or c) On the on the same lot as a single house if a single house is a permitted (“P”) in the zone (where the R Codes do not apply) where the development standards set out in the scheme for that particular zone (including boundary setbacks) are satisfied. d) The works are not located in a heritage-protected place.

Standard Conditions of Approval for Outbuildings

1. Use of the outbuilding shall be for domestic purposes only and not for human habitation.

Deemed-to-comply provisions of the R-Codes

The codes set criteria specific to each R-Code, including provisions for boundary setbacks, open space, and outdoor living areas. The *design principles* outline the intent of each section, while the *deemed-to-comply* provisions set standards that are considered to satisfy the design principles. A proposal that meets the deemed-to-comply provisions is considered compliant and does not require development approval. If the deemed-to-comply provisions cannot be met, variations may be considered if compliant with the design principles and the Shire’s local planning policies.

NOTE: A building that does not require development approval will still require a building permit.

The R-codes can be accessed here: [R-Codes](#)

22/02/2023

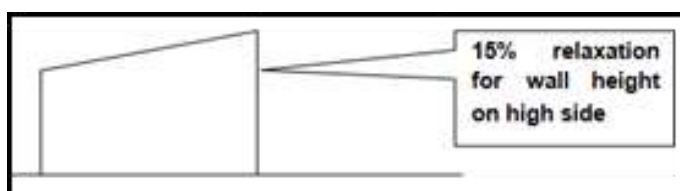
Page 5

Non-Habitable Structures

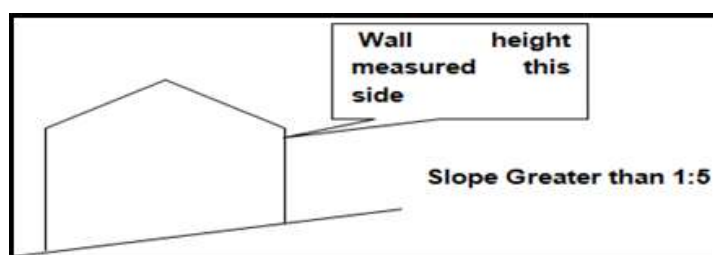
***** This Document is not controlled once it has been printed *****

Policy Statement - Outbuildings

- 1) Outbuildings do not require development approval except under the following circumstances:
 - (a) Where the Local Planning Scheme in force at the time of application requires planning scheme consent or a proposal varies from a Scheme or Residential Design Code provision.
 - (b) For the development of a non-habitable structure on a vacant lot that is zoned Residential, Special Residential, Town Centre.
- 2) Approval will be conditional upon:
 - (i) A Building Permit for a dwelling being issued by the Shire; and
 - (ii) Referral to neighbours (neighbours comments). Screening by planting trees or shrubs or by any other methods may be required to reduce the visual impact of the non-habitable structure on the vacant lot.
- (a) Where development varies from standards defined in Table 1 and the following provisions (i-iv):
 - (i) For mono-pitched (skillion) roofed non-habitable structures (not ridged roofs), a relaxation of the height of the wall (on high side - up to 15%) may be supported; or



- (ii) Where the land upon which the non-habitable structure is to be erected has a slope greater than 1 in 5, the height of the wall shall be measured on the wall that is located at the higher point of the site where the land has not been subject to cut and/or fill; or



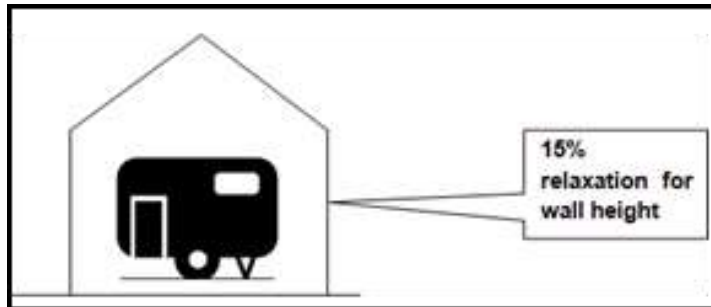
22/02/2023

Non-Habitable Structures

Page 6

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

- (iii) Where in order to accommodate larger boats, caravans or motorhomes, a relaxation of the height of the wall (up to 15%) may be supported on Residential Zone lots that are less than 4,000m²; or



- (iv) A discretionary allowance of an extra 5m² over the maximum permitted floor area may be considered in cases where the stated maximum floor area allowed is unworkable due to the dimensions of a standard design.
- (b) Non-habitable structures shall be located away from the primary or secondary street areas (i.e., to the rear of the lot).
- (c) Non-habitable structures that exceed 60m² in floor area shall be constructed out of non- reflective materials.

PART II – SHIPPING CONTAINERS AND SIMILAR STORAGE STRUCTURES

Exemptions

1. Shipping containers and other similar structures used for temporary storage during the conduct of building works will be exempt from these requirements, provided that the following criteria are achieved:
 - (a) The structure is only being used for the secure storage of materials, plant, machinery or building equipment on a building site.
 - (b) The building site has a current planning approval and building permit.
 - (c) Construction works are actively being undertaken on the site and do not lapse for any period greater than 60 days.
 - (d) The structure does not impact on pedestrian or vehicle movements in any way or obstruct vehicle sight lines.
 - (e) The structure may not be permitted on the building site for a period longer than 6 months, unless the approval of Council is obtained; and
 - (f) The structure is removed from the building site within four weeks from the completion of building works.

Policy Statement - Shipping Containers and Similar Storage Structures


1. This policy applies to the whole of the Shire of Toodyay.

22/02/2023

Page 7

Non-Habitable Structures

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

- 
2. All shipping containers and other similar structures require development approval to prior their location on a property.
 3. In determining applications for the use of shipping containers, Council will require the following information to be provided by the applicant:
 - (a) The necessary development application forms.
 - (b) Site plan showing the proposed location of the structure in relation to boundary setbacks, natural features, and existing buildings.
 - (c) A written submission detailing the proposed works to be undertaken to improve the visual amenity of the structure; and
 - (d) Any elevation drawings to the satisfaction of the Shire of Toodyay.
 - (e) As shipping containers and other similar structures may have an adverse effect on the visual amenity of an area, their location in Residential or Town Centre zones will not be supported unless the structure is for temporary building site works, as described in Exemptions.
 4. All shipping containers and other similar structures shall comply with the following design and location criteria:
 - (a) The structure should be located so it has low visibility from any road and/or adjoining property, observing all setback requirements of the Local Planning Scheme in force at the time of the application.
 - (b) The structure should be located behind existing buildings and/or screening vegetation and not be in front of the established or proposed building line.
 - (c) Council may consider the location of the structure in a position where it may be visible from any road or adjoining residence, or isolated from the existing buildings on a property, when the external appearance of the structure is substantially modified (which may include roofing, cladding and/or painting) to conceal its appearance as a shipping container.
 - (d) No more than one shipping container or similar storage structure will be permitted on a property, except for properties that have a lot size greater than one hundred hectares (100ha).
 - (e) Structures not exceeding a length of 6m will generally be approved on land other than on properties zoned 'Industrial' or 'Rural'. A structure length of up to 12m will be permitted on properties zoned 'Industrial' or on properties zoned 'Rural' that have a lot size greater than one hundred hectares (100ha).
 - (f) Shipping Containers or similar structures shall not be used for habitation purposes. The structure shall not compromise or obstruct vehicle access ways, vehicle truncations, access to parking areas or the parking bays provided on a site.
 5. The structure shall not compromise or obstruct vehicle or pedestrian sight lines, for the avoidance of creating a public safety concern.
 6. The Council reserves the right to approve the siting of a shipping container or other similar structure on a property for a fixed period. Following the expiry of this approval period, the property owner is responsible for seeking the renewal of the temporary approval or effecting its removal.

22/02/2023

Page 8

Non-Habitable Structures

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

7. The Council reserves the right to revoke any approval for the siting of a shipping container or other similar structure on a property where it is compromising the amenity of an area or impacts on public safety.
8. The Council may vary the requirements of this policy, where it is considered that full compliance with the policy is impractical, or such variation is warranted in the circumstances of the case.

Bond

As part of the development approval of a shipping container, the Council may impose conditions that require any work considered necessary to improve the appearance of the structure, including painting, landscaping, adding a pitched roof and screening.

The approval of a shipping container will require the lodgment of a bond to the value of \$2,000 as a condition of approval. This bond can be in the form of a Bank Guarantee. This bond will be used to remove the shipping container if the owner and/or occupier default on the conditions of this policy, or any conditions of approval.

The bond will be returned upon demonstrated compliance with all conditions of development approval, to the satisfaction of the Shire of Toodyay.

PART III – STORAGE SHEDS, FARM SHEDS, MACHINE SHEDS AND SHEDS FOR COMMERCIAL PURPOSES

This section applies to all other non-habitable structures that cannot be classified as an outbuilding or a shipping container. Outbuildings must be linked to single dwellings – either already erected or if there is a valid building permit and/or development approval in place for a single dwelling.

All other uses must be associated with a permitted land use, or in the instance where development approval is required, this must for part of the application for the structure.

Exemptions

Development approval is not required for this section of non-habitable structures if the following can be demonstrated to the satisfaction of the Shire of Toodyay:

1. Where the non-habitable structure is for a 'P' (Permitted) land use for a particular zone applicable to the Local Planning Scheme in force at the time of application to the Shire; and
2. The land is not in a special control area; and
3. The land is not a heritage protected place; and
4. The land is not an Aboriginal heritage site; and
5. The development meets the general development requirements of the Local Planning Scheme in force at the time of application to the Shire – for example setbacks); and
6. Complies with the objectives and provisions (including any development standards) of this Local Planning Policy.

22/02/2023

Page 9

Non-Habitable Structures

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

7. A non-habitable structure with a floor area of 10m² or less and under 2.4m in height is considered exempt from the provisions of the policy (i.e. small garden shed).
However, a second non-habitable structure with a floor area of 10m² or less and under 2.4m in height is to be assessed in accordance with the non-habitable structure Policy.
8. Garden structures (i.e. structures without a solid roof - pergolas with shade cloth and arbours) are considered exempt from the provisions of the policy.

Policy Statement - Storage Sheds, Farm Sheds, Machine Sheds And Sheds for commercial purposes.

1. This policy applies to the whole of the Shire of Toodyay
2. Development approval is required for all structures not covered under the Exemptions above.
3. The structure must be associated with an approved land use or the application of the land use must be considered as part of the whole application.
4. The land use must not be for an x-use.

Table 1: Non-Habitable Structure Specifications			
Zoning	Max. Wall Height	Max. Ridge Height	Max. Floor Area (combined floor area of all non-habitable structures on lot)
Residential Zone (Lots < 450m ²)	2.4 metres	3 metres	<60m ² in area or 10% in aggregate of the site area, whichever is the lesser
Residential Zone (Lots 450m ² - 600m ²)	3 metres	4.2 metres	<60m ² in area or 10% in aggregate of the site area, whichever is the lesser
Residential Zone (Lots 600m ² - 1000m ²)	3 metres	4.2 metres	100m ²
Residential Zone (Lots 1000m ² – 2000m ²)	3 metres	4.2 metres	120m ²
Residential Zone (Lots 2000m ² – 4000m ²)	3 metres	5.0 metres	150m ²
Residential Zone (Lots > 4000m ²)	3.5 metres	5.0 metres	170m ²
Special Residential Zone (Lots < 4000m ²)	4.2 metres	4.8 metres	150m ²
Special Residential (Lots > 4000m ²)	4.2 metres	4.8 metres	170m ²

22/02/2023

Page 10

Non-Habitable Structures

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

Table 1: Non-Habitable Structure Specifications			
Zoning	Max. Wall Height	Max. Ridge Height	Max. Floor Area (combined floor area of all non-habitable structures on lot)
Rural Residential Zone (Lots < 2ha)	4.2 metres	4.8 metres	200m ²
Rural Residential Zone (Lots 2ha to 4ha)	4.2 metres	4.8 metres	220m ²
Rural Residential Zone (Lots 4ha to 6ha)	4.2 metres	4.8 metres	240m ²
Rural Residential Zone (Lots > 6ha)	4.2 metres	4.8 metres	300m ²
Rural Living Zone (Lots < 1ha)	4.2 metres	4.8 metres	220m ²
Rural Living Zone (Lots 1 - 4ha)	4.2 metres	4.8 metres	240m ²
Rural Living Zone (Lots > 4ha)	4.2 metres	4.8 metres	300m ²
Rural Zone (Lots < 2ha)	4.2 metres	4.8 metres	220m ²
Rural Zone (Lots 2ha to 3.99ha)	4.2 metres	5.0 metres	300m ²

Consultation

In the event an application proposes a variation to the provisions of this policy and in the opinion of the Shire of Toodyay there is a potential impact on adjoining landowners, the application will be advertised in accordance with the adopted *Local Planning Policy – Advertising of Planning Proposals*.

Reference Information

[Local Planning Policy Advertising of Planning Proposals.](#)

Legislation

[Planning and Development Act 2005](#)

[Planning and Development Regulations 2009](#)

[Planning and Development \(Local Planning Schemes\) Regulations 2015](#)

[Shire of Toodyay Local Planning Scheme No. 4](#)

Associated documents

[State Planning Policy 7.3 - Residential Design Codes – Volume 1](#)

[State Planning Policy 7.3 - Residential Design Codes - explanatory guidelines](#)

22/02/2023

Non-Habitable Structures

Page 11

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

Version control information

Version No.	Date Issued	Review position	Developed by	Approved by
V1	24 November 2005	Last reviewed 13 May 2010	Planning and Development	Council
V2	22 February 2023	Development and Regulation	Executive Manager Development and Regulation	Council

Document control information	
Document Theme	Local Planning Policy
Document Category	Local Planning Policy
Document Title	Non-Habitable Structures
Document ID	LPP13
Document Owner (position title)	Executive Manager Development and Regulation
Author (position title)	Executive Manager Development and Regulation
Date of approval	22 February 2023 (CRN: OCM017/02/23)
Approving authority	Council
Access restrictions	Nil
Date Published	09 October 2023
Date of last review	22 February 2023 (CRN: OCM017/02/23)
Date of next review (Five years after adoption)	04 March 2026
Archived antecedent documents and previous versions	August 2009 OCM Adoption

22/02/2023

Non-Habitable Structures

Page 12

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



Non-Habitable Structures

Introduction

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy: Non-Habitable structures.

Objective

- To support the use of non-habitable structures in a way that does not affect the amenity, character and visual integrity of the locality.
- To establish clear guidelines for assessing proposals to place shipping containers or other similar relocatable storage units on land within the Shire of Toodyay.

Scope

- Non-habitable structures include structures that are not attached to a dwelling. These structures typically include outbuildings, sheds, gazebos, carports, shade houses and similar ancillary storage structures.
- Garden structures (i.e., structures without a solid roof - pergolas with shade cloth and arbors) are exempt from the provisions of the policy.
- This policy applies to non-habitable structures across all zones within the Shire of Toodyay, as defined by the Local Planning Scheme in effect at the time of application.
- Setbacks for non-habitable structures in the following zones:
 - Residential.
 - Special Residential; and
 - Town Centre are to conform to Table 1, 2a or 2b of [State Planning Policy 7.3 – Residential Design Codes](#) (R Codes).
- Setbacks for non-habitable structures in the following zones:
 - Rural Residential.
 - Rural Smallholdings; and
 - Rural zones are to comply with the provisions listed in the Local Planning scheme applicable to each zone.
- In all other zones not listed above where the requirements are not clearly defined, compliance shall be in accordance with the objective of this policy.
- A non-habitable structure with a floor area of 10m² or less and under 2.4m in height is exempt from the provisions of the policy (i.e., small garden shed). A second non-habitable structure with a floor area of 10m² or less and under 2.4m in height is to be assessed in accordance with the non-habitable structure Policy

18/12/2025

Non-Habitable Structures

Page 1

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

Definitions

Term	Definition
'A' Use	In relation to a zone, a use identified in the zoning table for this Scheme (regardless of the symbol used) as a use that is not permitted in the zone unless the local government has exercised its discretion by granting development approval after advertising the application in accordance with clause 64
Act	Planning and Development Act 2005
Carport	A roofed structure designed to accommodate one or more motor vehicles unenclosed except to the extent that it abuts a dwelling or a property boundary on one side and being without a door unless that door is visually permeable.
'D' Use	(a) in relation to a zone — means a use identified in the zoning table for this Scheme (regardless of the symbol used) as a use that is not permitted in the zone unless the local government has exercised its discretion by granting development approval; but (b) does not include a class A use;
Deemed-to-comply	A proposal, or a component of a proposal, which complies with the deemed-to-comply provisions of the R-Codes, or an adopted local planning policy.
Deemed provisions	The Regulations introduce a set of deemed provisions that form part of every local planning scheme in the State.
Development	Development means the development or use of any land, including — <ul style="list-style-type: none"> a) any demolition, erection, construction, alteration of or addition to any building or structure on the land. b) the carrying out on the land of any excavation or other works. c) in the case of a place to which a protection order made under the Heritage Act 2018 Part 4 Division 1 applies, any act or thing that — <ul style="list-style-type: none"> i. is likely to change the character of that place or the external appearance of any building; or ii. would constitute an irreversible alteration of the fabric of any building;
Development application	An application under a planning scheme, or under an interim development order, for approval of development;

18/12/2025

Non-Habitable Structures

Page 2

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

Term	Definition
Dwelling	A building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family.
Garage	Any roofed structure, other than a carport, designed to accommodate one or more motor vehicles and attached to the dwelling.
Gazebo	Are outdoor shade structures with a solid roof and partially open sides, which can be screened in.
Greenhouse	A greenhouse is a structure with a glass or plastic roof and frequently glass or plastic walls. Its roof and sides have to allow light to penetrate.
Height	Is the height of the non-habitable structure as measured vertically from the natural ground level to the highest point of the building above that point, as stipulated in the Residential Design Codes of Western Australia, and not the measurement taken above the proposed finished floor level of the non-habitable structure.
Heritage place	As defined under clause 1A of the deemed provisions – Schedule 2 of the Planning and Development (Local Planning Scheme) Regulations 2015 .
Maximum floor area	The combined total floor area of all existing and proposed non habitable structures on a lot.
Natural Ground Level (NGL)	The levels on a site which precede the proposed development, excluding any site works unless approved by the decision-maker or established as part of subdivision of the land preceding development.
Non-Habitable Structures	Outbuildings, sheds, gazebos, carports, shade houses and shipping containers.
Outbuilding	An enclosed non-habitable structure that is detached from any dwelling.
Pergola	An open-framed structure covered in water permeable material, or operable louvred roofing, which may or may not be attached to a dwelling.
'P' Use	In relation to a zone, a use identified in the zoning table for this Scheme (regardless of the symbol used) as a use that is permitted in the zone if it complies with any relevant development standards and requirements of this Scheme

18/12/2025

Page 3

Non-Habitable Structures

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

Term	Definition
R-Codes	State Planning Policy 7.3 – Residential Design Codes – Volume 1 . The R-Codes control the design of most residential development throughout Western Australia. The R-Codes aim to address emerging design trends, promote sustainability, improve clarity and highlight assessment pathways to facilitate better outcomes for residents.
Regulations	Planning and Development (Local Planning Schemes) Regulations 2015
Reflective materials	Includes factory applied finishes such as zincalume, galvabond and light colorbond colours such as white, off-white and surf mist
Scheme	The local planning scheme that specifies zoning and development standards gazetted pursuant to the <i>Planning and Development Act 2005</i> , as amended.
Shade house	A shade house is a mesh (or shade-cloth) structure that protects plants from the sunlight.
Shire	The Shire of Toodyay.
Shire President	The Shire President of the Shire of Toodyay
Unenclosed	An area bounded on no more than two sides by a permanent wall and covered in a water impermeable material.
'X' Use	In relation to a zone, a use identified in the zoning table for this Scheme (regardless of the symbol used) as a use that is not permitted in the zone
Zone	A portion of the Scheme area identified on the Scheme Map as a zone for the purpose of indicating the controls imposed by this Scheme on the use of, or the carrying out of works on, land, but does not include a reserve or special control area

1. OUTBUILDINGS

1.1 Exemptions

- a) In accordance with Clause 61 of the Deemed Provisions, development approval is not required for works that fall within a class specified in Column 1 of the Table below, provided that all conditions listed in Column 2 for that class are fully satisfied.

18/12/2025

Non-Habitable Structures

Page 4

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

	Column 1 - Works	Column 2 - Conditions
1.	The demolition or removal of any of the following — a) an outbuilding. b) a pergola. c) a garage. d) a carport. e) a gazebo.	The works are not located in a heritage-protected place.
2.	The erection or installation of, or alterations or additions to, any of the following on the same lot as a single house or a grouped dwelling — a) an outbuilding. b) a pergola. c) a garage. d) a carport. e) a gazebo	a) The R-Codes apply to the works. b) The works comply with the deemed-to-comply provisions of the R-Codes. Or c) On the on the same lot as a single house if a single house is a permitted (“P”) in the zone (where the R Codes do not apply) where the development standards set out in the scheme for that particular zone (including boundary setbacks) are satisfied. d) The works are not located in a heritage-protected place.

- b) Even if an outbuilding qualifies as exempt and does not require a development approval, it must still comply with all conditions outlined in this policy.

1.2 Conditions of Approval for Outbuildings

- a) Use of the outbuilding shall be for domestic purposes only and not for human habitation.
- b) Compliance with R-Code

Each R-Code includes specific criteria relating to boundary setbacks, open space, and outdoor living areas. These criteria are guided by overarching design principles that articulate the intent of each provision. Proposals that meet the *deemed-to-comply* standards are considered compliant and do not require development approval.

Where a proposal does not meet the deemed-to-comply provisions, variations may be considered, provided the proposal demonstrates compliance with the relevant design principles and aligns with the Shire’s local planning policies.

- c) The above-mentioned exemption does not apply under the following circumstances:
 - i. Where the Local Planning Scheme in effect at the time of application requires planning consent.

18/12/2025

Page 5

Non-Habitable Structures

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

- ii. The proposed structure exceeds the maximum floor area or height permitted under Table 1 Specifications of this policy.
- iii. The proposal does not comply with provisions of the Scheme, Local Planning policy or the Residential Design Codes.
- iv. The proposed outbuilding is located on a vacant lot.
- v. The proposed outbuilding is located within Special Control Area 3

NOTE: A building that does not require development approval will still require a building permit.

1.3 Policy Statement - Outbuildings

- a) All outbuilding developments to comply with *Table 1 of Non-Habitable Structure specifications*.

Table 1: Non-Habitable Structure Specifications			
Lots	Max. Wall Height	Max. Ridge Height	Max. Floor Area (combined floor area of all non-habitable structures on lot)
RESIDENTIAL ZONE, MIXED-USE ZONE AND ENVIRONMENTAL CONSERVATION ZONE			
Lots < 1000m ²	2.4 metres	4.2 metres	<60m ² in area or 10% in aggregate of the site area, whichever is the lesser
Lots 1000m ² – 2000m ²	2.4 metres	4.2 metres	<60m ² in area
Lots 2000m ² – 4000m ²	3 metres	3.8 metres	150m ²
Lots > 4000m ²	3.6 metres	4.6 metres	170m ²
RURAL RESIDENTIAL, RURAL SMALLHOLDING, AND RURAL ENTERPRISE ZONE			
Lots < 2ha	4.2 metres	4.8 metres	220m ²
Lots 2ha - 6ha	4.8 metres	5.2 metres	240m ²
Lots > 6ha	5 metres	6 metres	300m ²
RURAL ZONE			
Lots < 2ha	4.6 metres	5 metres	220m ²
Lots 2ha to 4ha	5 metres	5.6 metres	300m ²
Lots 4ha to 20ha	5.8 metres	6.4 metres	400m ²
Lots 20ha to 50ha	7.4 metres	9 metres	500m ²
Lots > 50ha	As per clause 1.3(d)		
COMMERCIAL ZONE AND SERVICE COMMERCIAL ZONE			

18/12/2025

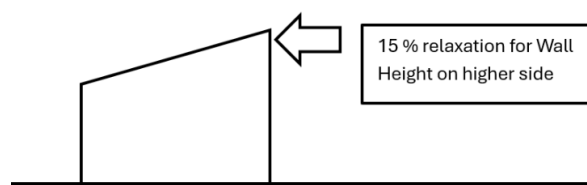
Non-Habitable Structures

Page 6

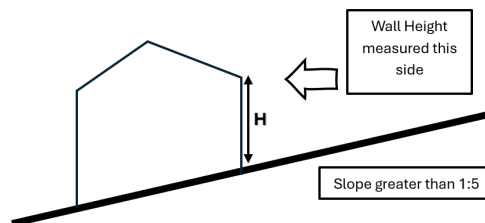
***** This Document is not controlled once it has been printed *****

Lots < 2000m ²	5 metres	6 metres	No greater than 20% of the lot area.
Lots 2000m ² – 4000m ²	5.5 metres	6.5 metres	No greater than 20% of the lot area
Lots > 4000m ²	7 metres	8 metres	No greater than 20% of the lot area
ALL INDUSTRIAL ZONES			
All lots	9 metres	10 metres	As per BCA.

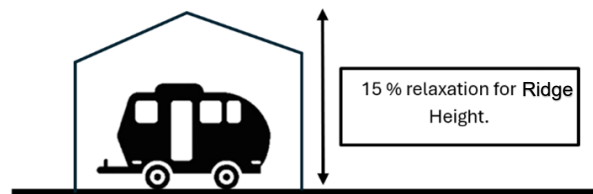
- b) Outbuildings in 'Private clubs, Institutions and Places of worship' zone will be assessed individually considering the specific impact of each development on the character and locality of the site to ensure that it does not result in a significant detract from the local amenity and surrounding environment.
- c) The outbuilding shall be designed and located to not adversely impact the visual amenity of the locality or cause visual disturbance to adjoining landowners. Compliance with the considerations outlined in *Special Control Area 5 – Landscape Protections under Local Planning Scheme No. 5* will ensure this outcome. Where appropriate, the Shire may recommend mitigation measures such as vegetative screening.
- d) A development application is required if an outbuilding is a large structure situated on a lot exceeding 50 hectares will be assessed as follows:
 - i. The assessment will be discretionary and will focus on ensuring the outbuilding's size is appropriate and proportional to the lot.
 - ii. If the outbuilding is located within a Special Control Area, a Visual Impact Assessment must be undertaken according to *Visual Landscape Planning in Western Australia - a manual for evaluation, assessment, siting and design* and according to provisions provided in Schedule 3 of the Local Planning Scheme No.5
 - iii. The height and size of the outbuilding must not adversely impact the local character or visual amenity of the place, as determined by the Shire of Toodyay.
- e) Where development varies with the standards set out in Table 1, the following provisions shall apply:
 - i. For mono-pitched (skillion) roofed non-habitable structures (not ridged roofs), relaxation of the height of the wall (on higher side - up to 15%) may be supported.



- ii. If the land on which the non-habitable structure is to be built has a slope greater than 1:5, the wall height must be measured from the wall positioned at the highest point of the site, provided the land has not been altered by cutting or filling



- iii. Where in order to accommodate larger boats, caravans or motorhomes, a relaxation of the height of the wall (up to 15%) may be supported on Residential Zone lots that are less than 4,000m.



- f) Non-habitable structures must be positioned away from primary and secondary street frontages, located at the rear of the lot or set back at least 1 metre behind the front façade line of the dwelling.
- g) Non-habitable structures that exceed 60m² in floor area shall be constructed out of non- reflective materials.

2. SHIPPING CONTAINERS

2.1 Conditions of Approval

All shipping containers and other similar structures require development approval prior to their location on a property and must fulfill the following criteria:

- The sea container will be used primarily for storage purposes, with any use as workshops or offices being strictly ancillary to the main dwelling.
- Shipping Containers are not to be used for habitation purposes.
- The structure does not impact pedestrian or vehicle movements in any way or obstruct vehicle sight lines.
- Shipping containers are to be used as temporary structures on a site and only for a maximum period of 24 months.

18/12/2025

Non-Habitable Structures

Page 8

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

- e) Once the approval period expires, the applicant must remove the structure within four weeks, unless they apply to the Shire for an extension.
- f) As shipping containers and other similar structures may have an adverse effect on the visual amenity of an area, their location in Residential or Central Toodyay heritage area will not be supported unless the structure is for temporary building site works.
- g) The approval of a shipping container will require the lodgment of a bond to the value of \$2,000 as a condition of approval. This bond can be in the form of a Bank Guarantee. This bond will be used to remove the shipping container if the owner and/or occupier default on the conditions of this policy, or any conditions of approval.
- h) The bond will be returned upon demonstrated compliance with all conditions of development approval, to the satisfaction of the Shire of Toodyay.
- i) Temporary shipping containers shall not display any advertisements or signage on their external surfaces

2.2 Policy Statement - Shipping Containers and Similar Storage Structures


- a) This policy applies to the whole of the Shire of Toodyay.
- b) In determining applications for the use of shipping containers, Council will require the following information to be provided by the applicant:
 - i. A filled Development Application form.
 - ii. Site plan showing the proposed location of the structure in relation to boundary setbacks, natural features, and existing buildings.
 - iii. A cover letter detailing the proposed works to be undertaken to improve the visual amenity of the structure; and
 - iv. Elevation drawings of the shipping container
 - v. Photos of all 4 sides of the shipping container.
- c) All shipping containers and other similar structures shall comply with the following design and location criteria:
 - i. The structure should be located to ensure low visual impact from any road and/or adjoining property, while observing all setback requirements of the Local Planning Scheme in force at the time of the application.
 - ii. The structure should be placed behind existing buildings or screening vegetation and must not sit in front of the established or proposed building line.
 - iii. Council may consider the location of the structure in a position where it may be visible from any road or adjoining residence, or isolated from the existing buildings on a property, when the external appearance of the structure is substantially modified (which may include roofing, cladding and/or painting) to conceal its appearance as a shipping container.
 - iv. Only one shipping container is permitted on lots smaller than 50ha.
 - v. A maximum of 2 shipping containers is permitted on lots larger than 50ha.

18/12/2025

Page 9

Non-Habitable Structures

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

- 
- vi. A structure up to 6 m in length is permitted in all zones. In 'Rural' and 'Industrial' zones with a lot size greater than 50 ha, a single container up to 12 m in length may be allowed.
 - d) Shipping containers that are permanently fixed to the ground are considered outbuildings and will be assessed in accordance with the outbuildings section of this policy. These permanent structures must have a low visual impact, which may include the implementation of visual impact mitigation measures such as cladding, façade treatment, and non-reflective finishes as required by the Shire.
 - e) The Council reserves the right to approve the siting of a shipping container or other similar structure on a property for a fixed period. Following the expiry of this approval period, the property owner is responsible for seeking the renewal of the temporary approval or effecting its removal.
 - f) The Council may revoke any approval for the siting of a shipping container or other similar structure on a property where it is non-compliant.
 - g) The Council may vary the requirements of this policy, where it is considered that full compliance with the policy is impractical, or such variation is warranted in the circumstances of the case.

Consultation

In the event an application proposes a variation to the provisions of this policy and in the opinion of the Shire of Toodyay there is a potential impact on adjoining landowners, the application will be advertised in accordance with the adopted *Local Planning Policy – Advertising of Planning Proposals*.

Reference Information

[Local Planning Policy Advertising of Planning Proposals.](#)

Legislation

[Planning and Development Act 2005](#)

[Planning and Development Regulations 2009](#)

[Planning and Development \(Local Planning Schemes\) Regulations 2015](#)

[Shire of Toodyay Local Planning Scheme No. 4](#)

Associated documents

[State Planning Policy 7.3 - Residential Design Codes – Volume 1](#)

[State Planning Policy 7.3 - Residential Design Codes - explanatory guidelines](#)

18/12/2025

Non-Habitable Structures

Page 10

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

Version control information

Version No.	Date Issued	Review position	Developed by	Approved by
V1	24 November 2005	Last reviewed 13 May 2010	Planning and Development	Council
V2	22 February 2023	Development and Regulation	Executive Manager Development and Regulation	Council
V3				

Document control information

Document Theme	Local Planning Policy
Document Category	Local Planning Policy
Document Title	Non-Habitable Structures
Document ID	LPP13
Document Owner (position title)	Executive Manager Development and Regulation
Author (position title)	Executive Manager Development and Regulation
Date of approval	22 February 2023 (CRN: OCM017/02/23)
Approving authority	Council
Access restrictions	Nil
Date Published	09 October 2023
Date of last review	22 February 2023 (CRN: OCM017/02/23)
Date of next review (Five years after adoption)	04 March 2026
Archived antecedent documents and previous versions	August 2009 OCM Adoption

18/12/2025

Non-Habitable Structures

Page 11

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

3/24/26, 2:12 PM

Google Maps

Google Maps



Imagery ©2026 Airbus, CNES / Airbus, Maxar Technologies, Map data ©2026 100 m

https://www.google.com/maps/@-31.4883682,116.5195389,731m/data=!3m1!1e3?entry=tту&g_ep=EgoyMDI2MDMxOC4xIiKXMDSoASAFQAw%3D%3D

1/1



IMPORTANT NOTICE

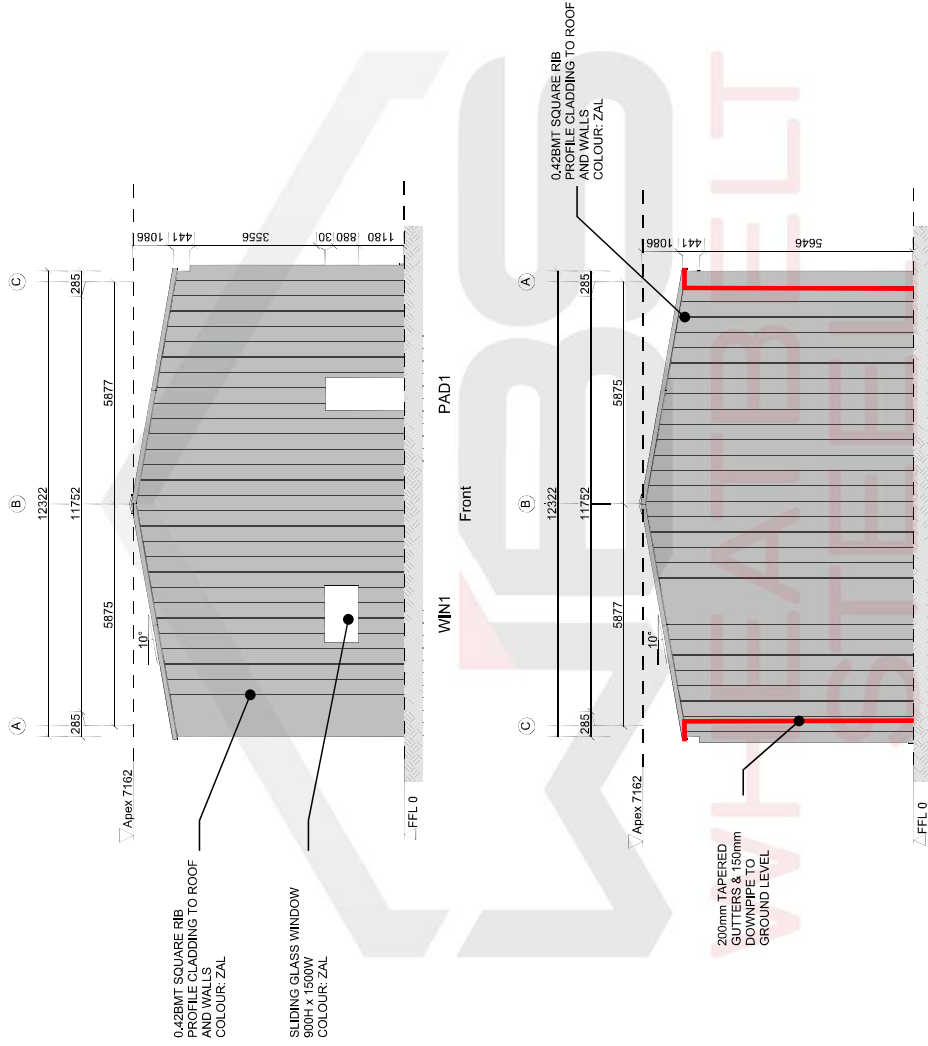
Please note that the dimensions currently provided are based on preliminary member sizing and are subject to change following the final engineering review.

If specific clearance requirements are critical to your project, we kindly ask that you mark them clearly on the Customer Acceptance Pack. This will ensure they are considered during the engineering and design process.

Do you have a specific clearance requirement that needs to be addressed?

YES NO

Details:





I HAVE ACCEPTED THE INFORMATION ON THIS DRAWING:

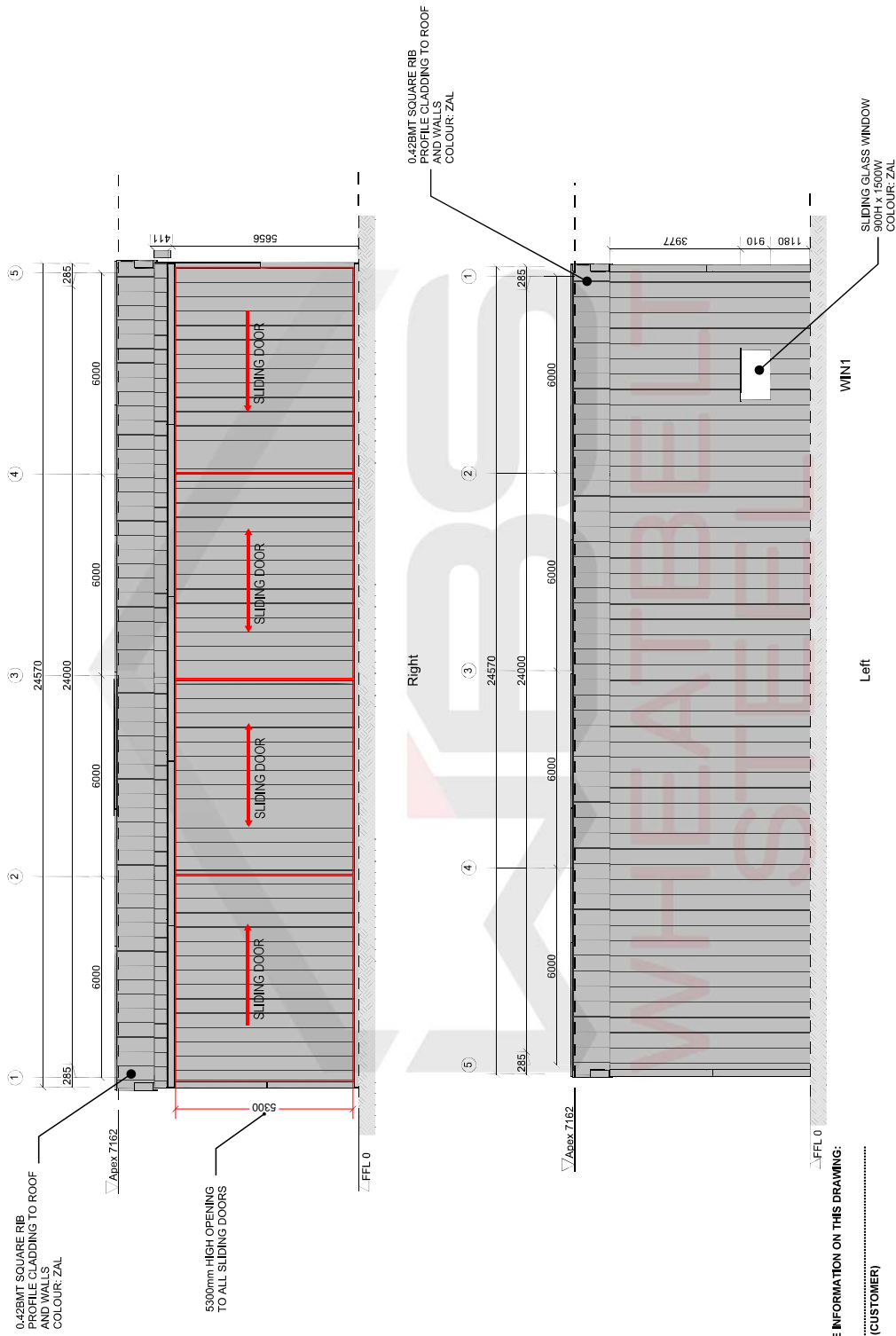
 (CUSTOMER)

 (DATE)

Back

Elevations

PROJECT NO: P10083J3610	CUSTOMER: RJ & VM Heathway	SITE: 325 Hall Rd	 
DATE: 13/03/2026	PROJECT NAME: RJ & VM Heathway	Nunille WA 6566	
DRAWING NO: ELEV1	QUOTE NAME: 24.5 x 12.3 x 5.9m Machinery Shed	LOT:	



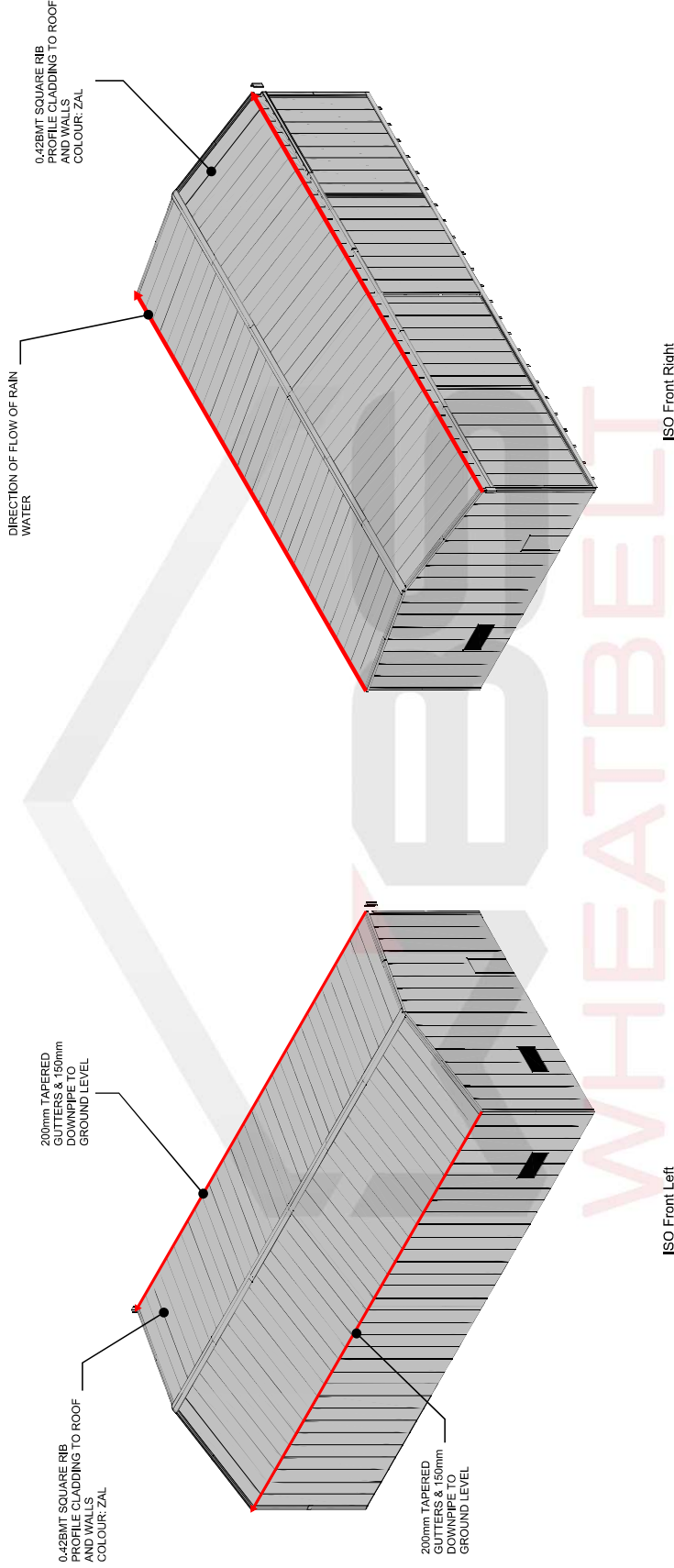
I HAVE ACCEPTED THE INFORMATION ON THIS DRAWING:

 (CUSTOMER)

 (DATE)

PROJECT NO:	P10083J3610	CUSTOMER:	RJ & VM Heathway	SITE:	325 Hall Rd Nunlle WA 6566
DATE:	13/03/2026	PROJECT NAME:	RJ & VM Heathway	LOT:	
DRAWING NO:	ELEV2	QUOTE NAME:	24.5 x 12.3 x 5.9m Machinery Shed	RP/SP:	





I HAVE ACCEPTED THE INFORMATION ON THIS DRAWING:

 (CUSTOMER)

 (DATE)

Isometric (clad)

PROJECT NO:	P10083J3610	CUSTOMER:	RJ & VM Hathway	SITE:	325 Hall Rd Nunlle WA 6566
DATE:	13/03/2026	PROJECT NAME:	RJ & VM Hathway	RP/SP:	
DRAWING NO:	ISO-C1	QUOTE NAME:	24.5 x 12.3 x 5.9m Machinery Shed	LOT:	





I HAVE ACCEPTED THE INFORMATION ON THIS DRAWING:

 (CUSTOMER)

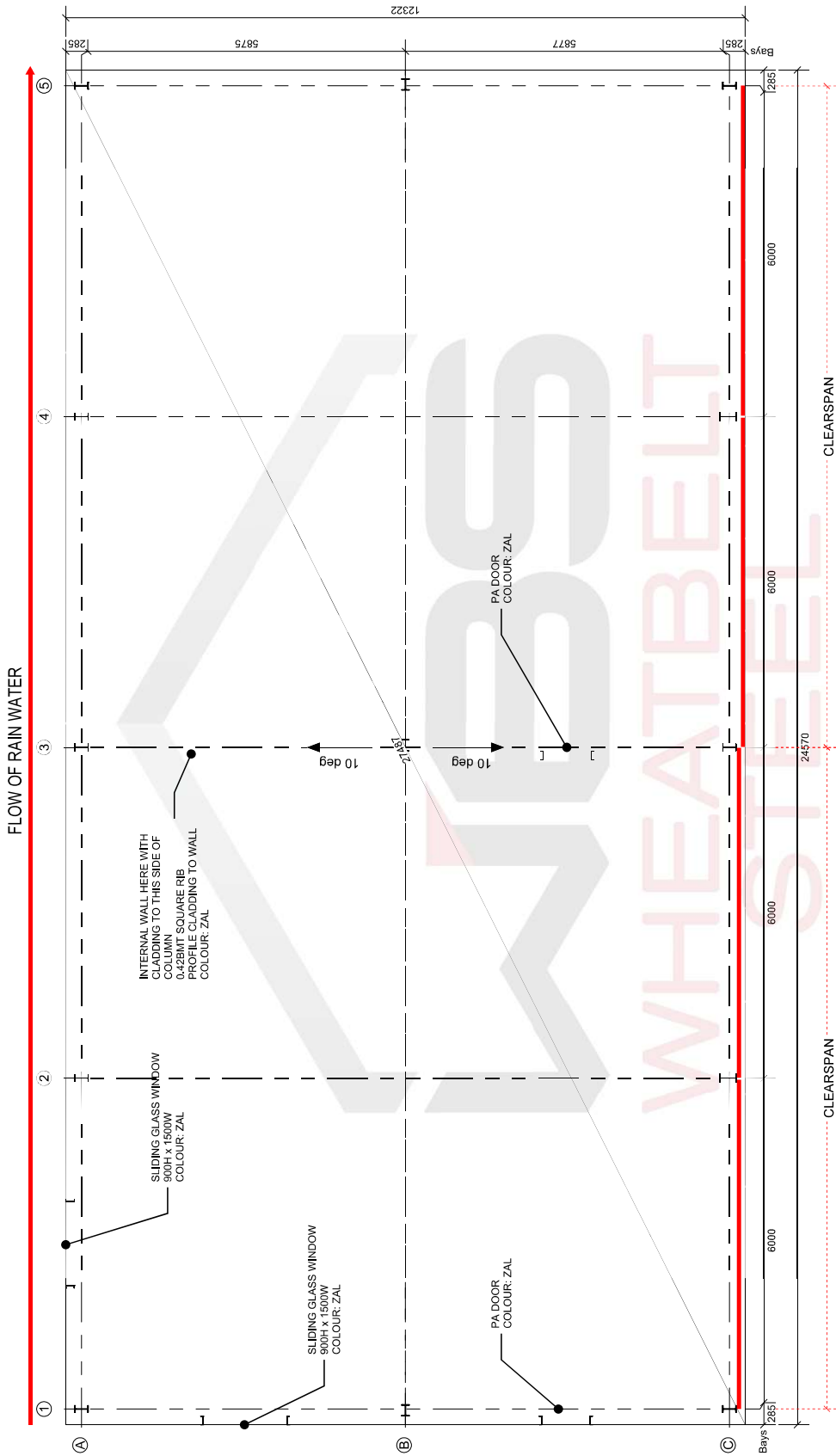
 (DATE)

Isometric (Unclad)

PROJECT NO:	P10083J3610	CUSTOMER:	RJ & VM Heathway	SITE:	325 Hall Rd Nunlle WA 6566
DATE:	13/03/2026	PROJECT NAME:	RJ & VM Heathway	RP/SP:	
DRAWING NO:	ISO-U1	QUOTE NAME:	24.5 x 12.3 x 5.9m Machinery Shed	LOT:	



130 550 000
 1300 550 000
 88 Blythe St Northam WA 6401
www.wheatbeltsteel.com.au



I HAVE ACCEPTED THE INFORMATION ON THIS DRAWING:

 (CUSTOMER)

 (DATE)

Plan

PROJECT NO: P10083J3610	CUSTOMER: R.J. & VM Heathway	SITE: 325 Hall Rd Nunille WA 6566	
DATE: 13/03/2026	PROJECT NAME: R.J. & VM Heathway	LOT: RP/SP:	
DRAWING NO: PLAN1	QUOTE NAME: 24.5 x 12.3 x 5.9m Machinery Shed		

A 23 Clayton St, Bellevue WA, 6056

P 1800 800 909

E sales@wbsgroup.com.au

wheatbeltsteel.com.au

Oodya



24/03/2026

Shire of Toodyay

PO Box 96

Toodyay WA 6566

records@toodyay.wa.gov.au

Dear Shire of Toodyay,

DEVELOPMENT APPLICATION - Job 3610 – Graeme and Julie Hathway – 325 Hall Road, Nunile, WA, 6566

Please find attached documents to submit for a Development Permit application for the above property.

Project Description:	Structural Steel Shed 24m x 12m x 5.9m – Area under roof: 288m ²
Contracted construction value:	\$140,527.45 inc GST
Purpose of Structure:	Machinery Storage Shed

Graeme is wanting to build a Machinery Storage Shed on their site, 24m x 12m x 5.9m – Area under roof: 288m². Apex of the shed is going to be 7.1m. Machines stored in the shed will be used for seeding and harvesting. The shed is going to be constructed with Zinalume wall and roof cladding as illustrated on the drawings.

Our clients will be paying the Development fees, could you please provide an invoice, and Julie will arrange payment. Julies contact details are: admin@locklandpark.com.au or 0427 335 578.

If you require any further information, please do not hesitate to contact me on 0436 618 021.

Kind Regards,

Stephanie Laughton

Project Coordinator



Shire of Toodyay Policy Manual

LOCAL PLANNING POLICY

POLICY NO:	LPP.2
POLICY SUBJECT:	Ancillary Accommodation
ADOPTION DATE:	18 September 2008
LAST REVIEW:	13 May 2010

STATEMENT OF INTENT

The intention of this policy is to provide direction on the establishment of ancillary accommodation (also referred to as 'granny flats') in association with a single house within the Shire of Toodyay.

Ancillary accommodation is defined under Local Planning Scheme No 4 as:

“ancillary accommodation” means self contained living accommodation on the same site as a single house that may be attached or detached from the single house and occupied by members of the same family as the occupiers of the main dwelling.

The Residential Design Codes outlines that ancillary accommodation is “to encourage diversity in accommodation types and to provide a means for extended families to live in proximity but with autonomy”. The Residential Design Codes have provisions that control ancillary accommodation within the Residential zones, however there are no provisions that control ancillary accommodation in other zones within the Shire.

OBJECTIVES

- To provide for the development of ancillary accommodation that will not be detrimental to the amenity or aesthetics of the locality.
- To ensure that ancillary accommodation is 'ancillary' or 'secondary' to the main house on the property.

DEFINITIONS

All definitions shall have the same meanings applied to them within the Shire of Toodyay's Local Planning Scheme No 4.

STATUTORY POWERS

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

Local Planning Policy No.2 – Ancillary Accommodation

POLICY STATEMENT

- 1.0 All ancillary accommodation within the Shire of Toodyay must comply with the following:
- a) have a maximum internal floor area of 70m²;
 - b) have a maximum of 2 bedrooms and one bathroom;
 - c) be located within 20m of the main house;
 - d) be self contained;
 - e) be a similar design and appearance as the existing house;
 - f) share the same driveway access as the single house;
 - g) ~~only be occupied by members of the same family as the occupiers of the main house;~~
 - h) must be positioned behind or in line with the building line of the existing house;
 - i) have a minimum of one additional car parking space for the use of the occupant/s of the ancillary accommodation; and
 - j) where reticulated water supply is not provided, the ancillary accommodation unit must be provided with an additional 22,500 litre potable water supply in addition to the 92,000 litre potable water supply of the existing residence.
- 2.0 Only one (1) ancillary accommodation unit will be permitted per lot.
- 3.0 ~~All applications for planning approval for ancillary accommodation shall have a planning condition requiring the registration of a Section 70A Notification on the certificate of title to notify prospective purchasers that the ancillary accommodation is only to be occupied by a member or members of the same family as the occupiers of the main dwelling and that the existence of ancillary accommodation on the property should not be construed to mean that the property is suitable for subdivision. All costs associated with the lodgement of the Notification on the certificate of title will be borne by the applicant.~~
- 4.0 Council may vary the requirements of this local planning policy LPP.2 – Ancillary Accommodation where it is considered that full compliance is impractical or where it's warranted due to the circumstances of the case.

Reviewed Council Meeting 21 May 2009
Reviewed Council Meeting 13 May 2010



Ancillary Dwellings

Introduction

This Local Planning Policy is prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

As a supporting document, this policy is to be read in conjunction with the provisions of the current local planning scheme and the Residential Design Codes.

All ancillary dwelling applications on land zoned Residential within the Shire of Toodyay Local Planning Scheme No.5 may consider the use of this policy when an assessment is made using design principals.

1. Provide flexibility in providing ancillary dwelling opportunities to residents to meet the needs of residents.
2. Guide the development of ancillary dwellings in the Shire of Toodyay that considers all the requirements of the Shire’s Scheme provisions.
3. Ensure that ancillary dwellings are provided, constructed and located in such a way as to minimise its impact to the amenity of the locality, Special Control Area 5 – Landscape protection.

Objective

This policy resets the minimum standards that Council deem appropriate for ancillary dwellings in the Shire. There is a greater emphasis on placement in safe locations and the need to assess proportionality of the main house and the new dwelling.

Scope

Ancillary dwellings in this policy are based upon the provisions contained within the Residential Design Codes of Western Australia. However, in the Shire a policy is required to support this objective as most of the Shire’s land is not zoned Residential.

These second dwellings are of lesser size than the primary house and provide support housing to the primary house. These dwellings assist with providing housing diversity and support alternate affordable housing options or holiday accommodation.

In Rural areas, Local Planning policy and Local Planning Scheme provisions are required to guide the siting, scale and scope of Ancillary Dwellings. This policy also supports Clause 32 (11)(1) in defining a second dwelling on a rural lot.

This policy applies for all Ancillary Dwelling development in the Shire of Toodyay.

Definitions

Term	Definition
Ancillary Dwelling	An ancillary dwelling is commonly known as a granny flat and is a self-contained dwelling on the same site as an existing home.

Term	Definition
	It may be attached to, integrated with, or detached from that home.
Act	<i>Planning and Development Act 2005</i>
Dwelling Separation	The distance from the primary house to the ancillary dwelling in rural areas
Heritage-protected place	As defined under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
Floor Area	All of the measured area within the external walls of a dwelling but excludes garages under the main roof.
Plot Ratio	Has the same meaning as contained in the R-Codes
Primary Dwelling Area	The floorspace of the primary dwelling excluding the garage if it is under the main roof.
R-Codes	Residential Design Codes of Western Australia
Self-contained	A dwelling that could be occupied independently from another dwelling, such as a primary dwelling on the same lot.
Setbacks	As per Clause 32 of the Local Planning Scheme No.5
Scheme	Shire of Toodyay Local Planning Scheme No. 5
Special Control Area	As defined in Schedule 3 of the Local Planning Scheme No.5
Special Use Zone	As defined in Schedule 2 of the Local Planning Scheme No.5

Policy Statement

The Shire of Toodyay is committed to facilitating diverse and flexible housing options that respond to the evolving needs of its community.

This Local Planning Policy provides a framework for the development of ancillary dwellings across residential and rural zones within the Shire, ensuring such development is consistent with the objectives of the Local Planning Scheme No. 5, the Residential Design Codes of Western Australia, and relevant landscape protection provisions.

This policy applies to all ancillary dwelling proposals within the Shire of Toodyay and must be read in conjunction with the Local Planning Scheme No. 5, the Residential Design Codes, and any other relevant planning instruments.

Council retains discretion to vary the provisions of this policy where appropriate, subject to assessment against the broader planning framework and community impact.

To be / Approved by Council for advertising: 27/11/2025

Page 2 of 6

DRAFT REVISED Ancillary Dwellings Policy

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

1. Approval requirements

1.1 Development approval is not required for an Ancillary Dwelling if:

- (a) the proposal is compliant with the R-Codes (residential zone); and
- (b) the works are not located in a heritage-protected place; and
- (c) it is not located within a Special Use Zone or Special Control Area numbers 2, 3, or 4; and
- (d) is a permissible use in the Clause 17 - Zoning Table of the *Local Planning Scheme No.5*; and
- (e) and complies with this policy.

Note: *You are still required to obtain a building licence from the Shire of Toodyay*

1.2 Additional Development Provisions for Ancillary Dwellings in Rural Areas

In addition to relevant Scheme development provisions, development of ancillary dwellings on land where the R-Codes do not apply, should also satisfy the following requirements:

- (a) Ancillary dwellings must be associated with a single house (primary dwelling), which either exists or will be developed concurrently on the same lot; and
- (b) Development and design of ancillary dwellings should apply the use of materials that do not detract from the character of an existing house on the property, and the local character of the area; and
- (c) Appropriate landscaping be provided to reduce the visual impact to the landscape of the area. (SCA5 and all other areas).

1.3 Dwelling Size

This policy requires that ancillary dwellings be smaller than the primary dwelling. This is achieved by the measurement of the building's floorspace (excluding garages under the main roof) to determine an area. A subsequent ancillary dwelling (excluding garages under the main roof) shall be;

- (a) no more than 40% of the floorspace of the primary dwelling (lots over 4ha), or
- (b) have a floorspace less than the stated maximum.
- (c) Where the main dwelling is small, a cap of 70m² will remain

Land Use / Lot Size	Dwelling Size	Dwelling Separation	Maximum Dwellings
Residential	R-codes chapter 5.5	N/A	1
Rural Residential / Rural Enterprise <4ha	<100m ²	N/A unless there is a building envelope	1
Rural Smallholdings 4-40ha	<120m ² or <40% of the primary dwelling's area	N/A unless there is a building envelope	1
Rural >40ha	<130m ² or <40% of the primary dwelling's area	N/A	2*
All zones default	70m ²	N/A	1

When using this table and a lot size is smaller than that of the size of the zoned lot, then the lot size shall determine the criteria. Example, a rural lot of 35ha would then be deemed as being assessed as a Rural Smallholding.

Note: Consideration of Clauses 32 (11-13) of the Scheme must be made for two ancillary dwellings.

1.4 When an Ancillary Dwelling is built before the primary dwelling.

If a case arises that the owner of the lot wishes to build the ancillary dwelling before the main house, then:

- (a) It will be assessed as a single house for the purposes of the assessment under the scheme.
- (b) If later, the owner wishes to build a main house then provisions within this policy will apply.

1.5 Worked Examples

Under the current policy all applications must meet the criteria of the Table. The proposed policy will increase the dwelling caps, which may again exceed those caps where large main dwellings exist.

In some cases, the base line cap of 70m² may be applied when dealing with the proportionality criteria.

Example 1 – 20ha rural zoned lot, main house 320m².

The 20ha size of the Lot means that assessment will be made as if it were zoned Rural Smallholdings, 120m² base cap. The main house is more than 300m² so the shire can use the 40% rule to expand the base cap to 128m² (300x0.4=128m²).

Example 2 – 4ha rural residential zoned lot, main house 160m².

The 4ha sized lot and zone would use the 100m² base cap, because the main house is 160m², the 40% provision would not enlarge the cap (160x0.4=64m²) the new cap is larger.

Example 3 – 32ha Rural zoned lot, 120m² main house

The 32ha sized lot and zone would use the 130m² base cap. In this case the main house is only 120m² so we have a negative calculation.

- (a) The current house becomes the ancillary house and the new house becomes the main house, but the new house would then need to be a minimum of 300m² to meet this policy requirement, or*
- (b) The new proposed ancillary house must be less than 40% of the main dwelling = 48m². In this case a default 70m² cap would apply.*

2. Services

2.1 Water

An ancillary dwelling, where not connected to a reticulated water service, must have a minimum **92,000 litre** potable water storage supply. This is in addition to any water storage requirement for a primary dwelling.

If the primary dwelling is not constructed, then a standard potable water supply is required as if it was a dwelling.

2.2 On-site Wastewater Disposal

All ancillary dwellings must be connected to an approved sewerage system.

- (a) Connection to an Existing On-site Wastewater System:

The wastewater load for the entire property (including both the primary dwelling and the ancillary dwelling) must be recalculated, based on the combined number of bedrooms, and expanded accordingly.

- (b) Installation of an independent On-site Wastewater System:

If a separate system is installed for the ancillary dwelling, it must comply with the same regulations as a standard residential system.

2.3 Parking

Identification of parking is required adjacent to an application. This will be in compliance with either the R-Codes of WA or Schedule 6 of the Scheme.

3. Council can vary the requirements of this policy.

When an application is received that proposes development outside of the deemed provisions of this policy, then Council may approve, or refuse, or impose additional conditions on that application.

To be / Approved by Council for advertising: 27/11/2025

Page 5 of 6

DRAFT REVISED Ancillary Dwellings Policy

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

Flow Charts (if necessary)

Insert here

Reference Information

- [State Planning Policy 2.5: Rural Planning](#)
- [Local Planning Scheme No. 5](#)

Legislation

- [Planning and Development \(Local Planning Schemes\) Regulations 2015;](#)
- [Planning and Development Act 2005;](#)

Associated documents

Building Licence Applications

Document control information	
Document Category	Land Use Planning
Document Title	Ancillary Dwellings
Document ID	LPP.02
Document Owner (position title)	Executive Manager Planning and Regulatory Services
Author (position title)	Executive Manager Planning and Regulatory Services
Initial Council Adoption <i>(including Date and Resolution No.)</i>	18/09/2008
Last Council Review <i>(including Date and Resolution No.)</i>	22/06/2022 OCM105/06/22
Date of Approval	T.B.A.
Approving authority	Council
Absolute or Simple Majority Decision:	Absolute Majority
Access restrictions	Nil
Date Published	t.b.a.
Date of Next Review	Annually or as required

To be / Approved by Council for advertising: 27/11/2025

Page 6 of 6

DRAFT REVISED Ancillary Dwellings Policy

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

SUBMISSIONS FOR UPDATED ANCILLARY ACCOMMODATION POLICY					
NUMBER	SUBMITTER	ADDRESS ROAD	OBJECT OR SUPPORT ?	COMMENT	OFFICER RESPONSE
1	RESIDENT	FAWELL ROAD COONDLE	SUPPORT	<p>I have read with interest the proposed changes to the rules pertaining to ancillary dwellings on land within the Toodyay shire. As an owner of approximately four hectares in Coondle, I fully support the new proposal.</p> <p>Our rural residential lot, at Fawell Road, is very high with breathtaking views. However, it is also very steep. While a main house would be wonderful at the top of the property, to do extended earthworks for an ancillary building near any proposed main house is not financially feasible. There are numerous other positions on the land on which an ancillary dwelling could be set up nicely with varied viewpoints that are unique and beautiful, but without the added earthworks/retaining wall costs for such an abode away from the proposed main house site, would also reduce the visual impact to neighbours that an ancillary dwelling may have if remaining close to the main house.</p> <p>In view of bushfire risk, which I take very seriously having experienced fires in the southwest and also in Chidlow, I feel extra water being held at a lower elevation on our land for an ancillary dwelling would have the added advantage of being available on a different part of the property in case of fire. This would help, not only our property in the event of a bushfire, but potentially also our neighbours.</p> <p>I believe the proposed percentage floorspace, calculated in relation to the main dwelling size, is fair and reasonable. Rather than a restrictive ancillary dwelling size for all circumstances, this fresh idea allows owners to explore more creative and interesting spaces/concepts which would further enhance the beauty of Toodyay, rather than have a situation which is too restrictive and which results in cookie cutter ancillary housing types.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
				<p>Thank you for the opportunity to comment on the Draft Local Planning Policy – Ancillary Dwellings (2025). I am submitting feedback on behalf of the Toodyay Agricultural Alliance, a member of the Grower Group Alliance, with all members being broadacre farmers within the Toodyay Shire. The recent WA Grains Group Situation Report highlights the severe financial pressures currently facing Western Australian farmers.</p> <p>The Report outlines: declining farm profitability, escalating input costs across fuel, fertiliser, chemicals, machinery, and labour, tightening margins and reduced financial resilience, increasing operational risk, the need for efficiencies to maintain viability. These pressures are directly affecting farming families in the Toodyay Shire. To remain viable, farms must be able to create efficiencies, retain skilled labour, support multi-generational succession, and diversify income streams. The draft policy, however, does not adequately support these needs for broadacre farming enterprises.</p> <p><u>1. Size Restrictions Limit Efficiency, Workforce Stability, and Succession</u></p> <p>The draft policy requires ancillary dwellings to be smaller than the primary dwelling, with a maximum of 130m² or 40% of the main dwelling for lots over 40ha. This approach is based on residential “granny flat” logic and does not reflect the economic or operational realities of modern agriculture. Economic Context (as outlined in the WA Grains Group Situation Report)</p>	<p>Noted</p> <p>Noted</p> <p>Section 1.3(a) has reversed the proportionality so that the ancillary dwelling is no more than 60% of the floor area of the Main House.</p>

2	TOODYAY AGRICULTURAL ALLIANCE	LOCAL ACTION GROUP	O B J E C T	<p>Staff and their families require full-sized homes to remain on-farm long-term. Retiring parents need a dwelling equivalent to the main house to remain on the property following farm succession. Modern farms require space for remote work, digital farm management, and farm business administration operations; all housed under the one “farmhouse” roof. A 70–130m² cap is inadequate for multi-purpose rural accommodation and farm businesses and undermines efficiency. Requested Change For Rural zoned land >40ha: No size limits at all for ancillary dwellings on rural land. This supports: workforce retention, succession planning, operational efficiency, long-term business viability</p> <p><u>2. Policy Does Not Support Efficiency Gains or Workforce Accommodation</u></p> <p>The Situation Report highlights that labour shortages and rising wages are major contributors to declining profitability. Housing workers on-site is one of the few remaining ways farms can improve efficiency and reduce operational costs. Current Policy Gap The draft policy does not recognise: the need for permanent staff accommodation, the need for seasonal or contract worker housing, the role of on-farm housing in reducing inefficiencies caused by travel, fatigue, and limited labour availability Requested Change Include a specific objective recognising rural workforce accommodation as a legitimate and essential purpose of ancillary dwellings on agricultural land.</p> <p><u>3. Succession Planning Is Critical to Farm Survival</u></p> <p>The Situation Report emphasises the financial fragility of many farming businesses. Succession planning is one of the most effective ways to maintain continuity and reduce financial stress. Economic reality; Retiring farmers often cannot afford to relocate off-farm. Incoming generations need to live on-farm to manage operations efficiently. Multi-generational living reduces labour costs and improves resilience. Succession failure often leads to forced sales or fragmentation of viable farms. Requested Change - add a clause acknowledging succession planning as a valid justification for larger ancillary dwellings on rural land.</p> <p><u>4. Proportionality Requirements Create Unnecessary Costs</u></p> <p>The policy requires ancillary dwellings to be proportionally smaller than the main dwelling. On large rural lots, proportionality has no planning benefit and creates unnecessary financial burdens. Why This Matters Economically. Limiting ancillary dwellings forces families to build multiple smaller structures instead of one efficient, multi-purpose dwelling. Proportionality rules do not improve amenity or reduce impacts on rural land. Requested Change. Remove proportionality requirements for rural zones and instead focus on: bushfire safety, access, servicing, landscape protection</p> <p><u>5. Policy Does Not Support Diversification or Remote Work</u></p> <p>The Situation Report stresses the need for farms to diversify income streams and adopt new business models to remain viable. Ancillary dwellings increasingly support: remote work, digital farm management, ag-tourism, value-adding enterprises, direct-to-consumer sales, consulting or contracting operations Requested Change Explicitly allow ancillary dwellings on rural land to support home-based business activities related to the agricultural enterprise. This supports efficiency, resilience, and long-term sustainability.</p> <p><u>6. The 70m² Default Cap Is Unworkable and Economically Inefficient</u></p>	<p>Currently within the Scheme, is a clause that is not widely known that permits rural land of 40ha or more to have two main dwellings. The new policy will then permit two ancillary dwellings in addition to the two main homes on those larger lots.</p> <p>Currently within the Scheme other land use designations exist that can support this type of accommodation, such as caravan park and tourist development.</p> <p>Not supported. There are enough clauses and options within the scheme and updated policy to support these outcomes without adding another justification.</p> <p>As discussed in the report, there needs to be justification for a second dwelling (concessional) without reaching the definition of a Grouped Dwelling. The Ancillary Dwelling concession relies upon the proportionality of each dwelling - but it doesn't have a clear definition that prescribes a method for that proportionality. The government therefore placed a 70m² cap to resolve that delemma. This policy seeks to define that proportionality more generously than past policies.</p> <p>This policy will support these objectives.</p>
---	-------------------------------	--------------------	--	--	--

			<p>The fallback 70m² cap is completely unsuitable for: staff accommodation, families, succession housing, multi-purpose rural dwellings. It forces farmers to build multiple small structures instead of one efficient, functional dwelling increasing costs at a time when margins are already under pressure. Requested Change Remove the 70m² default cap for rural zones.</p> <p><u>7. Need for a Separate Rural Ancillary Dwelling Category.</u></p> <p>The draft policy applies R-Code logic to rural land, even though the R-Codes were never intended for agricultural properties. Requested Change Create a separate rural ancillary dwelling category with its own objectives and standards, recognising: agricultural workforce needs, multi-generational housing, business diversification, the absence of urban amenities on large lots, the need to improve efficiency and reduce operational costs, the economic pressures documented in the WA Grains Group Situation Report</p> <p><u>Conclusion</u></p> <p>Broadacre farms are facing unprecedented economic pressure, as clearly outlined in the WA Grains Group Situation Report. To remain viable, farms must be able to: house staff, support succession, diversify income, operate efficiently, adapt to rising costs and declining margins The draft policy, in its current form, restricts the flexibility required for farms to survive and thrive. I respectfully request that the Shire revise the policy to: allow full-size ancillary dwellings on 40ha+ properties, support workforce and succession needs, recognise the multi-purpose nature of rural dwellings, remove proportionality and size caps inappropriate for agricultural land, enable efficiency gains essential to long-term viability These changes will help ensure the sustainability of broadacre farming in the Shire of Toodyay for future generations.</p>	<p>Agreed. This policy will provide greater options, and larger ancillary dwellings in most cases.</p> <p>Not supported , these matters are addressed in policy, rather than land use category. A new land use category is the domain of State Government and difficult to justify and enact.</p> <p>Within current Scheme provisions and this updated policy, many of these objectives can be met.</p>
3	Resident Farmer	HALL ROAD NUNILE	<p style="text-align: center;">O B J E C T</p> <p>Thank you for the opportunity to make a submission re changes to the Local Planning Policy 2; Ancillary Accommodation. I appreciate that the Shire is trying to modernise the policy and give more flexibility, but the new “proportional” approach still puts limits on us that don’t fit how farms and agricultural communities work, and nor do they achieve what I believe the Shire is intending as support for an aging population. To keep farms viable especially with rising costs and falling profits —we need real flexibility.</p> <p>I’m asking the Shire to:</p> <ul style="list-style-type: none"> · remove all size limits for ancillary dwellings on farms over 40ha · remove proportionality rules · remove the 70m² default cap · allow ancillary dwellings to be full-size homes · support worker housing and succession · recognise that ancillary dwellings on farms are multi-purpose · create a separate rural category that actually fits broadacre farming. <p>These changes will help keep farms running, keep families on the land, support the aging population of farmers and staff in the agriculture sector by keeping them connected to farms, active and connected to those who support them. By allowing this approach there is a true multi-generational approach to ancillary accommodation on farms, which will flow onto positive impacts for families and communities.</p>	<p>The proportionality definition has been adjusted to be more generous to applicants supporting greater options.</p> <p>Not Supported Not Supported Not Supported This is already an option limited to 2 dwellings Supported. Not understood Not Supported - State Legislation</p> <p>Within current Scheme provisions and this updated policy, many of these objectives can be met.</p>
			<p>We write in relation to the proposed amendments to Local Planning Policy 2 – Ancillary Accommodation 2025. While we acknowledge the Shire’s objective of providing greater housing flexibility through ancillary accommodation, we hold significant concerns regarding the potential impact on rural amenity, privacy, safety and planning consistency if clear safeguards are not embedded within the revised policy.</p>	<p>Noted</p>

4	Resident	PARKLAND DRIVE JULIMAR	<p style="text-align: center;">O B J E C T</p> <p>Rural and Rural Residential land within the Shire of Toodyay has long been characterised by low-density development, generous setbacks and spatial separation between dwellings. These characteristics are fundamental to the planning intent of rural living and form part of landowner expectations when purchasing property in these zones. The Shire’s Planning Information page states: “No building shall be located closer to a boundary than thirty (30) metres in the Rural Residential and Rural Living zone and a minimum of fifty (50) metres in a Rural Zone. If the proposed building is within full view of a main or district road as designated in the Scheme, the setback from this road shall be a minimum of one hundred (100) metres.”</p> <p>These setback provisions reflect established rural planning principles intended to protect privacy, visual amenity and landscape character. Further, State Planning Policy 2.5 – Rural Planning emphasises the importance of maintaining rural character, preventing land use conflict and ensuring development is compatible with surrounding land uses. The policy recognises the need to manage interface issues between dwellings and adjacent agricultural or rural activities.</p> <p>In our recent experience, an ancillary dwelling was approved on adjoining land at a distance of less than approximately 30 metres from our shared boundary and positioned in a manner that directly overlooks our primary living areas. This has resulted in a significant loss of privacy and rural outlook. While we acknowledge that variations to setback requirements may be considered under delegated authority, we are concerned that in practice the minimum 30 metre setback expectation has been departed from without meaningful consultation with directly affected neighbouring landowners.</p> <p>This raises important questions regarding transparency and consistency within the planning framework. If established setback provisions can be varied without clear planning justification or neighbour engagement, community confidence in the fairness and predictability of policy is undermined.</p> <p>We respectfully submit that the revised Local Planning Policy 2 should:</p> <ul style="list-style-type: none"> • Reinforce minimum setback requirements appropriate to rural expectations • Include explicit privacy and overlooking protections for ancillary accommodation • Require siting within approved building envelopes wherever possible • Clearly define the circumstances under which setback variations may be considered • Require documented planning justification where rural setbacks are varied • Mandate formal consultation with directly affected adjoining landowners where variations materially impact privacy or amenity • Clarify that ancillary accommodation is not to be used for short-stay or commercial accommodation purposes unless separately assessed and approved. <p>For example, once these dwellings are approved how will they be managed for future usage? I.e. short term accommodation such as Air BNB’s. Many properties contain livestock, electric fencing and open dams features inherent to rural land use but potentially hazardous to transient visitors unfamiliar with such conditions. Increased visitor turnover may also introduce traffic and noise inconsistent with rural living objectives.</p>	<p>Noted there is no reference to 100m setbacks in the current Scheme.</p> <p>Correct</p> <p>Concessions to the setback requirements under Clause 32(2) <i>Table 6</i> do not require consultation.</p> <p>All of these matters are within the <i>Local Planning Scheme No.5</i> and the <i>Register of Delegations 2025</i> are publically available on the Shire’s website.</p> <p>Refer to the <i>Register of Delegations (2025) PRS8</i> There is no requirement for any of the Rural zoned lots to consider overlooking in the assesment of development applications. The majority of lots within the Shire do not have building envelopes, but those that do must contain an ancillary dwelling within that envelope. Refer to the <i>Register of Delegations (2025) PRS8</i> Refer to the <i>Register of Delegations (2025) PRS8</i> Refer to the <i>Register of Delegations (2025) PRS8</i></p> <p>The Shire of Toodyay cannot override State legislation such as the <i>Short-Term Rental Accomodation Act 2024</i> which sets the rules. Properties that are STRA hosted are exempt under the legislation. Those properties that are STRA unhosted require development approval under tha Act. These cases require a management plan and additional conditions to operate.</p>
---	----------	------------------------	--	--

				<p>We are not opposed to ancillary accommodation in principle. However, policy reform must not erode the rural character, spatial separation and privacy that underpin landowner expectations in the Shire of Toodyay. We urge the Shire to ensure that any revised policy balances housing flexibility with the protection of neighbour amenity, safety and planning integrity.</p>	<p>Noted</p>
--	--	--	--	--	--------------



Ancillary Dwellings

Introduction

This Local Planning Policy is prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

As a supporting document, this policy is to be read in conjunction with the provisions of the current local planning scheme and the Residential Design Codes.

All ancillary dwelling applications on land zoned Residential within the Shire of Toodyay Local Planning Scheme No.5 may consider the use of this policy when an assessment is made using design principals.

1. Provide flexibility in providing ancillary dwelling opportunities to residents to meet the needs of residents.
2. Guide the development of ancillary dwellings in the Shire of Toodyay that considers all the requirements of the Shire’s Scheme provisions.
3. Ensure that ancillary dwellings are provided, constructed and located in such a way as to minimise its impact to the amenity of the locality, Special Control Area 5 – Landscape protection.

Objective

This policy resets the minimum standards that Council deem appropriate for ancillary dwellings in the Shire. There is greater emphasis on placement in safe locations and the need to assess proportionality of the main house and the new ancillary dwelling.

Scope

Ancillary dwellings in this policy are based upon the provisions contained within the Residential Design Codes of Western Australia. However, in the Shire a policy is required to support this objective as most of the Shire’s land is not zoned Residential.

These second dwellings must be of a lesser size than the primary house and provide support housing to the primary house. These dwellings assist with providing housing diversity and support alternate affordable housing options or holiday accommodation.

In Rural areas, Local Planning policy and Local Planning Scheme provisions are required to guide the siting, scale and scope of Ancillary Dwellings. This policy also supports Clause 32 (11)(1) in defining a second dwelling on a rural lot.

This policy applies for all Ancillary Dwelling development in the Shire of Toodyay.

Definitions

Term	Definition
Ancillary Dwelling	An ancillary dwelling is commonly known as a granny flat and is a self-contained dwelling on the same site as an existing home. It may be attached to, integrated with, or detached from that home.

Term	Definition
Act	<i>Planning and Development Act 2005</i>
Dwelling Separation	The distance from the primary house to the ancillary dwelling in rural areas
Heritage-protected place	As defined under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
Floor Area	All of the measured area within the external walls of a dwelling but excludes garages under the main roof.
Primary Dwelling Area	The floorspace of the primary dwelling excluding the garage if it is under one main roof.
R-Codes	Residential Design Codes of Western Australia
Self-contained	A dwelling that could be occupied independently from another dwelling, such as a primary dwelling on the same lot.
Setbacks	As per Clause 32 of the Local Planning Scheme No.5
Scheme	Shire of Toodyay Local Planning Scheme No. 5
Special Control Area	As defined in Schedule 3 of the Local Planning Scheme No.5
Special Use Zone	As defined in Schedule 2 of the Local Planning Scheme No.5

Policy Statement

The Shire of Toodyay is committed to facilitating diverse and flexible housing options that respond to the evolving needs of its community.

This Local Planning Policy provides a framework for the development of ancillary dwellings across residential and rural zones within the Shire, ensuring such development is consistent with the objectives of the Local Planning Scheme No. 5, the Residential Design Codes of Western Australia, and relevant landscape protection provisions.

This policy applies to all ancillary dwelling proposals within the Shire of Toodyay and must be read in conjunction with the Local Planning Scheme No. 5, the Residential Design Codes, and any other relevant planning instruments.

Council retains discretion to vary the provisions of this policy where appropriate, subject to assessment against the broader planning framework and community impact.

1. Approval requirements

1.1 Development approval is not required for an Ancillary Dwelling if:

- (a) the proposal is compliant with the R-Codes (residential zone); and
- (b) the works are not located in a heritage-protected place; and
- (c) it is not located within a Special Use Zone or Special Control Area numbers 2, 3, or 4; and
- (d) is a permissible use in the Clause 17 - Zoning Table of the *Local Planning Scheme No.5*; and
- (e) and complies with this policy.

Note: *You are still required to obtain a building licence from the Shire of Toodyay*

1.2 Additional Development Provisions for Ancillary Dwellings in Rural Areas

In addition to relevant Scheme development provisions, development of ancillary dwellings on land where the R-Codes do not apply, should also satisfy the following requirements:

- (a) Ancillary dwellings must be associated with a single house (primary dwelling), which either exists or will be developed concurrently on the same lot; and
- (b) Development and design of ancillary dwellings should apply the use of materials that do not detract from the character of an existing house on the property, and the local character of the area; and
- (c) Appropriate landscaping may be required to reduce the visual impact to the landscape of the area. (SCA5 and all other areas).

1.3 Dwelling Size

This policy requires that ancillary dwellings be smaller than the primary dwelling. This is achieved by the measurement of the building's floorspace (excluding garages under the main roof) to determine an area. A subsequent ancillary dwelling (excluding garages under the main roof) shall be;

- (a) no more than 60% of the floorspace of the primary dwelling (lots over 4ha), or
- (b) have a floorspace less than the stated maximum.
- (c) Where the main dwelling is small, a cap of 70m² will remain

Land Use / Lot Size	Dwelling Size	Dwelling Separation	Maximum Dwellings
Residential	R-codes chapter 5.5, with exception to R5 or less codes 100m ²	N/A	1
Rural Residential / Rural Enterprise <4ha	<100m ² or <60% of the primary dwelling's area	N/A unless there is a building envelope	1
Rural Smallholdings 4-40ha	<120m ² or <60% of the primary dwelling's area	N/A unless there is a building envelope	1
Rural >40ha	<130m ² or <60% of the primary dwelling's area	N/A	2*
All zones default	70m ²	N/A	1

When using this table and a lot size is smaller than that of the size of the zoned lot, then the lot size shall determine the criteria. Example, a rural lot of 35ha would then be deemed as being assessed as a Rural Smallholding.

Note: Consideration of Clauses 32 (11-13) of the Scheme must be made for two ancillary dwellings.

1.4 When an Ancillary Dwelling is built before the primary dwelling.

If a case arises that the owner of the lot wishes to build the ancillary dwelling before the main house, then:

- (a) It will be assessed as a single house for the purposes of the assessment under the scheme.
- (b) If later, the owner wishes to build a main house then provisions within this policy will apply.

1.5 Worked Examples

Under the current policy all applications must meet the criteria of the Table. The proposed policy will increase the dwelling caps, which may again exceed those caps where large main dwellings exist.

In some cases, the base line cap of 70m² may be applied when dealing with the proportionality criteria.

Example 1 – 20ha rural zoned lot, main house 320m².

The 20ha size of the Lot means that assessment will be made as if it were zoned Rural Smallholdings, 120m² base cap. The main house is more than 300m² so the shire can use the 60% rule to expand the base cap to 180m² (300x0.6=180m²).

To be / Approved by Council for advertising: 27/11/2025

Page 4 of 7

DRAFT REVISED Ancillary Dwellings Policy

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

Example 2 – 4ha rural residential zoned lot, main house 160m².

The 4ha sized lot and zone would use the 100m² base cap, because the main house is 160m², the 60% provision would not enlarge the cap (160x0.6=96m²) the new cap is larger.

Example 3 – 32ha Rural zoned lot, 100m² main house

The 32ha sized lot and zone would use the 130m² base cap. In this case the main house is only 100m² so we have a negative calculation.

- (a) The current house becomes the ancillary house and the new house becomes the main house, but the new house would then need to be a minimum of 165m² to meet this policy requirement, or*
- (b) The new proposed ancillary house must be less than 60% of the main dwelling.*

1.6 When an ancillary dwelling is not 60% of the size of the main dwelling

There will be cases where the request for an ancillary dwelling on a lot fails the 60% proportionality test. Toodyay Shire has many small houses on bush blocks, where the right to an ancillary dwelling would be deemed to be a defacto grouped dwelling – having no clear proportionality between the dwellings. In these cases, there are solid grounds for refusal under this policy.

Grouped dwellings are defined as being *two or more dwellings on the same lot, where no dwelling is positioned vertically above another*. In Local Planning Scheme No.5, Clause 17 table 4 – zoning table, grouped dwellings are not permitted in most rural zones with the exception for the Rural Zone with Clause 32(11) (1) as a consideration. There is no proportionality test for grouped dwellings.


1.7 Relationship with the R-Codes of Western Australia

There are ample provisions within chapter 5.5 for larger than 70m² homes. However larger lot residential subdivisions in R5, R2.5 and R2 areas of the Shire are permitted under performance criteria to have larger homes than those permitted in the R-Codes chapter 5.5 without utilising these special exceptions.

2. Services

2.1 Water

An ancillary dwelling, where not connected to a reticulated water service, must have a minimum **92,000 litre** potable water storage supply. This is in addition to any water storage requirement for a primary dwelling.



If the primary dwelling is not constructed, then a standard potable water supply is required as if it was a dwelling.

2.2 On-site Wastewater Disposal

All ancillary dwellings must be connected to an approved sewerage system.

(a) Connection to an Existing On-site Wastewater System:

The wastewater load for the entire property (including both the primary dwelling and the ancillary dwelling) must be recalculated, based on the combined number of bedrooms, and expanded accordingly.

(b) Installation of an independent On-site Wastewater System:

If a separate system is installed for the ancillary dwelling, it must comply with the same regulations as a standard residential system.

2.3 Parking

Identification of parking is required adjacent to an application. This will be in compliance with either the R-Codes of WA or Schedule 6 of the Scheme.

3. Council can vary the requirements of this policy.

When an application is received that proposes development outside of the deemed provisions of this policy, then Council may approve, or refuse, or impose additional conditions on that application.

Reference Information

- [State Planning Policy 2.5: Rural Planning](#)
- [Local Planning Scheme No. 5](#)

Legislation

- [Planning and Development \(Local Planning Schemes\) Regulations 2015;](#)
- [Planning and Development Act 2005;](#)

Associated documents

Building Licence Applications

Document control information	
Document Category	Land Use Planning
Document Title	Ancillary Dwellings
Document ID	LPP.02
Document Owner (position title)	Executive Manager Planning and Regulatory Services
Author (position title)	Executive Manager Planning and Regulatory Services
Initial Council Adoption <i>(including Date and Resolution No.)</i>	18/09/2008
Last Council Review <i>(including Date and Resolution No.)</i>	22/06/2022 OCM105/06/22
Date of Approval	T.B.A.
Approving authority	Council
Absolute or Simple Majority Decision:	Absolute Majority
Access restrictions	Nil
Date Published	t.b.a.
Date of Next Review	Annually or as required

To be / Approved by Council for advertising: 27/11/2025
 DRAFT REVISED Ancillary Dwellings Policy

Page 7 of 7

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



Photos of container at its current location in Narrogin.
Photos of all 4 sides of the container

Prepared for:

Proposed Temporary Sea Container – Office & Storage

Prepared by:

CRISP Wireless Pty Ltd

Address: PO Box 1004, Narrogin WA 6312

Email: lballard@crispwireless.com.au

Document number:

Revision	Revision Date	Details	Authorisation		
			Prepared By	Reviewed By	Authorised By
A	17/02/2026	Proposal	Heidi Cowcher	Leigh Ballard	Leigh Ballard

Proposal

It is proposed that a sea container be placed on the property as a temporary office/storage for the tenant currently residing in the house to use when working. The container is currently located onsite in Narrogin where it has been used as an office at the business depot. Planning approval was granted for its current location by the Shire of Narrogin in December 2023. If approved by the Shire of Toodyay, it is proposed that it will be relocated to 10 Deepdale Road, West Toodyay as an office/storage facility for the business needs.

By way of background, CRISP Wireless is an internet service provider based in Narrogin, servicing predominantly the Wheatbelt region. One of the initiatives that the business is currently working on delivering is the construction of 11 fixed wireless point to point internet towers to expand the network from existing infrastructure in Dowerin up to Jurien. Toodyay has been selected as the base for this work, as well as ensuring access to the region within a reasonable travelling time. The network currently exists from Beacon in the north, Williams in the west, Lake King to the South and Southern Cross to the East. The network covers a wide expanse, and having technicians locally based is important for the management and monitoring of the network and being able to be responsive when issues arise. The network currently owns and operates around 150 towers with over 1000 subscribers.

CRISP has a lease on the property until August 2026, with an anticipation of extension of the lease post this date. Landowner approval will be sought for this requested Development Application via the current Property Manager, Tony Maddox Real Estate.

A summary of the subject land is provided in the table below:

Address of subject land	10 Deepdale Road, West Toodyay
Real Property Description	R39 / DP223155
Area of Subject Land	3922m ²
Existing buildings on Subject Land	Residential property and associated outbuildings
Road Frontages	Deepdale Road
Zone	Rural
Overlays	Bushfire-Prone Area, Native Vegetation
Landowners	Running Bare TST Pty Ltd
Easements/Encumbrances	L902249: Easement Buden for Access Purposes – see Deposited Plan 68691. Registered 5/4/2012 O547891: Mortgage to Perpetual Corporate Trust Limited. Registered 6/11/2020

The site is highlighted on the following maps:

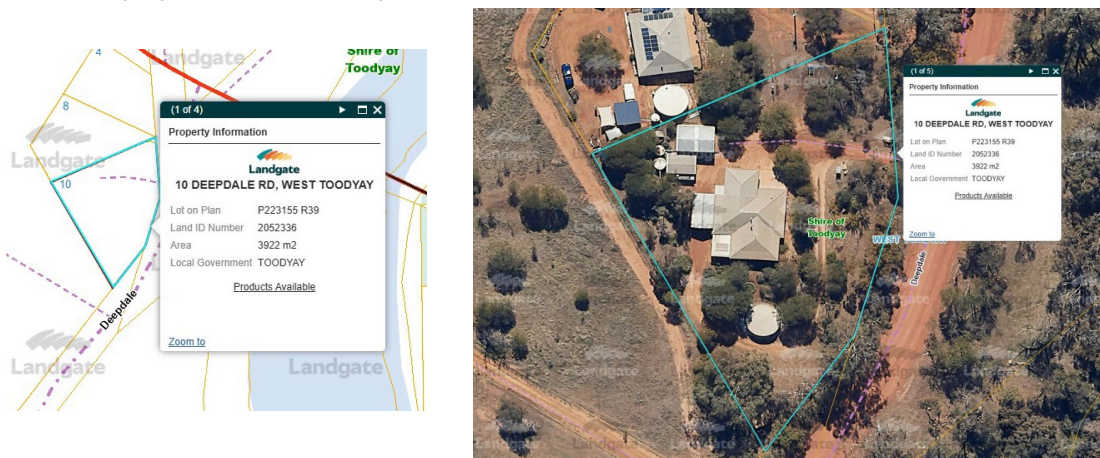


Figure 1a – Site location maps

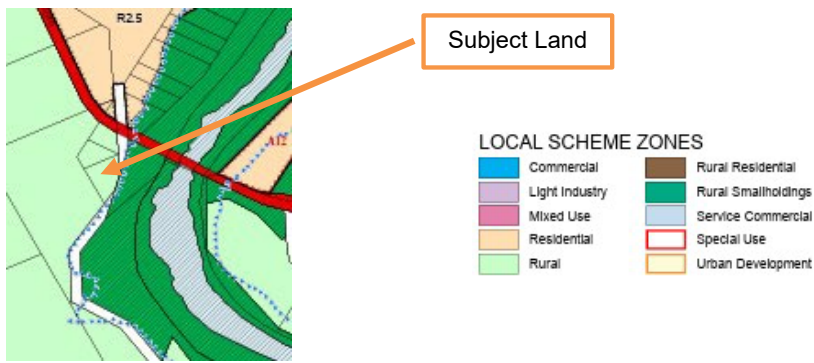


Figure 1b: Shire of Toodyay Town Planning Scheme 5 (Map 6: Toodyay Townsite North)
 Source: Shire of Toodyay



Figure 2: Map of Bushfire Prone Area (Source: Landgate SLIP)



Figure 3: Native Vegetation Extent (Source: DPIRD WA Remnant Vegetation Mapping)

The container is proposed to be located as per the following maps. Setbacks that are proposed are as annotated on the aerial map. Only one of the four setbacks meets the requirements of the rural zoning of a setback distance of 50m. Given the size of this lot, it is difficult to achieve the setbacks as prescribed by the zoning. Council permission is sought for the reduced setbacks to be approved, based on the site map, and the container being able to blend in relatively well based on the existing vegetation on the lot, and will not detract from the amenity of the area, nor pose an increased risk in relation to fire.



Figure 4: Site Plan with Setbacks (source: Landgate)



Figure 5: Street View from Deepdale Road (source: Google Maps)

The subject land is located adjacent to mapped remnant vegetation; however, no vegetation clearing is required for the placement of the container. It is always preferential to locate the infrastructure in an area that is already cleared to minimise any environmental impacts. All work will endeavour to manage the existing vegetation on the lot.

Planning Scheme and other Legislation

The Planning Scheme

The proposed use will be assessed against the Shire of Toodyay Town Planning Scheme 5 (*the Planning Scheme*).

The development application is made in accordance with the *Planning and Development Act 2005* for assessment under the Shire of Toodyay Town Planning Scheme 5. The subject land zoning is in the Rural.

The Zoning Table is prescriptive in relation to approved uses that will be considered in each zone. The Rural Zone does not permit an office or a warehouse/storage facility (annotated as an 'X' in the Zoning Table), however the advice that has been provided by Planning Officers at the Shire of Toodyay is that when the application is a temporary consideration (ie not permanent siting), then the Zoning Table use does not apply.

The siting of the sea container at the location is to be temporary, and only for the duration of the lease on the property and whilst the tenant is living and working based at the location.

State Planning Policy 3.7 – Planning in Bushfire Prone Areas

The subject land and the location of the proposed sea container has been identified in the SLIP mapping as within a Bushfire Prone Area, as shown in Figure 2 above.

The intent of the SPP is “to implement effective, risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure”. This location has been chosen based on suitability within the lot, as well as to meet the identified office needs for the tenant occupying the house. The container will only be temporary as once the lease is no longer required or is not renewed, the tenant will remove the container from the site.

While the proposed facility is within the identified bushfire-prone area, the development does not result in an increase of residents or employees, nor does it increase the bushfire threat. CRISP employees have a duty of care to ensure that any access to landowners' properties is undertaken in a manner so as to not cause a bushfire risk. As a business, we ensure that we remain up to date at all times of bushfire risks, harvest and vehicle movement bans in the areas where we are working, and any other restrictions imposed at a local or state level, and will always adhere strictly to these as imposed, especially during the peak fire season.

Accordingly, a bushfire assessment has not been carried out given the above.



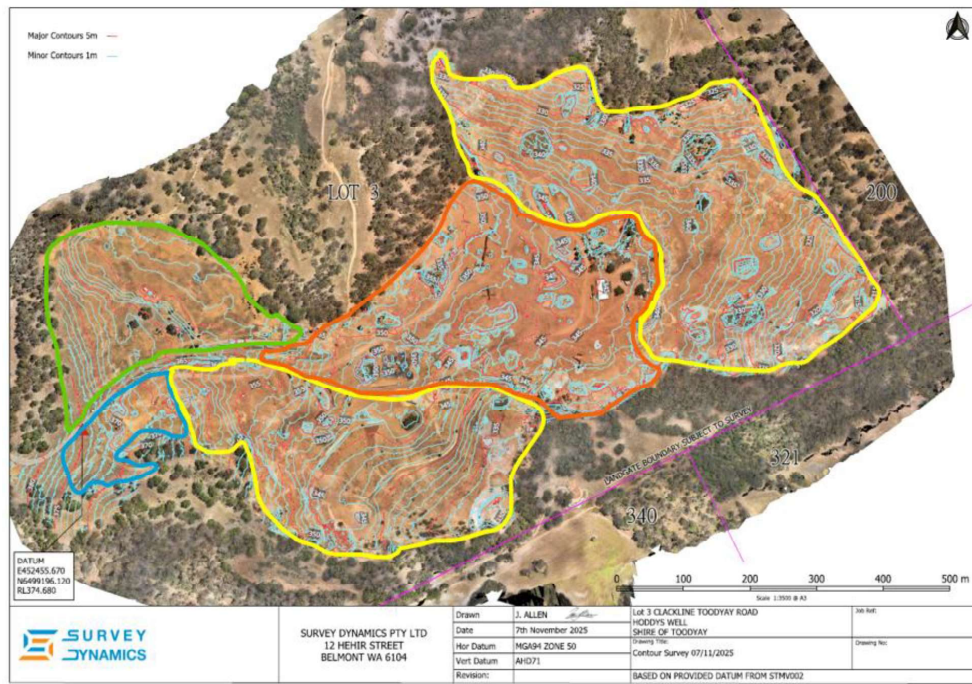
Site Plan (Extracted from applicant proposal)

SUBMISSION TABLE FOR THE PROPOSED EXTRACTIVE INDUSTRY AT LOT 3 #826 CLACKLINE-TOODYAY ROD, HODDYS WELL.					
NUMBER	SUBMITTER	ADDRESS ROAD	OBJECT OR SUPPORT?	COMMENT	OFFICER RESPONSE
1	RESIDENT	DEEPDALE ROAD	OBJECT	<p>I am writing to provide my comments regarding the development application for a temporary sea container at 10 Deepdale Road. While I am not opposed to the use of sea containers on appropriately sized rural properties (typically 5 acres or more) where they can meet standard setbacks, I have several concerns regarding this proposal on a lot of only 3,922m².</p>	Noted
				<p>Ambiguity of "Temporary" Status The applicant defines the container as "temporary" based on the duration of a residential lease.</p>	<p>The proposed shipping container is defined as temporary in accordance with planning practice, with a maximum allowable duration of two years. In this instance, the applicant has specified an intended use period of eighteen months, and if development approval is granted, the Shire will impose a clear condition limiting the use to a maximum of two years from the date of approval. This ensures the proposal does not bypass the Zoning Table and is assessed as a time limited departure rather than a permanent non compliant use.</p>
				<p>Lack of Definition: A private lease has no fixed end date and can be renewed indefinitely. Without a specific expiry date set by the Shire, this "temporary" approval effectively bypasses the Zoning Table, which otherwise prohibits "Office" or "Storage" use in the Rural zone.</p>	<p>While the associated residential lease may not have a fixed end date, the temporary status of the container is not reliant on the lease but on the conditions of development approval issued by the Shire. The approval will include a defined expiry date that is not open ended.</p>
				<p>Precedent: Granting approval based on an undefined "temporary" status sets a concerning precedent, potentially allowing any resident to circumvent land-use regulations by using similar terminology.</p>	<p>The Shire assesses each application on its individual planning merits, performance criteria, and policy framework, and approval of this application would not set a precedent for other developments that do not meet those same criteria.</p>
				<p>Cumulative Impact and Scale The subject land is less than one acre and already contains a residence and multiple associated outbuildings.</p>	<p>It is acknowledged that the subject land is less than one acre and contains an existing residence and several outbuildings. However, the proposed shipping container is modest in scale at six metres in length and is intended for temporary use only. It is also to be noted that, within such a site of relatively smaller size, a 50m setback is not possible.</p>
				<p>Over-development: Adding a 6m sea container to this specific lot creates a high density of non-residential structures that is inconsistent with the rural character of the area.</p>	<p>Adequate open space remains on the property, and given the non permanent nature of the proposal, it does not result in a lasting over development outcome that would undermine the rural character of the area.</p>
				<p>Setback Deviations: The applicant is requesting an 88% reduction in the required 50m rural setbacks, with proposed distances as short as 6m and 7m. This is an excessive variation for a lot of this size.</p>	<p>The requested setback variation is significant and has therefore been appropriately referred to Council for determination.</p>
				<p>Visual Impact and Lack of Screening The applicant suggests the container will "blend in relatively well" due to existing vegetation.</p>	<p>The proposed location of the shipping container is positioned amongst existing vegetation, which will provide partial screening.</p>
				<p>Sparse Vegetation: As a neighbouring resident, I note that the vegetation at this specific location is sparse and offers negligible screening.</p>	<p>While it is acknowledged that the vegetation is not dense, the container will not be completely exposed, and if approval is granted, conditions may be imposed requiring additional screening or treatment to reduce visibility from Deepdale Road and neighbouring properties.</p>
				<p>Public Visibility: Due to the thin vegetation and the extreme reduction in setbacks, the industrial aesthetic of the container will be clearly visible from Deepdale Road. This fails to maintain the visual amenity expected in a rural residential setting.</p>	Noted
<p>Conclusion I ask that the Shire carefully consider this application in light of the concerns raised above, particularly the lack of a defined timeframe and the significant visual impact on the streetscape. Should the Shire be inclined to approve the proposal, I strongly request that it must include a fixed, non-renewable expiry date and a requirement for the unit to be painted in a neutral, bush-toned colour to mitigate its impact on the local area.</p>	<p>The concerns raised by the neighbour are acknowledged and will be carefully considered as part of the assessment process.</p>				



Address P.O.Box 90
 Toodyay, WA, 6566
 Phone 08 9574 2304
 Email vernice@vernice.com.au
 Michael 0417 182 636
 Stephen 0429 040 362
 ABN 69 008 763 460

SITE PLAN (EXTRACTED FROM QUARRY MANAGEMENT PLAN)



- Green – Completed Rehab (6 ha)**
- Yellow – Rehab Planned within next 5 years, once extraction has been completed (24 ha)**
- Orange – Operation and Extraction Area over the next 10 years (12 ha)**
- Blue – New Extraction Area (2 ha)**



Address P.O.Box 90
 Toodyay, WA, 6566
 08 9574 2304
 Phone
 Email vernice@vernice.com.au
 Michael 0417 182 636
 Stephen 0429 040 362
 ABN 69 008 763 460

Figure 4.2 Location of Buildings and Operations on Site

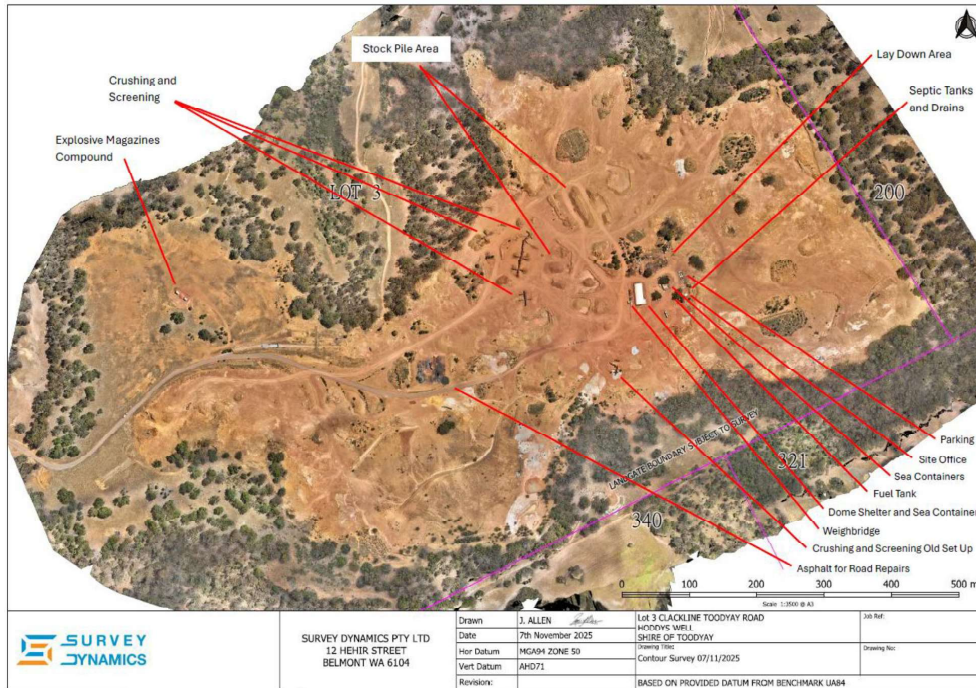
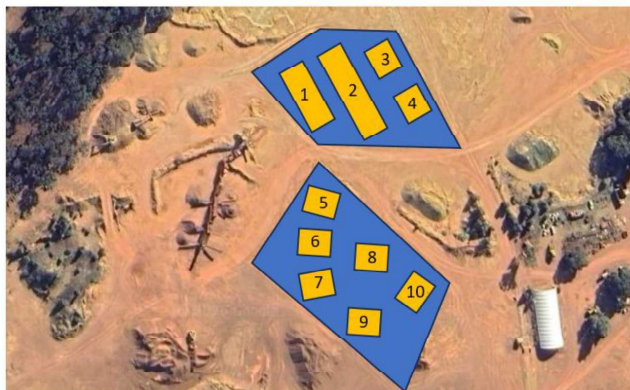


Figure 4.1: Stockpile Areas and stockpile locations – These locations are constantly changing; however, the areas do not change.





Address P.O.Box 90
Toodyay, WA, 6566
Phone 08 9574 2304
Email vernice@vernice.com.au
Michael 0417 182 636
Stephen 0429 040 362
ABN 69 008 763 460

Date: 20/11/2025

Chief Executive Officer and Executive Manager Planning & Regulatory Services

records@toodyay.wa.gov.au

Shire of Toodyay
PO Box 96
TOODYAY WA 6566

Dear Mr Aaron Bowman and Paul Nuttal,

Re: Development Application – Extractive Industry Licence Renewal and Compliance with Updated Local Planning Policy

We wish to formally submit our Development Application for the continuation of extractive industry operations located at Lot 3 Clackline-Toodyay Road, Hoddys Well, WA, 6566.

Our operation has previously been approved under the Shire's former Local Planning Policy for Extractive Industries. In recognition of the Shire's adoption of an updated policy framework, we now seek approval to operate under the current Local Planning Policy and relevant provisions of the Shire of Toodyay Local Planning Scheme No.7 – Mining & Resource Extraction.

Proposal Overview

The proposal involves the ongoing extraction of gravel and sand from the site to support regional construction and infrastructure projects. The extractive activities are to be undertaken in a staged manner to ensure minimal environmental disturbance, with progressive rehabilitation to return worked areas to a stable and sustainable condition.

The site has been managed in accordance with the conditions of previous approvals, and the proposed operations will continue to utilise the existing access and haulage routes as approved by the Shire. All activities will be conducted in accordance with the applicable environmental, safety, and planning standards.

Management and Compliance

A series of updated **Management Plans** have been prepared to reflect the current and future operations of the project and ensure full compliance with the Shire's updated policy framework. These include:

- **Quarry Management Plan** (outlining the project operations and site works, detailing extraction sequencing, stockpile management)
- **Bushfire Management Plan** (outlining strategies and actions to reduce the risk of bushfires in and around the project area)
- **Health and Safety Management Plan** (eliminate the possibility of accident, illness, injury or fatality in the workplace by ensuring that hazards in the workplace are identified, assessed and eliminated or controlled in a systematic manner, rather than waiting for an incident or injury to occur)



Address P.O.Box 90
Toodyay, WA, 6566
Phone 08 9574 2304
Email vernice@vernice.com.au
Michael 0417 182 636
Stephen 0429 040 362
ABN 69 008 763 460

- **Environmental Management Plan** (addressing dust suppression, noise control, surface water management, and site rehabilitation)
- **Traffic Management Plan** (outlining vehicle movements, operating hours, and road safety measures)
- **Explosives Management Plan** (outlining how to safely manage explosives, ensuring compliance with regulations and minimizing risks to people, plant and the environment); and
- **Rehabilitation Plan** (outlining the progressive rehabilitation process and strategies).

These plans have been developed to demonstrate that the operations will be undertaken in an environmentally responsible and sustainable manner, consistent with the Shire's expectations for extractive industries.

Conclusion

We respectfully request that Council consider this application for approval under the new Local Planning Policy. We remain committed to maintaining compliance with all relevant planning, environmental, and operational requirements and welcome the opportunity to provide further information or clarification to assist with the assessment of this application.

Thank you for your consideration.

Kind Regards

Taylor Ferguson
HSEQ Manager
Vernice Pty Ltd
0400 750 683



QUARRY MANAGEMENT PLAN

Stormville Gravel Pit Lot 3, 826 Clackline-Toodyay Road

Land Owner:	Vernice Pty Ltd
Leasee:	Transwest WA
Project Name:	Stormville Gravel Pit
Project Number/Contract Number:	-
Project Commencement Date:	30/07/2025 (under new policy)
Estimated Project Completion Date:	30/07/2035 (contract renewal due after 5 years)
Issue Date:	21/11/2025

REV	Date	Description of changes	Author/Reviewer	Approver
0	11/2025	Creation	Taylor Ferguson	Liz Ferguson

Leasee Acceptance

Name: _____ Company: _____

Position: _____

Signature: _____ Date: _____



Contents

1. General Details (Lease Holder/Operator)	4
2. Introduction and Purpose	4
2.1 Brief Description	4
2.2 Type of Mine	5
2.3 Site Security and Access	5
2.4 Key Project Stakeholders	6
3. Location and Geology	6
3.1 Existing Vegetation, Flora, and Fauna and Protection Measures	10
3.2 Hydrology	11
3.3 Surrounding Land Use	11
3.4 Existing Environmental Structures and Heritage	12
4. Works and Process of Quarry	14
4.1 Excavation	14
4.1.1 Excavation Methods	14
4.1.2 Depth and Extent of Excavation	15
4.2 On-site Processing works	16
4.3 Stages and Timing	18
4.4 Workforce	19
4.5 Hours of Operation	19
4.6 Overburden and Topsoil Removal	19
4.7 Vegetation Removal	19
4.8 Site Access and Public Safety	19
4.9 Truck Movements	20
4.10 Building and Site Facilities	20
4.11 Drainage Conditions	21
4.12 Visual Impacts	21
4.13 Quarry Communication	21
4.14 Quarry Records	21
5. Legislation	22
6. Training & Consultation	23
6.1 Competency & HSE Training	23
6.2 Inductions	23
6.3 Responsibilities and Authorities	23
6.3.1 Site Senior Executive	23
6.3.2 Senior Site Executive or Qualified Officer	24



- 6.3.3 All Team Members and Contractors 24
- 6.4 Consultation and Communication 25**
 - 6.4.1 Pre-Start Meeting 25
 - 6.4.2 Toolbox Meetings 26
- 7. Plant, Equipment and Vehicles. 26**
 - 7.1 Plant on Site 26
 - 7.2 Minimum Standards..... 26
 - 7.3 Requirements 26
 - 7.4 Separation Controls – People/Plant Interaction 26
 - 7.5 Parking and Stable Equipment 27
 - 7.6 Security of Equipment..... 27
 - 7.7 General Maintenance, Inspection and Testing..... 28
- 8. Community Engagement Plan 28**
- 9. Strategic and Statutory Planning Requirements 31**
- 10. Management Plans 34**
 - 10.1 Bushfire Management Plan..... 39**
 - 10.2 Health and Safety Management Plan..... 39**
 - 10.3 Environmental Management Plan 47**
 - 10.3.1 Noise Management Plan..... 53**
 - 10.3.2 Dust Management 56**
 - 10.3.3 Water Management Plan..... 57**
 - 10.4 Traffic Management Plan..... 59**
 - 10.5 Explosives Management Plan 63**
 - 10.6 Rehabilitation Management Plan..... 63**
- 11. Plan Update and Reviews 66**



1. General Details (Lease Holder/Operator)

Name of Quarry: Toodyay Quarry
Location of Quarry: 826 Clackline Toodyay Road, Toodyay, WA 6566
Office Phone Number: 9352 8888
Principal Employer: Transwest WA
Senior Site Executive: Steve Andrijich
Mobile: 0429 116 000
Office Email: office@transwestwa.com.au
Shire Quarry is situated: Shire of Toodyay
Quarrying Operations Affected: Load & Haul, Crushing & Screening, Drill & Blast.

2. Introduction and Purpose

The purpose of this Quarry Management Plan (QRYMP) is to describe:

- Outline how the quarry will be operated and managed to minimize environmental impact and ensure safety, while also complying with relevant legislation and regulations.
- These plans cover aspects including site selection, operational procedures, rehabilitation, and ongoing monitoring and review.
- Implementation of best practice quality, safety and environmental management measures during any construction activity, including endeavours to minimise the construction footprint as far as practical.
- To provide and integrate information (requirements, plans and controls) to all relevant site and project stakeholders and should be seen as the core Site Management Document that refers to more details plans where required.

2.1 Brief Description

The quarry consists of laterite crushing and screening operation, loading truck and drill and blast campaigns that occur approximately every month. Drilling will take approximately one day to complete. Blasting will be completed in one day. Explosives are stored on site in a licenced explosive storage facility.

The expected life of the quarry operations is expected to end in 2035.

Employee numbers are expected to be between 4 and 6 personnel.

Rosters for employees are day shift only & duration of shift is 9 hours.

Long distance commuting is not an issue as employees are sourced from local labour.

The quarry will produce a range of products including road aggregates, concrete aggregates and fines products.

Expected production rate is 60,000 tonnes per year.

Blasted stocks will be fed to the crusher via a loader. Aggregates are loaded and stockpiled via a Caterpillar 966 wheel loader. Semi trucks will be loaded via a Caterpillar 966 wheel loader.

Further equipment utilised on site include a:

- Jaw Crusher
- Two Cone Crushers
- Two Screens
- Pozi Track/Bobcat
- Caterpillar 966 Front End Loader
- WA470 Wheel Loader
- Volvo L150 Loader and;
- 40T Articulated Dump Truck.



Explosive products used ANFO, 150g boosters. Details of the control measures are outlined in the Toodyay Quarry Explosives Management Plan (ExMP).

Please see the table below for a summary of the quarry site works.

Subject	Description
Basic Raw Material	Gravel
Term of Approval	Ongoing
Hours of Operation	6.30am – 5.30pm, Monday to Saturday (excluding public holidays)
Operator	Vernice Pty Ltd
Volume Extracted	5,000T/month 60,000 Tons/year 600,000T Total (10 years)
Traffic Movements	8 - 12 truckloads per day varying from 12T to 50T. Monday – Friday 7am – 5.30pm Saturday 7am – 12.30pm
Site Preparation	No clearing permit is required.
Average depth of Extraction	3m.
Extraction Methods	Excavators and Front-End Loaders will be used to extract the topsoil and gravel. Topsoil will be loaded into an Articulated Dump Truck to be moved to a stockpile onsite, and gravel will be either loaded straight into trucks as raw material or be placed in the screener or crushers for the creation of other raw materials.
Access	The current access from Clackline-Toodyay Road will be used to enter the property. All existing internal site access tracks will be used by trucks and vehicles to enter the excavation area.
Structures	A site office is onsite with one other storage container and a dome shelter. These are shown on the map.
Rehabilitation	At the conclusion of extraction, the site will be rehabilitated with a gently contoured depression with a cover of pasture species that will visually conform with the general rural landscape. Native trees will also be planted and the land will be returned to a suitable state for grazing.

2.2 Type of Mine

The Toodyay Quarry is a laterite Rock Quarry producing aggregates, road base and construction materials.

Key components of the quarrying operation consist of crushing and screening for aggregates, loading and transfer of aggregates to stockpiles, 6-wheeler trucks and semi-trucks and drill and blast campaigns.

2.3 Site Security and Access

The property is protected by a locked farm gate (padlock with key) with trail cams and cameras at the gate and around the property.



2.4 Key Project Stakeholders

The Operator will manage stakeholder communications, including emergency services and Shire Councils.

Property Owner	Michael Ferguson
Property Owner	Stephen Ferguson
Project Manager/Site Manager	Steve Andrijch -
Local Shire	Shire of Toodyay
Local Police	Toodyay Police
Local DFES	Toodyay DFES
Local St Johns	Toodyay St John Ambulance
Transwest WA Clients	Multiple

3. Location and Geology

Lot 3 comprises a total area of 302.46 ha on the northern side of Clackline- Toodyay Road in the Hoddys Well locality of the Shire, approximately 11 km south of the Toodyay town-site (Figure 1). The subject land is also referred to as street number 3 Clackline – Toodyay Road.



Date of Issue 11/2025
MGMT_PL_17 Quarry Management Plan

Figure 3.1 – Location of Stormville Gravel Pit – Location in Blue with Pin.

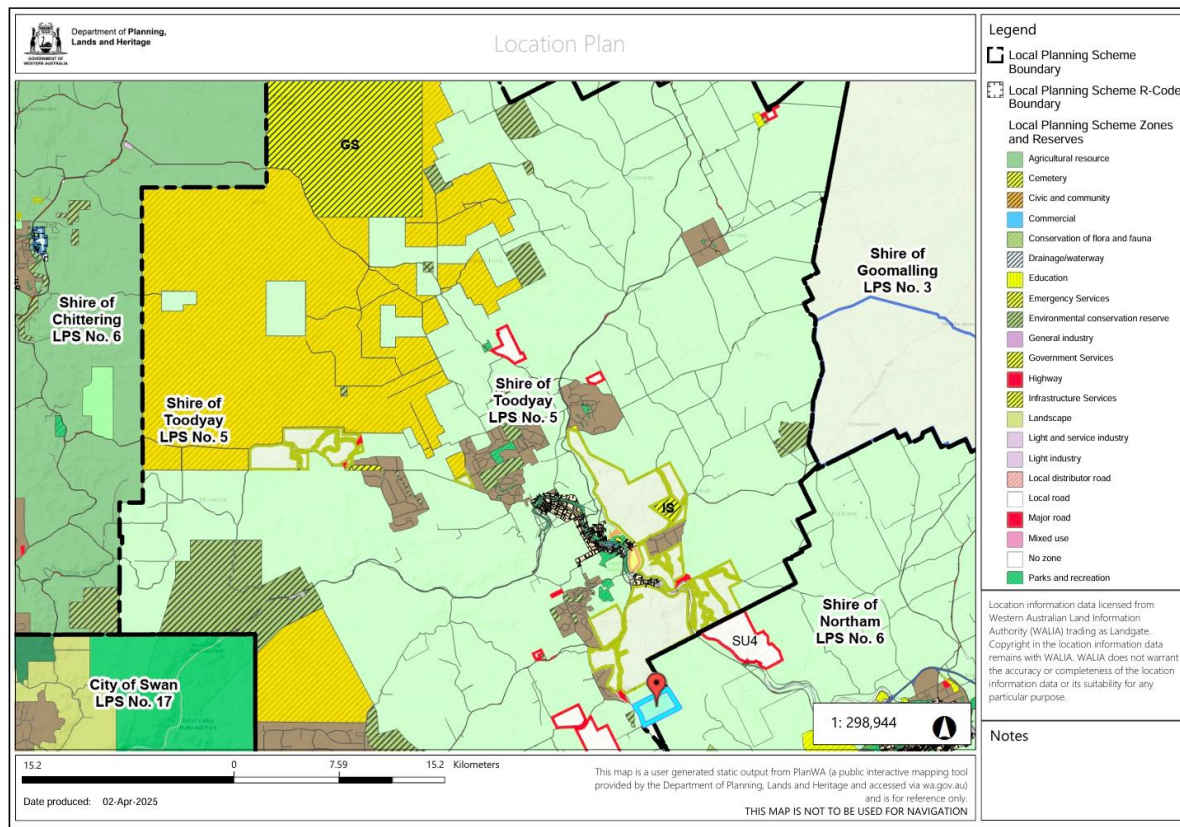




Figure 3.2 – Map of Stormville Gravel Pit with Dams and Water Courses (Google Earth)

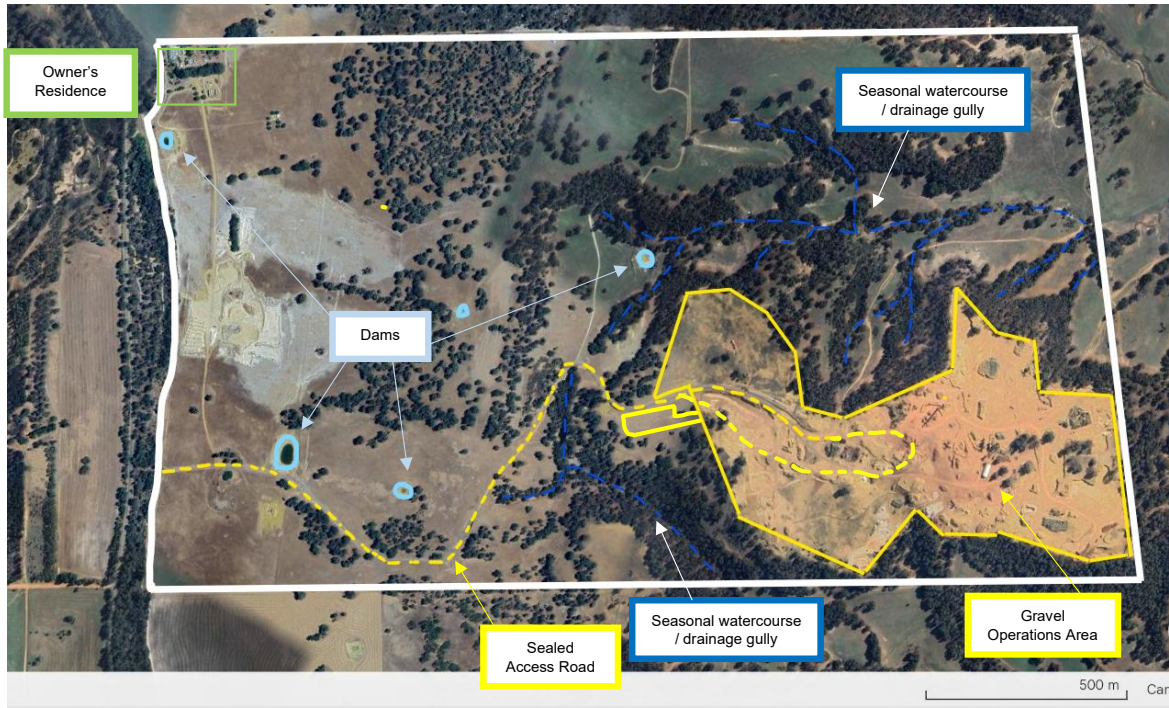
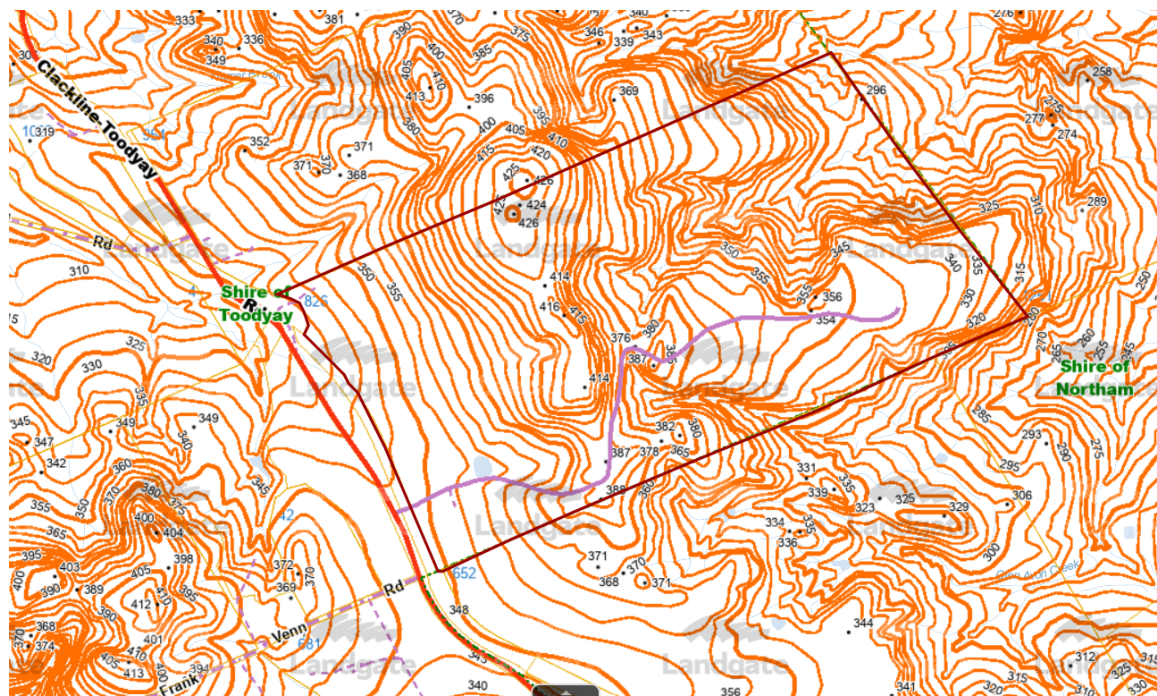




Figure 3.3 – Contour Map



Lot 3 comprises a total area of 302.46 ha on the northern side of Clackline-Toodyay Road in the Hoddys Well locality of the Shire, approximately 11 km south of the Toodyay town-site (Figure 1). The subject land is also referred to as street number 3 Clackline – Toodyay Road.

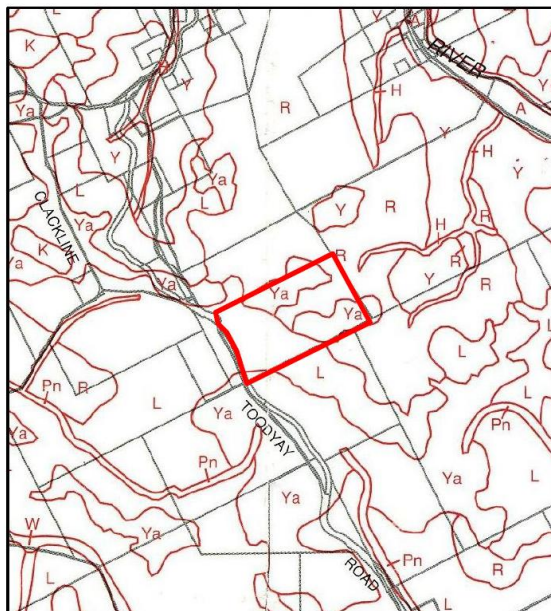
Lot 3 occurs within a broad-acre farming environment in the southern portion of the Shire of Toodyay near its boundary with the Shire of Northam.

Land to the north, bar one property, is part of an area designated in the Local Planning Strategy as being provisionally suitable for future rural living (5 – 40 ha) lots (Figure 1). However, in common with Lot 3, this adjacent property remains zoned 'general agriculture' with lot sizes in excess of 200 ha.

Figure 5 below is an extract of soil - landscape mapping by the Department of Agriculture and Food (Lantzke and Fulton 1993) over the subject land. It shows the more gently sloping western portion of Lot 3 as part of the 'Leaver' soil landscape subsystem, the central to eastern upland areas as part of the 'Yalanbee' subsystem, and the steeper slopes towards the north east as part of the 'Rocky Hills' subsystem. The gravel operations area occurs within the 'Yalanbee' subsystem where 'buckshot gravel' soils are dominant.



Figure 3.4 Soil-Landscape Subsystems



L: Leaver – “Gravelly slopes and ridges of the western Darling Plateau. Gravelly yellow and red duplexes, gravelly deep clayey sands and sandy loams over laterite and clay”.

Ya: Yalanbee - “Undulating Darling Range Plateau with long, smooth slopes (1-8%) containing ‘buckshot gravel’ soils”.

R: Rocky Hills – “Steep sloping hills with large areas of rock outcrop. Generally on mid and upper slopes. Slope gradients from 5% to > 30%”.

Anticipated impacts of further extractive industry on the existing natural environment are minimal. The ‘footprint area’ for future excavation has largely been determined by previous extraction activity and does not affect any significant remnant vegetation with only a small number of individual trees or shrubs needing to be removed.

Groundwater is not expected to be intercepted during any further excavation. In light of this, and the ability to retain all surface runoff within the pit area, there are no anticipated adverse impacts of future excavation on natural drainage and groundwater systems in the area.

3.1 Existing Vegetation, Flora, and Fauna and Protection Measures

The characteristic original vegetation cover within the Yalanbee soil landscape system encompassing the gravel operations area is jarrah (*Eucalyptus marginata*), marri (*Corymbia calophylla*), and parrot bush (*Dryandra* sp) with powder bark wandoos (*E. accedens*) in some areas (Lantzke and Fulton 1993).

Broad scale mapping by Beard (1979) also shows this area as part of a Medium woodland; marri & wandoos vegetation community. This community is well represented by more extensive areas of remnant vegetation within both public and private land within the Shire of Toodyay (Weaving 1999).



Date of Issue 11/2025
MGMT_PL_17 Quarry Management Plan

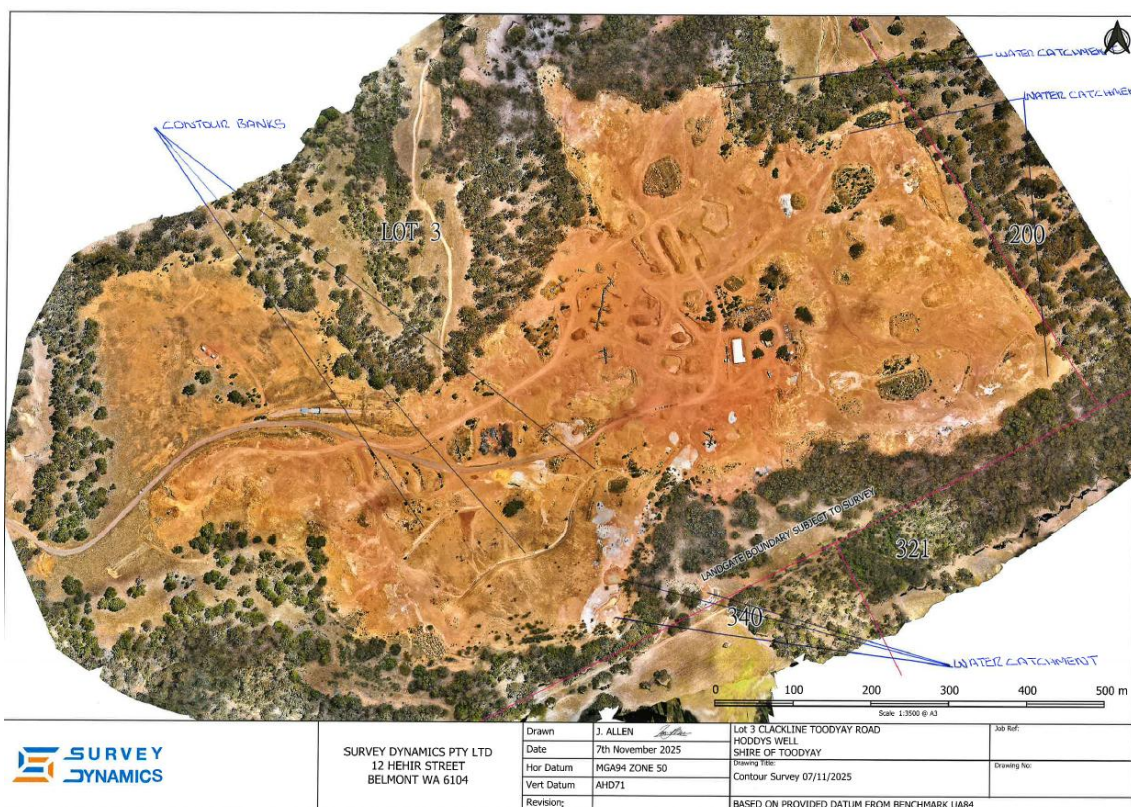
As shown in Figures 2 - 4, most of the gravel operations area is currently devoid of tree cover with the remainder of Lot 3 comprising a mosaic of low intensity grazing land and areas of remnant bush.

No specific protection measures are warranted for the small number of individual remaining trees and shrubs within the gravel operations area. This is because they are isolated from the larger and potentially 'more viable' remnant areas within Lot 3 where conservation for biodiversity and habitat values might be encouraged.

3.2 Hydrology

There are no Public Drinking Water Source Areas (PDWSA's) located on or surrounding the property. There are five dams on the property. The current extraction area and proposed extraction areas are located away from the dams and will have no impact on the area or dams. See figure 2 for dam locations. There are seasonal water courses and drainage gullies. The proposed extraction areas will have no impact on the watercourses and drainage gullies.

Figure 3.5 Map of Site Water Catchments and Contour Banks



3.3 Surrounding Land Use

The properties that surround Lot 3 Clackline-Toodyay Road are predominantly wheat and sheep farming. The closest residence is 1.36km away from the extraction area.



Date of Issue 11/2025
MGMT_PL_17 Quarry Management Plan

3.4 Existing Environmental Structures and Heritage

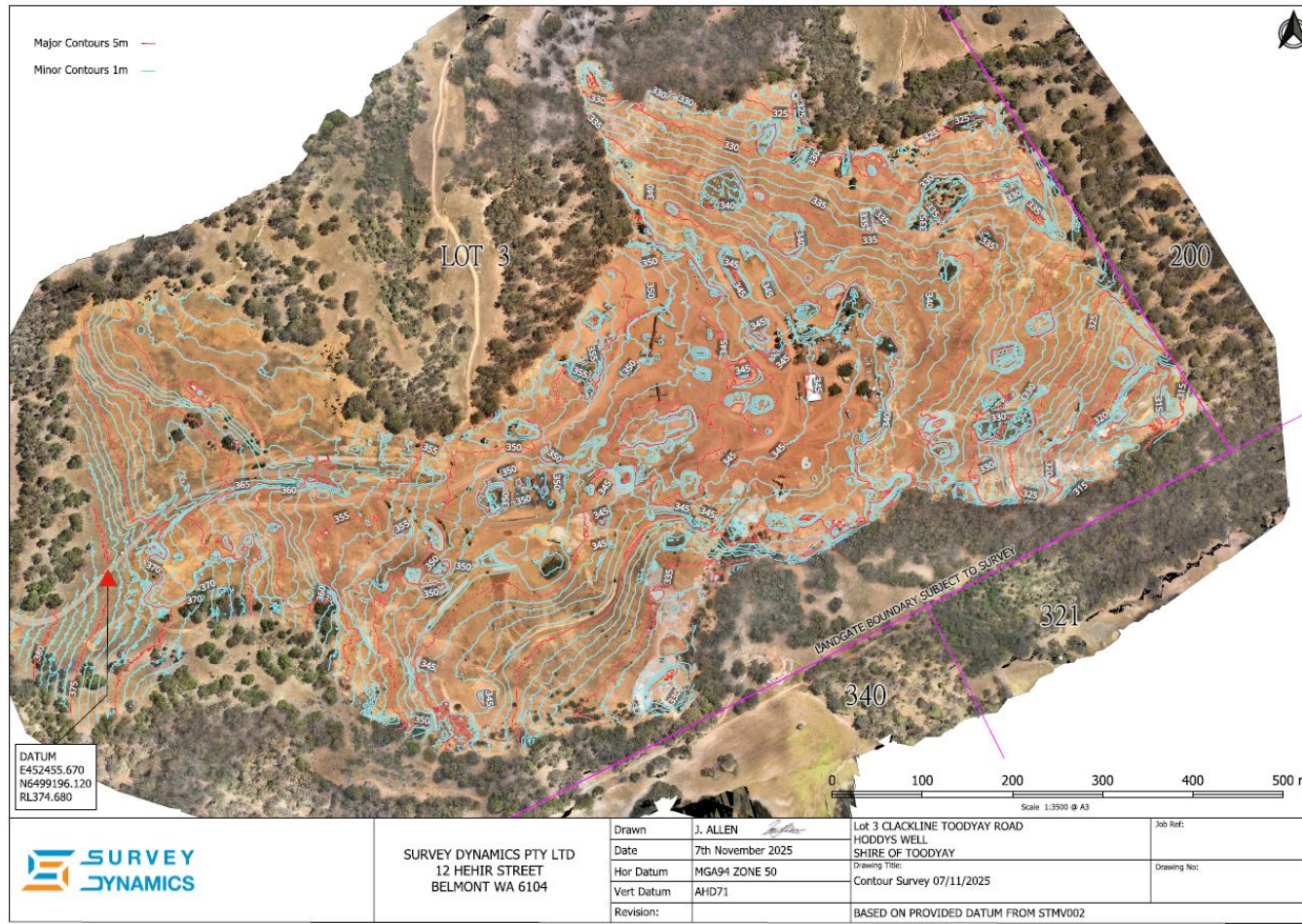
According to the Department of Planning, Lands and Heritage Plan WA software system, there are no Aboriginal or Historic heritage sites or places on the property. There are also no Aboriginal Lands Trust Estate on the property.

There will be no environmental features impacted or removed from the area.



Date of Issue 11/2025
MGMT_PL_17 Quarry Management Plan

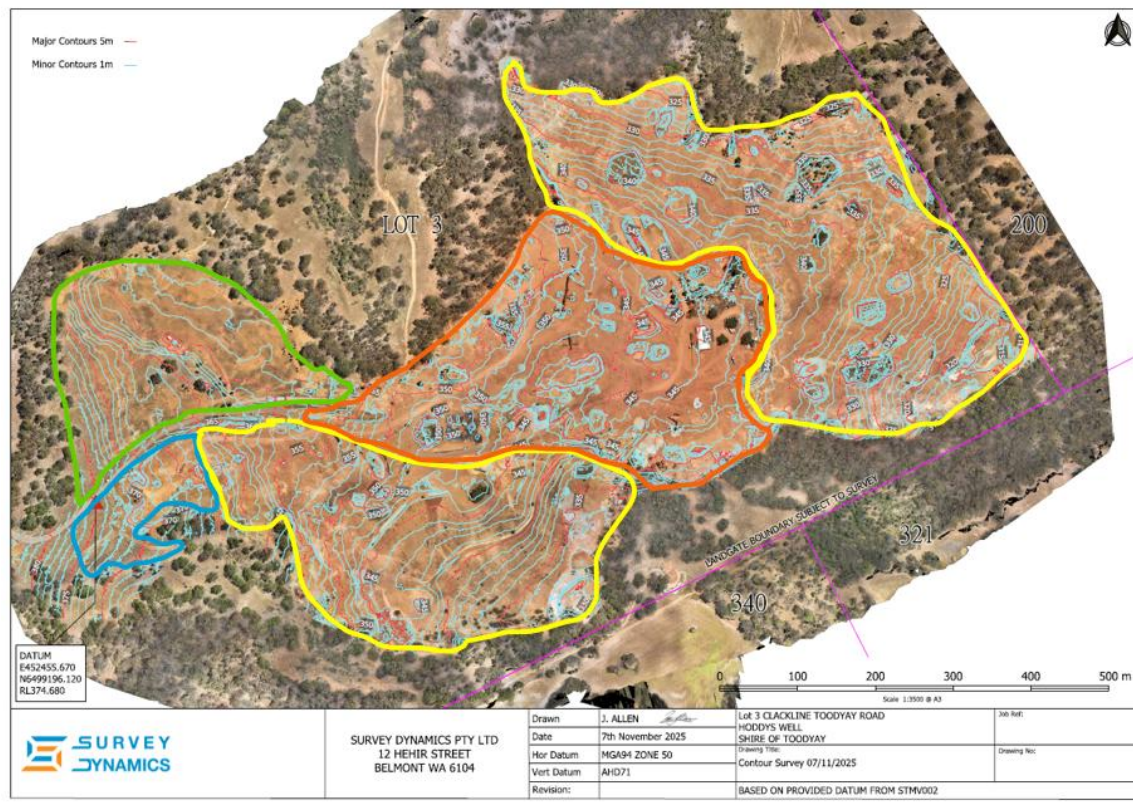
Figure 3.6 – Current Survey of Pit





Date of Issue 11/2025
MGMT_PL_17 Quarry Management Plan

Figure 3.7 – Map of Areas within the pit



- Green – Completed Rehab (6 ha)
- Yellow – Rehab Planned within next 5 years, once extraction has been completed (24 ha)
- Orange – Operation and Extraction Area over the next 10 years (12 ha)
- Blue – New Extraction Area (2 ha)

4. Works and Process of Quarry

4.1 Excavation

The proposed extractive industry operation on Lot 3 Clackline-Toodyay Road seeks to meet continuing market demand for gravel material for building and construction purposes. The pit extension operation is proposed to occur within the property totaling approximately 44 hectares, with 30 of those hectares under rehabilitation. The operations are anticipated to continue for approximately 10 years (2025-2035).

Gravel will be the excavation product to be used for road making purposes and/or for property access ways.

4.1.1 Excavation Methods

The designated areas are to be excavated using a bulldozer and/or a front-end loader. There will be use of explosives and no clearing of native vegetation. Specific portions for excavation within the designated area will be selected based on test hole inspections.



The topsoil has already been removed to approximately 0.5 m depth and is stored onsite for future rehabilitation. Excavated material will then be sieved using onsite machinery and subsequently loaded onto road trucks of various configurations for transport to purchasers.

The pit manager determines the timing excavation activity which is dependent upon stock levels and upcoming product demand. Areas for excavation are selected on the basis of test hole (backhoe) inspections. Machinery associated with the extractive industry operation within Lot 3 is shown within Attachment D and comprises;

The major items of equipment that will be used within the property are;

- 2 X Excavators
- 3 X Loaders
- 4 X Crushers
- 4 X Screeners
- 1 X Maintenance Truck
- 1 X 40T Dump Truck

Preliminary site work involved stripping of topsoil to approximately 0.5 m depth and stockpiling for future rehabilitation has already been completed. Extraction of gravel and rock (laterite) occurs using an excavator. This material is loaded into a pit truck and transported to a position near the crusher and unloaded. A loader transfers the laterite rock into the crusher where it is reduced to smaller sizes and transferred to adjoining screener. The screener then sorts the gravel into various sizes for stockpiling. On an as-needed basis, gravel product is loaded on to road trucks of various configurations for transport to purchasers.

The position of plant equipment (crushers, loaders and screeners) within the gravel operations area is constantly moving due to the productivity rate and location of the raw gravel onsite. The plant equipment is mobile and able to be relocated when needed for more effective positioning in relation to areas of excavation.

Excavation involves the use of explosives on a limited and irregular basis. Blasting is conducted by a licensed shot firer who operates in accordance with the Shire's 'Rules for Blasting'.

All excavation areas are to have a suitable and stable ramp created for the safe entry and exit of vehicles, plant and machinery. These may be changed when different areas are being excavated, however, there will always be a ramp to enter/exit the excavation area safely.

4.1.2 Depth and Extent of Excavation

The extent of excavation (current and proposed) is shown within the Map of Areas within the pit of the Excavation Plan/Rehabilitation Plan (Figure 5).

The average depth of excavation (existing and future) is approximately 3 m. The site is interspersed with separate stockpiles of excavated material. The maximum height of gravel stockpiles is 5 meters.

The proposed extension of the extraction area occurs in close proximity within the current extraction area. The area is approximately 2 ha and the average maximum depth of excavation is proposed to be 3 m.



Gravel Excavation.

Ultimate Excavation Area	14 ha
Average maximum depth	2 m
Total volume of material ultimately removed	280,000 m ³
Total amount in Tons	476,000 Tons
Anticipated average rate of extraction	60,000 Tons/y

4.2 On-site Processing works

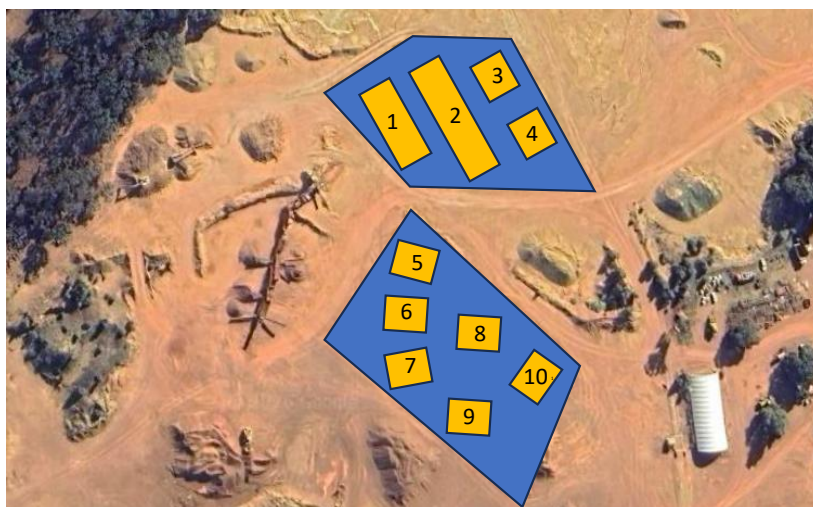
The on-site processing works involve the extraction, crushing, and screening of laterite rock and gravel to produce construction-ready aggregates for use in road building, pavement preparation, and general civil works. Material is sourced directly from designated laterite pits within the project area and transported to the processing zone using haul trucks, excavators or loaders.

Once delivered to the processing pad, raw laterite is fed into a primary crusher to reduce oversize material to manageable fragments. The material then progresses through secondary and tertiary crushers (as required) to achieve the target particle size. A series of vibrating screens separates the crushed material into specified size fractions, including fine gravel, basecourse, and sub-base products. Oversized material is recirculated back through the crushing circuit until it meets specification.

Water sprays or dust-suppression systems are used throughout the process to minimise dust generation. Mobile equipment—including loaders, excavators, haul trucks, and stackers—operate within a controlled work zone, with traffic management measures and safety buffers in place. Processed material is stockpiled in clearly demarcated areas and tested for compliance before being loaded out for construction use.

The works are designed to maximise efficiency, reduce haulage requirements, and ensure a consistent, high-quality laterite aggregate suitable for use across the project’s earthworks and pavement activities.

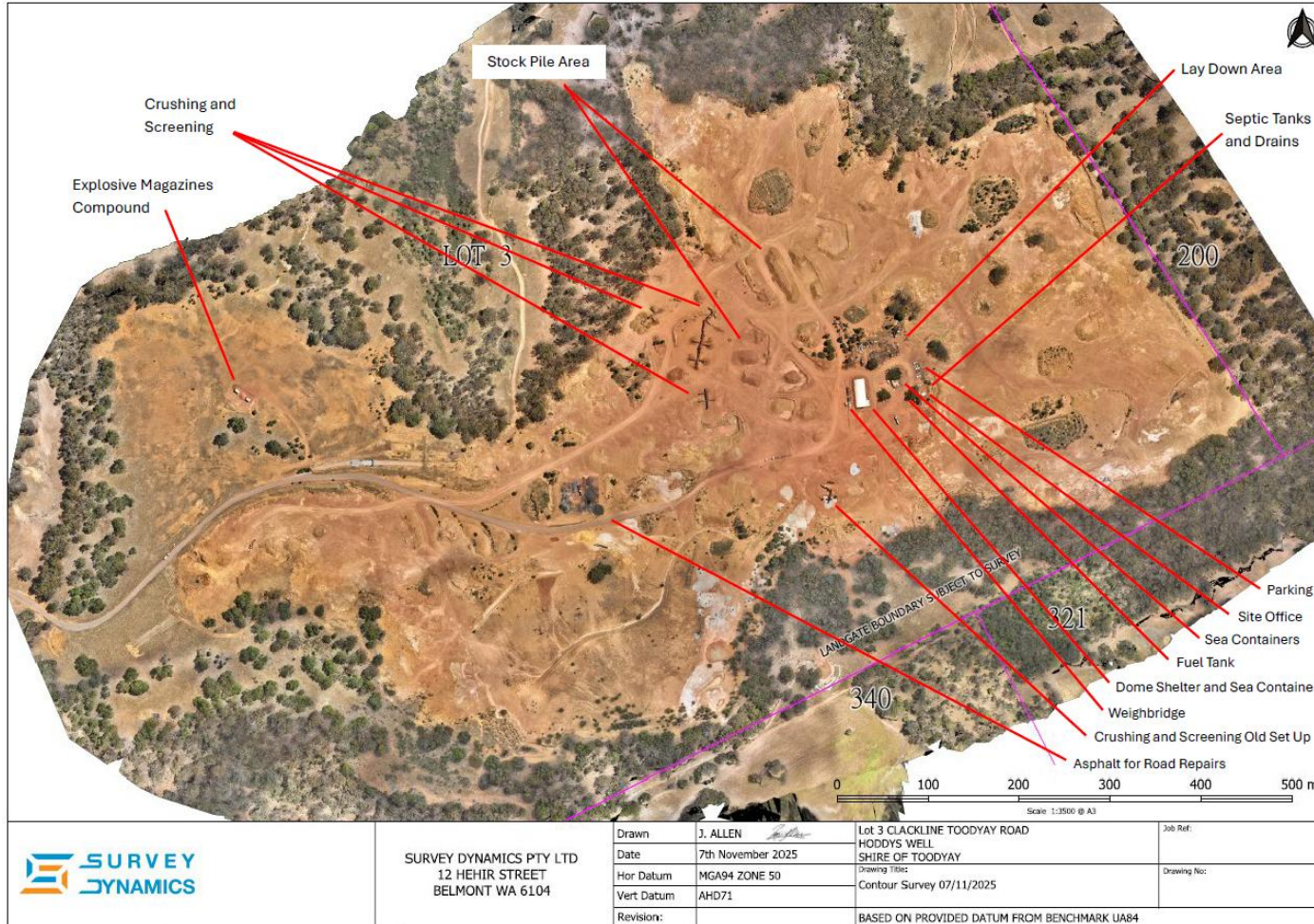
Figure 4.1: Stockpile Areas and stockpile locations – These locations are constantly changing; however, the areas do not change.





Date of Issue 11/2025
MGMT_PL_17 Quarry Management Plan

Figure 4.2 Location of Buildings and Operations on Site



	SURVEY DYNAMICS PTY LTD 12 HEHIR STREET BELMONT WA 6104	Drawn: J. ALLEN	Lot 3 CLACKLINE TOODYAY ROAD HODDYS WELL SHIRE OF TOODYAY	Job Ref:
		Date: 7th November 2025	Drawing Title:	Drawing No:
		Hor Datum: MGA94 ZONE 50	Contour Survey 07/11/2025	
		Vert Datum: AHD71	Revision:	BASED ON PROVIDED DATUM FROM BENCHMARK UA84



4.3 Stages and Timing

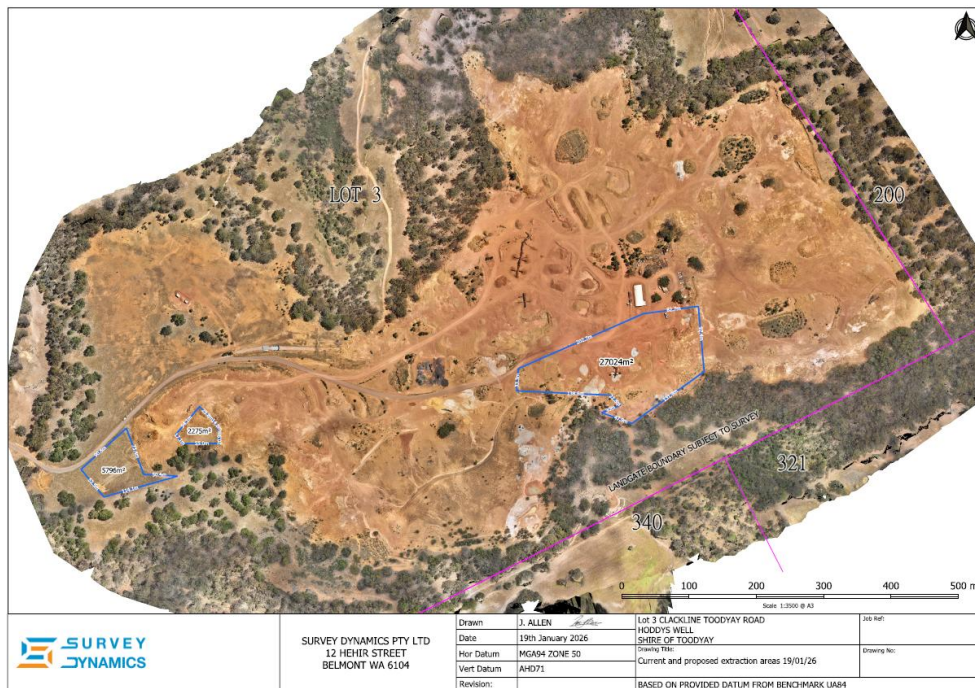
Areas of excavation and timing of will be dictated by user requirements. However, based on current business planning, the anticipated average rate of extraction will be 476,000 tons of gravel over the next 10 years. The clearing of vegetation will not occur.

As shown in Figure 5, the remaining area open to gravel extraction at the end of the current licence is 24 ha. That 24 ha is at the end of extraction and is planned to be rehabbed over the next licence period. The current area of operations will be the new extraction area, along with the 2 ha to the western side of the pit. 6ha has already been rehabbed. During the next licence period it is proposed to excavate a further 14 ha and once extraction is finished, it is to be progressively rehabilitated towards the end of the licence period.

To enable sourcing and mixing of different grades of gravel material to meet user requirements, the area proposed to be open to extraction activity during the next 10 year licence period is up to 14 ha. This would comprise some current active excavation areas in addition to proposed new areas for excavation (refer blue and yellow outlined areas respectively within Figure 5).

Areas of excavation are dictated by user requirements. For example, if a particular grade of gravel product is required, excavation will occur where that material is located. If a different material is required however, further excavation may be needed within different portions of the pit, or new areas within the licence area may need to be opened up. As a result of the above factors, a degree of flexibility is required to the staging and timing of excavation and rehabilitation activities.

Figure 4.3: Proposed new excavation areas for 2026.





Date of Issue 11/2025
MGMT_PL_17 Quarry Management Plan



4.4 Workforce

A total of 4 full time employees and 1 subcontractor currently work at the site.

Subject to licensing and continuing demand for the gravel, this workforce size will be sufficient for the licence renewal period (10 years).

4.5 Hours of Operation

The existing hours of operation for the site are between 6:30am and 5:30pm for on site operations only. Cartage hours are Monday – Friday 7:00am to 5:30pm and Saturday 7:00am to 12:30pm.

The site is closed on Sundays and Public Holidays.

4.6 Overburden and Topsoil Removal

Apart from topsoil, no overburden material requires removal or stockpiling.

Topsoil has been removed to approximately 0.5 m depth using a bulldozer and loader and stored on-site for future rehabilitation. Stockpiled topsoil is positioned in several localized, currently cleared, areas near the excavations. The stockpiles are stored within the current extraction area.

4.7 Vegetation Removal

Continued excavation is to take place within the existing pit floor. As shown in Figure 5, there is to be no further clearing. The area has sheep grazing through the trees, so scrub is very minimal. Where new areas will be extracted, topsoil will be removed, however, no trees, bushes or scrub will be removed.

4.8 Site Access and Public Safety

Vehicular access to the property is from the Clackline – Toodyay Road which is a sealed regional distributor road. The entry to the property is gated and locked during non-operational hours.

Within the property the access road leading from the entrance gate to the centre of the gravel operations area is sealed (bitumen) (Figure 2). This private road is sign-posted with “No Un-Authorised Access”, “Heavy Vehicles in Operation” and “Excavation in Process”.



All visitors are advised by signage just inside the property to contact loader drivers via CB/UHF Radio (Channel 18) or the Site Manager by mobile, and to report to site office.

Figure 4.2 – Site Access



4.9 Truck Movements

The number and size of trucks entering and leaving the site each day varies with user demand for the site products. On average, it is estimated that during the next 10 years there will be between 8 to 12 trucks entering and leaving the site per day, each with a load of between 12 and 48 tons.

Depending on the destination of the product, vehicles will travel either north or southwards along the Clackline-Toodyay Road, and thereafter on either Toodyay Road or the Great Eastern Highway respectively. It is estimated that roughly equal numbers of trucks leaving the site will proceed in a north or southerly direction.

4.10 Building and Site Facilities

As shown in Figure 5 and attached photos there are minimal site facilities associated with the operation. In addition to the product shelter, there are two temporary portable buildings functioning as a site-supervisor’s office, and a staff lunchroom. All structures are located on elevated terrain centrally positioned in relation to existing and proposed excavation areas within the eastern portion of Lot 3.

There are no power lines or telephone cables within the gravel operations area. Power for office equipment and lunchroom facilities is provided by a portable generator, and communications are via CB radio and mobile phones. A dam located adjacent to the access road and approximately 250 m from Clackline-Toodyay Road (Figure 5) is fitted with a standpipe and is available as a source of water for dust suppression or fire management purposes if needed. Within the gravel operations area the limited on-site water requirements are met by harvesting roof-top runoff from the site office and lunchroom.



4.11 Drainage Conditions

Lot 3 forms part of the Avon River catchment.

The central to eastern portion of Lot 3, including the upland terrain containing the gravel operations area, drains in a generally easterly to north-easterly direction via two un-named seasonal watercourses (see Figure 2) which contribute flow into the Avon approximately 4.5 km away.

As shown in Figure 3, the gravel operations area occurs within flat to gently sloping upland terrain. This area is fringed drainage gullies within the vegetated slopes; however these drainage pathways are active for only short periods in response to specific rain events.

The operations area is well drained due to the permeable, predominantly gravelly soils and low gradients (less than 5%) and there have been no sub-surface water control issues associated with the operation to date. Any runoff water generated within excavation areas is contained and there is no risk of flooding. There is adequate capacity to retain stormwater generated from a 1 in 10 year storm event, prior to natural seepage into the soil regolith.

The remaining western portion of the property occurs within the headwater area for Harper Brook but contributes limited surface runoff due to predominantly sandy soils. Harper Brook is a small seasonally active watercourse close to Clackline-Toodyay Road which meets the Avon approximately 8.5 km to the north of Lot 3.

4.12 Visual Impacts

The gravel operations area is set within the property more than 1.3 km away from Clackline – Toodyay Road. Portions of the operations area that have been excavated to date, and those proposed for excavation during the next licence period, are shielded from public view as a result of the nature of the topography and intervening remnant vegetation.

Further excavation will not alter the existing visual appearance of the site from the Clackline – Toodyay Road and primarily involves deepening and widening of the existing pits. Given this, no specific visual screening measures are considered necessary for the new licence period.

4.13 Quarry Communication

On-Site:

- The primary method of communication with the site will be via UHF radio. Channel
- Due to the size and nature of the project, Notice boards will be utilised. Site requirements, safety measures, areas of work and project statistics, etc. will be communicated during the daily morning pre-start meetings and through toolbox's.
- Pre-Start meetings will be conducted daily prior to the works commencing to point out scope of work, construction methods and safety measures planned for the day's activities.

In Office:

- Mobile Phones and wireless internet access / emails will be used.

4.14 Quarry Records

All documents will be recorded in the site file, both electronically and/or printed.

The Quarry Management Plan is a controlled document; amendments will be advised to all personnel who have been issued this plan.

Quarry records will include;

- Quarry Management Plan



- Surveys
- Induction records
- Incident and Investigation (safety & environment) records
- Records of communication and consultation, including, Pre-Start Meetings, SWMS briefings and Toolbox Meetings
- Permits for work
- Personnel qualifications, certificates of competency, licences
- Hazard management – Risk Assessments
- Workplace inspection and audit reports
- Health monitoring
- Statutory licences, permits and notifications

The contractor will agree, with the Land Owner, the format and content of records that need to be presented to demonstrate compliance with contract requirements.

Personal records and monitoring records will be stored securely. They shall be available to persons in the appropriate, legitimate circumstances. Individuals will have access to their own records.

5. Legislation

Listed below are regulations and guidelines retained and used. The Registered Manager is responsible for ensuring the latest version of each regulation is available at appropriate locations and for ensuring all parties adhere to these documents:

- Work Health and Safety Act 2020
- Western Australian Work Health and Safety Regulations 2022
- Dangerous Goods Regulations 1992
- Worksafe Australia Documentation of Exposure Standards (NOHSC:1003)
- Australia – National Model Regulations for the Control of Workplace Hazardous Substances (NOHSC:1005)
- AS3000 Electrical Wiring Rules
- Workers Compensation Act
- Environmental Protection Act 1986;
- Environmental Protection Regulations 1987;
- Aboriginal Heritage Act 1972;
- Wildlife Conservation Act 1950;
- AS/NZS ISO 31000 2009 Risk Management;
- AS/NZS 4801 Occupational Health & Safety Management Systems;
- AS/NZS 1319 Safety Signs for the Occupational Environment;
- ISO 9001 Quality Management Systems;
- ISO 14001 Environmental Management Systems;
- Main Roads WA Contract 47/08 General Management Requirements;
- National Standard for Construction Work 2008;
- Worksafe WA Codes of Practice – Manual Handling, Prevention of Falls at Workplaces, Excavation, Managing Noise at Workplaces, First Aid / PPE /Workplace Amenities, Working in Vicinity of Overhead Power lines, The safety and health of children and young people in Workplaces, Traffic Management



- Worksafe WA Guidance Notes – General Duty of Care in Western Australian Workplaces, Plant in the Workplace, Electricity (RCD's), Safe Movement of Vehicles in the Workplace
- Worksafe Australia - Guidance Note for the Completion of a Material Safety Data sheet;
- The contractor's Integrated Management System Manual & Associated Documents.

Copies of key legislation, regulations, Codes of Practice and Australian Standards will be kept on site. Most records will be available from the internet.

6. Training & Consultation

6.1 Competency & HSE Training

It is mandatory that all personnel who carry out construction work, including Project Managers, Site Managers, Supervisors, Surveyors, Construction Workers and Tradesmen have undertaken General Construction Induction Training (White Card).

Managers and Supervisors are responsible for assigning tasks to personnel who are trained and competent to carry out the assigned duties.

The Operator/Contractor will assess the implications for skills and training because of design changes on the project.

6.2 Inductions

Site inductions include familiarisation with quality, safety and environmental compliance for the project, together with a briefing on emergency procedures.

Personnel will complete site inductions and will include:

- familiarisation with site facilities, first aid, spill response and firefighting equipment locations and communications.
- familiarisation with site personnel
- familiarisation with traffic management requirements and controls
- familiarisation with the OHS Management Plan and Quarry Management Plan
- project objectives
- a briefing on emergency procedures, and muster points
- drug and alcohol procedures
- bullying, discrimination and harassment procedures
- grievance procedure
- familiarisation with site rules, development approval conditions, heritage and native vegetation requirements

The site induction will be followed by a briefing on the Safe Work Method Statements (SWMS) or Work Instruction Safety (WIS) that applies to the work that the person is about to undertake;

Personnel are informed about changing site conditions and requirements through daily pre-start meetings and regular toolbox meetings.

6.3 Responsibilities and Authorities

6.3.1 Site Senior Executive

- Acts as the highest level of authority in safety matters
- Ensure persons appointed to perform duties under the Work Health and Safety Act 2020 understand their role and responsibilities under the Act.
- Endorses and authorises the Mine Safety Management System.



- Ensures team member commitment to our safety systems.
- Facilitates continual review of the safety system, including safety audits and safety meetings.
- Coordinates incident/accident investigations.
- Monitors the health & well-being of all team members in conjunction with medical service providers.
- Provide and maintain suitable products, plant and equipment to enable work to be done safely.
- Ensure all persons on site adhere to statutory Acts, Regulations, Duty of Care and site requirements.
- Responsible for appointing managers and supervisors to ensure compliance with the Work Health and Safety Act 2020.
- Ensure Pre-shift inspections are being completed and all unsafe situations are being reported and managed.
- Ensure team members are provided with and use the correct personal protective equipment and clothing and are trained in its use.
- Identify and take corrective action to eliminate or control hazardous work conditions, equipment and work practices.
- Review and approve all Site Safety Plans including those developed by contractors.

6.3.2 Senior Site Executive or Qualified Officer

- The Explosives Management Plan (ExMP) and all regulatory requirements contained within applicable legislation are met.
- Reporting incidents relating to explosives to the chief Explosives Officer in a timely manner.
- All personnel involved in drill and blast operations on the project are trained and competent.
- Any personnel that that will handle explosives are nominated and authorised.
- The Nomination must state if individuals are authorised for unsupervised or supervised access to explosives and nomination details are recorded.
- Any hazards that are sighted or reported are actioned upon.
- Ensuring blast exclusion zones (which set out blast guard locations) are developed using all available information, including google maps and blast specific information.
- All drill and blast plans are reviewed and authorised before being issued for implementation.
- Ensuring blast results are formally reviewed and any appropriate changes made to improve blasting effectiveness.
- Ensuring effectiveness of the ExMP is reviewed on a regular basis or whenever changes are made that directly affect the accuracy of the ExMP (eg change in explosives supplier, change in blasting methods, incidents, etc) or any matters that are likely to impact employee safety or health.
- Ensure Appointed Persons comply with responsibilities of the Appointed Person.
- Ensure that explosive usage and stock requirements are kept up to date.
- Ensure Daily Supervisor Inspections and Weekly Magazine Inspections are completed.
- Ensure information on Blast Notice boards is kept up to date and displayed pre-shift on the day of the blast.
- Local landholders are notified of Date and Time of any blasting activity.
- Ensuring details of blast is received by all personnel affected by the blast at the morning pre-start meetings.

6.3.3 All Team Members and Contractors

- Present themselves each shift fit and healthy to undertake duties.
- Only attempt to carry out tasks that they have been trained declared competent and are authorised to do.



- Actively participate in communicating all possible information to the site manager and work mates as to the current situation in the workplace at the start and end of each shift.
- Adhere to and practice Safe Work Procedures.
- Conduct regular safety inspections of the workplace as outlined in the Safe Work Procedures for each task and where appropriate take action to rectify and hazard or, if outside of their capability, barricade the area and report to supervisor.
- Carry out equipment pre-start checks and inspections diligently.
- Immediately tag and report any defective equipment.
- Ensure acceptable standards of housekeeping are maintained.
- Adhere to statutory Acts and Regulations, Duty of Care and Site requirements as they apply.
- Use all provided personal protective equipment and clothing as and when required.
- Follow all emergency procedure practices and rules at the time of an emergency.
- Report all accidents/incidents promptly to assist management to investigate and implement corrective actions.
- Attend health and safety meetings.
- Strive to improve personal first aid/safety and health knowledge.
- Maintain high personal health and safety standards.
- Read and take notice of all safety notices or instructions posted on notice boards.

6.4 Consultation and Communication

Several forums will be used to consult and communicate quality, safety, environmental and other matters to Employees and Subcontractors, including:

- Site Inductions
- Toolbox Meetings; and
- Pre-Start Meetings, Site Inspections
- Notification of review and changes to SWMS and Safety/Environmental Management Plans
- Notification of review and changes to Hazard and Risk Register

Personnel are encouraged to contribute and participate in site inspections, safety observations, risk assessments and the preparations of SWMS.

The Site Office will display/contain the Emergency Plan, Emergency Poster, Contact Numbers, SWMS/SWP, MSDS, Quality, Safety and Environmental Policies, Pre-Starts and Risk Register.

If safety issues raised by personnel cannot be resolved by the immediate Supervisor, they are referred progressively to the Site Manager/Operator.

6.4.1 Pre-Start Meeting

Daily Pre-Start Meetings will be conducted for Work Crews with aims including:

- Addressing safety issues (hazards, SWMS, PPE, Equipment and Competency) that are anticipated or identified for the day's work.
- Advising and discussing with personnel the work planned for the day.
- Advising personnel who is responsible for each part of work.
- Providing a forum at which personnel can discuss work related issues that have not been resolved elsewhere.
- Reviewing issues from the previous day.



6.4.2 Toolbox Meetings

Toolbox meetings will be held fortnightly and are generally preceded by a site inspection. They are led by a Supervisor or Manager.

- Toolbox meetings are the forums at which personnel can discuss work related issues that have not been resolved elsewhere,
- Action items from Toolbox Meetings are recorded and followed up at subsequent meeting,
- Toolbox Meetings should periodically revise and reinforce emergency procedures that are presented initially at the site induction,
- The Manager shall attend a Toolbox Meeting no less frequently than once every two months.

7. Plant, Equipment and Vehicles.

7.1 Plant on Site

- Jaw Crusher
- Two Cone Crushers
- Two Screens
- Pozi Track/Bobcat
- Caterpillar 966 Front End Loader
- WA470 Wheel Loader
- Volvo L150 Loader and;
- 40T Articulated Dump Truck.

7.2 Minimum Standards

Requirement	Mobile Plant	Heavy Vehicles	Light Vehicles
Operating Manual or Safe Operating Procedure	✓	✓	✓
Plant Risk Assessment	✓	✓	✓
Daily Prestart Record Book	✓	✓	✓
Functioning Seatbelts	As per manufacturer's recommendations	✓	✓
Rotating Beacon	✓	✓	✓ (site vehicle only)
Reversing Beeper	✓	✓	✓ (site vehicle only)
Fire Extinguisher	✓	✓	✓ (site vehicle only)
First Aid Kit	✓	✓	✓
Plant Identifier	✓	✓	✓
2-way Radio	✓	✓	✓
Grease Gun	✓	✓	-
Personal Danger Tags	✓	✓	✓
Out of Service Tags	✓	✓	✓

7.3 Requirements

Prior to machines mobilising to site. The machines and plant will get a complete weed and seed clean. Plant will be cleaned and inspected prior to mobilisation;

Plant service histories are available in the service records on the operator's database.

7.4 Separation Controls – People/Plant Interaction

The interaction between powered mobile plant and pedestrians, mobile plant and infrastructure and mobile plant and other mobile plant needs to be managed and monitored to keep the site safe.

How the interaction between vehicles and pedestrians is managed will be communicated to workers before the job starts during pre-start meetings and within the induction process.



Procedures will be reviewed, updated and communicated if there are any changes to conditions as work progresses.

Key procedures to reduce the risk of injuries, damage and potential fatalities.

- Identify when workers and visitors will be on site and the areas they will need to access. Where possible, have separate entry points for plant and pedestrians and clearly separate pedestrian walkways.
- Identify movement of plant on the job. Ensure appropriate systems are in place so that the plant operator is aware of any people in the immediate vicinity of the plant. Using a spotter with radio communication is one way to do this.
- Train and instruct workers and visitors. All relevant information, training and instruction should be provided before work begins. Toolbox meetings are one way for supervisors and workers to discuss traffic management procedures or raise any other work health and safety issues.
- Consider operational exclusion zones. Minimise the need for workers to be inside exclusion zones while the plant is operating. Determine if the worker can do their job outside of the exclusion zone, at another time, or when plant is inactive.

All controls are listed in the relevant safe work method statements. Signage should clearly mark pedestrian walkways, guide traffic, provide warnings and identify exclusion zones. Physical barriers that prevent pedestrian or plant access should also be in place.

The following are ways in which working around mobile equipment can reduce the risk of damage or injuries.

- Site familiarisation to be conducted for all personnel.
- Traffic management Plans are to be in place.
- Implement traffic controls.
- Designated pedestrian routes to be established where required.
- Signage must be erected that clearly visible.
- Segregated parking areas to be established.
- Ensure vehicles are fundamentally stable when parking. (Park brake, V drains, implements and attachments lowered if applicable).
- High Visibility clothing to be worn by all personnel in operational areas.
- Spotters are to have direct lines of communication with operators at all times
- Spotter and ground personnel are to stay on the on side of machinery where possible, so as to be visible to the operator.
- Personnel not to enter the swing zone of equipment without positive communications with operator.
- Where possible use positive radio communication.
- Mobile phones or personal entertainment devices (PEDS) are not to be used while working in or around mobile plant. (Move to safe area if device is to be used).

7.5 Parking and Stable Equipment

Plant and vehicles will be parked in agreed lay down areas. Parking will be arranged to maximise security and to minimise the risks associated with equipment rolling away. Mobile equipment is deemed stable when;

- the equipment has the parking brake engaged and/or chocks in place.
- the equipment is parked on flat ground or wheels in a dipped section of the ground, preventing roll away.

These requirements are to be followed in accordance with the Safe Operating Procedures set out by the manufacturer within the Manufactures manual and within the Safe Work Method Statements (SWMS).

Keys will be removed from unattended equipment and stored in a secured location on site.

7.6 Security of Equipment

Security of the site and equipment will be provided through fenced off work areas at the project site. The property is fenced and this fence will be used as the site fencing.

Staff should ensure that where practical, equipment is locked in these compounds when not in use (particularly outside normal working hours). Staff should be vigilant in ensuring areas are locked at the end of the work shift.



The Supervisors will be responsible for locking and opening the sites. Issue of Security Keys to the compounds will be controlled and registered to key personnel only on the site.

7.7 General Maintenance, Inspection and Testing

The maintenance, inspection and testing of plant and equipment will be carried out and documented evidence of compliance must be retained in the Safety Register. This applies to:

- equipment capable of working at height; all lifting and rigging equipment;
- Portable electrical equipment and power generators (power packs, generator sets, portable welding sets, etc.);
- emergency equipment; medical/first aid equipment; fire protection equipment;
- Compressors.

Plant will be regularly maintained and serviced.

- Plant items arriving on site will be inspected
- Wet hired plant will be regularly maintained and serviced by Supplier
- Daily pre-start checks are performed and recorded by the equipment operators on Pre-start forms that are located in every machine. These are in the form of carbon copy books. All defects that are then recorded in main site office on whiteboard. These are then recorded under the master register in the Fleet List.

Supervisors to review the whiteboard for faults on plant and machinery and categorise any safety issues and to report any urgent repairs to Plant.

Plant that is unsafe to operate must be tagged and removed from service as per SWP010.

Plant Operators are authorised to;

- carry out inspections on their equipment, record and report faults;
- Top up fluids; and
- Make minor adjustments to their plant to non-critical components.

Maintenance and servicing of plant will be completed by personnel engaged by respective Plant Managers or qualified mechanics.

8. Community Engagement Plan

The aim of this community engagement plan is to provide a roadmap for creating and maintaining relationships and effective community engagement with our community and stakeholders.

Objectives

The objectives of this community engagement plan are to:

- Ensure community views and concerns are understood and considered in the application and when operating the proposed quarry.
- Improve the relationship and level of trust between the community and stakeholders and Vernice/Transwest WA..

Stakeholder Identification and issues analysis

Stakeholder Issues Analysis



Stakeholders	Issues or concerns	Estimated level of impact on the stakeholder	Controls (What will the project do to minimise impact on stakeholder)
Immediately adjacent land owners	Noise source: plant and equipment	Low	Maintaining a buffer from nearest sensitive receptors of more than 250 metres will mitigate impacts. Limiting working hours, placing mobile crushing plant in the quarry hole and good management practices will also help with noise impacts.
	Dust source: plant and equipment and stockpiles	Low	Maintaining a buffer from nearest sensitive receptors of more than 250 metres will mitigate impacts Water suppression via sprinklers or water carts Reduced speed limits
Nearby residents and general community	Mud and spillage on public roads	Low	Well-maintained access road and good loading practices.
Council/Shire	Road safety source: increased traffic resulting from material carting from site	Low	Better signage, reduced speed limits

Communication

All residents and landowners within 1km of the proposed quarry have been invited to comment on the Quarry process. The neighbours were given an opportunity to ask questions and outline any concerns.

A comments and complaints register will be set up and will be maintained at the site office together with a register of interested parties for the provision of updates or advice Stakeholder engagement plan.

Stakeholder Engagement Plan

Stakeholder	Issue or concern	Level of engagement (IAP2)	Controls to be communicated to impacted stakeholders	Method of engagement	Timing (Weekly, monthly, as required)
Immediately adjacent residents and land owners	Noise	Inform and consult	Maintaining a buffer from nearest sensitive receptors of more than 250 metres will mitigate	Face to face meeting Phone calls	Carried out as required



(within 1km)			<p>impacts.</p> <p>Restricted working hours are between 6.30am-5.30pm Mon-Sat</p> <p>Locate mobile screen in the quarry hole, base of the quarry floor.</p> <p>Good management practices.</p> <p>Noise attenuation devices on machinery.</p>	<p>Email</p> <p>Letterbox drop</p>	
	Dust	Inform and consult	<p>Maintaining a buffer from nearest sensitive receptors of more than 250 metres will mitigate impacts</p> <p>Water suppression via water carts</p> <p>Reduced speed limits within the quarry and private property.</p>	<p>Face to face meeting</p> <p>Phone calls</p> <p>Email</p> <p>Letterbox drop</p>	Carried out as required
Nearby residents and general community	Mud on roads		<p>Well maintained access road.</p> <p>Sealed access road.</p> <p>Truck drivers to always remain on the sealed road in and out of the quarry.</p>	<p>Face to face meeting with residents within 1km of quarry.</p> <p>Phone calls</p> <p>Email</p> <p>Letterbox drop</p>	Carried out as required
Shire of Toodyay	Approval Changes to management plan.	Inform and consult	Communication about changes.	<p>Phone Calls</p> <p>Email</p>	Carried out as required

Complaints management process

A comments and complaints register will be maintained s maintained at the site office together with a register of interested parties for the provision of updates or advice. The quarry manager will address all the complaints. The work authority owner will deal with matters that need to be elevated. Relevant authorities will be advised of any issues that come under their approvals and authorities.

Evaluation

The Contractor will review this community engagement plan every three years or when a major amendment of the work plan is proposed or when community concerns about the quarry operations have been communicated



to the regulators and the quarry owners.

9. Strategic and Statutory Planning Requirements

Strategic Requirements

These guide where and how sand and gravel extraction should occur to support WA's infrastructure needs while minimising land-use conflicts.

1. State Planning Policy 2.4 – Planning for Basic Raw Materials (SPP 2.4)

Purpose:

Ensures that significant basic raw material (BRM) resources — such as sand, gravel, limestone and rock — are identified, protected and used efficiently.

Strategic expectations:

- Identify and protect *Priority Resource Locations*, *Key Resource Areas* and *Extraction Areas*.
- Encourage long-term access to raw materials to meet regional growth and infrastructure needs.
- Promote compatible land use planning — maintain buffers between extraction and sensitive land uses (e.g., houses, schools).
- Require local governments to reflect BRM resources in their local planning schemes.
- Ensure rehabilitation and post-extraction land uses are planned from the outset.

Reference:

[State Planning Policy 2.4 \(2020\) – Department of Planning, Lands and Heritage](#)

2. Local Planning Strategies and Schemes

Local governments (e.g., City of Swan, Shire of Serpentine–Jarrahdale) incorporate SPP 2.4 into:

- Local Planning Strategies (identify local BRM resources);
- Local Planning Schemes (zoning and land-use control);
- Local “Extractive Industry Policy” or “Rural Strategy” documents.

Strategic intent:

- Locate sand/gravel pits away from sensitive land uses.
- Plan for transport routes that avoid residential areas.
- Coordinate rehabilitation with long-term rural or industrial land use.

3. Regional and State Infrastructure Strategies

- *Infrastructure WA's State Infrastructure Strategy* recognises basic raw materials as essential for housing and road projects.
- Sand/gravel extraction must align with regional infrastructure and transport corridor planning.

Statutory Requirements



These are the **legal approvals and obligations** required before and during sand/gravel extraction.

1. Development Approval (Planning & Development Act 2005)

Required from the **local government** under its Local Planning Scheme.

Applicant must provide:

- Site and locality plans;
- Operation and staging details (hours, extraction depth, traffic routes, etc.);
- Rehabilitation plan;
- Environmental management plan (dust, noise, water, vegetation);
- Community consultation evidence (often via public advertising).

Development approval must be consistent with SPP 2.4 and local planning policy.

2. Extractive Industry Licence (Local Government Act 1995 & Local Law)

Most local governments have an **Extractive Industries Local Law** (e.g., 1994 Model Law).

Purpose: authorises and regulates extraction of basic raw materials on freehold land.

Licence conditions may include:

- Term (1–5 years, renewable);
- Operating hours and access route control;
- Dust/noise control measures;
- Progressive rehabilitation;
- Bond or financial assurance;
- Public liability insurance;
- Annual reporting and inspection.

Example: City of Swan Extractive Industry Local Law 2008

3. Environmental Approvals (Environmental Protection Act 1986)

Sand/gravel pits can trigger several environmental requirements:

Approval Type	Trigger	Administered By
Clearing Permit	If native vegetation is to be cleared	Department of Water and Environmental Regulation (DWER)
Part IV Assessment (EPA)	If significant environmental impact expected	Environmental Protection Authority
Noise/Dust Compliance	Must comply with <i>Environmental Protection (Noise) Regulations 1997</i> and dust management guidelines	DWER / Local Government
Water Licence / Dewatering Permit	If groundwater is used or dewatering occurs	Department of Water and Environmental Regulation



4. Rehabilitation & Closure Requirements

Under SPP 2.4 and licence conditions:

- Progressive rehabilitation required as extraction areas close.
- Final landform must be safe, stable and compatible with surrounding land use.
- Revegetation with local species where appropriate.
- In some cases, a rehabilitation bond is held by local government until satisfactory completion.

5. Transport & Road Access Approvals

- Haulage routes must be approved by local government or Main Roads WA.
- Road damage bonds or haulage levies may apply.

6. Work Health and Safety (Mines) Act 2022

If the site meets the definition of a “mine” under WHS (Mines) Regulations:

- Operator must register the mine site with the **Department of Mines, Industry Regulation and Safety (DMIRS)**.
- Must appoint a competent Quarry Manager (statutory position).
- Must comply with safety management plans, risk assessments and reporting obligations.

Reference: WHS (Mines) Regulations 2022 – WA

7. Heritage and Native Title Requirements

If the site contains or is near Aboriginal heritage places:

- Must comply with the *Aboriginal Cultural Heritage Act 2021*.
- Engage with relevant Traditional Owner groups before ground disturbance.

SUMMARY CHECKLIST (Sand/Gravel Extraction)

Stage	Requirement	Authority / Reference
1. Strategic Planning	Consistency with SPP 2.4 & local strategy	DPLH / Local Government
2. Development Approval	Planning & Development Act 2005	Local Government
3. Extractive Industry Licence	Local Government Act 1995 & Local Law	Local Government
4. Environmental Approvals	Clearing, noise, dust, water use	DWER / EPA
5. Road & Traffic Approvals	Access, haulage routes	Local Government / Main Roads WA
6. Safety Approvals	WHS (Mines) Act 2022 – if applicable	DMIRS
7. Heritage Assessment	Aboriginal Cultural Heritage Act 2021	DPLH / Aboriginal Affairs
8. Rehabilitation & Bond	Licence condition / local law	Local Government / DMIRS
9. Ongoing Compliance	Inspections, renewals, reporting	Local Government / DWER / DMIRS



10. Site Photos

Site Photos

826 Clackline-Toodyay Road, Hoddy's Well



Entrance to quarry with existing crossover location to Clackline-Toodyay Road



Stockpile areas



Current Excavation areas



Formed contour banks



Formed water catchment area



Water catchment areas



Multi-deck Weighbridge

This weighbridge consists of 4 Decks (weigh cells) capable of managing the correct axel weight loading.

Weighbridge is calibrated and certified annually to comply with Main Roads accreditation.



Date of Issue 11/2025
MGMT_PL_17 Quarry Management Plan



Dome shelter for vehicle maintenance



Maintenance vehicle and storage area

Fuel tank



Office and staff ablation



Date of Issue 11/2025
MGMT_PL_17 Quarry Management Plan



On site processing area



11. Management Plans

11.1 Bushfire Management Plan

The operator will ensure the risk of bushfires and mechanical fires are reduced and, where possible, eliminated. A risk assessment has been carried out for several risks, including bushfires. This is visible in the Site Emergency Plan (Appendix 1) and in the Site Bushfire Management Plan (Appendix 2). Vernice and Transwest WA agree to comply with the implementation measures set out in the Bushfire Management Plan.

11.2 Health and Safety Management Plan

Health & Safety Management on the site shall be in accordance with the relevant Health & Safety Management Plan (HSMP) and Health and Safety Procedures. These plans shall nominate specific health & safety risks and proposed control measures to ensure compliance with all regulatory, legal, policies, processes and other requirements.

All parties are committed to providing a safe and healthy workplace for all employees, visitors and contractors. It is our aim to establish and maintain a workplace that encourages a "Zero Harm" Culture.

To achieve this commitment all parties shall:

- Develop safe systems of work and maintain company plant and equipment to a standard where associated hazards are identified, assessed and controlled.
- Ensure compliance with legislation, standards and company policies and procedures.
- Conduct audits of the HSE Management System and implement agreed outcomes to continually improve current systems of work.
- Provide ongoing training, inductions and provide supervision to all employees, visitors and contractors to ensure the HSE Management System is followed.
- Implement ongoing programs to prevent accidents including performing work place inspections in conjunction with employees and contractors.
- Consult and communicate on the status of the HSE Management System with employees.

Employees and Contractors are expected to:

- Fulfill their obligations with respect to occupational health and safety.
- Ensure their own health and safety and at work.
- Ensure reasonable care is taken as to not adversely affect the health and safety of others through an act or omission.
- Report all incidents, accidents, injuries, near misses or any unsafe work conditions.
- Follow all direction and procedures in the interests of health and safety.

The process for construction risk identification and assessment, and risk mitigation and control measures, is detailed in the Quarry/Site Health and Safety Management Plan. Where a high-risk construction activity has been identified a detailed safe work method statement shall be provided.

Where an incident is or has the potential to escalate to a 'significant' incident or crisis, an immediate phone call



must be made by the Site Manager (or delegate) to relevant management personnel.

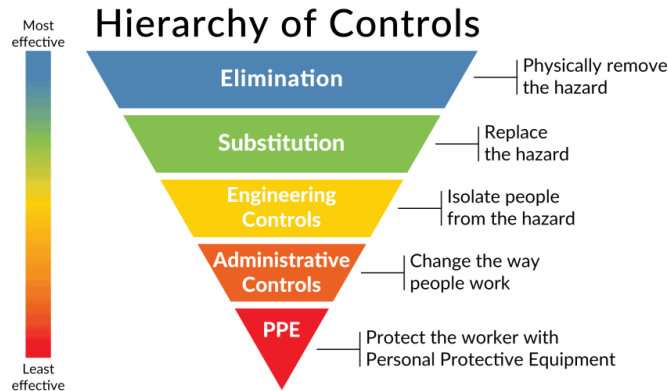
Monitoring of the job site and health surveillance of personnel will be undertaken when a risk assessment or State regulations indicate that such actions are necessary. If monitoring is needed, the Site Manager shall prepare a site instruction describing the protocol that will be used and the records that will be kept.

Risks for which monitoring, surveillance or the need for on-site management have been identified are:

Risk	Monitoring or Surveillance Needed?		Site Instruction Needed?	
	YES	NO	YES	NO
Asbestos		✓		✓
Crystalline Silica		✓		✓
Lead		✓		✓
Mine Surveillance		✓		✓
Other Synthetic Mineral Fibres		✓		✓
Contact with Sewage		✓		✓

Hazard Control

The following preferred order of hazard control will be utilised when assigning hazard controls;



Some risks require a level of control stricter than the SWP. Permits to Work will be used for the following tasks;

- Work in Confined Spaces
- Excavation (deeper than 3000mm)
- Vicinity Access Permits
- Hot Work
- Blasting

Risk Assessments and Safe Work Method Statements (SWMS)

The risk score matrix included in the SWMS shall be used to allocate a risk score to assist with the selection and prioritisation of hazard control measures.

The Site Manager in consultation with other employers associated with the site must review the Risk Register when there is a major change to the scope of works and following a major or critical incident.

Revised project hazard and risk assessment registers will be distributed to employers associated with the project.

The development and management of safe work method statements will be performed in conjunction with the requirements of the Site Health and Safety Management Plan.

SWMS will be completed for all high-risk construction work. SWMS developed will reflect the risks and controls identified in the site risk register and supporting work instructions. Subcontractors will be required to submit their SWMS, and other safety documents, to the Site Manager prior to undertaking the work.



Fitness For Work

The Contractor is committed to ensuring all personnel are fit for work by controlling fatigue in the workplace and promoting a culture that encourages individuals to present themselves to work free from the influences of drugs and alcohol.

To achieve this the contractor will:

- Make sure there are sufficient rest periods, so employees do not experience fatigue.
- Ensure sufficient time off between shifts.
- Ensure employees are aware of factors in their personnel life that can affect the level of fatigue.
- Provide an ongoing drug and alcohol program that assists in maintaining a safe work environment.
- Encourage employees to take responsibility for their own wellbeing and present for work in a fit and healthy condition.
- Perform random drug and alcohol testing.

The Operator encourages self-management of the fitness for work program by all personnel.

Key elements are:

- Limit alcohol intake
- Get a good night's rest
- Manage fatigue levels
- Seek advice if you are not coping
- Report unacceptable behaviour to a Supervisor.

Site Work Cycle	
Work Pattern	5:2
<i>Individuals may be engaged on an alternative cycle – may need to work a Saturday</i>	
Work Hours	
Monday – Friday	0630 - 1730
Saturday	0700 – 1730

Equal Opportunity

The Contractor/Operator is committed to providing a work environment that allows all employees to be treated fairly and equally.

Consistent with this, the Operator/Contractor:

- Will not tolerate harassment, discrimination or disadvantaging of a person based on their age, sex, race, religious belief, marital status, impairment, or pregnancy.
- Will require all employment applicants to be assessed on their individual attributes, skill and experience for successful appointment to as position sought.
- Will comply with relevant standards and legislation.
- Employees have the responsibility to demonstrate courtesy and respect in the workplace.
- Employees who practice any form of discrimination or harassment will be subject to disciplinary action.

First Aid

Names of First Aiders will be displayed with the site emergency poster, shown to visitors in the induction and to all employees.

Location of first aid kits will be marked clearly. A first aid kit will always be located at the site office and in MOST machinery and vehicles.



Please refer to the Health and Safety Management Plan for further details.

Drugs and Alcohol

All contractors support the policy for a drug and alcohol-free workplace/worksite.

All contractors will be subject to random and 'with cause' drug and alcohol testing on site.

All personnel will abide by the testing regime implemented by the project.

Hazardous Substances and Dangerous Goods

Hazardous substances held on site may include various hydrocarbons, cementitious powders, paint, epoxies, glues and explosives.

Storage and handling of chemicals will be managed according to the storage procedure. A key objective is to minimise the stock levels of flammable and combustible substances.

Site Manager will assess the risks of any substances and materials on used and held site, prepare a Hazardous Substance Register (MSDS File) and hold the MSDS Register on site.

Spill kits will be kept at chemical storage areas and at worksites where there is heightened or significant risk of harm from spills, including refuelling locations.

Containers that contain chemicals will be labelled clearly and accurately.

Refuelling activities will be carried out in a way as to minimise spills and in accordance with all employees and subcontractors entering the site.

The response for incidents involving hazardous substances is included in the Incident, Crisis and Emergency Response Management Plan.

Personal Protective Equipment (PPE)

The minimum compulsory PPE for the works includes;

- High visibility clothing (vest, shirt (long), pants, jacket etc)
- Steel cap boots
- Safety Glasses (clear and tinted)
- Gloves

Asbestos

Is there any Asbestos Register for the site?	No
Has Asbestos been identified on the site? If yes, prepare an Asbestos Management Plan	No
Is it likely that there will be asbestos on site?	No

The Project Manager and HSE Manger are responsible to initiate the preparation of an Asbestos Management Plan if one is deemed necessary.

The Asbestos Register will be created and updated to include any asbestos that is:

- Located on site; and
- Removed from site.

Inspections

Weekly inspections will be conducted by the Manger and/or other site personnel, recorded on Site Inspection Checklist.



The Site Manager will arrange for random inspections to verify site compliance with the Heavy Vehicle National law (HVNL).

Corrective actions resulting from inspections are tracked and documented to completion.

Equipment will be inspected or calibrated in accordance with the table below. These inspections will be summarised on appropriate registers.

Item	Action	Interval	Who can inspect or calibrate?	Location of Register
Fire extinguisher	Inspect and Tag	6 months	Competent Person	Site
First Aid Kits	Inspect	6 months	Competent Person	Site
	Restock	After Use	Competent Person	
Spill Kits	Inspect	At the start of project	Competent Person	Site
	Restock	After use	Competent Person	
Chains and Lifting Gear	Inspect, Test and Tag	Annual or when damaged	Dogman or Supplier	Site
Electrical Equipment	Inspect and Tag	6 months	Competent Person - trained	Site

Electrical Inspection, Tagging and Testing

All electrical equipment used on construction sites shall be tested and inspected quarterly and tagged by a competent person. Testing will include RCD's, portable generators and welding machines. Equipment in offices and site huts will be tested annually.

Personnel using portable electrical equipment are obliged to inspect the equipment before they use it to determine that it appears safe to use.

RCD will be used with all 240V power tools and equipment.

Electrical leads shall be supported off the ground, if practical.

Equipment that does not have a current inspection tag, is damaged or fails any test will be withdrawn from service, tagged 'out of service' until tested and repaired by a competent person in accordance with the Isolation and Tagging Procedure detailed in SWP010.

Records of Electrical testing/tagging will be provided to the project by the accredited person undertaking the testing with an electronic copy retained.

Presentation and Housekeeping

All site staff and personnel will ensure a respectable degree of presentation is reflected to people and entities through which the site interacts. Examples of these are as follows:

- The site and offices are kept clean and tidy.
- No broken plant, equipment or other facilities exist.
- Fences are kept in a well-maintained condition.
- Company signs and identification are clean, tidy, professional, and legible.
- Employees present neatly and act professionally.

Heavy Vehicle National Law (HVNL) - Chain of responsibility

The project is part of the chain of responsibility that is governed by the HVNL. The project will achieve compliance by applying the following:

- Transport suppliers will be prequalified
- The requirement to comply with HVNL will be included in purchasing arrangements
- Container weight declarations where specified
- Site inspections will be conducted and recorded; and
- Visual inspections will be carried out at the points of dispatch and receipt of goods by heavy transport.



Emergency Response

Emergency Response management on the site shall be in accordance with Incident, Crisis and Emergency Response Management Plan (ICERMP) – sub plan of the Health and Safety Management Plan (HSMP). This ICERMP shall nominate specific risks and proposed control measures to ensure compliance with all regulatory, legal, policies, processes and other requirements.

The contractor will evaluate the need for any additional emergency response plans by conducting a review of the project Safety and Environmental Risk Register.

Personnel will be briefed on the requirements of the Site Emergency Response Plan during the site induction, and periodically at toolbox meetings thereafter.

Fire Protection

The contractor will implement a Hot Work Permit System.

Dry chemical powder fire extinguishers will be in site huts, site containers and on major plant, equipment and site vehicles.

A risk assessment will be carried out to determine if alternative fire protection measures are needed (e.g. during particular tasks, or in bush fire prone areas).

The contractor shall arrange periodic inspections of firefighting equipment. During site inspections, the labelling, tagging and pressurisation of fire extinguishers will be inspected. Shortcomings shall be recorded and reported for action.



QUARRY EMERGENCY EVACUATION PLAN AND RESPONSIBILITIES

The Quarry Emergency Evacuation Plan is to be incorporated in the site induction and displayed on the site safety notice board.

Senior Site Executive Responsibilities

Before an Evacuation

- Know the location of the Emergency Assembly Area
- Know the Emergency Evacuation Plan
- Have access to a two way at all times
- Ensure your crew have your contact details
- Ensure all team members know the Emergency Evacuation Plan

During an Evacuation

- Immediately contact and account for all employees
- Perform a roll call to ensure all employees are accounted for
- In case of a bush fire ensure it is safe before evacuating

Employee Responsibilities

Before an Evacuation

- Know the location of the Emergency Assembly area
- Know the evacuation plan
- Have access to a two way at all times.
- Ensure you have the supervisors contact details
- Ensure you know the Emergency Evacuation Plan

During an Evacuation

- All employees to stop work immediately and safely move to the Emergency Assembly Area and await instructions

Caught by Bushfire

In the case that you are unable to evacuation due to bush fire retreat to the Emergency Assembly Area located in the bottom of the quarry until the fire front has passed.

Once fire front has passed only retreat when it is safe to do so.

Emergency Contact details

Dial: 000

STEVE ANDRIJICH: 0429 116 000

Radio Channel: 18



EMERGENCY PREPAREDNESS PLAN

Toodyay Quarry is located 14km from the Toodyay St Johns Ambulance Depot.

Toodyay Quarry is located 22 minutes from the Northam Hospital.

All employees are trained in the Emergency Preparedness Plan and the plan is to be displayed on office noticed boards.

In case of emergency call: 000

Northam Hospital: phone number 9690 1300

Manager – Steve Andrijich 0429 116 000

Quarry Radio Channel 18

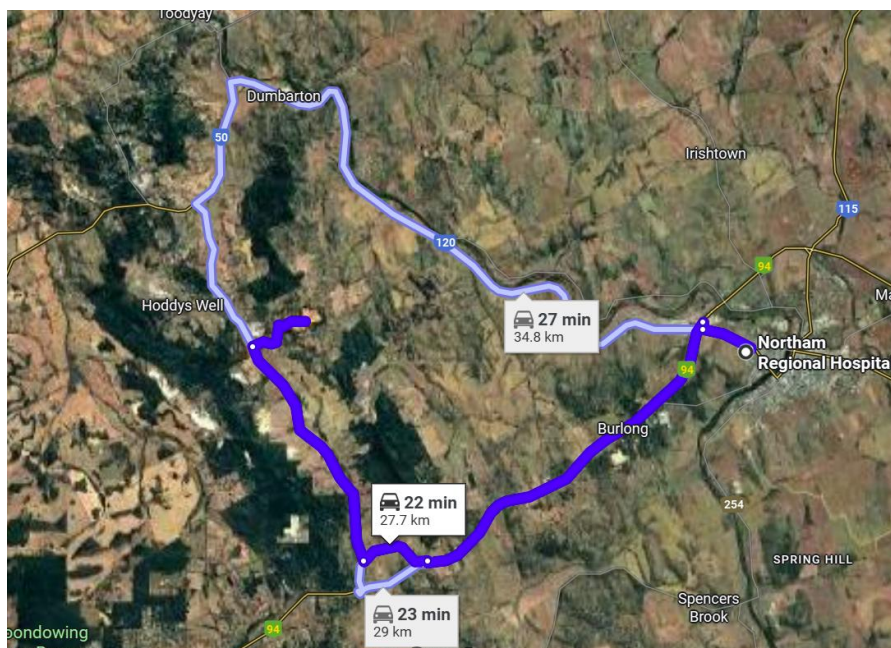
Contact Northam Hospital before transporting injured employee.

Advise Hospital

- Accurate location
- Access for emergency services
- Details of injury/incident/illness
- Number of persons involved

Follow hospital instructions for initial care of employee/s

First Aid Officer – Anthony Andrijich





11.3 Environmental Management Plan

Environmental management on the project shall be in accordance with Environmental Management Plan (EMP). This EMP shall nominate specific environmental risks and proposed control measures to ensure compliance with all regulatory, legal, policies, processes and other requirements.

All parties are committed to the responsible environmental management of its business activities.

All parties will continue to improve environmental management standards by:

- Ensure that we plan, manage and review environmental aspects of our Quarry.
- Comply with relevant environmental standards as a minimum and exceed these standards where possible.
- Assess environmental risks and put controls in place to minimise impacts to the environment.
- Prevent polluting, reduce waste and where practicable committing to waste recovery and recycling as opposed to disposal.
- Communicate environmental requirements to all employees and contractors.
- Seek and encourage the input of employees in relation to improvements in environmental management.

Extractive Industry operations are adhering to designated separation distance and will not adversely affect or be impacted by sensitive land uses.

This Environmental Management Plan (EMP) outlines the measures that will be implemented to minimise environmental impacts associated with extractive industry operations at Stormville Gravel Pit. The objectives of this EMP are to:

- Protect existing vegetation and biodiversity values.
- Prevent and manage potential acid sulphate soil disturbance.
- Control the spread of dieback disease.
- Manage risks from fire, flood, and stormwater.
- Ensure appropriate drainage, waste handling, and water quality protection.
- Minimise off-site environmental impacts to nearby sensitive land parcels.

Site Description

- Site location and boundaries

Please refer to section 3 of the Stormville Gravel and Quarry Management Plan.

- Landform and soil types:

Please refer to section 3 of the Stormville Gravel and Quarry Management Plan.

- Existing vegetation and habitats

Please refer to section 3 of the Stormville Gravel and Quarry Management Plan.



Environmental Management Measures

Protection of Existing Vegetation

- **Vegetation mapping** will be undertaken prior to site disturbance to identify areas of high conservation value.
- **Clearing boundaries** will be clearly demarcated using flagging tape to prevent accidental disturbance.
- **Buffer zones**, minimum 10m, will be maintained around waterways, wetlands, and retained vegetation.
- **Machinery access** will be restricted to designated haul roads and working areas to avoid unnecessary disturbance.
- **Progressive rehabilitation** will be undertaken using native species of local provenance.

Acid Sulphate Soil Management

- Conduct **soil testing** prior to excavation to identify potential acid sulphate soils (PASS).
- If PASS are present:
 - **Minimise disturbance** and exposure of sulfidic soils to air and water.
 - **Neutralise** disturbed soil using fine agricultural lime (CaCO_3) at rates determined by laboratory testing.
 - Store and treat excavated materials in a **bunded, lined area** with controlled drainage.
 - **Monitor pH** of soil and discharge water regularly during and after operations.

Dieback Management

- Implement **phytophthora dieback hygiene protocols**, including:
 - Cleaning of all vehicles, machinery, and equipment before entering and leaving the site. If there is evidence of dieback.
 - Restricting movement during wet conditions when soil is most likely to spread pathogens.
 - Restrict all trucks to the designated roads on site.
 - Regularly observe the vegetation and look for the following signs:
 - **Plant Deaths:** Localized plant deaths, especially in low-lying, water-accumulating areas, indicate dieback.
 - **Symptoms:** Look for yellowing, reddening, or purpling of leaves, stunted growth, and the presence of broadleaf weeds.
 - **Edge Effects:** Observe clear distinctions between healthy and diseased vegetation, which can help identify affected areas.
 - **Signs of Disease:** Check for old deaths and recently killed plants, as dieback moves from plant to plant over time.
 - **Environmental Factors:** Dieback is more evident during the growing season, especially after high rainfall.



- Using **certified dieback-free fill materials** and planting stock.
- Regularly **inspecting** and documenting compliance with hygiene procedures.

Fire Risk Management (please refer to the BMP, 8.4)

- Maintain **firebreaks** around site boundaries and infrastructure in accordance with local fire authority requirements.
- Store flammable materials in **designated safe zones** with spill kits available.
- Ensure all personnel are trained in **fire emergency procedures** and equipped with extinguishers and firefighting equipment.
- Restrict hot works (e.g., welding, grinding) during periods of high fire danger.

Flood Risk Management

- Design drainage and extraction areas to **avoid waterway encroachment** and allow for floodplain function.
- Maintain **stormwater diversion bunds** to prevent surface water from entering excavation zones.
- Develop a **flood response plan** to secure equipment and manage runoff in extreme rainfall events.

Stormwater and Water Quality Management

- Install **sediment basins and silt fences** to capture and treat runoff before discharge.
- Use **oil-water separators** for any runoff from fuel storage or maintenance areas.
- Regularly **monitor turbidity, pH, and suspended solids** of discharged water.
- Ensure **stormwater discharge points** do not cause erosion or sedimentation of receiving environments.

Drainage Details

- All drainage infrastructure will be **regularly inspected and maintained** to ensure functionality.
- **Clean water diversion** channels will direct upstream runoff away from disturbed areas.

Waste Handling, Treatment, and Disposal

- Implement a **waste hierarchy**: avoid, reduce, reuse, recycle, dispose.
- Separate **general waste, recyclables, and hazardous waste** on-site.
- Store fuels, oils, and chemicals in **bunded, roofed areas** with secondary containment.
- Dispose of contaminated waste at **licensed facilities** only.
- Keep a **waste register** documenting volumes, destinations, and disposal methods.

Management of Impacts on Nearby Land Parcels

- Maintain **vegetated buffer zones** between extraction areas and adjacent conservation or agricultural



land.

- Implement **dust suppression measures** (e.g., water carts, vegetative screening, covering stockpiles).
- Control **noise emissions** using acoustic barriers and time restrictions on operations.
- Monitor **groundwater levels and quality** to prevent off-site impacts.
- Conduct **regular community and stakeholder engagement** to address concerns and report performance.

Environmental Values

Water Resources

Values:

- Surface water quality (rivers, creeks, wetlands)
- Groundwater levels and quality
- Aquatic ecosystems dependent on natural flow regimes

Protection Measures:

- Maintain buffer zones along waterways
- Implement sediment and erosion controls
- Monitor groundwater extraction and quality
- Prevent contamination from fuel, oil, and runoff

Flora and Fauna (Biodiversity)

Values:

- Native vegetation communities
- Habitat for threatened or migratory species
- Ecological corridors and connectivity

Protection Measures:

- Conduct ecological assessments before mining
- Avoid clearing high conservation value areas
- Rehabilitate sites with native vegetation post-mining
- Time operations to avoid breeding/nesting seasons



Land and Soil

Values:

- Soil structure and fertility
- Stability of riverbanks and floodplains
- Prevention of erosion and sedimentation

Protection Measures:

- Implement erosion and sediment control plans
- Stockpile and reuse topsoil for rehabilitation
- Avoid over-excavation or undercutting slopes

Landscape and Visual Amenity

Values:

- Natural scenic quality
- Local community's visual landscape
- Cultural or heritage landscapes

Protection Measures:

- Minimize visible scars through progressive rehabilitation
- Use vegetation screens or natural contours
- Design operations to blend with surroundings

Air Quality and Noise

Values:

- Local and regional air quality (dust emissions)
- Acoustic environment (noise and vibration impacts)

Protection Measures:

- Install dust suppression systems (water sprays, covers)
- Restrict operating hours and use noise barriers
- Regularly monitor air and noise levels



Social and Economic Environment

Values:

- Community wellbeing and health
- Access to land for recreation, farming, or other uses
- Local employment and economic benefits

Protection Measures:

- Engage with local communities and stakeholders
- Manage traffic, dust, and noise impacts on nearby residents
- Develop post-mining land use plans beneficial to the community

Rehabilitation and Post-Mining Land Use

Values:

- Long-term environmental stability
- Productive or ecologically valuable post-mining land
- Restoration of ecosystem services

Protection Measures:

- Develop and implement a rehabilitation management plan
- Use native species and appropriate soil treatments
- Monitor vegetation establishment and ecosystem recovery

Monitoring and Reporting

- Establish a monitoring program with indicators for vegetation condition, water quality, noise, and rehabilitation progress.
- Conduct **monthly site inspections** and **annual environmental performance reviews**.
- Maintain **records** of all monitoring data, incidents, and corrective actions.

Emergency and Incident Response

- Develop an **Environmental Incident Response Procedure** covering spills, fire, and storm events.
- All staff will be trained in incident reporting and emergency response.



- Maintain **spill kits, firefighting equipment, and first aid supplies** on-site at all times.

Review and Continuous Improvement

- The EMP will be reviewed **annually** or following significant site changes or incidents.
- Continuous improvement will be achieved by incorporating audit findings, community feedback, and new environmental technologies.

11.3.1 Noise Management Plan

Purpose

This Noise Management Plan (NMP) outlines measures to ensure that noise emissions from Vernice’s extractive operations comply with the *Environmental Protection (Noise) Regulations 1997* and minimise impacts on surrounding land uses.

Occupational noise associated with the quarrying processes falls under the Environmental Protection (Noise) Regulations 1997, requires that sensitive premises, including dwellings in non-industrial areas, are not subjected to noise levels exceeding 45 dBA for more than 10% of the time, 55 dBA for more than 1% of the time, and never exceeding 65 dBA during normal working hours. These noise limits are, and will continue to be, complied with.

Scope

This plan applies to all noise-generating activities associated with gravel extraction, crushing, loading, haulage, and maintenance at the Stormville Gravel Pit.

Objectives

- Comply with the *Environmental Protection (Noise) Regulations 1997 (WA)*.
- Identify and manage significant sources of noise.
- Implement practical noise control measures.
- Maintain good community relations and respond promptly to noise complaints.

Regulatory Framework

The *Environmental Protection (Noise) Regulations 1997* establish assigned noise levels based on:

- **Time of day** (day/evening/night)
- **Type of receiver** (residential, commercial, industrial)
- **Influencing factors** (land use zoning, presence of major roads or commercial premises)

Assigned Noise Levels (Indicative)

Receiver Type	Day (7am–7pm)	Evening (7pm–10pm)	Night (10pm–7am)
Residential (Highly Sensitive Area)	45 dB(A)	40 dB(A)	35 dB(A)
Commercial	65 dB(A)	65 dB(A)	65 dB(A)
Industrial	70 dB(A)	70 dB(A)	70 dB(A)

(Actual applicable levels depend on influencing factors per Schedule 1 of the Regulations.)



Site Description

The site is located at the rear of the property and 1400m away from the main road and any residence. The current excavation activity uses modern equipment, operations occur only within the designated hours of 0630 - 1730 Mondays to Saturdays, and the nearest residence is more than 1000 m away. There have been no known instances of adverse noise impacts on neighbouring properties. Furthermore, the excavation occurs below natural ground level and at a distance greater than 1400m from the nearest public road.

- **Location:** -31.6406979, 116.5033535
- **Nearest noise-sensitive premises:** 1336m WEST
- **Operating hours:** 0630 – 1730 Monday – Saturday (excluding Public Holidays)
- **Truck Movements:** 0700 – 1730 Monday – Friday & 0700 – 1230 Saturday.
- **Topography and vegetation cover:** The characteristic original vegetation cover within the Yalanbee soil landscape system encompassing the gravel operations area is jarrah (*Eucalyptus marginata*), marri (*Corymbia calophylla*), and parrot bush (*Dryandra* sp) with powder bark wandoo (*E. acedens*) in some areas (Lantzke and Fulton 1993).

Broad scale mapping by Beard (1979) also shows this area as part of a Medium woodland; marri & wandoo vegetation community. This community is well represented by more extensive areas of remnant vegetation within both public and private land within the Shire of Toodyay (Weaving 1999).

As shown in Figures 2 - 4, most of the gravel operations area is currently devoid of tree cover with the remainder of Lot 3 comprising a mosaic of low intensity grazing land and areas of remnant bush.

No specific protection measures are warranted for the small number of individual remaining trees and shrubs within the gravel operations area. This is because they are isolated from the larger and potentially 'more viable' remnant areas within Lot 3 where conservation for biodiversity and habitat values might be encouraged.

Noise Sources

Noise Source	Description	Typical Operating Hours	Sound Level (dB(A)) at Source
Front-end loader	Material loading	0630–1730	85
Crusher/screener	Processing material	0630–1730	90
Haul trucks	Site transport	0700–1730	85
Fixed plant (generator/pump)	Continuous	As required	75
Blasting (if applicable)	Intermittent	Scheduled	Variable

Noise Control Measures

Engineering Controls

- Locate crushers and screens below ground level or behind natural landforms.
- Use **acoustic enclosures, silencers, and mufflers** on plant and equipment.
- Maintain equipment to manufacturer standards.



- Apply rubber linings to chutes and conveyors.

Administrative Controls

- Restrict operations to **daytime hours**.
- Schedule the **noisiest activities** for mid-day when background noise is higher.
- Avoid **reversing alarms** near residential areas.
- Limit vehicle speeds on unsealed roads to reduce body rattle and engine noise.

Monitoring and Maintenance

- Conduct **annual noise monitoring** at boundary or receptor points.
- Keep **maintenance logs** for all mobile and fixed plant.
- Review noise performance after any significant equipment or operational change.

Complaint Management

- Maintain a **Noise Complaint Register** with details of:
 - Date/time of complaint
 - Complainant details (if provided)
 - Nature of complaint
 - Weather conditions
 - Investigations and corrective actions taken
- Respond to complaints **within 24 hours**.
- Report findings to the local government or DWER if required.

Training and Awareness

- Induct all staff and contractors on noise control procedures.
- Reinforce "quiet operation" practices (e.g., no idling, gentle handling of buckets).
- Include noise awareness in toolbox meetings.

Reporting and Review

- Review this NMP **annually** or after significant operational changes.
- Include a summary of monitoring results, complaints, and corrective actions.
- Update to reflect any amendments to the *Noise Regulations* or licence conditions.

References

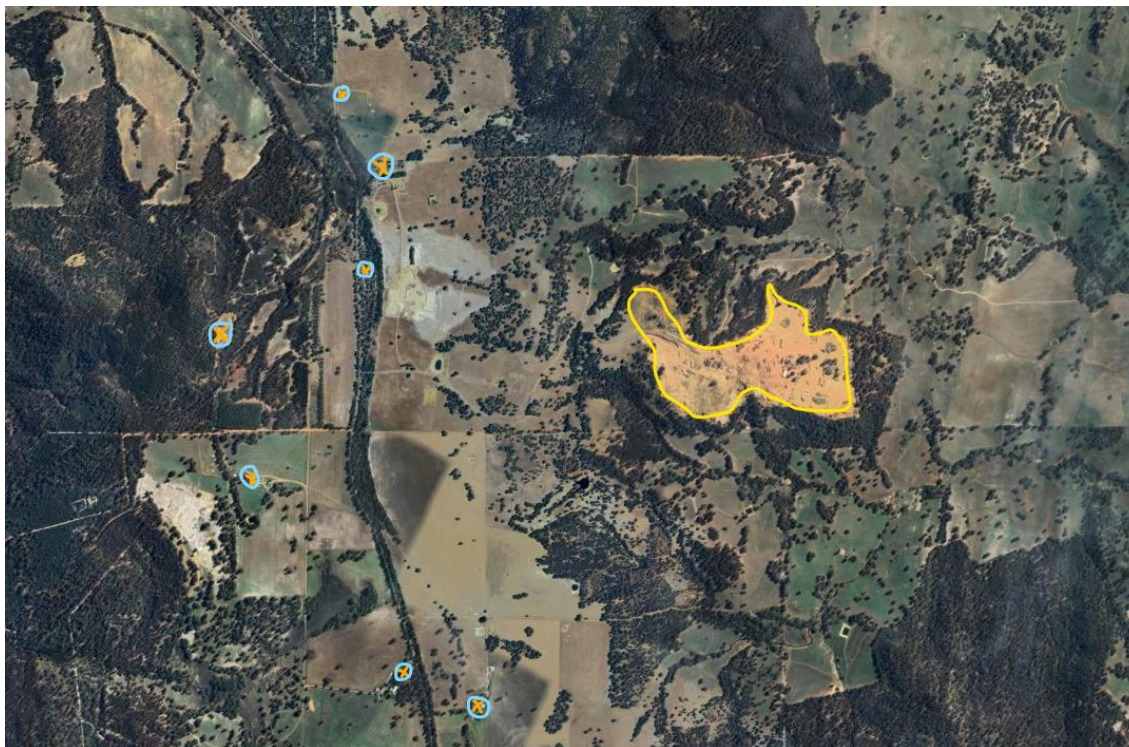
- *Environmental Protection (Noise) Regulations 1997 (WA)*
- *Environmental Protection Act 1986 (WA)*
- *AS 1055.1–1997 Acoustics – Description and Measurement of Environmental Noise*
- DWER Technical Guidance – *Noise Assessment* (2016)



11.3.2 Dust Management

Figure 7 provides an aerial image for the subject land with the surrounding residences and farming quarters highlighted.

Figure 7 – Surrounding Residences to Proposed Extraction Area.



Statement of Planning Policy 2.4 (Basic Raw Materials) requires consideration of the impact of dust associated with extraction activities on 'sensitive land uses' such as residences. There are no residences located within a 1000 m distance from the actual gravel operations area.

Notwithstanding this, the potential for dust associated with various aspects of the gravel extraction business is addressed as follows;

Excavation and loading

Dust generation during excavation and loading has a localised effect within the confines of the gravel operations area only. This is due to the relatively coarse size of the gravel and its sandy soil matrix, which is not conducive to long distance transport by wind.

In relation to worker safety, dust emissions are controlled in accordance with occupational health and safety regulations. Employees work in enclosed loader cabins and hence are away from dust while the crusher is in operation. Personal protective clothing and equipment (PPE), including dust masks, are also provided to all employees at no cost.

Site expansion and land rehabilitation

Due to the finer particle size within topsoil, any expansion of excavation areas or reinstating of topsoil during rehabilitation poses a slightly higher risk of dust generation. Where possible, these activities should be



confined to the wetter months, April to October, when this topsoil material would be less likely to be transported by wind due to its moisture content.

Cartage on local roads

Trucks entering or leaving the property travel along Clackline – Toodyay Road which is sealed. The owner has sealed the internal access road leading from the entrance up to the gravel operations area.

Trucks carrying gravel away from the property are covered with tarpaulins to prevent blowing or spillage of material.

11.3.3 Water Management Plan

There are no Public Drinking Water Source Areas (PDWSA's) located on or surrounding the property. There are five dams on the property. The current extraction area and proposed extraction areas are located away from the dams and will have no impact on the area or dams. See figure 2 for dam locations. There are seasonal water courses and drainage gullies. The proposed extraction areas will have no impact on the watercourses and drainage gullies.

Site drainage conditions are discussed in section 4.10. Existing excavation activity has not resulted in groundwater interception. In light of this, as well as the ability to contain any 'in-pit' surface runoff, and a greater than 100 m distance from seasonal watercourses, there is no significant risk of adverse impacts of extraction activities on natural drainage systems.

Water Quality Contamination Risks

Water Quality Protection Note No.15 advises, Basic Raw Material (BRM) operators, how to limit impacts on the environment and water resources. The contractor will adopt all appropriate and relevant recommendations in this note. The table below is a risk assessment of the water contamination risks identified by WPQS.

Description of Risk	Risk Level	Comment/ Contractor Controls
Dramatic changes in hydrological regimes such as groundwater levels, flooding and waterway channel migration – sometimes well beyond the extraction site or many years later.	LOW	There will be no impact on ground water levels, flooding or changes to waterways as there are no surface water features near the extraction area.
Exposure of the groundwater table, leading to evaporation and providing a pathway for contamination to enter the aquifer.	LOW	The extraction area will not interact with the groundwater.
Possible exposure of acid sulphate soils.	LOW	The area does not have acidic sulphate soils, therefore is not a risk.
Erosion, with the eroded soil running off into surface water sources, reducing water clarity, transporting other contaminants, clogging infrastructure such as culverts, pipes and drains, degrading waterways and wetlands and their ecological values, and acting as a 'mask' to drinking water treatment processes.	LOW	The pit is designed to hold in water runoff, to eliminate contamination in the drainage gullies and other seasonal water courses. When rehabilitation takes place, a number of run-off catchment dams will be



		built to ensure there is minimal to no runoff.
Hydrocarbon and chemical pollution from fuel, oil and chemical leaks and spills, affecting surface water and groundwater quality.	LOW	Plant will be refueled on site by a mobile service truck and tanker. Spill kits will be located on the service truck in case of any spillage. Operators will adhere to all company policies and safe work procedures. The operator will ensure that best practice refueling occurs and a spill kit is in situ during any refueling. Plant will be well maintained to avoid any potential leaks.
Pathogen spread from septic tanks and staff amenities, posing a risk to water quality and public health.	LOW	The operations do not require the use of septic tanks or permanent staff amenities. There is a porta loo on site that will be emptied, as per manufactures instructions, on a regular basis.

WQPN Recommendations

Consideration from WQPN.	Recommendations	Comment
Location to Public Drinking water Sources.	Several recommendations are provided from the WQPN.	N/A - There are no Public Drinking Water Sources located near the proposed pit extension and current pit.
Clearing control catchments (Country Areas Water Supply Act 1947).	Assess BRM activities within clearing control catchments for potential salinity impacts.	N/A - There are no clearing control catchments near the site.
Near waterways	BRM extraction should be above the 1 in 100 (1%) annual exceedance probability flood level. avoid areas prone to seasonal inundation or waterlogging. Maintain adequate buffers between waterways and their foreshore areas.	N/A – The proposed extraction area is not located near any waterways.
BRM extraction within waterways (in-stream mining)	specific information for in-stream mining proposals that should apply in addition to the other recommendations in the note.	N/A – there are no riverbeds or flood plains in proximity to the extraction site.
Wetlands	separation distances or special measures you may need to apply	N/A – There are no wetlands near or on the extraction site.



Groundwater	Assess acid sulphate soil risks and mitigate if required. WQPN also gives recommendations on dewatering.	N/A – the site does not have acid sulfate soils and no dewatering is required.
Landscape	Ideally, select land that is gently sloping (between 1 in 20 and 1 in 50) so runoff and wastes can be managed, but avoid erosion. Avoid rocky and steep slopes, and land prone to erosion.	Please refer to section 4.8.
Other land uses	Separation distances between BRM extraction and sensitive land uses. Avoid infrastructure and maintain adequate separation distances to ensure its operation is not compromised.	There are no other land uses outside of the proposed in this application.
Construction	Use existing roads and tracks to access the site where possible. Restrict access routes to the excavation area to the minimum necessary and select these for the least impact. Construct roads in accordance with WQPN no. 44: Roads near sensitive water resources.	The existing access road will be used to enter the proposed pit extension areas. A traffic management plan is in place for all visitors and operators to abide by and to reduce the risk of collision and impact on the environment.
Operation Management	Stage extraction so that at any one time the active area of extraction is in accordance with the relevant approvals.	There will be a plan in place for the extraction of materials. The plan will comply with all relevant approvals.
Solid Waste	Any wastes you cannot reuse or recycle in the operation should be stored appropriately and disposed of at an approved facility offsite.	All waste that is generated on site will be securely stored and taken to the nearest waste facility.
Stormwater	You should direct stormwater from 'clean' areas such as roofs, clean paved areas and areas outside of the work site away from operational areas. Stormwater that originates from outside or adjacent to the works area needs to be diverted around the works area. If appropriate, treat and reuse contaminated stormwater in the operations. You should manage stormwater flowing from disturbed areas, including areas for stockpiles, to prevent turbidity.	Stormwater will be managed and addressed according to the WPQS recommendations and regulations.

The above table shows that the Contractor's practices for the pit extension will be managed with WPQS Water Management recommendations and guidelines.

11.4 Traffic Management Plan



It is intended that the general arrangements will comply with the MRWA Traffic Field Guide and Australian Standards. It should be noted that these tools do not identify every possible traffic management situation that will develop through the course of this project. Subsequently, a thorough compliance review of these plans will be necessary to appropriately manage the safe movement of traffic.

Please refer to the Traffic Management Plan for extensive detail on the worksite traffic management arrangements and controls.

Internal Traffic

The Operator/Contractor will ensure all employees and visitors abide by the traffic management plan and traffic flow on site.

Within the site, arrangements will be made to cater for the movements of vehicles so that conflict between moving plant and vehicles and worksites and personnel is minimised.

Any required internal traffic plans will include the following elements:

- Maximum separation of plant and equipment from people
- Maximum separation of light vehicles from heavy plant
- Separation of activities being carried out by different groups
- Communication and coordination to assign priorities for access to different parts of the project
- Use large, legible signs
- Use of speed limits
- Including traffic management information in purchase orders, visitor inductions, site inductions and daily pre-starts
- Communication by radio
- Protocols for entering various parts of the site, passing/overtaking vehicles
- Numbering of heavy plant items
- Change and review as the site changes
- Separate plans for specific activities (road closures, concrete pours, wide, heavy, slow loads etc)

There will be a systematic way of defining, numbering or naming access roads and gates so that directions can be easily given to project personnel, delivery drivers and emergency services.

Public Traffic

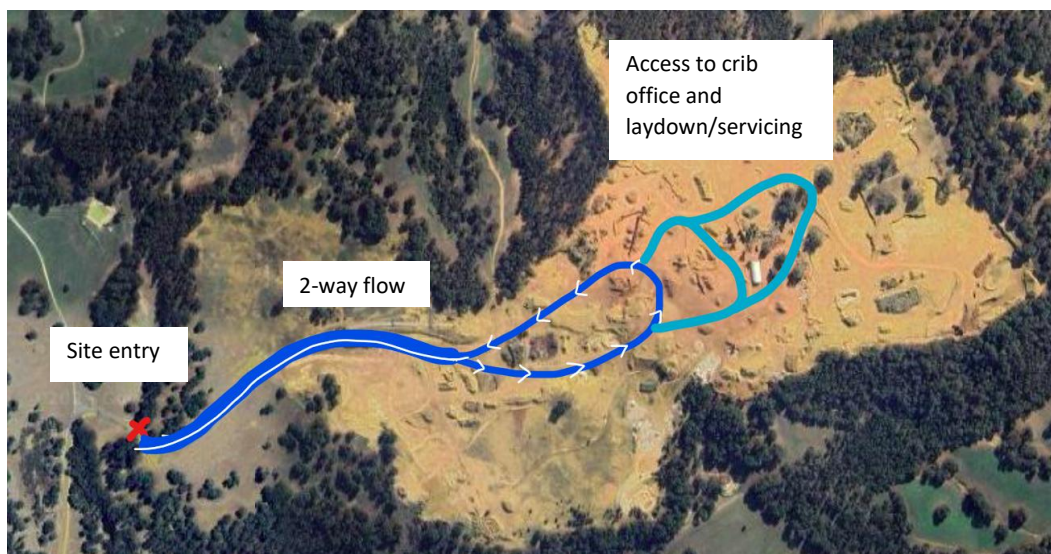
Public traffic will not be included in the TMP as all roads on site are private. The TMP will be shared with the landowners to ensure the TMP is understood and followed by all visitors to the private residence.



Figure 10.4.1: Traffic Flow from Clackline-Toodyay Road



Figure 10.4.2: Traffic Flow Diagram within the Pit Area



Traffic Management Controls

Transwest WA is committed to implementing reasonable and feasible best practice measures to minimise traffic impacts as a result of Quarry operations. In order to mitigate any potential traffic impacts from the operation, a number of traffic management controls will be implemented throughout the life of the operation as required.

Table 10.4.1 Traffic Management Controls



Mitigation ID	Mitigation Measures	When required	Responsibility
TM1	The Applicant shall provide and/or maintain: a) The road condition, ensure the road is safe. b) Road shoulders c) intersection and truck warning signage	When site is operational	Quarry Manager
TM2	It is required that Transwest WA keeps accurate records of all laden truck movements to and from the site on an hourly, daily, weekly, monthly and annual basis. A summary of these records must be published to the land owner every month.	When site is operational	Quarry Manager
TM3	All company owned trucks associated with the quarry have appropriate signage so they can be easily identified by road users	When site is operational	Quarry Manager
TM4	All loaded trucks entering or exiting the site have their loads covered	When site is operational	Quarry Manager
TM5	All laden trucks exiting the site are cleaned of materials that may fall on the road, before leaving the site	When site is operational	Quarry Manager
TM6	No trucks queue at the entrance to the quarry before 6.30am	When site is operational	Quarry Manager
Drivers Code of Conduct			
TM7	Trucks travelling through residential areas follow road safety rules, including complying with speed limits, not travelling in convoys and maintaining a safe distance from vehicles in front of them at all times	When site is operational	Quarry Manager
TM8	Trucks travelling through school zone areas comply with school zone speed limits and ensure that they are driving safely	When site is operational	Quarry Manager
TM9	Trucks travelling along school bus routes and through school zone areas ensure that there are no conflicts with school buses. This may require restricted haulage during times when school buses are operating	When site is operational	Quarry Manager
TM10	Will be appropriately licensed to operate the vehicle	When site is operational	Quarry Manager
TM11	Will obey enforced speed limits at the quarry	When site is operational	Quarry Manager
TM12	Will obey road rules at all times, especially following speed limits, driving safely around cyclists and giving way to school buses	When site is operational	Quarry Manager
TM13	Will be made familiar with the appropriate haulage routes for the site	When site is operational	Quarry Manager
TM14	Will be made aware of school bus route schedules	When site is operational	Quarry Manager
TM15	Will be made aware of driving behavior guidelines, including the minimisation of engine breaking and other noisy activities near residences	When site is operational	Quarry Manager
TM16	Will ensure that loads are appropriately covered	When site is operational	Quarry Manager
TM17	Will ensure that the vehicle is cleaned appropriately prior to leaving the site to avoid the tracking of soils along the haulage route	When site is operational	Quarry Manager



TM18	Will undertake an induction prior to the commencement of undertaking transport activities to ensure that they are familiar with the controls contained within this TMP	When site is operational	Quarry Manager
General			
TM19	Compliance with the Drivers' Code of Conduct will be assessed regularly by supervisory/senior management personnel	When site is operational	Quarry Manager
TM20	Pre-start meetings before daily operations will occur to ensure that that safety issues are raised and appropriate measures can be taken.	When site is operational	Quarry Manager
TM21	If haul truck vehicles have radios, these should be used to communicate safety issues on haul routes to the Site Foreman as they arise.	When site is operational	Quarry Manager

11.5 Explosives Management Plan

Please refer to attached Appendix 3 – Explosives Management Plan (ExMP).

11.6 Rehabilitation Management Plan

826 Clackline – Toodyay Road, Hoddy's Well

This document has been prepared primarily to satisfy the requirements of the Shire of Toodyay planning and Extractive Industries requirements. The site is on an existing rural property on pasture and will be returned to the rural use. Restoration of the land surface will be to productive low intensity grazing.

Given the nature of the Yalanbee soil-landscape subsystem and the surrounding rural environment, the objective of future rehabilitation will be to form a gently contoured depression with a modest cover of pasture and legume species that will enable low intensity grazing activity and visually conform to the general rural landscape in this part of the Shire.

Site Restoration and Reinstatement

A degree of flexibility is required in relation to the staging and timing of both excavation and rehabilitation activities, in order to meet variations in market demand and continuing user requirements for gravel products.

Figure 4 identifies a total 18 ha area where rehabilitation is in progress, or is to be initiated through re-contouring of the land surface by the end of the life of the quarry.

It is proposed that the allocation of areas for rehabilitation will be considered annually, with re-establishment of a lightly pastured landscape (conductive with that able to be supported by the original terrain) occurring progressively during the life of the quarry.



Picture 11.6.1: Example of rehabilitated pasture.

Topsoil Replacement and Re-vegetation

Prior to gravel extraction topsoil is stripped to approximately 0.5 m depth and stockpiled on-site for later rehabilitation. Topsoil is to be pushed to the edge of the pit into bunds for use in land rehabilitation. As excavation progresses, the stored topsoil will be progressively screened and stockpiled and used for rehabilitation.



Pictures 11.6.2: Examples of Topsoil set aside for rehabilitation

Overburden will be scraped or pushed from the surface to form perimeter bunds, which will be pushed back into the pit and spread during rehabilitation at the completion of each stage of excavation.



Picture 11.6.3: Example of Overburden to form perimeter bunds.



At the end of excavation, any overburden will be used to backfill benches for revegetation. In areas where excavation is completed, slopes around the perimeter will be re-contoured to achieve stable gradients (less than 1:5 vertical to horizontal) and the backfill used to elevate the base of the pit.

The final landform is anticipated to be a gently sloping surface approximately 2 – 3 metres below the current land surface. The floor of the excavated areas, which generally bottoms out in clayey material, will be deep ripped to provide a base for seeding to pasture and the planting of scattered clumps of trees and shrubs to replicate the previous landscape.

Topsoil will be respread and levelled to approximately 20 cm depth using front-end loaders and bulldozers prior to re-seeding. The preferred method of revegetation is to use seed from within the stockpiled topsoil to provide pasture however this may need to be supplemented by the scattering of additional pasture seeds during autumn / early winter.

Rehabilitation will progressively follow excavation with completed areas being revegetated as soon as practicable.

Methods

- **Re-contouring:** Reshape the land to be stable, blend with surrounding landscape and prevent erosion.
 - Batters will be re-contoured to achieve gentle and stable slopes. Re-spread topsoil, prioritise local, indigenous plant species that are adapted to the sites conditions.
- **Planting:** To assist establishment, fertiliser will be applied at standard rates for the locality, and any weeds likely to impact on the rehabilitation would be sprayed with an appropriate herbicide or grubbed out.
 - In addition to re-establishing pasture within rehabilitated areas, it is proposed to plant scattered portions of the site with a range of shrubs and trees endemic to the area. This is in order to reconstitute, as far as possible, the pre-excavation rural landscape.
 - Depending on local availability of tubestock, tree species likely to be included are marri, wandoo, and powder bark wandoo, along with understorey shrubs such as parrot bush, and various hakeas, acacias and hibbertias in accordance with local plant lists and advice contained in the *Shire of Toodyay Native Vegetation Handbook (Weaving 1999)*.
 - Direct seeding, planting tube stock and encouraging natural regeneration. The intent is to form gently contoured depressions with a cover of pasture species which will conform with the rural landscape.
 - Replanting of native plants and trees, endemic to the area.
- **Weed Management** - The contractor will ensure the success of the rehabilitation and continuation of the grazing operations on site are not inhibited through weed management and the avoidance of contamination to soils and vegetation. The following will be implemented to ensure the management of weeds is effective on the excavation area and the rest of the property.
 - No other material that contains weeds or weed particles will be brought to site.
 - All vehicles entering site will be kept to tracks. All operational equipment will also be kept to the excavation area and site access established roads.
 - All equipment entering site will be required to undergo a weed and seed prior to entering site.
- **Removal of Infrastructure and Waste:** Salvage reusable equipment and dispose of all non-beneficial plant, equipment and rubbish at and appropriate disposal site.
 - All temporary buildings and machinery will be removed from the site upon completion of excavation. This will be completed by using trucks and trailers.



Quarry Handover

Once final rehabilitation has been achieved, the quarry will be deemed closed, and no further work will be completed on site. Full demobilisation of plant and equipment will need to be completed prior to the final rehabilitation stage.

In closing the project, it is important to achieve the following outcomes:

- Return of relevant Bonds/Guarantees from the Owner.
- Rehabilitation Report sent to Owner.
- Insurances and financing arrangements cancelled.
- Quarry Closure Report compiled and approved.

A handover of the site works will take place by the Contractor handing over each portion once that portion has reached completion/successful rehabilitation.



Pictures 11.6.4: Examples of planted and managed native tree rehabilitation

12. Plan Update and Reviews

This Plan will be updated and communicated as required as a direct result of:

- Changes in design or construction sequence, staging, methodology or resourcing,
- The status and progress of the works activities
- Changes to access to site, and
- Changes by the Directors under the contract

The Project Manager is also responsible for reviewing the Project program regularly to ensure that the current program is not being compromised and to take remedial action if current performance is not achieving the program milestones. They will also highlight any key aspects of the progress of the program at weekly site meetings or toolbox talks.

AUSTRALIAN STONE COMPANY PTY LTD

T/A Transwest WA



AUSTRALIAN STONE COMPANY PTY LTD – TOODYAY LATERITE QUARRY

Explosives Management Plan (ExMP)

Register of Changes

REV CODE	ISSUE DATE	DESCRIPTION & SECTION/PAGE OF REVISIONS MADE	PREPARED BY	REVIEWED BY	APPROVED BY
1	31/05/2016	Original	C Barker	S Andrijich	S Andrijich
2	20/01/2018	Revision	C Barker	S Andrijich	S Andrijich
3	19/12/2019	Revision & update	C Barker	S Andrijich	S Andrijich
4	03/05/2022	Revision & update	C Barker	S Andrijich	S Andrijich
5	09/12/2024	Revision	C Barker	S Andrijich	S Andrijich

Distribution List

COPYHOLDER NAME	COPY TYPE	COPYHOLDER DETAILS	COPY TYPE
S Andrijich	<i>Original</i>	Registered Manager Qualified Officer Toodyay Laterite Quarry	<i>Hard Copy Electronic</i>
	<i>Copy</i>	DMIRS Resources Safety	<i>Electronic</i>
C Barker	<i>Copy</i>	Quarry Manager Services	<i>Electronic</i>

Contents	
1. Introduction	4
2. Purpose	4
3. Scope	4
4. Document Information	4
5. Explosives Management Information Review	5
6. Site Inspections and Audits	5
6.1. Daily Site Inspections	5
6.2. Weekly Magazine Audits	5
7. Handling and Transport	6
7.1. Explosives Delivery to Site	6
7.2. Handling & Transport of Explosives Following Delivery by Supplier	6
7.3. Handling & Transport of Explosives from Main Magazine to Charging Site	7
7.4. Ammonium Nitrate (AN) Delivered to Site	7
8. Storage	8
8.1. Qualified Officer Details	8
8.2. Magazine Location	8
8.3. High Explosives	9
8.4. Explosive Compound Approvals and Construction	9
8.5. Magazine Management	9
8.6. Magazine Rules	10
8.7. Ammonium Nitrate Storage	10
8.8. Disposal of Explosives	11
8.9. Explosives Flow Chart	12
9. Drill and Blast Philosophy	13
9.1. Drill and Blast Design Process	13
9.2. Flyrock Control	14
9.3. Loading Process	14
9.4. Blast Firing	15
9.5. Airblast	15
9.6. Drill and Blast Signage	15
9.7. Fumes From Blasting	16
9.8. Blast Notification Board Details	16
9.9. Blast Design Flow Chart	17
10. Organisational Responsibilities	18
10.1. Org Chart	18
10.2. Position Descriptions and Responsibilities	18
10.2.1. Registered Manager/ Qualified Officer is responsible for;	19

10.2.2.	Blast Controller is responsible for;	19
10.2.3.	Appointed Shotfirer is responsible for;	20
10.2.4.	Appointed Magazine Controller is responsible for;	20
10.2.5.	Drillers are responsible for;	21
10.2.6.	Blast Crew are responsible for;	21
11.	Appointed Persons	21
12.	Authorisation for Secure Nominees to Access Explosives	21
13.	Equipment	22
13.1.	Maintenance Precautions	22
13.2.	Inspection & Testing Explosives Vehicles	22
13.3.	Preventive Maintenance	22
14.	Security	23
15.	Emergency Preparedness	24
16.	Competences	25
17.	Related Knowledge	25
18.	Appendices	26
18.1.	Appendix 1 – Standard Forms & Documents	26
18.2.	Appendix 2 – Safe Work Procedures	26
18.3.	Appendix 3 - Emergency Contact Details	27

1. Introduction

It is a requirement to develop and implement a formal Safety Management Document for the storage, transport and use of explosives.

Transwest WA recognises this requirement and has developed this Explosive Management Plan to meet its operational and legislative requirements for the Toodyay Laterite Quarry.

The standards and protocol set out in the Explosive Management Plan are designed to minimise serious injury and prevent potential fatalities from the use and storage of explosives and to achieve best practices in the design process, use and handling of explosives at all operations where explosives are used.

2. Purpose

The purpose of this “Explosives Management Plan” is not only to provide a detailed description of how explosives are transported, stored, handled, used and disposed quarrying operations but also be utilised in the day to day operations as an active management tool. This also includes drill and blast design to maintain the stability of excavations and ensure no damage is done to existing structures.

It therefore provides management with the “how-to-do” information to enable them to safely manage explosives within their area of responsibility. Accordingly, this document is primarily a management document and is supported by a number of other workplace documents as listed in the Appendix on the back of this document.

3. Scope

The requirements of the Explosives Management Plan apply to all personnel who operate in areas under the control of Transwest WA. This includes all relevant clients and sub-contractor personnel, including any third parties and their facilities, infrastructure, equipment and supplies.

4. Document Information

The Explosive Management Plan links the design process and relevant blasting standards that are highlighted in the Standard Work Procedures.

An Explosives Management Plan (ExMP) is required for Toodyay Laterite Quarry. The Registered Manager has approved the ExMP.

This document contains information that is important to the safety of everyone associated with the quarrying operations where explosives are used. This information shall be communicated to new personnel who have responsibility for the transport, storage, use and disposal of explosives or the design and implementation of drilling and blasting plans.

5. Licence Holder Details

Australian Stone Company Pty. Ltd. Trading as Transwest WA.
Company Director: Steven Andrijich
ACN 629 930 141
ABN 59 629 930 141
Postal address: PO Box 43, Toodyay, WA 6566
Company address: Lot 3 Clackline Rd, Hoddys Well, WA 6566

6. Explosives Management Information Review

The purpose of document review is to ensure that the ExMP is effective in managing explosives and ensuring the safety of personnel.

This Explosives Management Plan shall be reviewed on a regular basis to ensure that they reflect the status of the process and site specific details.

Any changes to the documentation shall be recorded in the Register of Changes table on page 1.

Additionally Transwest WA will;

- Preview all relevant documentation for changing conditions
- Review Safe Job planning and update the risk assessment when any changes occur
- Discuss any changed conditions at the daily pre-start meetings
- Develop a work plan that clearly outlines the responsibility and timescale for changes to any control measure
- Transwest WA shall also review documents in relation causal issues arising including injury or incident

7. Site Inspections and Audits

In order to ensure that the information contained within the Explosive Management Plan continues to form the basis of site specific Explosives Management, periodic inspections and review will be performed and are listed in the sub sections below and outlined in **Appendix 1**.

7.1. Daily Site Inspections

The Registered Manager will complete daily site inspections. Shotfirers will perform daily explosive vehicle specific pre-start inspections of all explosives vehicles ensuring compliance with relevant legislation.

7.2. Weekly Magazine Audits

A weekly magazine inspection that coincides with a weekly magazine stocktake of explosives shall be conducted as part of the inspection, audit and stock control process.

8. Handling and Transport

The handling and transport of explosives on site is undertaken according to the Transwest WA Standard Operating Procedures.

The process for handling and transporting of explosives, including precautions, is summarised in the following sub-sections

8.1. Explosives Delivery to Site

All explosives delivered to site are the responsibility of Transwest WA. All delivery vehicles must comply with the Australian Code Transport Explosives Road Rail 3rd Edition.

Only the Registered Manager can order explosives.

Explosives deliveries to site will be completed by an approved Explosive Transport Vehicle.

A copy of the explosive manifest will be given to the Magazine Controller who will count, check and sign off on all magazine deliveries. All copies are to be stored in the Transwest WA site office.

8.2. Handling & Transport of Explosives Following Delivery by Supplier

Packaged explosives, bagged ANFO and accessories are delivered directly to the Magazines. When unloading the cases from the delivery truck, the manufacture dates are checked against existing stocks. Older stocks are rotated to the front of the magazine to ensure the older stocks are used first. Care must be taken to ensure no out of date explosives are delivered to site. Any out of date explosives must be sent back to the supplier.

All equipment used in the transport of explosives must comply with the road and transport regulations Australian Explosive Code Transport by Road and Rail and be fitted with appropriate signage and flashing lights to clearly identify its usage. Explosives shall be carried in approved containers e.g. package explosives in original cases, detonators are transported in a separate compartment on the explosive accessory delivery truck.

8.3. Handling & Transport of Explosives from Main Magazine to Charging Site

Detonators, Bagged ANFO and other blasting accessories are transported in separate "approved" containers fitted to the Transwest WA explosive accessory vehicle. All equipment is clearly identified as being used in the transport of explosives, and is fitted with appropriate signage and flashing light. The explosive accessory vehicle which is used for the purpose of carrying explosives on site shall have the following features as well as the driver having a current Shotfiring permit.

Explosives and detonators shall be transported in the approved portable magazine boxes secured on the rear of the vehicle. Explosive transportation boxes shall be marked with maximum load bearing capacity. (Explosives boxes are marked with "Maximum 250 kg" and detonator boxes are marked "Maximum 5000 detonators"). All explosives transport boxes are fully enclosed and adequately secure the load during transport.

There is an internal gap lined with 75mm hardwood and double sided plate that separates the explosives from the detonators.

Brackets shall be fitted to the vehicle to allow display of the following signage:

"Class 1 diamond" placard front and rear

"Explosives" Front rear and both sides

The general condition and maintenance of the explosives transport vehicle is monitored on a daily basis using pre-start inspection checklists, regular preventative servicing and maintenance.

The collection and transport of explosives from the magazine is done in accordance with SOP Transporting Category 2 Explosives. A copy of the Explosive Shipping Document (manifest) can be found in the drivers door of the explosives vehicle.

8.4. Ammonium Nitrate (AN) Delivered to Site

All AN delivered to site will be completed by a qualified and licensed contractor.

AN deliveries to site will be completed by a licensed Dangerous Goods Transport Vehicle.

A copy of the delivery docket will be given to the Magazine Controller who will count, check and sign off on all deliveries. All copies are to be stored in the Transwest WA site office.

AN will be loaded into Sea Containers with a loader then moved back with a pallet trolley.

9. Storage

9.1. Qualified Officer Details

Transwest WA nominates Steven Andrijich as the Qualified Officer for the Explosives Storage Compound located at the Toodyay Laterite Quarry.

Qualified officer details below;

Name	Steven Andrijich		
Residential Address	Hoddy's Well, Clackline - Toodyay Road, Toodyay, WA 6566		
DOB	19/02/1973		
Job Title	Registered Manager		
DGSC No.	DGC050693	Expiry	05/10/2027

Transwest WA Nominates Chris Barker as the Qualified Officer for the Ammonium Nitrate Storage Facility located at the Toodyay Laterite Quarry.

Qualified officer details below;

Name	Chris Barker		
Residential Address	30 Three Bears Loop, Secret Harbour WA 6173		
DOB	19/05/1971		
Job Title	Blasting Contractor		
DGSC No.	DGC007071	Expiry	09/02/2030

9.2. Magazine Location

The Magazine Compound is to be located in compliance with the details supplied with the Toodyay Laterite Quarry Application for an Explosives Storage Licence.

A risk assessment has been completed to define suitable areas for explosive compound location. Considerations include distance from protected works, amount and type of explosives stored, required separation distances for different categories of dangerous good, separation distance between dangerous goods and plant, equipment and infrastructure and site runoff and access requirements.

9.3. High Explosives

- The Explosives Magazine is managed by **Steven Andrijich**
- The Explosives Magazine ID number is **MAG002**
- The Explosives Magazine licenced capacity is **5000kg**
- The Explosives Magazine signage includes “Explosives”, “Danger” No smoking no ignition sources”, “No transmitters” and magazine ID Number
- The licence capacity will not be exceeded at any time
- The Detonator Magazine is managed by **Steven Andrijich**
- The Detonator Magazine ID number is **MAG001**
- The Detonator Magazine licenced capacity is **5000 Detonators**
- The Detonator Magazine signage includes “Detonators”, “Danger” No smoking no ignition sources”, “No Transmitters” and magazine ID Number
- The licence capacity will not be exceeded at any time

9.4. Explosive Compound Approvals and Construction

The Explosives Storage compound and magazines will be set out and constructed in compliance with the AS2187.1 Explosives - Storage, transport and use and the particulars outline in the approval issued by the Department of Mines and Petroleum Western Australia.

Lightning Protection installation will be in compliance with AS1768.

Explosives compound fence will be 2450mm high consisting of 2000 mm high galvanized chainwire, with three rows of barbed wire at 150 mm spacing as specified in AS 1725.

9.5. Magazine Management

The magazines have appointed “Magazine Controllers” who are responsible for effectively managing the magazines. Magazine stocks will be rotated to ensure older stocks are used first. A gap of 100mm will be kept between explosive boxes and magazine walls. A minimum of 300mm gap will be kept between explosive boxes and the ceiling of the magazine.

The management of explosives is strictly controlled by Transwest WA. Magazines Controllers are approved by the Registered Manager and Qualified Officer.

Transwest WA will require all persons who deliver, remove or return explosives to complete stock details on an “Daily Explosive Stocktake register”.

Weekly magazine audits are conducted to ensure all explosives are reconciled and the explosive storage compound is in compliance with ASS2187.1.

9.6. Magazine Rules

A copy of the magazine rules will be displayed in each Magazine. Details to be included in the rules include;

- High explosives are to be stored separately from Detonators at all times
- Magazines and compound gates will be kept locked at all times while unattended
- Appointed Magazine Controller must approve maintenance work in writing and supervise the work
- Magazines and compound must be kept free of rubbish and combustible materials at all times
- A dust pan, brush, broom and floor mat must be available in each magazine and floor kept clean
- Boxes to be stack 100mm from wall and minimum 300m away from roof
- Stock must be rotated with oldest stock used first
- Out of date or damaged stock must disposed of appropriately in a timely fashion
- Only torches that are classified as intrinsically safe are allowed in the magazine
- No smoking, matches, cigarette lighters, mobile phones or two-ways are permitted in the magazine
- Persons under the age of 18 or under the influence of alcohol are not permitted in the magazine
- Lightning protection must be tested at least every two years
- A detailed stock register must be kept which accurately details particulars of stock entering and leaving the Magazine
- Magazines to be kept free of rubbish and vegetation for a distance of 8m

9.7. Ammonium Nitrate Storage

The AN storage facility is a joint venture between Transwest WA and The Barker Family Trust t/a Quarry Manager Services (QMS).

Transwest WA will utilise the AN storage facility for site based work. QMS will utilise the AN storage facility for blast contracting activities.

Transwest WA will appoint a QMS representation as a magazine keeper and nominate a QMS representative as a person that has unrestricted access to SRS substances in the SRS register.

All blasting operations completed at the Toodyay Laterite Quarry will be completed in accordance with the Transwest WA ExMP. All blasting activity offsite will be completed in accordance with the QMS ExMP and in compliance with the Conditions of MPU licence number EM00073.

It is intended that only the AN Quantity required to complete each blast campaign is ordered at a time. The storage is intended to be empty between blast campaigns.

Steel floor sea containers will be utilised to store AN.

Sea Containers will have steel covers over locks and be locked with high security locks with registered keys. QMS will keep a register of all keys. A registered key will be allocated to the appointed Transwest WA Magazine Keeper and kept secured with the magazine keys in a safe. All other keys will be kept by QMS in a locked safe or in the QMS explosives transport vehicle and kept secure.

Sea containers will be 50m from explosive storage magazines and spaced 5.0m apart. All vegetation and combustible materials will be kept a minimum of 5m. There is no trees within 15.0m of the AN storage. All equipment will have a separation distance from Sea containers of at least 15.0m.

Fire breaks will be maintained around the AN storage facility. The risk of fire is considered low as there is no vegetation in the direct vicinity. A fire break will be maintained around the magazine compound.

As the explosive and AN storage is in a remote location, the primary methods for controlling fire is;

- 1) Removal of vegetation and combustible material around storage facilities
- 2) Establishment and maintenance of fire break
- 3) If fire is direct threat evacuate to the 600m exclusion zone at let fire burn

A Water 30B Fire extinguishers will be mounted on each sea container.

In the event of fire the firefighting unit will be used to control fire subject to evacuation status. If the fire is a direct threat to the magazines and AN storage the firefighting unit will be utilised outside the 600m exclusion zone only. Loaders will be used to establish and maintain fire breaks. If the fire is a direct threat to the magazines and AN storage the loaders will be utilised outside the 600m exclusion zone only.

The below is a list of emergency equipment available on site;

- 2000L firefighting unit utilizing water
- Loaders for pushing in fire breaks
- Fire extinguishers on magazines, vehicles and AN sea container

Signage will include;

- Hazchem located at the entrance to site on sea containers
- No smoking and naked flame signage
- Ammonium Nitrate storage placards with emergency contact details

Two sea containers will be utilised at the start with a further with an option to include a further 2 at a later date to utilise the licence capacity of 30 tonnes of AN storage applied for.

AN will be stored in 1.2 tonne bags. Bags will be placed on heavy plastic pallets. Unused pallets will be stored minimum 5.0m from sea containers.

Only AN will be stored in the sea containers with no other substances permitted.

Transfer vehicles used to handle AN will be a loader. The following will be utilised on the loader;

- Thorough prestart completed before operation
- Be free of hydrocarbon leaks
- Be refilled at the fuel bay located approximately >-500m away
- Dry powder 40b fire extinguisher
- Incorporate a battery isolator emergency stop that is clearly marked
- Incorporate insulated covers for battery terminals
- Be attended at all times while handling AN
- Be regularly maintained
- Kept clear of AN

All AN will be accurately booked in and out of storage using a daily stock register. There are two operators utilising the AN storage facility, as such stock for each operator will be recorded separately.

A weekly stocktake will be performed in conjuncture with the weekly explosive stocktake.

Both operators will utilise a licenced MPU supplied and operated by QMS for manufacture ANFO.

9.8. Disposal of Explosives

Stock past its shelf life cannot be used and are returned to the manufacturer for destruction. In the event of deteriorated explosives, the disposal method will be risk assessed by the use of a Job Hazard Analysis Sheet (JHA) prior to carrying out the process. The JHA will be carried out by the Magazine Controller and / or Shotfirer in consultation with the Registered Manager.

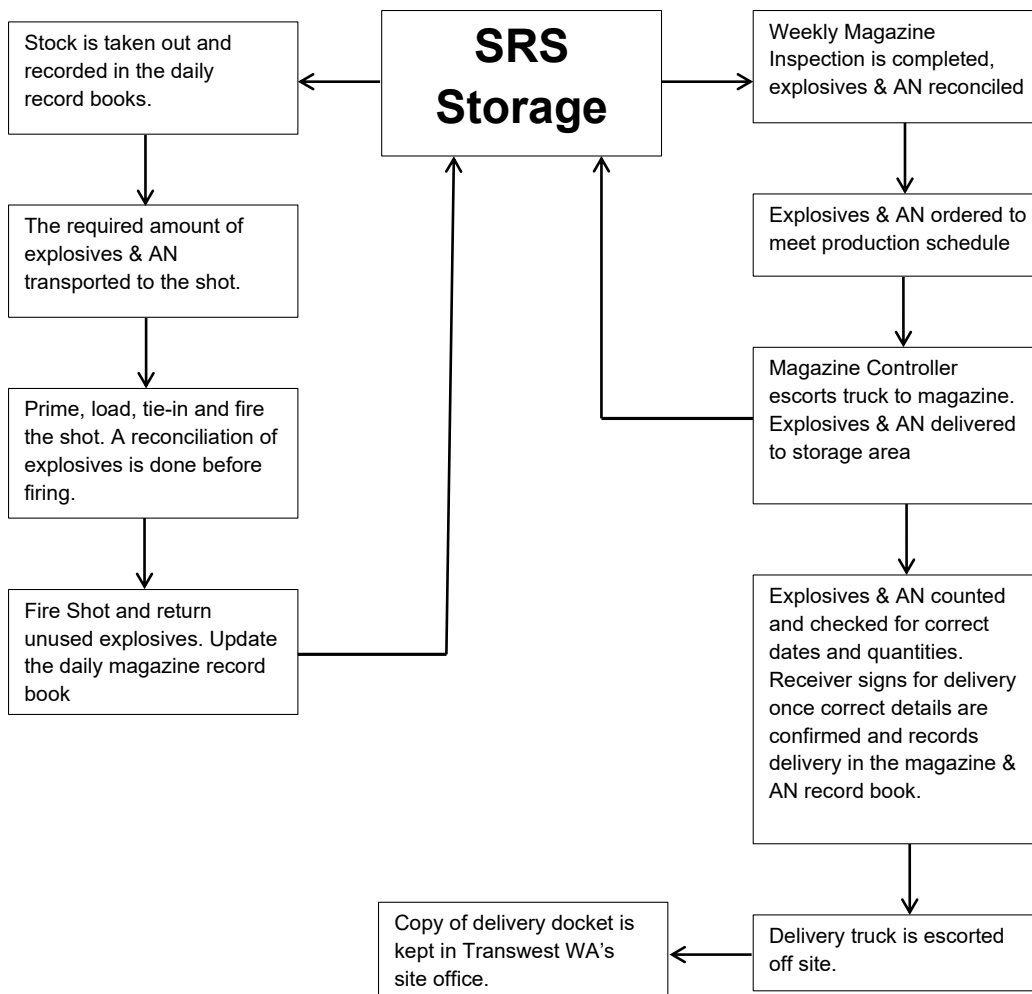
Misfire explosives will be disposed of as per DBSOP-015 Misfire. This will include completion of a Job Hazard Analysis (JHA) prior to carrying out the process.

There will be no explosive products destroyed on site without the approval of the Registered Manager.

9.9. Explosives Flow Chart

The supply, transport, storage, use, handling and disposal of explosives on sites is primarily governed by the Transwest WA ExMP and Safe Operating Procedures.

A flow-chart showing the various stages in the use of explosives is shown in below “Explosives Flow-chart”.



10. Drill and Blast Philosophy

10.1. Drill and Blast Design Process

Effective drill and blast design is essential to achieve efficient and safe blasting. Transwest WA blasting standards require drilling and blasting to be planned and carried out to minimise any adverse impact on the environment (i.e. fly-rock, air-blast) as well as good rock fragmentation. Ways to achieve this are outline in below;

- A suitable Rock Horizon[®] shall be decided before initiating blast design process
- Blast design will take into account required blast parameters, example; wall and face control, powder factors, blast orientation, timing and requirements of blasting permit issued by the Shire of Toodyay.
- Examine the ground conditions
- Blast Design to be signed off by the Registered Manager before any drill or blast activity starts
- A copy of approved Blast Design is given to the Shotfirer who marks up the drill pattern in accordance with the Blast Design
- The drill pattern is drilled to design depths with driller dipping their own holes and ensuring holes are drilled within site specific specification of plus or minus 200mm
- All holes shall be drilled with water to limit dust
- Once pattern is complete, Driller notifies Shotfirer
- The Shotfirer carries out the Quality Control (QAQC) i.e. dipping and backfilling the holes to depth
- A copy of all blast documentation for each blast is kept in the Transwest WA site office
- Explosive design is supplied to the Shotfirer before loading starts
- The Shotfirer ensures that all holes are loaded to specification
- Any overloaded holes will have excess explosives removed before stemming takes place
- Blasting times will be between 10:00am to 3:00pm Monday to Friday
- A Blast Report is completed for each blast

10.2. Flyrock Control

The control of fly-rock is essential to ensure safety of personnel and structures.

A summary of criteria for the control fly-rock for safe blasting are;

- There shall be no blasts fired to a free face unless adequate solid burden can be clearly identified
- Blasts will be fired along strike of the cutting or structures and timed to pull the burden / rock away from any batters
- Blasts shall be fired into blasted ground of the previous blast
- Holes shall only be loaded to design charge
- Any adjustment in charge weight due to stemming heights not coming up to design must be reviewed and approved by the Registered Manager
- Care will be taken when stemming not to bridge the hole and create unwanted fly-rock and ejection
- Stemming must be slowly poured down the blast hole to prevent bridging
- Every attempt must be made to clear bridged holes by digging out by hand
- Holes that are bridged shall have artificial burden placed on top of the blast hole to limit ejection and flyrock
- The stemming height will always be greater than the burden with confined and choked style blasting
- As a general rule 25-27 x drill bit diameter will be the minimum stemming height for competent rock. Up to 30 drill bit diameters if surface rock is weathered, dilated or weak
- Blast patterns will be designed to ensure that the timing between holes and rows promotes adequate burden relief
- Burden relief shall be kept above 20-25 milli-seconds per meter of burden to ensure choking and unwanted cratering of blast holes is minimised
- Any adjustment in tie-in design must be reviewed and approved by the Registered Manager
- Overloaded holes shall have the excess product removed to design stemming height
- Where the product cannot be removed, an artificial burden shall be placed on the hole

10.3. Loading Process

- All holes will be re-dipped by the Shotfirer for hole quality control before loading begins
- Once the pattern has been dipped, re-drilled where required, backfilled to design, the holes will be primed as per the Blast Design
- While dipping, wet holes must be identified
- Approval must be gained from Registered Manager if explosive product needs to be changed due to water.
- The holes will be loaded to design charge weights and be checked using an electrical conduit stemming stick
- Any adjustment in charge weight due to stemming heights not coming up to design must be reviewed and approved by the Registered Manager
- Crushed and screened aggregate (10% of the blast hole diameter) will be used to stem the blast holes
- When stemming the hole, the stemming material should be slowly poured into the hole to reduce the occurrence of bridging
- Once the blast pattern is stemmed, it can be tied in as per the tie-in on the approved Blast Design Sheet

10.4. Blast Firing

- All personnel involved in firing blasts including Blast Controller, Blast Guards and Shotfirer will completed theory assessments and be deemed competent before firing blasts
 - An approved and signed Blast Design must be completed before blasting can take place
 - When area is secured, Shotfirer completes siren run, goes back to a safe firing position and upon Blast Controllers approval fires the shot
 - An audible warning device will be used while blasting takes place
 - Once the shot has fired and fumes and dust has dispersed, the Shotfirer checks shot and gives the all clear if the shot has gone off successfully
 - If a misfire is present the Shotfirer must retreat to a safe location for a period of 5 minutes then re-check if the Misfire can be fired safely
 - When refiring a Misfire the Shotfirer must ensure that any movement in the blast has not affected the effective burden which may produce flyrock. If flyrock is likely from Misfire firing must be postponed to the next blast to allow a risk assessment to be completed and a revision of exclusion zone
 - If the shot has Misfired and Misfire can be re-fired safely the Blast Controller will give permission to re-fire shot with all Blast Guards still locked and secure
-
- If a Misfire is present after blasting takes place the following must occur as per the Transwest WA DBSOP-015 Misfire;
 - 1) Misfire is delineated
 - 2) All affected site personnel notified
 - 3) Incident report completed
 - 4) Misfire recorded in the Mines record book
 - 5) Misfire spotted out as per the SOP for Misfire

10.5. Airblast

Transwest WA will protect infrastructure, services, equipment, personnel and the public from the effects of Airblasts.

Nosie will be controlled by ensuring blast holes have adequate stemming and relief. No explosives will be permitted to be fired on the surface or unconfined.

Where areas are particular susceptible to blast noise blast mats and artificial burden can be used.

10.6. Drill and Blast Signage

All Drill and Blast patterns will be delineated with cones and signs. Details of the standards are as follows;

- Drill and Blast require yellow cones and danger no entry signs
- Cones and signs are to be placed minimum 8m from drill and blast holes
- Cones are to be spaced 10m apart on all work areas
- Warning signs are to be spaced 30m apart on all sides of work areas
- Blast Guards require yellow cones spaced 1m apart with a " Danger Blasting in Progress" sign
- Cones and signs are to be set up in straight lines and preferably at right angles

10.7. Fumes From Blasting

Toxic Fumes can be generated from blasting. These include Nitric Oxide and Nitrogen Dioxide (Nitrous Oxides).

All instances of personnel being affected by fuming will be immediately reported and medical assistance sort.

Transwest WA will control fume events and exposure to personnel by;

- Ensuring bulk explosives are initiated correctly through the use of suitable primers for each different product and charge dimensions
- Ensuring ANFO is not used in ground affected by water
- Ensuring hole diameter and depth is appropriate for type of explosive used
- Ensure adequate confinement is obtained
- Checking wind direction before blast and evacuation any personnel that may be in the path of blasting fumes
- Provide information and training on avoiding, symptoms and medical treatment for fume events please refer to SOP Firing Blast holes

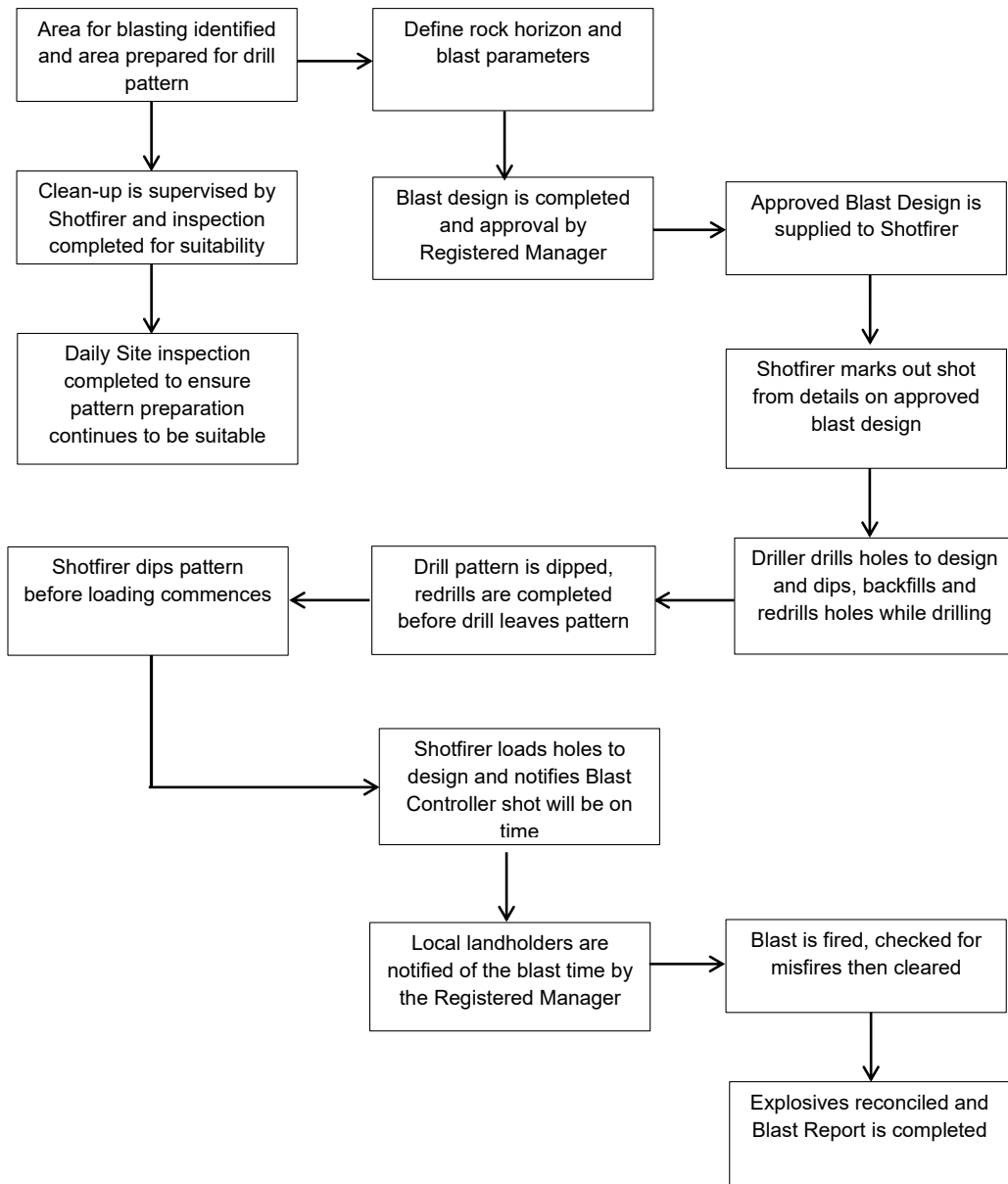
10.8. Blast Notification Board Details

Blast Notification boards will be displayed on the main entrance to site, and information on upcoming blasts will be posted pre-shift the day of the blast.

Information displayed will include the following information;

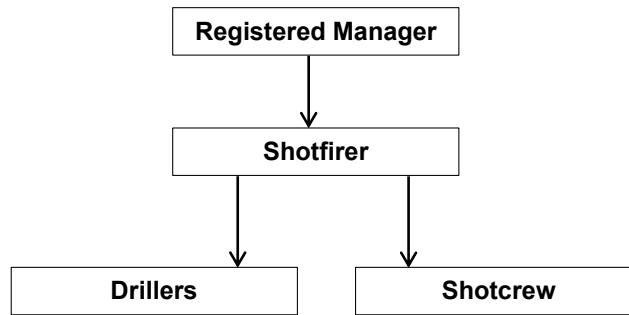
- Date
- Firing Time
- Blast location

10.9. Blast Design Flow Chart



11. Organisational Responsibilities

11.1. Org Chart



11.2. Position Descriptions and Responsibilities

Position Descriptions and Responsibilities are developed for personnel. These are communicated and reviewed for suitability during reviews conducted on a regular basis

11.2.1. Registered Manager/ Qualified Officer is responsible for;

- The Explosives Management Plan (ExMP) and all regulatory requirements contained within applicable legislation and the *WA Mines Safety And Inspection Act 1995* are met.
- Reporting incidents relating to explosives to the chief Explosives Officer in a timely manner.
- All personnel involved in drill and blast operations on the project are trained and competent
- Any personnel that that will handle explosives are nominated and authorised
- The Nomination must state if individuals are authorised for unsupervised or supervised access to explosives and nomination details are recorded in the SRS Register
- Any hazards that are sighted or reported are actioned upon
- Ensuring blast exclusion zones (which set out blast guard locations) are developed using all available information, including google maps and blast specific information
- All drill and blast plans are reviewed and authorised before being issued for implementation
- Ensuring blast results are formally reviewed and any appropriate changes made to improve blasting effectiveness
- Ensuring effectiveness of the ExMP is reviewed on a regular basis or whenever changes are made that directly affect the accuracy of the ExMP (eg change in explosives supplier, change in blasting methods, incidents, etc) or any matters that are likely to impact employee safety or health
- Ensure Appointed Persons comply with responsibilities of the Appointed Person
- Ensure that explosive usage and stock requirements are kept up to date
- Ensure Daily Supervisor Inspections and Weekly Magazine Inspections are completed
- Ensure information on Blast Notice boards is kept up to date and displayed pre-shift on the day of the blast
- Local landholders are notified of Date and Time of any blasting activity
- Ensuring details of blast is received by all personnel affected by the blast at the morning pre-start meetings

11.2.2. Blast Controller is responsible for;

- Completed the Blast Controller Assessment and deemed competent before controlling a blast
- Complete the Blast Controllers checklist during the blasting process
- Ensuring an approved blast design is signed before each blast
- Prior to setting the blast time, the blast controller shall check with the Shotfirer to ensure that the shot will be ready at the required time. This is to eliminate the need to hurry work on the shot. This will minimise the chance of something being missed that could create a misfire
- Blast Guard locations are revised and allocated along with ensuring all Blast Guards have been appropriate trained via the SOP Blast Guard
- Ensure Blast Guards are allocated at the start of shift and all Blast Guards understand where their position is
- Ensure that all drill and blast documentation including blast reports and video are backed up and stored in the site office
- Inspect and coordinate Blast Guard locations for correct distances and location to the shot being fired
- Carrying out the Blast clearance process and related procedures to ensure that no personnel are left inside the blast zone when firing
- Liaise with and direct the Responsible Shotfirer in all matters relating to the safe initiation of the blast

11.2.3. Appointed Shotfirer is responsible for;

- Ensuring they are appointed before performing duties as an Appointed Shotfirer
- They perform all duties in accordance with the role as an appointed person
- All explosives are transported and stored according to the requirements of the Australian Explosive Code Transport by Road and Rail and AS2187.1
- The drilling and blasting work sites and the travel ways are inspected and maintained to ensure employee safety
- Ensuring delineation is correctly in place at all times
- All blast areas are effectively walked and checked prior to firing
- Blast clearance and firing is done according to the SOP "Firing Blast Holes"
- Any hazards identified during blast clearance or firing are reported immediately to the Blast Controller
- All safe Operating Procedures are understood and followed
- All equipment used in the transport, charging and firing of explosives is inspected prior to use
- Direct supervision of equipment and co-ordination of labour to ensure that work is carried out in a safe and efficient manner
- Immediately notify the Registered Manager of any non-conformance associated with any aspect of the project

11.2.4. Appointed Magazine Controller is responsible for;

- Ensuring they are appointed before performing duties as an Appointed Magazine Controller
- They perform all duties in accordance with the role of the Magazine Controller
- Book the magazine keys in and out each day by signing the Magazine Key Register
- Keep the keys secured at all times while booked out and lock the keys back in the safe provided at the end of each shift
- All explosives are transported and stored according to the requirements of the Australian Explosive Code Transport by Road and Rail and AS2187.1 - 1998 Explosives –Storage, transport and use.
- All explosive storage areas and magazines are maintained in a tidy condition
- All explosive storage areas are kept secured
- The delivery and issuing of all explosives are accurately recorded and regularly audited via weekly magazine inspections
- Any hazards identified during any inspections or audits are reported immediately to the Registered Manager
- Any discrepancies in explosives usage or possible theft of explosives are immediately reported to the Registered Manager as per SOP "Theft or Missing Explosive"
- Display the Emergency Information contained in SOPs "Theft or Missing Explosives", "Electrical Storms", "Fire at Magazine"
- Where Magazine Controllers are required to change due to R&R, a stock take shall be completed prior to leaving. The relieving magazine controller shall also carry out a stock take when they take over control of the magazines and ensure stocks are reconciled
- Approval of magazine maintenance by written advice and ensuring maintenance of magazine does not constitute a hazard
- Ensuring housekeeping standards are kept in the magazine and compound area

11.2.5. Drillers are responsible for;

- They are approved to operate drills before starting work
- Holes are drilled and backfilled to specification
- Ensuring delineation is correctly in place at all times
- Inspecting work area for hazards throughout the shift
- All appropriate Safe Operating Procedures are understood and strictly followed
- All equipment used is checked prior to use
- Any defects or hazards identified during inspections or noticed during the shift are reported immediately to the Registered Manager

11.2.6. Blast Crew are responsible for;

- They are nominated and approved to access explosives before starting work
- No drilling or blasting work is undertaken without an approved plan
- Ensuring delineation is correctly in place at all times
- No attempt is made to initiate any blast unless duly authorised
- All appropriate Safe Operating Procedures are understood and strictly followed
- All equipment used in the transport of charging and initiating of explosives is checked prior to use
- Every work site is inspected
- Any defects or hazards identified during equipment checks or inspections are reported immediately to the Registered Manager

12. Appointed Persons

The Registered Manager shall make appointments as required. The appointed person shall sign a letter of appointment and be given a copy. The appointment letter must be attached into the Mines Record Book and provide written advice on their roles and responsibilities

Appointments for site will include;

- Registered Manager
- Appointed Shotfirer
- Magazine Controller

Authorisation for Secure Nominees to Access Explosives

The authorisation of an individual as a secure nominee for access to explosives is formalised in writing.

The Authorisation form states;

- Date of the authorisation
- Name and residential address of the nominee
- Details of the valid security card of the nominee
- Type of explosives that the unsupervised or supervised access applies to
- Details of where and when the nominee may have unsupervised or supervised access
- Confirmation that the nominee has understood the authorisation
- Any conditions that the licence holder may put on the authorisation

The completed authorisation forms are kept secure in the site office indefinitely.

14. Equipment

The use of equipment that is well maintained is essential to help ensure efficient and safe drilling and blasting practices.

The type of equipment used for transporting and handling explosives is undertaken according to the specific requirements.

14.1. Maintenance Precautions

Prior to commencing work on any equipment used to transport or handle explosives must be;

- Shut down and parked in a safe location
- A prestart completed with a pre-start checklist specifically designed for that explosives vehicle
- All explosives must be removed, sterilised and the vehicle washed before maintenance is performed
- A "Hot Work Permit" completed for any welding, cutting or burning in conjunction with explosives removed, vehicle sterilised and vehicle washed
- An inspection must be conducted to ensure that equipment is safe to work on, including isolation and tag-out
- All non-explosive related vehicles will have per-shift inspections completed and repairs completed in a timely manor
- Required servicing will be completed on all equipment used onsite

14.2. Inspection & Testing Explosives Vehicles

A procedure has been developed for operating, maintaining and compliance with relevant legislation for use of explosives vehicles which is SOP Transporting Category 2 Explosives. Supporting this document is vehicle specific Explosives Vehicle Pre-start Inspection sheet, Daily Supervisor Inspection Sheet.

All explosive vehicles must be roadworthy and have defects repaired in a timely manner. Safety equipment required is outlined in the Daily vehicle specific Explosives Vehicle Pre-start Inspection sheet.

14.3. Preventive Maintenance

The explosive transport vehicle shall be regularly serviced. Any defects found on the daily pre-start check sheet shall be fixed immediately. The vehicle will be kept clean at all times.

15. Security

The security of explosives is primarily achieved by restricting access to explosives to authorised persons only. Authorised persons are identified as personnel who use explosives as part of their normal daily duties and have been nominated as a person that is authorised to access explosives via the SRS Authorised to access explosives nomination form.

Explosives will be kept secure as follows;

- Main magazine Compound; is constructed of “heavy duty galvanised cyclone mesh with barb wire (2450mm in total fence height)”- type security fencing and has a lockable gate
- The gate is kept locked at all times, except when loading or removing explosives
- The keys to these storage areas are in the possession of the Main Magazine Controllers and kept secure at all times
- Magazine keys are stored in a safe that is securely fastened in the Drill and Blast office
- Restricted access sign are posted at the entrance to the magazine compound and on the security fence
- The keys to the Main Magazine are kept in the possession of the Main Magazine Controllers while loading and unloading product
- The Magazine Controller will book the magazine keys in and out daily, and record in the magazine key register to confirm custody
- The magazines and compound gates are to be locked and secure at all times when not under the direct supervision of the Magazine Controller
- Magazines are the relocatable type and constructed and installed in compliance with AS2187.1-1998
- The magazine compound is to be built as per the approved plans. Once compound is complete it is audited for compliance with the approval specifications and AS2187.1-1998
- Weekly Magazine inspections will audit the condition of the compound and ensure the compound and associated storage facilities are kept to the required standard
- Vehicles and Explosive Compartments on the vehicles; containing explosives are required to be locked while they are being left unattended
- Keys; all padlock keys used on vehicle explosive compartments are of the high security type, have registered numbers and have a unique locksmith template
- Explosive vehicle keys are to be kept under the direct supervision of the Shotfirer at all times
- Personnel other than government authorities must be authorised to access the magazine compound by completing the SRS Authorised Access to explosives form
- Only compliant explosives vehicles are allowed into the magazine compound
- All explosives used are counted and checked to ensure all explosives are reconciled
- Explosives use on the shot will be under the supervision of an authorised person at all times

- A weekly stock take of the magazines is carried out in conjuncture with the Weekly Magazine Inspection to ensure explosive stock balances reconcile with the weekly usage and stock deliveries
- SOP Theft or Missing Explosives has been developed to address any breach in security and includes steps to take if security is breached and an information sheet that is displayed inside the magazines
- An Emergency Procedure Guide is available inside the driver's door of each explosives vehicle and provides contact information in the case a breach in security or emergency

16. Emergency Preparedness

Emergency situations including those involving explosives are managed according to the SOP's including "Electrical Storms", "Fire at Magazines", "Theft or Missing Explosives", "Misfires", "Blast Controller", "Blast Guard", "Firing Blast Holes".

Emergency information on how to deal with electrical storms, theft or missing explosives and fire at the magazine will be displayed inside each magazine.

An Emergency Procedure Guide is available in the explosive vehicle and site office.

Site Standards related to managing emergency situations are supported by Daily Site Inspections and Weekly Magazine inspections, as they ensure compliance with operation standards.

Safety Data Sheets (SDS) will be available for all explosives on site and kept in the explosive transport vehicle and in each magazine. These documents have emergency information relevant to each explosive used on site.

Emergency contact information is to be displayed in each magazine and site office.

A fire break will be maintained around the magazine compound. Two Dry Chemical 30B Fire extinguishers will be available at the explosive compound.

The below is a list of emergency equipment available on site;

- 2000L fire fighting unit
- First aid kits located in each vehicle and in site office
- Loaders for pushing in fire breaks

In the event of fire the firefighting unit will be used to control fire subject to evacuation status. If the fire is a direct threat to the magazines the firefighting unit will be utilised outside the 600m exclusion zone only.

First aid kits are available in all vehicles and site office.

Loaders will be used to establish and maintain fire breaks. If the fire is a direct threat to the magazines the loaders will be utilised outside the 600m exclusion zone only.

17. Competences

Transwest WA has identified key competences designed to reduce exposure of employees to hazards associated with carrying out drill and blast operations.

Before a new employee can start any drill or blast activity they must have successfully completed the Safe Operating Procedures questioners.

18. Related Knowledge

- Australian Code Transport Explosives Road Rail 3rd Edition
- Worksafe COP for the Storage and Handling of Dangerous Goods
- Dangerous Goods Safety (Security Risk Substances) Regulations 2007
- WA Dangerous Goods and Safety Act 2004
- WA COP Storage and Handling of Dangerous Goods
- Australian Standards – Explosive Storage, transport and use Part 2 AS 2187.2 – 2006
- Australian Standards – Explosive Storage and land transport Part 1 AS 2187.1 – 1998
- WA Mines Safety and Inspection regulations 1995
- Dangerous Goods Safety Guidance Note Transport of explosives on roads and at mines

19. Appendices

19.1. Appendix 1 – Standard Forms & Documents

Title
Explosive LV Pre-start – Category 2
Daily Explosives Stock Register
Magazine Key Register
Appointed Person – Magazine Controller
Appointed Person – Shotfirer
Authorisation for Supervised Access to Explosives
Authorisation for Unsupervised Access to Explosives
Weekly Magazine Audit & Inspection
Daily Site Inspection Checklist
Magazine Rules
Emergency Procedure Guide

19.2. Appendix 2 – Safe Work Procedures

Title
DBSOP-001 Electrical Storms
DBSOP-002 Fire at Magazine
DBSOP-003 Theft of Explosives
DBSOP-004 Pattern Preparation
DBSOP-005 Blast Hole Drilling
DBSOP-006 Contour Drilling
DBSOP-007 QAQC
DBSOP-008 Priming Blast Holes
DBSOP-009 Loading Blast Holes
DBSOP-010 Tie-in Blast Holes
DBSOP-011 Stemming Blast Holes
DBSOP-012 Firing Blast Holes
DBSOP-013 Blast Controller
DBSOP-014 Blast Guard
DBSOP-015 Misfires
DBSOP-016 Transporting Cat 2 Explosives
DBSOP-018 Operate MPU

19.3. Appendix 3 - Emergency Contact Details

Company Organisation Department	Phone Number
REGISTERED MANAGER – STEVE ANDRIJICH	0429 116 000
TOODYAY POLICE	9574 9555
FIRE, EMERGENCY SERVICES, AMBULANCE	000
DANGEROUS GOODS OFFICER	6251 2300
RESOURCES SAFETY DIVISION	6251 2300
PRINCIPAL EXPLOSIVES OFFICER	0419 984 978

End of Document



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3



**SITE
 EMERGENCY
 RESPONSE PLAN
 FOR**

'STORMVILLE – GRAVEL PIT'

Date	Version	Details	Issued By	Approved By	Revision Date
July 2014	0	Initial Document	Rebecca S	Paul F	July 2016
May 2020	1	Update and review content	Taylor Ferguson	Liz Ferguson	May 2022
Aug 2022	2	Add other emergency situations	Taylor Ferguson	Liz Ferguson	Aug 2024
Nov 2023	3	Replace and consolidate other docs to this one.	Taylor Ferguson	Liz Ferguson	Nov 2025



Contents

1. PROJECT CONTACT DETAILS 4

2. INTRODUCTION – SCOPE OF WORKS 4

3. LOCATION 5

4. SITE PLAN MUSTER POINT 5

5. FIRST AID 5

6. EMERGENCY EVACUATION 6

7. FORSEEABLE EMERGENCY SITUATIONS 6

 7.1 Serious Injury or Medical Emergency 6

 7.2 Snake Bite / Funnel Web Spider Bite 7

 7.3 Spider Bite / Envenomation 7

 7.4 Confined Space Emergency 7

 7.5 Water Pipe Rupture (domestic and main service) 8

 7.6 Raw Sewage Pipe Rupture 8

 7.7 Gas Pipe Rupture / Leak 9

 7.8 Hydrocarbon Spill 9

 7.9 Vehicle Accident Emergency 10

 7.10 Mobile Plant Emergency (contact with personnel, assets, plant, equipment & vehicles) 11

 7.11 Fire / Explosion 12

 7.12 Structural Failure 13

 7.13 Fixed Plant Incident 13

 7.14 Damage to electrical services / contact with overhead cables 14

 7.15 Plant Electrically Charged With Occupant Inside 14

 7.16 Bomb Threat 15

 7.17 Severe weather event / flooding 16

 7.18 Excavation Collapse 17

 7.19 Fall from Height 18

 7.20 Missing Person / Non-arrival 18

 7.21 Traffic Incident 19

 7.22 Person in water 19

 7.23 Protesters Civil Disorder/Demonstrations 20

 7.24 Plant Roll Over 21

 7.25 Fire in Plant 21

 7.26 Armed Hold Up 23

 7.27 Assault 24

 7.28 Bio-Hazard/Blood Spill 25



Date of Issue: 11/2023
Date of Revision: 11/2025
SF_FM_07 Site Emergency Response Plan
V3

7.29 Civil Disorder/Demonstrations 26

7.30 Burns – Including Electrical Burns 26

7.31 Bush Fire / Scrub Fire 29

7.32 Theft/Damage 30

7.33 Tyre Fire..... 31

7.34 Trespassing – Illegal Occupancy..... 32

7.35 Hydraulic Hose Rupture 33

8.0 EMERGENCY EVACUATION FLOW CHART 44



1. PROJECT CONTACT DETAILS

Emergency Contacts	Address	Telephone Number
Emergencies		000
WA Police (Save 000 for emergencies)		13 14 44
Closest Police		
Closest Hospital	Northam Hospital - Robinson Street, Northam	(08) 9690 1300
Closest Medical Centre	Toodyay Medical Centre - 81 Stirling Terrace, Toodyay	(08) 9574 2223
Cancer Council		13 11 20
FESA (Emergency Assistance)		1800 671 282 (08) 9574 2620
Western Power (Emergency or Supply Interruption)	Jandakot	13 13 51
Water Corporation (Emergency)	Leederville, WA	13 13 75
Work Safe WA	Hay Street, West Perth	(08) 93278777
Department of Health WA	189 Royal Street, East Perth	(08) 92224222
Life Line WA	Murray Street, Perth	13 11 14
Dial Before You Dig		1100
Poisons Hotline		13 11 26
Wildlife Helpline		9474 9055
Health Direct 24 Hour Health Advice	189 Royal Street, East Perth	1800 022 222
Brookfield Rail	Head Office – Welshpool Northam	9212 2800 9622 4632
COMPANY	CONTACTS	PHONE NUMBER
Vernice Pty Ltd Managing Director - Owner	Michael Ferguson	0417 182 636
Transwest WA - Owner	Steve Andrijich	0429 116 000

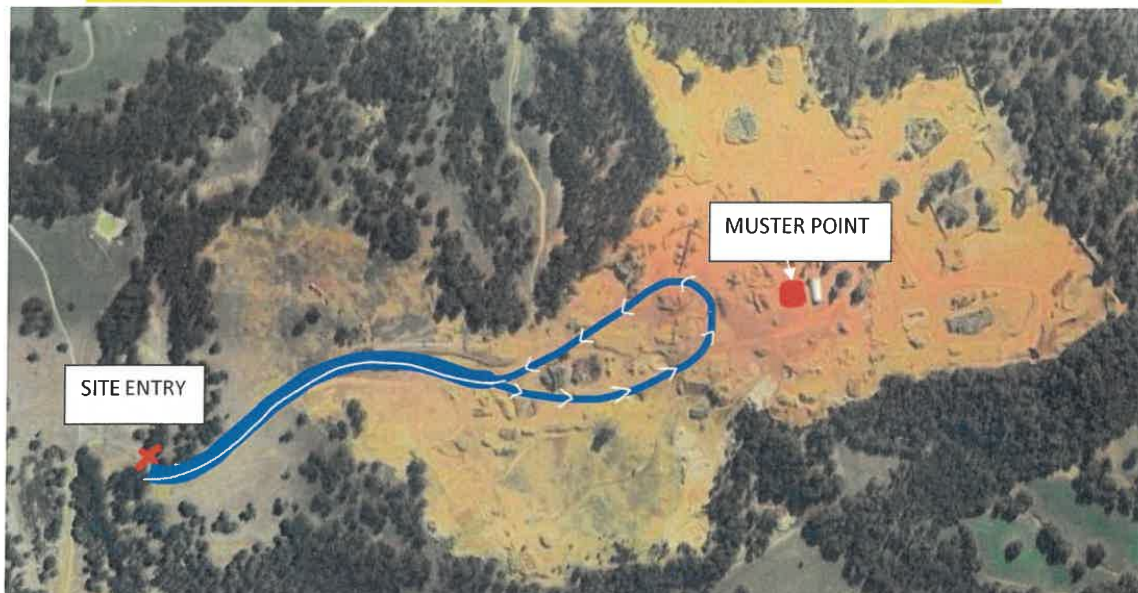
2. INTRODUCTION – SCOPE OF WORKS

The Emergency Response Plan describes the way in which the contractor will respond to emergency situations that may occur during site works. Site works include:

- Crushing and screening of material with mobile plant.
- Excavation, ripping and pushing material from the ground.
- Loading trucks with material
- Loading and unloading machinery
- Servicing and maintaining machinery and equipment.



3. LOCATION – EVACUATION AND MUSTER POINT with Traffic Flow



4. SITE PLAN MUSTER POINT

A muster Point will be decided upon at the initial Start-up Induction and all Employees shall be notified of the location. In an emergency all personal should move swiftly to this area (unless the area is the source of the emergency) and wait until the Chief Warden gives further instructions.

The Emergency Evacuation Diagram will be created and printed out for all employees, sub-contractors and visitors to see. It will also be a part of the site induction documents.

5. FIRST AID

Vernice will ensure that First Aid Kits are available on the project site. An industrial First Aid Kit shall be stored in the site office and smaller sized portable first aid kits stored in light vehicles and Mobile Plant. First Aid Kits shall be provided and maintained in accordance with the Western Australian Code of Practice and supplies re-ordered as required.

Vernice shall also ensure that there is at least 1 Senior First Aider on site at all times for the duration of the project. Approximately 50% of all of Vernice employees are trained first aiders and list of current first aiders will be posted on the Site Office notice board. Site first aiders are to be identified at the initial site induction so all visitors to site are aware of who is a first aider. Vernice work crews are generally small crews who work together all the time, so employees are aware of their co-workers with first aid qualifications.

Vernice will ensure that all injuries no matter how minor are reported and comply with the requirements of the project first aid treatment requirements. All injuries are to be reported, treated, and recorded.

Vernice shall render first aid to the following –



- Vernice Pty Ltd employees;
- Any subcontractor and their employees;
- The Supervisor and the supervisor’s staff;
- Other company employees, agents, contractors and subcontractors; and any other person on site if needed.
- All other visitors on site.

6. EMERGENCY EVACUATION

All Project personnel will receive information on the site emergency response plan as part of the site induction/start up meeting. Information regarding the emergency response process will be posted on the Site Office board and discussed at toolbox meetings.

Emergency preparedness and response scenarios are discussed regularly at toolbox meetings. These may include response to situations such as snake bites, fire, severe cuts and suspected heart attack.

Vernice will nominate the Site Supervisor as the senior coordinator for the project. The Site Supervisor will take charge in the event of an emergency and ensure that personnel get to the nearest muster point and that all personnel are accounted for.

An emergency evacuation drill shall be conducted within the first 6 weeks of a project site commencing and within 6 month intervals thereafter. Following the emergency response training drill, Vernice shall review the response and if necessary amend, re-train personnel of the correct procedures.

7. FORSEEABLE EMERGENCY SITUATIONS

(Please refer to SP01 – Emergency Procedures for further details)

The most foreseeable emergency situations that could arise at **Stormville Gravel Pit** include the following;

7.1 Serious Injury or Medical Emergency

Serious Injury or Medical Emergency	Responsible person	Check
1) Notify ERTL / Supervisor	Person identifying incident	
2) Contact emergency services 000	ERTL/Supervisor	
3) Approach the person if safe to do so, Administer first aid following DRSABC if possible; wait with injured person(s) until site assistance or Emergency Services arrive to assume control of the situation.	Person identifying incident	
4) If unable to, alert a trained first aider but DO NOT move injured persons unless they are directly threatened with further danger.	Person identifying incident	
5) Administer First Aid	First Aider	
6) Secure & record the scene if safe to do so	ERTL/Supervisor	
7) Emergency Services to administer medical aid and decide on the appropriate course of action to combat the emergency and ensure that all injured personnel are properly treated.	Emergency Services	
8) If injured person is transported to hospital, establish hospital location and Vernice representative to go to hospital	ERTL/Supervisor	
9) Notify Project Manager, Site HS Representative	ERTL/Supervisor	



- 10) Ensure stakeholder notification and Vernice reporting processes completed

Project Manager

7.2 Snake Bite / Funnel Web Spider Bite

Snake Bite / Funnel Web Spider Bite	Responsible person	Check
1) Considered a 'medical emergency' - Injured person to remain static & contact emergency services immediately – 000 if alone.	Person identifying incident	
2) Follow DRSABCD. Apply conforming (pressure immobilising) bandage over bite area and continue to bandage 'up' leg or arm. Monitor until Emergency Services arrive.	Person identifying incident or First Aider	
3) Contact ERTL / Supervisor to report event and immediate actions	ERTL/Supervisor	
4) ERTL / Supervisor to confirm above actions taken, record scene, notify Project Manager, Site HS Representative	ERTL/Supervisor	
5) Ensure stakeholder notification and Vernice reporting processes completed	Project Manager	

7.3 Spider Bite / Envenomation

Spider Bite / Envenomation	Responsible person	Check
1) Notify ERTL / Supervisor	Person identifying incident	
2) Follow DRSABCD Identify source of bite / envenomation & administer appropriate First Aid	First Aider	
3) Contact Poisons Information Line for further advice	ERTL/Supervisor	
4) Monitor IP for signs & symptoms of deteriorating condition.	ERTL/Supervisor	
5) For Red Back bites, transport IP to medical centre for review & assessment	ERTL/Supervisor	
6) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
7) Ensure stakeholder notification and Vernice reporting processes completed	Project Manager	

7.4 Confined Space Emergency

Confined Space Emergency	Responsible person	Check
1) For hazards identified in a confined space whilst occupied e.g. gas monitor alarm activation, confined space workers act unusually or no movement is observed, initiate Confined Space Emergency Plan and direct workers to self-evacuate.	Stand-by Person	
2) If worker/s not able to self-evacuate, retrieve personnel using the retrievalline/s.	Stand-by Person	
3) Stand by person not to enter the confined space. No person shall enter into a confined space to retrieve personnel unless they have confined space training and it is safe to do so.	Stand-by Person	
4) Notify ERTL / Supervisor and advise of incident and current situation	Permit Acceptor	



- | | |
|---|---|
| 5) If the person(s) in the confined space is seriously injured, and the atmosphere remains safe, confined spaced trained first aiders may enter confined space to attend the injured; If due to falling or impact, do not remove person from the confined space unless there is immediate danger to his/her life as this may aggravate the injury | Confined
SpaceTrained
First Aider |
| 6) If unable to retrieve person or person unresponsive, call Emergency Services 000 | ERTL/
Supervisor |
| 7) Secure & record the scene if safe to do so | ERTL/
Supervisor |
| 8) Notify Project Manager, Site HS Representative | ERTL/Supervisor |
| 9) Ensure stakeholder notification and Vernice reporting processes completed | Project Manager |

7.5 Water Pipe Rupture (domestic and main service)

Water Pipe Rupture (domestic & main services)	Responsible person	Check
1) Notify ERTL / Supervisor	Operator / worker	
2) Stop works in the affected area.	ERTL/Supervisor	
3) Shut down & isolate supply (where able)	ERTL/Supervisor	
4) Where unable, direct water to avoid becoming contaminated or contain within sed basin	ERTL/Supervisor	
5) Contact asset owner to attend and repair	ERTL/Supervisor	
6) Contact Environment Regulatory Authority if required (consult with Vernice Environmental Advisor on reporting requirements)	ERTL/Supervisor	
7) Secure and record the scene if safe to do so	ERTL/Supervisor	
8) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
9) Ensure stakeholder notification and Vernice reporting processes completed	Project Manager	

7.6 Raw Sewage Pipe Rupture

Raw Sewage Pipe Rupture	Responsible person	Check
1) Stop work, turn off/ remove any potential ignition sources (plant, vehicles, electrical equip including generators, mobile phones, sparks)	Person identifying incident	
2) Sound the alarm / notify all persons in the vicinity	Person identifying incident	
3) If workers can smell Hydrogen Sulphide gas (pungent rotten smell), they should immediately evacuate to the muster points or if smell is at themuster point, designate an alternative location.	Workers	
4) Notify ERTL / Supervisor	Workers	
5) Isolate the area from traffic and public.	ERTL/Supervisor	
6) Check staff and visitors are all present at Muster Point	ERTL/Supervisor	
7) Report occurrence to asset owner to initiate response/repair.	ERTL/Supervisor	
8) Persons in contact with raw sewage should be assisted to a wash down area and be thoroughly hosed down.	Supervisor	
9) All contaminated clothing should be removed, disposed of and replaced with dry clean clothes.	ERTL/Supervisor	
10) Contaminated persons to attend hospital/nominated medical centre for assessment	ERTL/Supervisor	



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

- | | |
|---|-----------------|
| 11) Where the sewage has contacted soil or entered a stormwater drain, the ERTL shall contact Vernice's Environmental Advisor who shall assess whether the State Environment Regulatory Authority is required to be contacted | ERTL/Supervisor |
| 12) Secure the scene if safe to do so | ERTL/Supervisor |
| 13) Contaminated soils to be excavated and transported to licensed disposal facility by licensed contractors. | ERTL/Supervisor |
| 14) Notify Project Manager, Site HS Representative | ERTL/Supervisor |
| 15) Ensure stakeholder notification and Vernice reporting processes completed | Project Manager |

7.7 Gas Pipe Rupture / Leak

Gas Pipe Rupture / leak	Responsible person	Check
1) Turn off/ remove any potential ignition sources (electrical equipment – generators, mobile phones, sparks, plant, vehicles etc.)	Person identifying incident	
2) Turn off air-conditioning or other ventilation systems (plant, vehicles & buildings where applicable)	Person identifying incident	
3) Sound the alarm / notify all persons in the vicinity	Person identifying incident	
4) All workers are to immediately evacuate and assemble at the nearest muster point, (must be at least 150 metres from source of leak and upwind)	Supervisor	
5) Notify ERTL / Supervisor (not by phone)	Supervisor	
6) Isolate the area from traffic and public, workers in the immediate area should vacate and provide room for repair vehicles entering.	ERTL/Supervisor	
7) Contact Utility Provider to isolate	ERTL/Supervisor	
8) Contaminated soil excavated for repairs to be transported to a licensed disposal facility by licensed contractors.	ERTL/Supervisor	
9) Secure the scene if safe to do so; until the gas supply is turned off, all traffic should be prohibited from entering until a gas supply representative has declared the site safe.	ERTL/Supervisor	
10) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
11) Ensure stakeholder notification and Vernice reporting processes completed	Project Manager	

7.8 Hydrocarbon Spill

Hydrocarbon Spill	Responsible person	Check
1) Notify ERTL / Supervisor	Person discovering spill	
2) Isolate ignition sources (smoking, hot works, generators, vehicles, plant etc.) & evacuate workers if required and set up exclusion zone	Supervisor	
3) Once the area is considered safe, contain spill (close valve, upright leaking drum etc.)	ERTL/Supervisor	
4) Protect storm water drains, use bunds & material from spill kit	ERTL/Supervisor	
5) Clean up spill according to SDS	ERTL/Supervisor	
6) For spills extending beyond the limit of works / entering water courses / drains / protected areas of fauna or flora, contact Environmental representative as they will need to contact Environment Regulatory Authority, Client & relevant stakeholders and monitor.	Project Manager / Project Environmental Advisor	
7) If the incident occurred on sandy substrate, then the contaminated soil will be excavated and transported to a licensed landfill facility by a licensed contractor.	Project Environmental Advisor	

C:\Users\Verni\OneDrive\QA MAR 2018\Vernice\Safety_Vernice



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

- | | |
|---|-------------------------------|
| 8) If there is doubt that the contaminated soil has not been completely removed, then the local council & EPA to be notified. | Project Environmental Advisor |
| 9) Secure & record the scene if safe to do so | ERTL/Supervisor |
| 10) Notify Project Manager, Site HS Representative | ERTL/Supervisor |
| 11) Ensure stakeholder notification and Vernice reporting processes completed | Project Manager |

7.9 Vehicle Accident Emergency

Vehicle Accident Emergency	Responsible person	Check
<p>Note: Emergency Services will deal with any vehicle accident occurring on public roads. Accidents involving light vehicles on site will require response from site personnel.</p>		
1) Switch off ignition if safe to do so. No attempt should be made to remove casualties from the vehicle unless other dangers are presented.	Driver or person discovering accident	
2) Notify ERTL / Supervisor	Driver or person discovering accident	
3) Call emergency services, 000	ERTL/ Supervisor	
4) Give first aid to casualties; remain with injured person if safe to do so. Vehicle extrication to be performed by trained emergency services personnel.	First Aider	
5) Extinguish fires if present	ERTL/ Supervisor	
6) If fuel is spilt, deploy Spill Kit / cover with sand, remove contaminated soil and dispose of with licensed contractor	ERTL/ Supervisor	
7) Secure the scene if safe to do so	ERTL/ Supervisor	
8) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
9) Ensure stakeholder notification and Vernice reporting processes completed	Project Manager	



7.10 Mobile Plant Emergency (contact with personnel, assets, plant, equipment & vehicles)

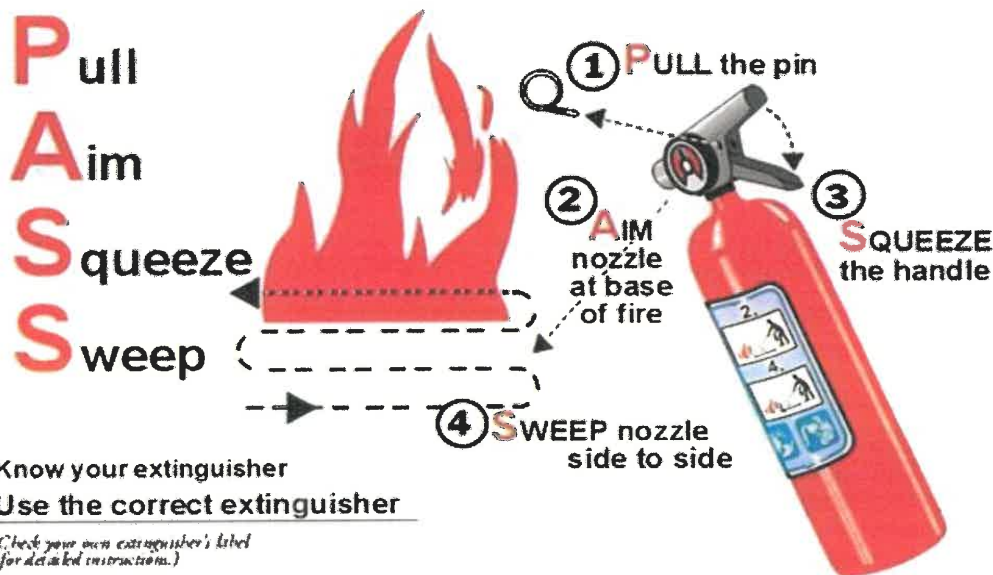
Mobile Plant Emergency (contact with personnel, assets, plant, equipment, vehicles) incl COR	Responsible person	Check
1) Only move plant / vehicle in order to make area safe (lower 'ground engaging tools', load bins etc.) & switch off ignition	Operator / Driver	
2) Notify ERTL / Supervisor	Supervisor	
3) For incidents on the public highway – driver to advise ERTL on condition of load/vehicle/traffic/road conditions and any secondary hazards	Driver / operator	
4) Provide First Aid to casualties, remain with injured person(s) if safe to do so	First Aider	
5) Mobilise Traffic Control to attend, contact & advise TMC of occurrence	ERTL / Supervisor	
6) For road-going vehicles on site – isolate and secure scene / vehicle / load	ERTL / Supervisor	
7) Call emergency services, 000 if required	ERTL / Supervisor	
8) Isolate any secondary energy sources or contain hazardous substances (e.g. power if hit power line, gas, diesel etc.) if safe to do so.	ERTL / Supervisor	
9) If it is safe to do so, fires may be suppressed using the applicable fire extinguishers. If unsure, do not approach the fire.	Trained personnel	
10) If fuel is spilt, cover with sand / deploy content of Spill Kit, remove contaminated soil and dispose of with licensed contractor	ERTL / Supervisor	
11) Identify and contain hazardous substances (if involved) in accordance with SDS	ERTL / Supervisor	
12) For incidents of contact with power lines or lightning strikes, due to the risk of internal tyre fire, always assume that a tyre fire is present. The blast from an exploding tyre affects a 360° radius. Debris is most likely to be ejected from the side of the tyre, (when evacuating on foot, escape routes should be to the front or rear & not to the side where exposed to the risk of tyre projectiles).	ERTL / Supervisor All personnel	
13) Once evacuated, an exclusion zone shall be set up, (for tyre heating - a minimum 500 m in all directions or behind suitable cover – buildings/walls etc.). Except for Emergency Services Personnel, no other persons should enter the area.	ERTL / Supervisor	
14) In the case of a known tyre fire, no person shall approach the vehicle until at least 24 hours after the last signs of visible fire or until Emergency Services have given the all clear.	ERTL / Supervisor	
15) Secure the scene / perimeter if safe to do so & until emergency has passed	ERTL / Supervisor	
16) Notify Project Manager, Site HS Representative	ERTL / Supervisor	
17) Ensure stakeholder notification and Vernice reporting processes completed (for COR: report incident to RMS Compliance & Regulatory Services)	Project Manager	



7.11 Fire / Explosion

Fire/Explosion	Responsible person	Check
1) Raise the alarm & remove yourself and others from danger if safe to do so	Worker / discoverer	
2) Notify ERTL / Supervisor	Worker / discoverer	
3) Isolate power / energy source/ fuel / gas if able & without endangering yourself	ERTL/ Supervisor	
4) Contain the fire by using correct firefighting equipment if safe and trained; never try to put out a gas fire unless the gas flow can be turned off IMMEDIATELY. If gas cannot be turned off, concentrate on stopping the spread of fire and cooling any containers.	Trained personnel	
5) If unable to extinguish the fire after several attempts, call emergency services, 000	ERTL/ Supervisor	
6) Evacuate area if fire spreads, account for all personnel	ERTL/ Supervisor	
7) Give first aid to casualties, remain with injured person(s) if safe to do so	First Aider	
8) Contact the relevant utility providers	ERTL/ Supervisor	
9) Secure the scene if safe to do so; do not allow any people to enter until emergency services give the all clear.	ERTL/ Supervisor	
10) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
11) Ensure stakeholder notification and Vernice reporting processes completed	Project Manager	

To operate an extinguisher:





Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

7.12 Structural Failure

Structural Failure	Responsible person	Check
1) Notify ERTL / Supervisor	Supervisor	
2) Evacuate area, account for all personnel	ERTL/ Supervisor	
3) Contact emergency services 000	Supervisor	
4) Do not re-enter structure, contain the fire by using correct firefighting equipment if safe and trained. Do not try to extinguish any gas fires unless gas can be isolated, contact utility provider	ERTL/ Supervisor	
5) Give first aid to casualties, remain with injured person(s) if safe to do so	First Aider	
6) Contact the relevant utility providers	ERTL/ Supervisor	
7) Secure the scene if safe to do so; do not allow any people to enter until emergency services give the all clear.	ERTL/ Supervisor	
8) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
9) Ensure stakeholder notification and Vernice reporting processes completed	Project Manager	

7.13 Fixed Plant Incident

Fixed Plant Incident	Responsible person	Check
1) Isolate the power source / fuel supply if safe to do so	Operator	
2) Notify ERTL / Supervisor	Operator	
3) If person is trapped and unable to be released by site personnel , callemergency services, 000	ERTL/ Supervisor	
4) Provide First Aid and assess casualty / situation for stability etc.	ERTL / First Aider	
5) Clear as much equipment and materials from the area as possible to make access for emergency service personnel and rescue equipment	ERTL/ Supervisor	
6) Secure the scene if safe to do so; set up exclusion zone until emergency over or directed by Emergency Services.	Project Manager	
7) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
8) Ensure stakeholder notification and Vernice reporting processes completed	Project Manager	



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

7.14 Damage to electrical services / contact with overhead cables

Damage to Electrical Services / contact with overhead cables	Responsible person	Check
1) If there is a power line nearby, do not approach the victim as the electricity can 'arc' through air. Maintain a 'Safe Approach Distance' for the supply. If unknown maintain a minimum distance of 8m.	Worker	
2) Only personnel holding a current "Work near live electrical services as a non-electrical worker" qualification may attempt to release a person in contact with an electrical source	Supervisor	
3) Notify ERTL/Supervisor	Supervisor	
4) Isolate the area from traffic and public	Supervisor	
5) Notify Emergency Services 000 if required	ERTL/Supervisor	
6) Contact the relevant power utility immediately to disconnect the power	Supervisor	
7) Notify Project Manager	Supervisor	
8) When the power has been disconnected and if safe to do so, assist the victim	ERTL/Supervisor	
9) If there is a fire, and if safe to do so, remove victim from the danger and into a safe area	ERTL/Supervisor	
10) Contact a trained first aider for assistance	ERTL/Supervisor	
11) If it is safe to do so, electrical fires may be suppressed using Class E fire extinguishers. Before any attempt at fire suppression, make sure the electricity has been turned off. If unsure, do not approach the fire.	ERTL/Supervisor	
12) Secure the scene if safe to do so; do not allow any people to enter until emergency services give the all clear.	ERTL/Supervisor	
13) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
14) Ensure stakeholder notification and Vernice reporting processes completed	Project Manager	

7.15 Plant Electrically Charged With Occupant Inside

1) Operator must remain in machine until the power is confirmed as off	Operator	
2) If there is a requirement to urgently evacuate the machine e.g. due to fire, jump as high and as far as possible from the vehicle. Do not touch the vehicle and ground at the same time as this creates a path for electricity to pass through the body. Land with both feet together – CRITICAL; DO NOT FALL OVER OR TOUCH GROUND WITH A HAND.	Operator	
3) Once on the ground, retreat from the vehicle by shuffling feet without breaking contact with the ground, for minimum 8m away from machine CRITICAL; DO NOT HOP	Operator	
4) Notify ERTL	Supervisor	
5) Secure the scene if safe to do so, do not let any person approach machine	ERTL/Supervisor	
6) Contact the relevant power utility immediately to disconnect the power	ERTL/Supervisor	

C:\Users\Liz\OneDrive\QA MAR 2018\Vernice\Safety_Vernice\Mines Department

Page 14 of 44



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

- 7) If it is safe to do so, electrical fires may be suppressed using Class C fire extinguishers. This includes carbon dioxide and dry powder extinguishers. Before any attempt at fire suppression, make sure the electricity has been turned off. If unsure, do not approach the fire. ERTL/Supervisor
- 8) Contact emergency services 000 if required ERTL/Supervisor
- 9) Notify Project Manager, Site HS Representative ERTL/Supervisor
- 10) Ensure stakeholder notification and Vernice reporting processes completed Project Manager
- 11) Power utility representative to advise if machine safe for use Power Authority

7.16 Bomb Threat

Bomb Threat	Responsible person	Check
-------------	--------------------	-------

REMEMBER: The use of Mobile Phones or Two Way Radios should be avoided until the Police have declared the site safe.

Written Threat

1) Retain all paper and envelopes to preserve evidence such as fingerprints, handwriting, post marks	Person receiving threat
2) Notify ERTL / Project Manager	Person receiving threat
3) Check muster point and evacuation route for suspicious objects, determine if alternative muster point required	ERTL/Supervisor
4) Once cleared, evacuate personnel to muster point	ERTL/Supervisor
5) Secure the scene if safe to do so	ERTL/Supervisor
6) Notify Project Manager, Site HS Representative	ERTL/Supervisor
7) Ensure stakeholder notification and Vernice reporting processes completed	Project Manager

Phone Threat

1) Keep caller on the line as long as possible, remain calm and listen closely to what the caller says. Attempt to converse with the caller to complete as much information of the Bomb Threat Report. Note: Appearing sympathetic and using a pleasant tone may extend the call	Call recipient
2) Complete Bomb Threat checklist, whilst on phone if possible, or as soon as possible after before memory becomes affected	Call recipient
3) When caller "hangs-up" do not hang up your phone at all	Call recipient
4) Contact emergency services on 000 from another phone ASAP (not a mobile phone or radio)	Call recipient
5) Notify ERTL / Project Manager	Call recipient
6) Check muster point and evacuation route for suspicious objects, determine if alternative muster point required	ERTL



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

- | | |
|---|-----------------|
| 7) Once cleared, evacuate personnel to muster point | ERTL |
| 8) Secure the scene if safe to do so | ERTL/Supervisor |
| 9) Notify Project Manager, Site HS Representative | ERTL/Supervisor |
| 10) Ensure stakeholder notification and Vernice reporting processes completed | Project Manager |

Suspect Object

- | | |
|--|---------------------------|
| 1) Notify ERTL / Project Manager | Person discovering object |
| 2) Contact emergency services on 000 if required | ERTL/Project Manager |
| 3) Inspection of the escape route and muster point must be completed as the bomb may have been placed at the muster point instead of or as well as the declared location, determine if alternative muster point required | ERTL |
| 4) Evacuate personnel to muster point | ERTL |
| 5) Secure the scene if safe to do so | ERTL |
| 6) Upon arrival of Police they will assume control and utilise the Emergency Services as and when required | Police |
| 7) Notify Project Manager, Site HS Representative | ERTL/Supervisor |
| 8) Ensure stakeholder notification and Vernice reporting processes completed | Project Manager |

7.17 Severe weather event / flooding

Severe weather event / flooding	Responsible person	Check
1) Obtain up-to-date information from BOM or Police, monitor local creeks/ drainage / access roads / road conditions	ERTL/ Supervisor	
2) Assess conditions before permitting personnel to access areas (including site compound in flash flooding conditions).	ERTL/ Supervisor	
3) For areas considered 'No Go' install barricades / warning signage and/or position personnel to prevent entry.	ERTL/ Supervisor	
4) Ensure site is clear of loose material that may become airborne and all equipment is secured before weather approaches	ERTL/ Supervisor	
5) Notify all personnel of approaching rains/ flood / electrical storms, ensure all personnel are sheltered in a safe location (hard top vehicle or building) Consider closing / barricading access roads if affected	ERTL/ Supervisor	
6) In the case of electrical storms, direct workers to cease works in the open and seek shelter if the time between thunder and lightning is 30 seconds or less, this indicates the lightning sticks are less than 10km away; remain sheltered for 30 minutes after the last thunder, priority consideration for early reaction to potential storms where works involve cranes / EWPs, work on steel structures, working at height	Supervisor	



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

- 7) If rubber tyred equipment is struck by lightning, park machine in a secure area for 24 hours Operator/Supervisor
- 8) Secure and record the scene if safe to do so ERTL/ Supervisor
- 9) Notify Project Manager, Site HS Representative ERTL/Supervisor
- 10) Ensure stakeholder notification and Vernice reporting processes completed Project Manager

7.18 Excavation Collapse

Excavation Collapse	Responsible person	Check
Minor Collapse		
1) Notify ERTL/Supervisor	Worker	
2) Evacuate all persons from the excavation, account for all persons	ERTL/ Supervisor	
3) If missing persons or emergency treatment required, call emergency services, call 000	ERTL/ Supervisor	
4) Assess the stability of the remaining walls	ERTL/ Supervisor	
5) If safe to do so and not causing further injury to person or other workers, or injured person is at risk of further harm as a result of further excavation collapse, assist injured person out of trench to a safe area.	ERTL/ Supervisor	
6) Secure the scene if safe to do so	ERTL/ Supervisor	
7) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
8) Ensure stakeholder notification and Vernice reporting processes completed	Project Manager	
Major Collapse		
1) Notify ERTL / Supervisor	Worker	
2) If missing persons or emergency treatment required, call emergency services, call 000	ERTL/ Supervisor	
3) Assess the stability of the remaining walls	ERTL/ Supervisor	
4) Demarcate suspected area where person engulfed.	ERTL/ Supervisor	
5) If person partially / fully engulfed and If safe to do so, commence hand digging only – no machines to be used. Maintain a spotter whilst extracting trapped persons.	ERTL/ Supervisor	
6) Once person found assess condition of injured person. Do not fully remove injured person from engulfment until confirmation received from emergency services.	ERTL/ Supervisor	
7) Secure the scene if safe to do so	ERTL/ Supervisor	
8) Notify Project Manager, Site HS Representative	ERTL/ Supervisor	
9) Ensure stakeholder notification and Vernice reporting processes completed	Project Manager	



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

7.19 Fall from Height

Fall from Height	Responsible person	Check
1) Notify ERTL / Supervisor	Worker	
2) Call emergency service urgently 000	ERTL/ Supervisor	
3) Implement pre-determined emergency response for a person in 'Fall Arrest' and effect recovery. Where circumstance prevents this from occurring consider alternatives including rope rescue, crane with man cage, cherry picker etc.	ERTL/ Supervisor	
4) Retrieve person from height as soon as possible <5 minutes	ERTL/ Supervisor	
5) Once recovered, encourage the suspended person to try to move their legs, shift their weight from one leg to another, try to raise legs as high as possible, try to lower head as much as possible	ERTL/ Supervisor	
6) Persons sustaining 'suspension trauma' are not to be allowed to lie down - procedure for transferring a suspended person to the horizontal position in stages; first to a kneeling position, then to a sitting position, finally to a horizontal position over a period of approximately 30-40 minutes.	First Aider	
7) Secure and record the scene if safe to do so	ERTL/ Supervisor	
8) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
9) Ensure stakeholder notification and Vernice reporting processes completed	Project Manager	

7.20 Missing Person / Non-arrival

Missing Person / Non-arrival	Responsible person	Check
Missing Person – Working In Isolation		
1) Person working in isolation not made contact – request nearby workers to check on person's wellbeing at last known location	Supervisor	
2) Proceed to known work location	Supervisor	
3) If person is still not located, contact the person's emergency contact to check if they are at home/ other known location.	Supervisor	
4) When these alternatives are exhausted, contact Project Manager and emergency services on 000.	Supervisor	
5) Ensure internal notification as per notification process	Project Manager	
6) QHEST Report	Project Manager	
Missing Person – No Show At Work		
1) Attempt phone contact	Supervisor	
2) Contact missing persons emergency contact to check if they know of their location	Supervisor	
3) If attempts to make contact has been unsuccessful for more than one shift, contact police on non-emergency number 131 444 and Project Manager	Supervisor	
4) Ensure internal notification as per notification process	Project Manager	

C:\Users\Liz\OneDrive\QA MAR 2018\Vernice\Safety_Vernice\Mines Department



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

5) QHEST Report Project Manager

Missing Person – Journey Arrivals Overdue By More Than 2 Hours

- 1) Attempt to contact missing employee / driver Supervisor
- 2) If confirmation cannot be found that the driver has arrived or made contact, then attempts should be made to contact other occupants (where applicable) Supervisor
- 3) Contact missing persons emergency contact to check if they are at home/at another know location Supervisor
- 4) 4 hour overdue – Contact project manager and emergency services on 000 Supervisor
- 5) Ensure internal notification as per notification process Project Manager
- 6) QHEST Report Project Manager

7.21 Traffic Incident

Traffic Incident	Responsible person	Check
1) Notify ERTL / TCSM / Supervisor	Worker / person witnessing or discovering incident	
2) Assess requirement for attendance of Emergency Services & Call emergency service urgently 000	ERTL/ Supervisor	
3) ERTL to deploy basic traffic control measures (incl. but not limited to; Traffic Controllers, cones / signs / debris clearing tools)	ERTL	
4) ERTL to notify Site Traffic Representative & Project Manager	ERTL	
5) When declared, (by attending Emergency Services OIC) ERTL is to arrange for any damaged traffic control devices (barriers, signage etc) to be replaced or repaired as required and may include temporary measures.	ERTL	
6) Notify TMC of incidents occurring during working hours	TCSM	
7) For 'out of hours' callouts, ERTL/Site Traffic Representative are required to respond within 1 hour	ERTL/ TCSM	
8) Notify Site HS Representative	ERTL/ TCSM	
9) Ensure stakeholder / RMS notification and Vernice reporting processes completed	Project Manager	

7.22 Person in water

Person in water	Responsible person	Check
1) Throw out floatation ring	Worker / person witnessing or discovering incident	



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

- | | |
|---|--|
| 2) Notify ERTL / TCSM / Supervisor | Worker / person witnessing or discovering incident |
| 3) Alert 'river response crew' to situation and prepare for deployment. Assess requirement for attendance of Emergency Services & Call emergency service urgently 000, | ERTL/ Supervisor |
| 4) ERTL to deploy recovery vessel where a person is unable to assist with their own recovery | ERTL |
| 5) ERTL to notify Project Manager | ERTL |
| 6) ERTL to determine: if person entering water was unconscious / or breathed water when entered – where suspected, IP to be referred to hospital for monitoring for signs/symptoms of 'secondary drowning'. | ERTL |
| 7) Notify Site HS Representative | ERTL/ TCSM |
| 8) Ensure stakeholder / RMS notification and Vernice reporting processes completed | Project Manager |

7.23 Protesters Civil Disorder/Demonstrations

Protesters Civil Disorder/Demonstrations	Responsible person	Check
On becoming aware of civil disorder in the vicinity of or within the site, or there is a real likelihood of such an incident occurring or a rowdy person or group has trespassed on the site, immediately notify the Chief Warden		
Notify the event to Sydney Metro	Project Manager	
Where time permits, consult with senior management, security and the Police to determine if additional personnel and property protection measures are required	ERTL	
Where sufficient advanced warning of possible unrest is obtained, develop an action plan (consider the below)	ERTL/ Supervisor	
Communicate the situation to the ERT members and site management team	ERTL	
If possible close and secure gate, assess the need to secure site other access points	ERTL	
Remove project personnel and visitors to safe areas within the site or offices	Supervisors	
If there is a potential risk to person's safety or of unlawful entry into the site, secure the building and contact the police.	ERTL	
Secure critical records, equipment and valuable items	Staff	
Remove any objects in accessible locations that could be used as weapons or missiles by aggressive trespassers.	Site Team	
Be mindful of possible diversionary tactics by demonstrators to mask criminal activity	ERTL	



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

- Ensure that any group of demonstrators is kept under continuous discreet surveillance and attempt to ascertain size of group, composition, leader's identity, motive, intentions, mood, and location ERTL
- Removal of trespassers will usually be performed by police in consultation with the Chief Warden and Vernice Senior Management and Sydney Metro Representative. ERTL
- Where applicable complete Appendix 4 - Offender Description Report Worker / person witnessing

7.24 Plant Roll Over

Plant Roll Over	Responsible person	Check
If the operator is free: <ol style="list-style-type: none"> 1. Call Emergency on the two-way immediately 2. Emergency officer attends the scene and calls for first aid 3. Call for water truck to attend scene in case of a fire – follow plant/machine fire emergency if required. 4. Worker checked by first aid officers and emergency services called if required. 5. If emergency services are called - Emergency Coordinator organises warden to guide in emergency services. 6. Worker not hurt or only first aid provided 7. Emergency ended – investigation initiated 8. Investigation complete 9. Supervisor organises plant recovery. 	Emergency Coordinator Emergency Services Personnel	
If operator is trapped: <ol style="list-style-type: none"> 1. Call emergency on two-way immediately 2. Emergency officer attends the scene and calls Emergency services Fire and Rescue. 3. Call for water truck to attend scene in case of a fire – follow plant/machine fire emergency if required. 4. If emergency services are called - Emergency Coordinator organises warden to guide in emergency services. 5. Emergency services attend scene and take control. 6. Emergency ended – investigation initiated 7. Investigation complete 8. Supervisor organises plant recovery. 	Emergency Coordinator Supervisor Personnel	

7.25 Fire in Plant

Fire in Plant	Responsible person	Check
1. Immediately advise all personnel of: <ol style="list-style-type: none"> a. The occurrence of the mobile plant fire b. Its location 	Chief Warden Supervisor	



Date of Issue: 11/2023
Date of Revision:11/2025
SF_FM_07 Site Emergency Response Plan
V3

c. Course of action

- 2. Secure the emergency site and act to prevent further injury or harm to personnel
- 3. If tyre fire occurs, follow the tyre fire emergency procedure and do not attempt to fight a tyre fire under any circumstances
- 4. Contact the emergency services immediately by calling 000 or 112 if on a mobile and request assistance if fire is assessed to be too dangerous to fight or medical assistance is required.
- 5. Coordinate the first aid response if required
- 6. Ensure all fire hazards are removed from the vicinity of the mobile plant
- 7. Initiate site evacuation procedure and account for all personnel if required

- 1. If you are operating mobile plant at the time the fire starts, stop the mobile plant as soon as possible and activate the mobile plants fire suppression system
- 2. Notify the Chief Warden or Supervisor immediately via the site radio frequency using "Emergency, emergency, emergency..." and state:
 - a. You name or unit number
 - b. A mobile plant fire has occurred and your location
 - c. Any other useful information
- 3. Park and isolate mobile plant
- 4. Evacuate the mobile plant and proceed to the site muster area
- 5. If fighting fire with an extinguisher do not fight fire unless you are trained and confident to do so without putting yourself or others at risk
- 6. Always ensure you have an available path of escape when fighting a fire
- 7. All personnel not involved in the emergency shall remain in their respective work areas or the crib room unless instructed to render assistance or proceed to the site muster area located at the weighbridge.
- 8. If tyre fire occurs, follow the tyre fire emergency response procedure and do not attempt to fight the fire under any circumstances.

Plant Operator

- 1. Assess the area first for hazards and risks to oneself and others. Prohibit access to situations that may result in further injuries to rescuers.

First Aid Officer

REMEMBER:
Danger Response Send for help Airway Breathing Compressions Defibrillation



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

1. Report the details of the situation to the Chief Warden / Supervisor immediately
2. Provide first aid if required
3. If victim has received burns, follow the burns emergency procedure
4. If the injury is severe or you are unable to provide the necessary treatment required external medical and/or rescue services must be contacted
5. Reassure the victim and assist them until help arrives

7.26 Armed Hold Up

Armed Hold Up	Responsible person	Check
<ul style="list-style-type: none"> • DON'T BE A HERO - stay calm. Your safety and the safety of those around you is of paramount importance. If you are not directly involved stay out of it. • DON'T ARGUE - obey the bandit's instructions. But do only what you are told and no more. Do not volunteer any information. • BE DELIBERATE in your actions. If you are ordered to do something by the bandit. Avoid sudden movements. • DON'T STARE at the bandit. Avoid direct eye contact. • MAKE A MENTAL NOTE of everything you can about the bandit. In particular note speech, mannerisms, clothing, scars or any other distinguishing features such as tattoos. • Try and OBSERVE ANY VEHICLE used by the bandit. Once the bandit has left, if you can without risk and if nobody else has already done so, take particular note of the registration number, type, colour and any distinguishing features. <p>Actions After the Emergency</p> <ul style="list-style-type: none"> • HELP any person who has been injured • Activate DURESS ALARM (if applicable) • RING the Police and the Site Emergency Number • LOCK DOORS to secure crime scene • RECORD your observations in writing as quickly as you can after the Hold-Up using the attached check sheet for reference. See Bandit/Offender Checklist in the Appendix at the rear of this manual for assistance in recalling details that may help post incident. (The Police need individual impressions of what happened, uninfluenced by others.) <ul style="list-style-type: none"> • Contact the following persons: <ul style="list-style-type: none"> • Chief Warden • Police • Ambulance (if required) 	Everyone Involved	

C:\Users\Liz\OneDrive\QA MAR 2018\Vernice\Safety_Vernice\Mines Department



7.27 Assault

Assault	Responsible person	Check
---------	--------------------	-------

- Assess the situation
- Remain calm
- Obtain assistance
- Do not provoke the assailant or aggravate the situation
- If safe to do so, assist the victim (e.g. determine if first aid or medical attention is required and action accordingly)
- Disperse any casual spectators but ask witnesses to remain
- Obtain and note details concerning the incident;
 - full details of victim
 - circumstances surrounding the incident
 - witnesses
 - description/details of assailant/s

Actions After the Emergency

If Minor Assault

- Refer the matter to the Senior Management for follow-up
- Complete a report for the information of the Senior Management detailing the incident & action taken

If Serious Assault

- Immediately notify the Police (include description of offender/s, any weapon/s, vehicle/s and last known whereabouts and direction of travel)
- Cordon off the scene of the incident
- Identify any witnesses and request them to remain until police arrive
- Where witness(s) cannot wait for Police attendance, their details are to be noted
- If offender is still present on-site, ensure that victim and witness(s) are isolated from the person
- If offender is still present on site and is considered to pose a danger to others, attempt to keep persons away from the offender and keep the offender under discrete surveillance.

If Sexual Assault

On receipt of a report of a sexual assault:

- Ensure that appropriate medical treatment is afforded
- Ascertain the facts from relevant persons - preserve the crime scene.
- Explain to the victim that Police will be called as they can provide specialist expertise and support to the victim. It will however be up to the victim to determine whether s/he wishes Police to take further action in relation to the matter.
- Notify Police
- Notify Operations Safety Manager who will inform applicable counselor.
- Log brief details and complete a detailed confidential Incident Report



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

7.28 Bio-Hazard/Blood Spill

Bio-Hazard/Blood Spill	Responsible person	Check
<ul style="list-style-type: none"> • Treat all such events as infectious • Not touch or approach suspect material • Notify the Site Supervisor in the event of a major spill • Prevent unauthorised access to hazardous area • Confirm the exact nature and location of the hazard • Confirm the name and telephone number/location of the informant • Notify Chief Warden • Keep a log of times and actions • Assist specialist personnel if applicable and safe to do so 	Persons discovering /Supervisor	
<ul style="list-style-type: none"> • Isolate area • Contact First Aiders for the immediate treatment of any injured persons if necessary • Notify the Project Safety Advisor / Coordinator, applicable trained colleagues and seniormanagement • Notify applicable trained colleagues (e.g. First Aiders and Volunteer Contract Cleaners) for the commencement of cleaning if not already commenced • Ensure that the bio-hazard/blood spill is recorded using the internal Incident Investigation Report and that the cause is investigated • Specimens containing blood, blood products or body fluids should be regarded as infectious – as should all sharps. • Provide emergency First Aid Treatment to the injured person, taking to care to wear appropriate PPE (e.g. gloves, safety goggles / glasses, respirator, apron) for the size of the spill • Assist in clean up if requested to do so • Specimens containing blood, blood products or body fluids should be regarded as infectious – as should all sharps. • Use dedicated clean up equipment stored in the First Aid Room (e.g. designated bio-hazard bucket, plastic bags, scrubbing brush, yellow mop bucket, heavy duty plastic apron, long sleeved gloves, disposable respirator, safety goggles / glasses. chux paper towelling & Viraclean) • Wear PPE and flow a stream of Viraclean around the outside of the spill and across the top of the entire spill taking care not to spread the spill. Place chux or similar absorbent material over the area and allow to stand for fifteen (15) minutes and this will eliminate potential contaminants. Collect the chux or absorbent material, blood/body fluid and place into a contaminated waste/ Bio-hazard bag. Ensure the bag is sealed and placed in a Bio-hazard bin. • Any remaining residue is to be cleaned up using the dedicated yellow mop and bucket and hot water. Stubborn stains can be removed with the scrubbing brush and full strength Viraclean. • If blood/body fluid comes into contact with skin or abrasion occurs, wash area immediately with Viraclean and/or copious quantities of 	Supervisor	
	First Aiders	
	Clean Up by trained person	

C:\Users\Liz\OneDrive\QA MAR 2018\Vernice\Safety_Vernice\Mines Department



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

water and contact the supervisor immediately. An Incident Report Form should be completed and distributed as per normal procedures.

- All equipment used to clean up the blood/body fluid spill must then be cleaned using Viraclean, in particular the mop must soak for 15 minutes.

Actions After the Emergency

- Appropriate PPE (as above) should be worn when handling contaminated waste bags and containers. Dispose of any and all contaminated personal protective equipment in the same way as the contaminated waste by placing it inside a Bio-hazard bag, inside a Bio-hazard bin.
- Contaminated waste bags and containers should be yellow in colour with the internationally recognised black multi-circle symbol (Biohazard symbol). Infectious waste must be disposed of in a leak-proof bag and these must never be overfilled as overfilling will prevent closure and increase the risk of rupture in transit.
- Contaminated waste bags should be tied or sealed and placed immediately into an appropriate waste bin in case of leakage.
- Sharp objects should never be placed into contaminated waste bags or containers. Needles should not be bent, broken or re-sheathed before discarding. Place any sharps from the spill into a sharps container.
- Any personal clothing, including footwear that may have been contaminated is to be placed in a Bio-hazard bag.

7.29 Civil Disorder/Demonstrations

Civil Disorder/Demonstrations	Responsible person	Check
<p>On becoming aware of civil disorder in the vicinity of or within the site, or there is a real likelihood of such an incident occurring or a rowdy person or group has trespassed on the site, the Chief Warden should be immediately notified.</p> <p>On being advised of a forthcoming event which could possibly result in civil disorder:</p> <ul style="list-style-type: none"> • The Chair-Emergency Planning Committee must be notified and the Committee will co-opt, as appropriate, applicable on-site personnel and representatives of the Fire Brigade, Police and Ambulance for a planning meeting. • The Emergency Planning Committee would determine the appropriate level of Site preparedness after identifying the risks. • A written action plan would be prepared 		

7.30 Burns – Including Electrical Burns

Burns – Including Electrical	Responsible person	Check



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

- 1. Immediately advise all personnel of the emergency and the course of action Chief Warden / Supervisor or
- 2. Call emergency services on 000 or 112 if on a mobile and coordinate first aid response
- 3. Secure the emergency site and act to prevent further injury or harm to personnel
- 1. Remain calm. Assess the situation first for hazards and risks to oneself and others. Personnel
- 2. Proceed to handle the situation that does not endanger yourself or others
- 3. Contact Chief Warden / Supervisor immediately and inform them of the situation using 'Emergency Emergency Emergency' over the site radio frequency. Then state your name, the emergency, location and any other useful information
- 4. All personnel not involved in the emergency shall remain in their respective work areas or quarry crib room unless instructed to render assistance or assemble at the emergency muster point located at the Admin Car Park.
- 1. Assess the area first for hazards and risks to oneself and others. Prohibit access to situations that may result in further injuries to rescuers. First Aid Officer
- 2. Remember Danger Response Send for help Airway Breathing Compressions Defibrillation
- 1. Report the details of the situation to the Chief Warden / Supervisor immediately
- 2. If the injury is severe or you are unable to provide the necessary treatment required external medical and/or rescue services must be contacted
- 3. Reassure the victim and assist them until help arrives
- 4. If a burn is larger than the palm of the victims hand follow the "extensive burns first aid procedure" below.
- If not follow general burns procedure Under no circumstances must the following occur:
 - 1. Breaking blisters or removing peeled skin
 - 2. Applying ointments, gels, lotions, butter or creams to the burn injury as infection may occur and substance may have to be removed later
 - 3. Using adhesive tape on the skin around the burn or fluffy material on the burn. This may cause damage to tissue or irritation of the skin
- Electrical Burns**
- 1. Immediately advise all personnel:
 - i. That an electrical shock has been received
 - ii. Course of action Chief Warden / Supervisor
- 2. Organise to have the power shut off and isolated to the area
- 3. Request assistance from emergency services by calling 000 or 112 if on a mobile immediately and coordinate first aid response.
- 4. Secure the emergency site and act to prevent further injury or harm to personnel
- 5. Upon arrival back at work, the victim must report to the Supervisor and advise them of the results of their medical investigation



Date of Issue: 11/2023
Date of Revision: 11/2025
SF_FM_07 Site Emergency Response Plan
V3

1. Remain calm. Assess the situation first for hazards and risks to oneself and others. Personnel
2. Proceed to handle the situation that does not endanger yourself or others
3. Do not stand closer than 10 metres to the live source of electricity if it is high voltage
4. Shut off and isolate power before entering the area or making any contact with victim.
5. Contact Chief Warden / Supervisor immediately and inform them of the situation using 'Emergency Emergency Emergency' over the site radio frequency. Then state:
- a. Your name or unit number
 - b. The emergency that has occurred and its location
 - c. Any further useful information
6. All personnel not involved in the emergency shall remain in their respective work areas or quarry crib room unless instructed to render assistance or assemble at the emergency muster point located at the Admin Car Park
7. If attempting to rescue the victim follow the First Aid Officer procedures for electric shock (below)
1. Assess the area first for hazards and risks to oneself and others. Prohibit access to situations that may result in further injuries to rescuers. First Aid Officer
2. Do not stand closer than 10 metres to the live source of electricity if it is high voltage
3. Shut off and isolate power before entering the area or making any contact with victim.
4. If it is not possible to shut the power off and victim is still in contact with the live source, remove the victim from the source using a non-conducting object whilst standing on a non-conducting object. Only do this if you are confident that you will not endanger yourself or others.
- Remember Danger Response Send for help Airway Breathing Compressions Defibrillation
- 1. Report the details of the situation to the Chief Warden / Supervisor immediately and arrange for medical assistance
 - 2. Provide first aid as required
 - 3. Check for any burns as a result of electrical shock and follow emergency procedures for burns if required.
 - 4. Treat any burns as an extensive burn as damage may have occurred deep in the tissue and not be visible
 - 5. Reassure the victim and assist them until help arrives
 - 6. Treat victim for shock and be ready to administer CPR

C:\Users\Liz\OneDrive\QA MAR 2018\Vernice\Safety_Vernice\Mines Department

Page 28 of 44



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

7.31 Bush Fire / Scrub Fire

Bush Fire/Scrub Fire	Responsible person	Check
1. Immediately advise all personnel of: a. The occurrence of the scrub fire and its location b. Course of action 2. Create an exclusion zone and prevent access, if possible, by personnel to the area of the scrub fire 3. Contact the fire brigade immediately by calling 000 or 112 if calling from a mobile and request assistance if the fire is assessed to be too dangerous to fight 4. Contact emergency services if medical assistance is required and coordinate first aid response 5. Arrange to have site air conditioners turned off to prevent smoke contamination within building and machines 6. Ensure all fire hazards are removed from the vicinity of the scrub fire 7. If fighting the fire, organise the personnel who are trained and confident to do so to render assistance 8. Initiate site evacuation procedure if deemed necessary and account for all personnel	Chief Warden / Supervisor	
1. Remain calm. Assess the situation first for hazards and risks to oneself and others. 2. Proceed to handle the situation that does not endanger yourself or others 3. If site personnel hear of or observe a scrub fire they must notify the Chief Warden or Supervisor immediately via the site radio frequency using "Emergency, emergency, emergency..." and state: <ul style="list-style-type: none"> a. Your name or unit number b. The location and size of the fire c. Any other useful information 4. Do not fight the fire unless you are trained and confident to do so without putting yourself or others at risk 5. Always ensure you have an available path of escape when fighting a fire 6. Personnel are not to leave the site unless given permission from the Chief Warden / Supervisor 7. All personnel not involved in the emergency shall remain in their respective or the crib room unless instructed to render assistance or assemble at the emergency muster point located at the Admin Car Park	Personnel	

C:\Users\Liz\OneDrive\QA MAR 2018\Vernice\Safety_Vernice\Mines Department

Page 29 of 44



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

8. Report all empty or partially used fire extinguishers to a responsible person for replacement

1. Assess the area first for hazards and risks to oneself and others. Prohibit access to situations that may result in further injuries to anyone. Remember: Danger Response Airway Breathing Circulation Defibrillation 1. Provide first aid if required First Aid Officer

2. If burns are received by the victim, follow the burns first aid procedure

3. If smoke inhalation has occurred seek medical assistance for the victim/s

4. If the injury is severe or you are unable to provide the necessary treatment required, contact external medical and/or rescue services

5. Reassure the victim and assist them until help arrives

7.32 Theft/Damage

Theft/Damage	Responsible person	Check
1. Assess the need to contact police internally with management and request assistance if required	Chief Warden / Supervisor	
2. Initiate action to notify all persons on site		
3. Do not allow personnel to touch anything in the area		
4. If possible, do not disturb the area where theft or damage has occurred until police give the all clear.		
5. Prepare a list of what is damaged or missing 6. If required contact insurance company		
1. Remain calm. Assess the situation first for hazards and risks to oneself and others.	Personnel	
2. Proceed to handle the situation that does not endanger yourself or others		
3. Immediately upon hearing of or observing any act of theft, vandalism or damage, the Chief Warden / Supervisor must be notified.		
4. Do not disturb the area 5. Follow directions of the Chief Warden / Supervisor / police		



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

7.33 Tyre Fire

Tyre Fire	Responsible person	Check
1. Immediately advise all personnel of: a. The occurrence of the tyre fire b. Its location c. Course of action 2. Isolate the vehicle, secure the area and create a large exclusion zone to prevent access, by personnel to the area of the tyre fire. 3. Do not under any circumstances attempt to fight the fire. If tyre bursts, the surrounding area may be showered with molten rubber and steel in addition to an air blast many times above the pressure of the tyre. 4. Coordinate first aid response if required 5. Initiate site evacuation emergency procedure and account for all personnel 6. Immediately contact the emergency services immediately on 000 or 112 if on a mobile and request assistance 7. Monitor the tyre for a period of 24 hours after the fire is extinguished 8. Arrange to have tyre deflated after 24 monitoring period and remove the tyre 9. Arrange for the fire damaged tyre to be inspected by the manufacturers representative	Chief Warden / Supervisor	
1. Remain calm. Assess the situation first for hazards and risks to oneself and others. 2. Proceed to handle the situation that does not endanger yourself or others 3. Notify the Chief Warden or Supervisor immediately via the site radio frequency using "Emergency, emergency, emergency..." and state: a. Your name or unit number b. The location of the tyre fire c. Any other useful information 4. Do not under any circumstances attempt to fight the fire 5. Shut down and isolate the mobile plant equipment 6. Follow Chief Warden's / Supervisors instructions and evacuate the site to the muster area at the Admin Car Park 7. Personnel are not to leave the site unless given permission from the Chief Warden / Supervisor	Personnel	
1. Assess the area first for hazards and risks to oneself and others. Prohibit access to situations that may result in further injuries to anyone.	First Aid Officer	

C:\Users\Liz\OneDrive\QA MAR 2018\Vernice\Safety_Vernice\Mines Department



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

Remember: Danger Response Send for help Airway Breathing Compressions
 Defibrillation

1. Provide first aid if required
2. If burns are received by the victim, follow the burns first aid procedure
3. If smoke inhalation has occurred seek medical assistance for the victim/s
4. If the injury is severe or you are unable to provide the necessary treatment required, contact external medical and/or rescue services
5. Reassure the victim and assist them until help arrives

7.34 Trespassing – Illegal Occupancy

Trespassing – Illegal Occupancy	Responsible person	Check
1. Remain Calm		
2. Initiate action to notify all persons on site that a trespasser is present and not to approach this person/people.		
3. Attempt to find out what the intruder is doing on site	Chief Warden / Supervisor	
4. Try to persuade the intruder to leave the site		
5. Remember your safety and the safety of others is the priority		
6. If there is a threat to personnel advise them accordingly		
7. If deemed necessary and is possible, secure site to stop entry of personnel and the public (other than emergency response personnel)		
8. Call police for assistance if required		
1. If site personnel hear of or observe a trespasser/s they must notify the Chief Warden or Supervisor immediately via the site radio frequency.	Personnel	
2. Do not attempt to make contact with the trespasser		
3. Follow directions of the Chief Warden / Supervisor		
4. Remain Calm Under no circumstances must the following occur:	All persons involved	



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

1. Chasing or pursuing the illegal occupant
2. Attempting to hold or detain illegal occupants

7.35 Hydraulic Hose Rupture

Hydraulic Hose Rupture	Responsible person	Check
1. Immediately advise all personnel: a. Of the hydraulic hose rupture and its location b. The course of action	Chief Warden / Supervisor	
2. Secure the emergency site and act to prevent further injury or harm to personnel		
3. Ensure equipment is shut off and isolated if possible and safe to do so		
4. Request medical assistance from the emergency services immediately by calling 000 or 112 if on a mobile if required		
5. If fluid injection injury has occurred, follow the fluid injection injury emergency procedure. All fluid injection injuries as a result of high-pressure fluids require immediate medical examination. Do not allow the victim to drive to the hospital		
6. Coordinate first aid response if required		
7. Provide the Safety Data Sheet for the fluid to ambulance officers of hydraulic fluid if required		
1. Remain calm. Assess the situation first for hazards and risks to oneself and others.	Personnel	
2. Proceed to handle the situation that does not endanger yourself or others		
3. Notify the Chief Warden or Supervisor immediately via the site radio frequency. If deemed serious say "Emergency, emergency, emergency..." and state: a. Your name or unit number b. Location of the emergency and injured persons c. Any other useful information		
Beware high pressure fluids may penetrate gloves		
1. Shut down and isolate the machinery if safe to do so		
2. All personnel not involved in the emergency shall remain in their respective work areas or quarry crib room unless instructed to render assistance or assemble at the emergency muster point located at the Admin Car Park		
Assess the area for hazards and risks to oneself and others. Prohibit access to situations that may result in further injuries to rescuers	First Aid Officer	
Remember: Danger Response Send for help Airway Breathing Compressions Defibrillation		

C:\Users\Liz\OneDrive\QA MAR 2018\Vernice\Safety_Vernice\Mines Department



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

1. Report the details of the situation to the Chief Warden / Supervisor immediately.
2. If fluid injection injury has occurred emergency services must be contacted for this type of injury, as medical attention is required. Injury may feel like a pinprick. Follow fluid injection injury emergency procedure if this type of injury has occurred
3. Provide first aid if required.
4. If the injury is severe or you are unable to provide the necessary treatment required external medical and/or rescue services must be contacted
5. Reassure the victim and assist them until help arrives

8.0 RISK ASSESSMENT AND MANAGEMENT

HAZARD	RISK	COMMENT / PREVENTION
Serious Personal Injury on-site		Registered Manager promotes a ‘safety culture’ through staff induction and staff meetings that emphasise awareness of hazards, and first aid equipment and procedures.
Vehicle Collision	Low	Maintain site access procedures for all visitors; <ol style="list-style-type: none"> 1. Stop at entry gate off Clackline-Toodyay Road . 2. Site Supervisor contacted on Channel 35 3. Visitor permitted entry either with escort, or with instructions to the required destination – as deemed appropriate by Site Supervisor. 4. Fill out Visitor Book at Site Supervisor’s office – Loader Encourage regular CB communication between the on-site employee and Vernice office to facilitate awareness of vehicle / machinery activity.
Vehicle / Machinery Rollover	Low	<u>Comment:</u> Floor of excavation area is flat to very gently inclined to enable ease of machinery movement. Excavated areas are bounded by windrows. Signage of speed limit for trucks (40 km/hr) within property. Establish and maintain windrows



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

		adjacent to steep slopes or pit edges.
Entrapment by moving parts of machinery	Low	Placement of guarding over exposed moving parts deemed hazardous. Install warning signs where necessary.
Collapse of excavated face	Low	<u>Comment:</u> Employee predominantly operates within enclosed cab machines Maintain pit face heights at low levels or form terraces. Promote a culture of risk awareness within the site.

HAZARD	RISK	COMMENT / PREVENTION
Fall from height	Low	Placement of guard rails where 'at height' work is deemed hazardous. Where practical, modify plant and machinery, or operating procedures to avoid the need for 'at height' work.
Bushfire	Low	<u>Comment:</u> Although adjacent to vegetated land, internally the site provides extensive open areas away from vegetation. A mobile water tanker with a pressure pump is available for fire suppression. Adhere to Shire of Toodyay fire management requirements for rural properties and maintain fire- fighting water tanker and associated pump in a ready to use condition. Maintain emergency assembly area (muster point) in cleared open space free of vegetation and machinery, and with good access and egress points. During summer months, promote employee awareness of the need for vigilance of warning signs of an approaching fire and when potential fire risk is identified maintain awareness through local ABC radio broadcasts. Site supervisor to be aware of potential fire risk alerts via SMS messages issued by Fire control authorities through the Shire of Toodyay to registered community members / premises (including Vernice office).
Exposure to excessive dust or noise	Low	<u>Comment:</u> The vehicles/equipment at the pit are fitted with original equipment muffler systems and employee works within enclosed cabs. Personal protective clothing and equipment (PPE), including dust masks, are provided at no cost.



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

Bee Stings	Low	Scrape the sting, if the sting is still in your skin.
Diabetes	Low	Seek medical advice. All individuals should provide Vernice with an action plan. Epi pens must always be carried on their persons.
Sun/Heat Exposure	Low	The site is susceptible to extreme weather conditions. More often heat. Keep hydrated and cool during the extreme heat and ensure you follow the SunSmart rules – Slip, Slop, Slap, Seek, Slide. To prevent skin cancer, make sure you cover up and wear long sleeved shirt and long pants, hat, sunscreen and stay in the shade where possible. In extreme heat conditions, exposure must be kept minimal and carefully controlled. A well-planned work schedule that effectively mitigates the associated risks is vital. Air conditioners in machinery plant used. Protect eye from UV light and the suns rays with sunglasses or face shield. Wide brim hat when working outdoors and constantly monitoring temperatures, humidity and other workers physical response to environmental conditions. Rescheduling of tasks is encouraged, perform these tasks in the cooler part of the day.
Snake Bites	Low	<p>Bites mainly occur when the snake is disturbed or otherwise provoked. The safest way of preventing being bitten is by avoiding snakes altogether.</p> <ul style="list-style-type: none"> • Snakes like to hide where they can't be seen, which includes holes in the ground, rock crevices, fallen logs or long grass. • Use a torch if walking at night as many snakes are active after dark. • Thick clothing like jeans and boots offer an extra layer of protection against bites. • Almost 1 in 5 snakebites happen when people provoke the snake. If you see a snake, give it space to move away, or go around it. • Snakes can't hear very well, but can sense vibrations in the ground. When walking in the bush, make noise and stomp your feet to scare off any nearby snakes.
Vehicle/Plant Fire	Med	<p>Common causes of fixed plant and mobile equipment fires are; Electrical - Modifications to electrical circuits not complying with good engineering practices or standards (e.g. no fuse or circuit breaker fitted to the circuit). Worn-through insulation and/or harnesses, looseness of components. Battery leads, starter motor, alternator, solenoids.</p> <p>Mechanical and Fixed Plant - Delayed maintenance, e.g. a defective conveyor idler bearing was found but it was decided to continue operations and replace the idler on the planned maintenance day. Before this occurred the idler and other associated equipment caught fire causing significant damage.</p> <p>Preventative Action – good housekeeping practices (clean up after yourself, rags, solvents, waste oil and grease must be cleaned up and put away). Clean components after replacing burst fuel lines, hydraulic and coolant hoses, these can cause fires when the engine components heat up.</p>



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

		<p>Refuelling practices – maintain the fuel stations and the fuel areas on the machines. Undergo routine and regular maintenance of plant and vehicles. Observe operating specifications set out by OEMs. Assess fire risks carefully so that hazards are not missed. Maintain the fire extinguishers and report any out of date ones. Continuous Improvement initiative – invest in fire suppression systems to provide early detection and warning to the driver allowing them to safely evacuate while also suppressing the fire to help minimise damage to the vehicle or plant.</p>
<p>Lightning Storm</p>	<p>Low</p>	<p>We cannot prevent a lightning storm from happening, however, we can mitigate the actions to reduce the risk of lightning storms.</p> <p>Recognising imminent lightning activity - SOUND: If thunder is heard, lightning strikes are occurring. Thunder intensity is a very approximate guide to the strike distance. Very loud thunder implies a strike is in close proximity.</p> <p>VISUAL: If you see lightning</p> <p>VISUAL and SOUND (Flash/ Bang method): If a lightning flash is seen, a thunder interval of less than 30 seconds indicates that lightning is occurring within approximately 10km.</p> <p>The approximate distance of lightning can be determined by remembering that for every 3 seconds counted between seeing a flash and hearing thunder will equal 1 kilometre. i.e. • 30 Second Flash to thunder 10 kms • 15 Second Flash to thunder 5 kms • 6 Second Flash to thunder 2 kms.</p>
<p>Tyre Explosion</p>	<p>Med</p>	<p>http://www.dmp.wa.gov.au/Documents/Safety/MSH_G_TyreSafetyEarthMovingMachineryWAMines.pdf</p> <p>Contacts with power lines is of serious concern and all persons involved should be aware of the following:</p> <p>Electric shock may be suffered. Fallen power lines can remain alive, energise the vehicle oTyre explosions can be devastating, with fragments being projected up to 200m. Brief contact with power lines can cause one or more tyres to explode immediately, or possibly hours later. Fire may be initiated.</p> <p>Prevention - Avoid the erection of power lines in mobile equipment operating areas and minimise road crossings.</p> <p>Ensure overhead line clearances and height indicator requirements specified in Australian Standard AS3007.5 are met.</p> <p>Install 'tray raised' alarms and/or interlocks which restrict vehicle motion if a tray is not fully lowered. Consult the vehicle manufacturer.</p>



Date of Issue: 11/2023
Date of Revision: 11/2025
SF_FM_07 Site Emergency Response Plan
V3

	<p>Tyres correctly filled with nitrogen will minimise the risk of explosions. Strict controls and standards are essential for this to be effective.</p> <p>Mobile equipment personnel need to be fully aware of the hazards associated with power line contacts and their duties and responsibilities should such occur.</p>
--	--



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

TABLE 2: EMERGENCY RESPONSE ACTIONS

HAZARD	ACTION
<p>Serious Injury to Person/s on-site</p>	<p>MEDICAL RESPONSE:</p> <p>Regular two- way radio call-ups are made between Site Supervisor and nearby Vernice Office (3.5 km away within Lot 3 Clackline –Toodyay Road).</p> <p>In the event of a no-response, Vernice Office (Elizabeth Ferguson - HR Manager and First Aid trained) advises Registered Site Manager and proceeds directly to the Clackline-Toodyay Road "Stormville" Sand Pit to investigate.</p> <p>First Aid trained HR Manager accesses First Aid kit and administers to injured person.</p> <ul style="list-style-type: none"> • Main First Aid Kit is mounted to wall within Site Supervisor’s Office • Mobile First Aid kits are also fitted to the work vehicles of both the Site Supervisor and the Registered Site Manager. <p>Vernice HR Manager or Registered Site Manager contacts;</p> <ul style="list-style-type: none"> • Emergency Services 000 - for ambulance if needed, or • Toodyay Medical Centre or Northam Hospital for verbal assistance or to advice of impending arrival of injured person. <p>Note: 'Medical / First Aid Assistance' Notice is mounted on Site Supervisor’s Office Wall.</p> <p>Vernice HR Manager or Registered Site Manager accompanies injured employee to Medical Centre or Hospital.</p>



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

HAZARD	ACTION
Vehicle Collision, Machinery Rollover, or Entrapment by moving parts.	'Turn off' vehicle /machine. Start Medical Response – see above
Collapse of excavated face	Free injured person using best available means. Start Medical Response – see above
Fall from height	Start Medical Response – see above
Bushfire	Start Fire Response - using on-site fire-fighting equipment and machinery. Seek outside fire-fighting assistance if necessary; Emergency Services 000 Proceed to muster point near entry gate if and when considered appropriate.
Exposure to excessive dust or noise	Start Medical Response – see above
Bee Stings	If person is allergic, (identified by medical bracelet) ring 000 and notify site supervisor/manager. If not allergic, If the stinger remains in your skin, remove it by scraping over it with your fingernail or a piece of gauze. Never use tweezers to remove a stinger , as squeezing it can cause more venom to release into your skin. Wash the sting with soap and water. Apply a cold pack to reduce swelling.
HAZARD	ACTION
Diabetes	Diabetes can become serious in the short term if blood sugar levels become either too high or too low. The following information details what to do in an emergency. This covers low blood sugar (hypoglycemia), very high blood sugar (diabetic ketoacidosis) and what to do if you are left without your diabetes medication and/or supplies. Hypoglycemia can become dangerous if it is not treated quickly, particularly if it is a result of an insulin overdose .



	<p>Severe hypoglycemia is generally recognised as hypoglycemia involving:</p> <p>The warning signs of hypoglycemia include: confusion, dizziness, and nausea, feeling hungry, feeling shaky, nervous, irritable or anxious, sweating, chills, and pale, clammy skin, rapid heartbeat, weakness and tiredness, tingling in the mouth area, headaches, seizures, coma or loss of consciousness.</p> <p>Hyperglycemia early warning signs; increased thirst, the need to urinate more frequently, headaches, blurry vision and fatigue.</p> <p>Hypoglycemia can often be treated at home but if someone is unable to take sugar or does not show signs of improvement after taking sugar, other options will be needed such as a glucagon injection or an ambulance.</p> <p>If you have glucagon, check it is in date, and follow the instructions in the glucagon kit carefully. If you are unsure about using the kit, and nobody is present who is, call for an ambulance.</p>
Sun/Heat	<p>Heat stroke can kill or cause damage to the brain and other internal organs. Although heat stroke mainly affects people over age 50, it also takes a toll on healthy young athletes.</p> <p>Heat stroke often occurs as a progression from milder heat-related illnesses such as heat cramps, heat syncope (fainting), and heat exhaustion. But it can strike even if you have no previous signs of heat injury.</p> <p>The hallmark symptom of heat stroke is a core body temperature above 104 degrees Fahrenheit. But fainting may be the first sign.</p> <p>Other symptoms may include:</p> <ul style="list-style-type: none"> • Throbbing headache • Dizziness and light-headedness • Lack of sweating despite the heat • Red, hot, and dry skin • Muscle weakness or cramps • Nausea and vomiting • Rapid heartbeat, which may be either strong or weak • Rapid, shallow breathing • Behavioral changes such as confusion, disorientation, or staggering • Seizures • Unconsciousness <p>If you suspect that someone has a heat stroke, immediately call 000 or transport the person to a hospital. Any delay seeking medical help can be fatal.</p> <p>While waiting for the paramedics to arrive, initiate first aid. Move the person to an air-conditioned environment - or at least a cool, shady area -- and remove any unnecessary clothing.</p> <p>If possible, take the person's core body temperature and initiate first aid to cool it to around 38 degrees celcius. (If no thermometers are available, don't hesitate to initiate first aid.)</p> <p>Try these cooling strategies:</p> <ul style="list-style-type: none"> • Fan air over the patient while wetting his or her skin with water from a sponge or garden hose. • Apply ice packs to the patient's armpits, groin, neck, and back. Because these areas are rich with blood vessels close to the skin, cooling them may reduce body temperature. • Immerse the patient in a shower or tub of cool water.



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

	<ul style="list-style-type: none"> If the person is young and healthy and suffered heat stroke while <u>exercising</u> vigorously -- what's known as exertional heat stroke -- you can use an ice bath to help cool the body. <p>Do not use ice for older patients, young children, patients with chronic illness, or anyone whose heat stroke occurred without vigorous <u>exercise</u>. Doing so can be dangerous.</p>
<p>Snake Bites</p>	<p>The best treatment for a snakebite is first aid followed by anti-venom. Call 000 or 112 as soon as possible.</p> <p><i>Snakebite first aid is simple, effective and could save a life. Always carry a first aid kit and/or bandages when out in the bush.</i></p> <p>1. Apply a pressure bandage</p> <ul style="list-style-type: none"> Wrap a bandage from below, upwards and over the bite site. Extend it as high as possible (e.g. all the way to the groin). Keep the limb still (e.g. don't remove trousers). Use the same tightness as for a sprained ankle. Use a T shirt or other clothing if you have no bandages. Mark the area of the bite on the bandage. <p>2. Immobilise the bitten area</p> <ul style="list-style-type: none"> Apply a splint if possible. Joints to both sides of the bite should be immobilised. <p>3. Call for help</p> <ul style="list-style-type: none"> Dial 000, or 112 if you're in a remote area with poor mobile coverage. Monitor symptoms.
<p>Vehicle/Plant Fire</p>	<ul style="list-style-type: none"> Turn off the ignition, place the vehicle/plant in park and engage handbrake. Evacuate the vehicle, shut the doors and keep the area clear for a safe distance. Call 000 and then notify the Quarry Manager (Stephen Ferguson) or Michael Ferguson (Director). If you have a fire extinguisher, and you feel confident; Fire under Bonnet – Release the bonnet catch only, do not lift the bonnet up (this could cause the fire to flare-up). Discharge the contents of the extinguisher through the bonnet gap. Fire in Cabin – discharge the contents of the extinguisher into the cabin directly on the fire and close the door. LPG Powered – turn off the main supply valve, attempt to extinguish the fire with extreme caution. Avoid breathing in smoke at all costs. Once the fire has been extinguished – remove battery leads from terminals, if safe to do so. Do not drive the vehicle until it has been checked by a qualified auto electrician or qualified mechanic.
<p>Lightning Storm</p>	<p>If you are working with someone – alert them and communicate regularly. If you are onsite alone, call your supervisor (Quarry manager) and communicate to them the situation regularly.</p> <p>If storm is within 10-18kms: Notify Quarry Manager and other supervisors, determine the nearest safe location. DO NOT refuel.</p>



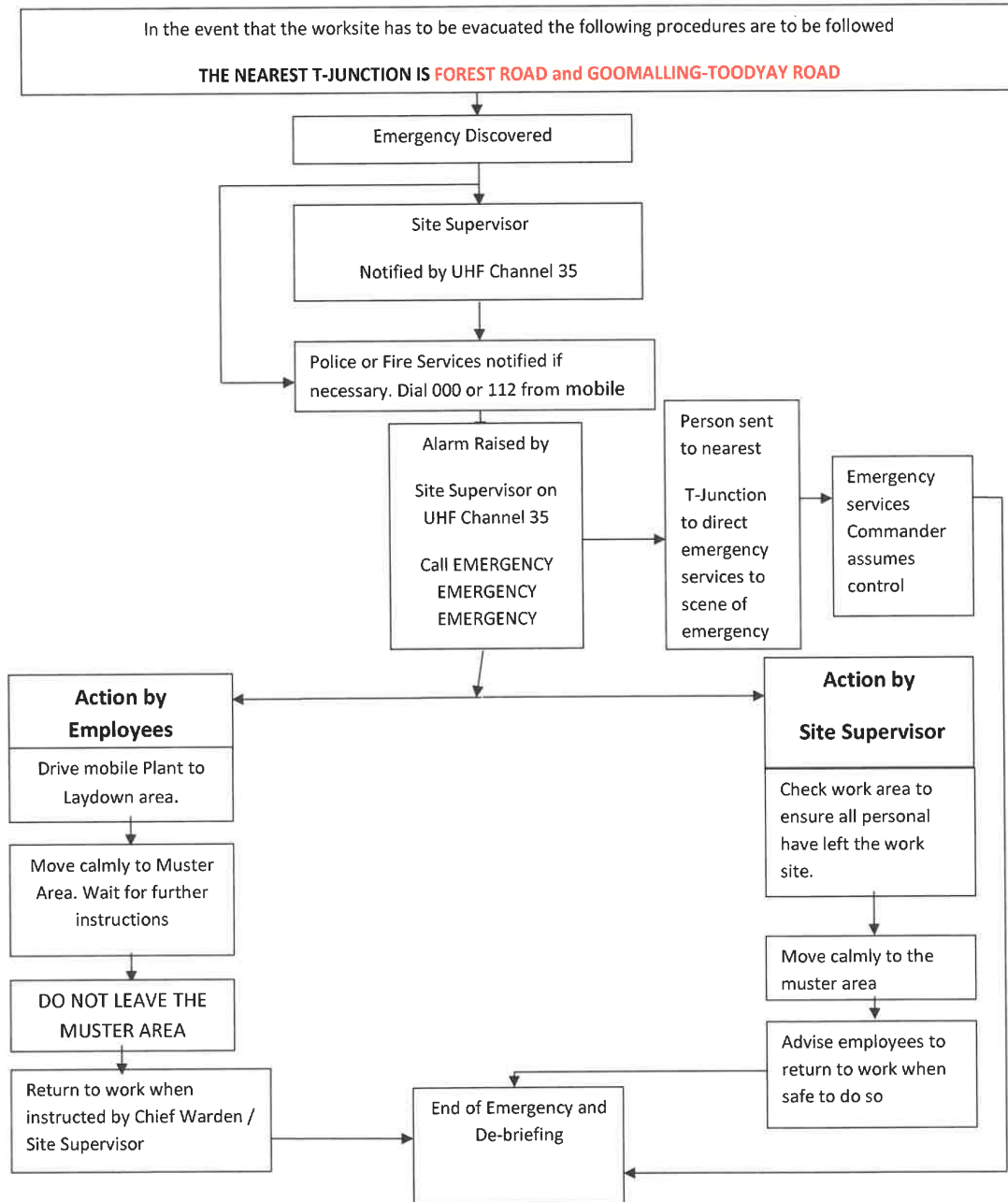
Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

	<p>If storm is within 10kms: DO NOT work outside. Evacuate safely and notify the supervisor/Quarry Manager.</p> <p>Precautions to be taken if working outdoors during a thunderstorm include:</p> <ul style="list-style-type: none"> • Seek shelter immediately in an enclosed car or substantial building; • Never shelter under trees because your body is a better conductor of electricity than the tree; • Avoid touching, handling and proximity to any metallic objects that may become part of the discharge path, for example towers, the metal parts of vehicles or mobile plant, power lines, pipes and rails; • Do not handle, umbrellas, or any other metal objects and stay clear of sheet metal, wire fences, and so on. • If caught in the open, crouch down with your feet together. Do not lie down – the idea is to be as low as possible, but with minimal contact with the ground. • https://www.commerce.wa.gov.au/worksafe/lightning
<p>Tyre Explosion</p>	<p>Remain clear of fallen power lines and any affected vehicle. Isolate the electricity supply and alert the fire crew.</p> <p>The driver of any vehicle in contact with a power line should remain in the vehicle and attempt to summon assistance. If assistance is unavailable, the driver should attempt to free the vehicle by manoeuvres and/or driving away.</p> <p>Immediately, but carefully, the vehicle should be driven to a clear area where it can be left and the driver evacuated. Driver rescue may be affected using a similar vehicle which should approach from the front to allow the driver to step across.</p> <p>Do not approach within 300m of the vehicle for 24 hours or attempt to deflate the tyres – “FLAT TYRES CAN STILL EXPLODE”</p> <p>Following the 24-hour stand-down period, all tyres will require internal inspection by competent persons. Seek advice from the tyre manufacturer.</p>



Date of Issue: 11/2023
 Date of Revision: 11/2025
 SF_FM_07 Site Emergency Response Plan
 V3

9.0 EMERGENCY EVACUATION FLOW CHART



BPAD / Fire Protection Association Australia

Bushfire Management Plan Coversheet



This Coversheet and accompanying Bushfire Management Plan has been prepared and issued by a person accredited by Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme.

Bushfire Management Plan and Site Details					
Site address / Plan reference:	Lot 3 #826 Clackline Toodyay Road				
Suburb:	Hoddys Well	State:	W.A	Postcode:	6566
Local government area:	Toodyay				
Description of the planning proposal:	Commercial & Industrial Development				
BMP / Reference number:	BMP13225-26	Version:	1	Date of issue:	20/01/2026
Client / Business name:	Australian Stone Company P/L T/A Transwest WA and Vernice Pty Ltd				

Reason for referral to DFES ¹	Yes	No
Has the BAL been calculated by a method other than Method 1 as outlined in AS3959? (Tick No if AS3959 Method 1 has been used to calculate the BAL)		✓
Have any of the bushfire protection criteria elements been addressed through the use of an outcomes-based approach?		✓
Strategic planning proposal (including rezoning applications)		✓
Local planning scheme amendment containing supplementary provisions, additional to the deemed provisions for bushfire risk management		✓
Where a bushfire local planning policy, or variation to the acceptable solutions or the APZ is proposed		✓
Where there is a conflict of opinion between the decision maker and proponent		✓
Expert technical advice on bushfire behaviour, emergency management, or other occasions where bushfire technical advice is required to support planning decision-making		✓
Expert technical advice on bushfire matters referred to State Administrative Tribunal (SAT) or Development Assessment Panel (DAP)		✓
Comments on future buildings' compliance with FES Commissioner's operational requirement guidelines		✓
Decision maker discretionary referral, (e.g. renewable energy, hazardous materials, vulnerable land use)		✓

If the development is a special development type as listed above, explain why the proposal is considered to be one of the above listed classifications (E.g. considered vulnerable land-use as the development is for accommodation of the elderly, etc.)?

Note: The decision maker (e.g. local government or the WAPC) should only refer the proposal to DFES for comment if one (or more) of the above answers are ticked "Yes".

BPAD Accredited Practitioner Details and Declaration

Name Benjamin den Boer	Accreditation Level Level 2	Accreditation No. 37153	Accreditation Expiry July 2026
Company Bushfire Protection Australia		Contact No. 0487825844	

I declare that the information provided within this bushfire management plan is to the best of my knowledge true and correct.

Signature of Practitioner

Date

20/01/2026

¹ For more information please refer to DFES [Referral to DFES Checklist](#)



BUSHFIRE MANAGEMENT PLAN

Development - Commercial and industrial

Australian Stone Company P/L T/A Transwest WA Pty Ltd
and Vernice Pty Ltd

Lot 3 # 826 Clackline Toodyay Road, Hoddys Well

BMP13225-26

BUSHFIRE MANAGEMENT PLAN
Lot 3 Clackline Toodyay Road, Hoddys Well

TABLE OF CONTENTS

TABLE OF CONTENTS	1
DISCLAIMER AND LIMITATION	2
DOCUMENT DETAILS	4
SECTION 1: BUSHFIRE ASSESSMENT RESULTS	5
SECTION 2: ASSESSMENT AGAINST THE BUSHFIRE PROTECTION CRITERIA	13
SECTION 3: IMPLEMENTATION MEASURES	17
ADDENDUM: MAPS	

BUSHFIRE MANAGEMENT PLAN
Lot 3 Clackline Toodyay Road, Hoddys Well

DISCLAIMER AND LIMITATION

This Bushfire Management Plan (BMP) is prepared for the Australian Stone Company P/L T/A Transwest WA and Vernice Pty Ltd, as requested by the Shire of Toodyay. The BMP is not for a new land use or development proposal - it is based on the existing land use.

The Mitigation Strategies contained in this Bushfire Management Plan are considered to be the minimum standards only, based on the standards prescribed by relevant authorities and Bushfire Protection Australia's (BPA) experience. It is expressly stated that BPA and the writer do not guarantee that if these standards are complied with or if a property owner exercises prudence, that property will not be damaged or that lives will not be lost in a bushfire event.

On completion of this report other factors are likely to impose greater or lesser risk to the site. Factors such as the growth, planting or removal of vegetation, poor maintenance of fire prevention measures, the addition of structures not included in this report or other activities can and will change the bushfire threat to all structures detailed in the document. Furthermore, the level of implementation of fire precautions described in this Bushfire Management Plan will depend on the actions of the landowner and/or occupiers of the land, over which BPA has no control.

To the maximum extent permitted by the law, Bushfire Protection Australia, its employees, officers, agents and the writer excludes all liability whatsoever for:

1.1 **C l a i m s**, damage, loss or injury to any property or any person caused by fire or as a result of fire or indeed howsoever caused;

1.2 **E r r o r s** or omissions in this report except where grossly negligent.

1.3 Refusal or non-approval of any planning/building submissions to Local Government, WAPC, DFES, SAT or any other entity with the authority to accept or refuse applications.

BUSHFIRE MANAGEMENT PLAN
Lot 3 Clackline Toodyay Road, Hoddys Well

The proponent expressly acknowledges that they have been made aware of these exclusions and that such exclusions of liability are reasonable in all circumstances.

If despite the provisions of the above disclaimer BPA is found liable,

then BPA limits its liability to the lesser of the maximum extent permitted by the law and the proceeds paid out by BPA's Professional or Public Liability insurance following the making of a successful claim against such insurer.

BPA accepts no liability or responsibility whatsoever for or in respect of any use or reliance upon this report and its supporting material by any Third Party.

BUSHFIRE MANAGEMENT PLAN
Lot 3 Clackline Toodyay Road, Hoddys Well

DOCUMENT DETAILS

Property Address: Lot 3 # 826 Clackline Toodyay Road

Suburb: Hoddys Well

Total Land Size: 304.04ha

Client: Australian Stone Company P/L T/A Transwest WA and Vernice Pty Ltd

Project Number: BMP13225-26

Prepared by: Ben den Boer

Document Control

Report Version	Purpose	Author/Reviewer & Accreditation Details	Date Submitted
1	Development – Commercial and Industrial	B. den Boer BPAD 37153 L2	20/01/2026


BUSHFIRE MANAGEMENT PLAN
 Lot 3 Clackline Toodyay Road, Hoddys Well

SECTION 1: BUSHFIRE ASSESSMENT RESULTS

The potential bushfire impact to the site from the identified vegetation plots are shown in the Vegetation Assessment Map.


Vegetation types throughout the lot vary from Class A Forest to Class B Woodland and Class G Grassland.

Both the sand extraction and gravel extraction areas do not contain any bushfire prone vegetation and large portions of both areas attain BAL-LOW ratings.

<p>PLOT ID</p> <p>Vegetation Classification or Exclusion Clause Description / Justification for Classification</p> <p>Photo ID</p>	<p>See photo map</p>
	<p>G Grassland</p> <p>Grass type vegetation – unmanaged.</p>  <p>1</p>


BUSHFIRE MANAGEMENT PLAN
 Lot 3 Clackline Toodyay Road, Hoddys Well

<p>PLOT ID</p> <p>Vegetation Classification or Exclusion Clause Description / Justification for Classification</p>	See photo map
	G Grassland
	Grass type vegetation – unmanaged.
<p>Photo ID</p>	 <p style="font-size: small; margin-top: 5px;"> Bushfire Protection Australia BMP13225-26 09 01 2026 08 58 -31 64698, 116 48898 (±3m) Altitude: 345m </p>
<p>Photo ID</p>	<p>2</p>


<p>PLOT ID</p> <p>Vegetation Classification or Exclusion Clause Description / Justification for Classification</p>	See photo map
	G Grassland
	Grass type vegetation – unmanaged.
<p>Photo ID</p>	 <p style="font-size: small; margin-top: 5px;"> Bushfire Protection Australia BMP13225-26 09 01 2026 08 58 -31 64697, 116 48898 (±3m) Altitude: 343m </p>
<p>Photo ID</p>	<p>3</p>


BUSHFIRE MANAGEMENT PLAN
 Lot 3 Clackline Toodyay Road, Hoddys Well

<p>PLOT ID</p> <p>Vegetation Classification or Exclusion Clause Description / Justification for Classification</p>	See photo map
	<p>A Forest</p> <p>Trees 10-15m tall, >30% foliage cover.</p>
	
<p>Photo ID</p>	<p>4</p>


<p>PLOT ID</p> <p>Vegetation Classification or Exclusion Clause Description / Justification for Classification</p>	See photo map
	<p>B Woodland</p> <p>Trees 10-15m tall, <30% foliage cover.</p>
	
<p>Photo ID</p>	<p>5</p>


BUSHFIRE MANAGEMENT PLAN
 Lot 3 Clackline Toodyay Road, Hoddys Well

<p>PLOT ID</p> <p>Vegetation Classification or Exclusion Clause Description / Justification for Classification</p> <p>Photo ID</p>	See photo map
	<p>A Forest</p> <p>Trees 10-15m tall, >30% foliage cover. Grassland in foreground.</p>
	 <p style="font-size: 8px; margin-top: 5px;"> Bushfire Protection Australia BMP13225-26 09.01.2026 09:00 -31.64524, 116.49572 (±2m) Altitude: 373m </p>
6	

<p>PLOT ID</p> <p>Vegetation Classification or Exclusion Clause Description / Justification for Classification</p> <p>Photo ID</p>	Gravel pit laydown area
	<p>A Forest - Background vegetation</p> <p>Trees 10-15m tall, >30% foliage cover.</p>
	 <p style="font-size: 8px; margin-top: 5px;"> Bushfire Protection Australia BMP13225-26 09.01.2026 09:05 -31.63952, 116.50732 (±3m) Altitude: 332m </p>
7	


BUSHFIRE MANAGEMENT PLAN
 Lot 3 Clackline Toodyay Road, Hoddys Well


<p>PLOT ID</p> <p>Vegetation Classification or Exclusion Clause Description / Justification for Classification</p>	Gravel pit laydown area
	Exclusion (e)
	Fuel storage area
<p>Photo ID</p>	 <p style="font-size: small; margin-top: 5px;"> Bushfire Protection Australia BMP13225-26 09.01.2026 09.05 -31.63952, 116.50732 (±5m) Altitude: 332m </p>
<p>Photo ID</p>	<p>8</p>

<p>PLOT ID</p> <p>Vegetation Classification or Exclusion Clause Description / Justification for Classification</p>	Gravel pit laydown area
	Exclusion (e)
	Site buildings
<p>Photo ID</p>	 <p style="font-size: small; margin-top: 5px;"> Bushfire Protection Australia BMP13225-26 09.01.2026 09.05 -31.63954, 116.50747 (±5m) Altitude: 332m </p>
<p>Photo ID</p>	<p>9</p>

Bushfire Protection Australia
 admin@bushfireprotectionaustralia.com.au


BUSHFIRE MANAGEMENT PLAN
 Lot 3 Clackline Toodyay Road, Hoddys Well

<p>PLOT ID</p> <p>Vegetation Classification or Exclusion Clause Description / Justification for Classification</p>	<p>Gravel pit area</p>
<p>Photo ID</p>	<p>Exclusion (f)</p> <p>No bushfire prone vegetation present.</p>  <p style="font-size: small;"> Bushfire Protection Australia BMP13225-26 09.01.2026 09:05 -31.63947, 116.50749 (±3m) Altitude: 331m </p>
<p>Photo ID</p>	<p>10</p>

<p>PLOT ID</p> <p>Vegetation Classification or Exclusion Clause Description / Justification for Classification</p>	<p>Gravel pit laydown area</p>
<p>Photo ID</p>	<p>Exclusion (f)</p> <p>No bushfire prone vegetation present.</p>  <p style="font-size: small;"> Bushfire Protection Australia BMP13225-26 09.01.2026 09:06 -31.63957, 116.50729 (±5m) Altitude: 335m </p>
<p>Photo ID</p>	<p>11</p>


BUSHFIRE MANAGEMENT PLAN
 Lot 3 Clackline Toodyay Road, Hoddys Well

PLOT ID	Emergency fire water tank
Vegetation Classification or Exclusion Clause Description / Justification for Classification	n/a
Photo ID	12




Bushfire Protection Australia
 BMP13225-26
 09.01.2026 09:28
 -31.64624, 116.49101 (±3m)
 Altitude: 347m


PLOT ID	Water access point
Vegetation Classification or Exclusion Clause Description / Justification for Classification	n/a
Photo ID	13



Bushfire Protection Australia
 BMP13225-26
 09.01.2026 09:30
 -31.64636, 116.49033 (±3m)
 Altitude: 347m

BUSHFIRE MANAGEMENT PLAN
 Lot 3 Clackline Toodyay Road, Hoddys Well

<p>PLOT ID</p> <p>Vegetation Classification or Exclusion Clause Description / Justification for Classification</p>	Sand extraction area
	<p>Exclusion (e)</p> <p>No bushfire prone vegetation present.</p>
	 <p style="font-size: small; margin-top: 5px;"> Bushfire Protection Australia BMP13225-26 09 01 2026 09 35 -31 64472, 116 48770 (±2m) Altitude: 341m </p>
<p>Photo ID</p>	<p>14</p>

<p>PLOT ID</p> <p>Vegetation Classification or Exclusion Clause Description / Justification for Classification</p>	Sand extraction area
	<p>A Forest</p> <p>Trees 10-15m tall, >30% foliage cover. Background vegetation. Plot 2 Grassland in foreground.</p>
	 <p style="font-size: small; margin-top: 5px;"> Bushfire Protection Australia BMP13225-26 09 01 2026 09 36 -31 64432, 116 48754 (±4m) Altitude: 340m </p>
<p>Photo ID</p>	<p>15</p>

Bushfire Protection Australia
 admin@bushfireprotectionaustralia.com.au

BUSHFIRE MANAGEMENT PLAN
Lot 3 Clackline Toodyay Road, Hoddys Well

SECTION 2: ASSESSMENT AGAINST THE BUSHFIRE PROTECTION CRITERIA

In planning for subdivision, development or land use the WAPC and DFES have adopted a performance-based system of control for each Bushfire Hazard Management issue

The criteria are designed to assist in the assessment of proposed Bushfire Risk Management measures required for the proposal.

These elements are summarised as:

- Location
- Siting and design of development
- Vehicular access
- Water Supply

The compliance of the planned development against each element of Section 7. Development - Commercial and Industrial for Planning in Bushfire Prone Areas 2024 is summarised in Table 2: Compliance.

BUSHFIRE MANAGEMENT PLAN
 Lot 3 Clackline Toodyay Road, Hoddys Well

Table 2: Compliance Section 7. Development - Commercial and Industrial

Element	Acceptable Solution	Compliance	Notes
1. Location	A1.1a Broader Landscape Type A	N/A	
	A1.2b Broader Landscape Type B	N/A	
2. Siting and Design of Development	A2.1a Siting and Design	Yes	All habitable buildings are located in BAL-LOW areas.
	A2.1b Sitting in area exceeding BAL-29	N/A	
	A2.2 Asset Protection Zone (APZ)	N/A	
	A2.3 Clearing natural Vegetation	N/A	No natural vegetation is proposed to be cleared in the subject area.
	A2.4 Storage of hazardous, flammable and/or combustible materials	Yes	1. Fuel Storage: The fuel storage tank is located in a BAL-LOW area. The tank is constructed from a non-combustible material and is double skinned. Due to the location the risk of escape of sources of ignition from the stored materials into bushfire prone vegetation is extremely unlikely. 2. Other dangerous goods are stored under the Dangerous Goods Safety Act 2004.
3. Vehicular Access	A3.1 Private Driveway	Yes	The main private driveway is bituminised at approximately 5.0m wide with a 2.0m wide gravel shoulder. This satisfies the requirement for additional passing bays.
4. Water	A4.1 Water Supply for residential habitable buildings	Yes	The site is not connected to the mains water supply. A 23,000 litre emergency water tank is located approximately 330m in from the Clackline Toodyay Road entrance. The tank requires a 50mm male camlok fitting to be installed for emergency use.

BUSHFIRE MANAGEMENT PLAN
Lot 3 Clackline Toodyay Road, Hoddys Well

Explanatory Notes:

Element 2. Siting and Design of Development

All existing buildings within the gravel pit area attain BAL-LOW.

Existing buildings consist of site offices, lunchroom and workshops.

Any additional future buildings are to be located in areas achieving BAL-29 or lower.

Element 3. Vehicular Access

The existing private driveway meets the requirements in Table 10 and exceeds the minimum required 6.0m vertical clearance.

The turn-around area near the site buildings is constructed with gravel and exceeds the size requirements for a turn-around area.

The width of the private driveway does not require any additional passing bays to be installed.

BUSHFIRE MANAGEMENT PLAN
 Lot 3 Clackline Toodyay Road, Hoddys Well

Table 10: Vehicular access technical requirements

TECHNICAL REQUIREMENTS	1 PERIMETER ROADS		2 PUBLIC ROADS		3 EMERGENCY ACCESS WAYS ³		4 FIRE SERVICE ACCESS ROUTE ³		5 BATTLE-AXE & PRIVATE DRIVEWAYS ¹	
	Area 2	Area 1	Area 2	Area 1	Area 2	Area 1	Area 2	Area 1	Area 2	Area 1
MAP OF BUSH FIRE PRONE AREAS DESIGNATION	Area 2	Area 1	Area 2	Area 1	Area 2	Area 1	Area 2	Area 1	Area 2	Area 1
Minimum horizontal clearance (metres)	12	8	See note 5		10	6	10	6	6	
Minimum vertical clearance (metres)	4.5									
Minimum weight capacity (tonnes)	15									
Maximum grade unsealed road ^{2,4}	1:10 (10% or 6°)									
Maximum grade sealed road ^{2,4}	1:7 (14.3% or 8°)									
Maximum average grade sealed road	1:10 (10% or 6°)									
Minimum inner radius of road curves (metres)	8.5									

Notes:

- 1 Driveways and battle-axe legs to comply with the Residential Design Codes and Development Control Policy 2.2 Residential Subdivision where not required to comply with the widths in this Appendix or the Guidelines.
- 2 Dips must have no more than a 1 in 8 (12.5% - 7.1 degrees) entry and exit angle.
- 3 To have crossfalls between 3 per cent and 6 per cent.
- 4 For sealed roads only the maximum grade of no more than 1 in 5 (20 per cent) (11.3 degrees) for no more than 50 metres is permissible, except for short constructions to 3.5 metres for no more than 30 metres in length where an obstruction cannot be reasonably avoided or removed.
- 5 As outlined in the Institute of **Public Works Engineering Australia (PWEMA) subdivision guidelines, Liveable Neighbourhoods, Austroads Standards** Main Roads standard, supplement, policy or guideline and/or any applicable or relevant local government standard or policy.

BUSHFIRE MANAGEMENT PLAN
 Lot 3 Clackline Toodyay Road, Hoddys Well

SECTION 3: IMPLEMENTATION MEASURES

RESPONSIBILITIES FOR IMPLEMENTATION AND MANAGEMENT OF THE BUSHFIRE MEASURES

Table 3: Implementation Actions

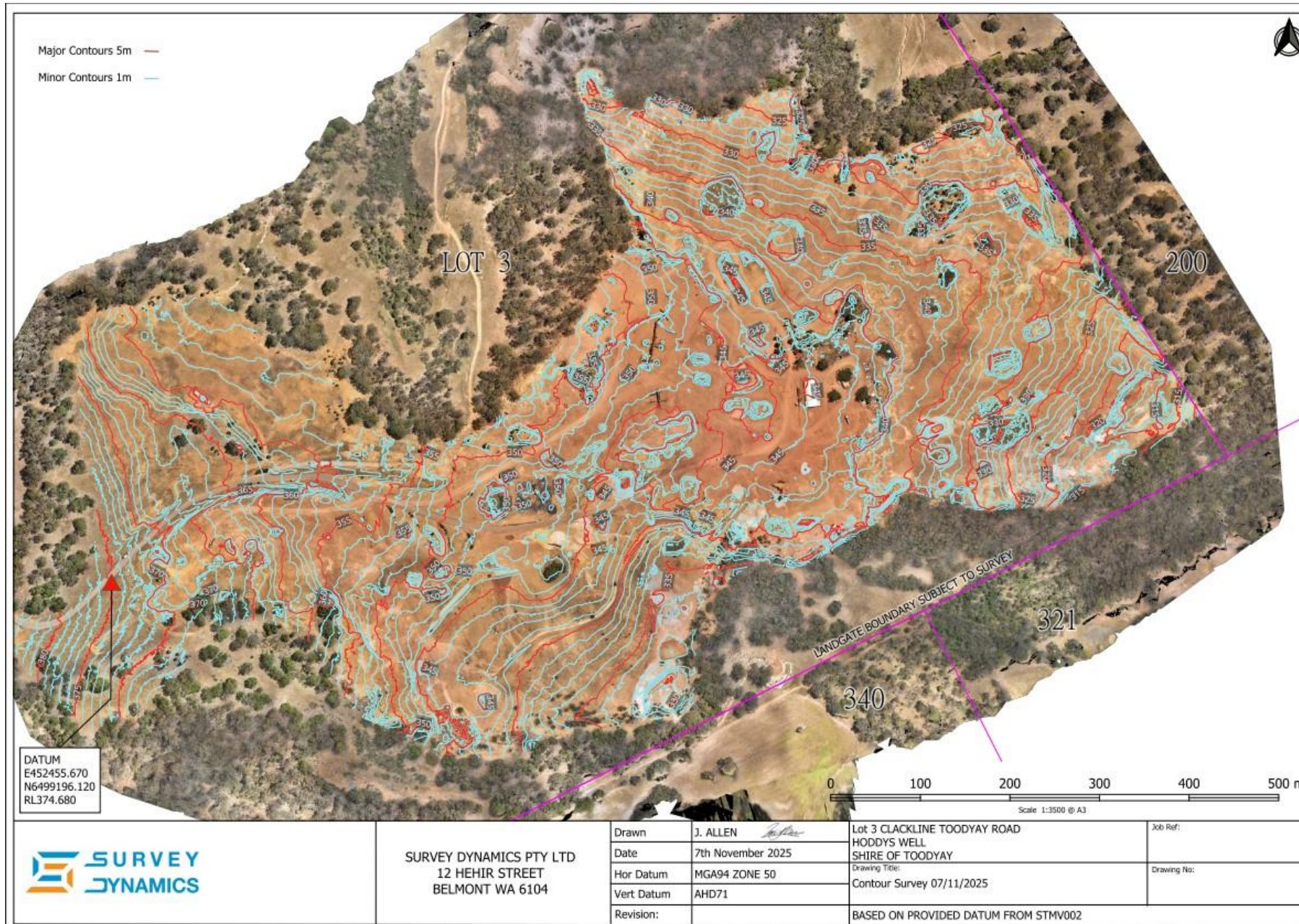
Landowner	
No.	Implementation Action
1	Fit 50mm male camlock fitting to emergency firefighting water supply. Ensure water tank is always kept full.
2	Ensure all relevant sections of the Shire of Toodyay Firebreak Notice are always adhered to.

Shire of Toodyay	
No.	At all relevant times
1	Enforce the requirements of the Shire of Toodyay Firebreak Notice where applicable.

BUSHFIRE MANAGEMENT PLAN
 Lot 3 Clackline Toodyay Road, Hoddys Well

ADDENDUM 1: MAPS

Fig 1. Feature Survey



Bushfire Protection Australia
 admin@bushfireprotectionaustralia.com.au

BUSHFIRE MANAGEMENT PLAN
Lot 3 Clackline Toodyay Road, Hoddys Well

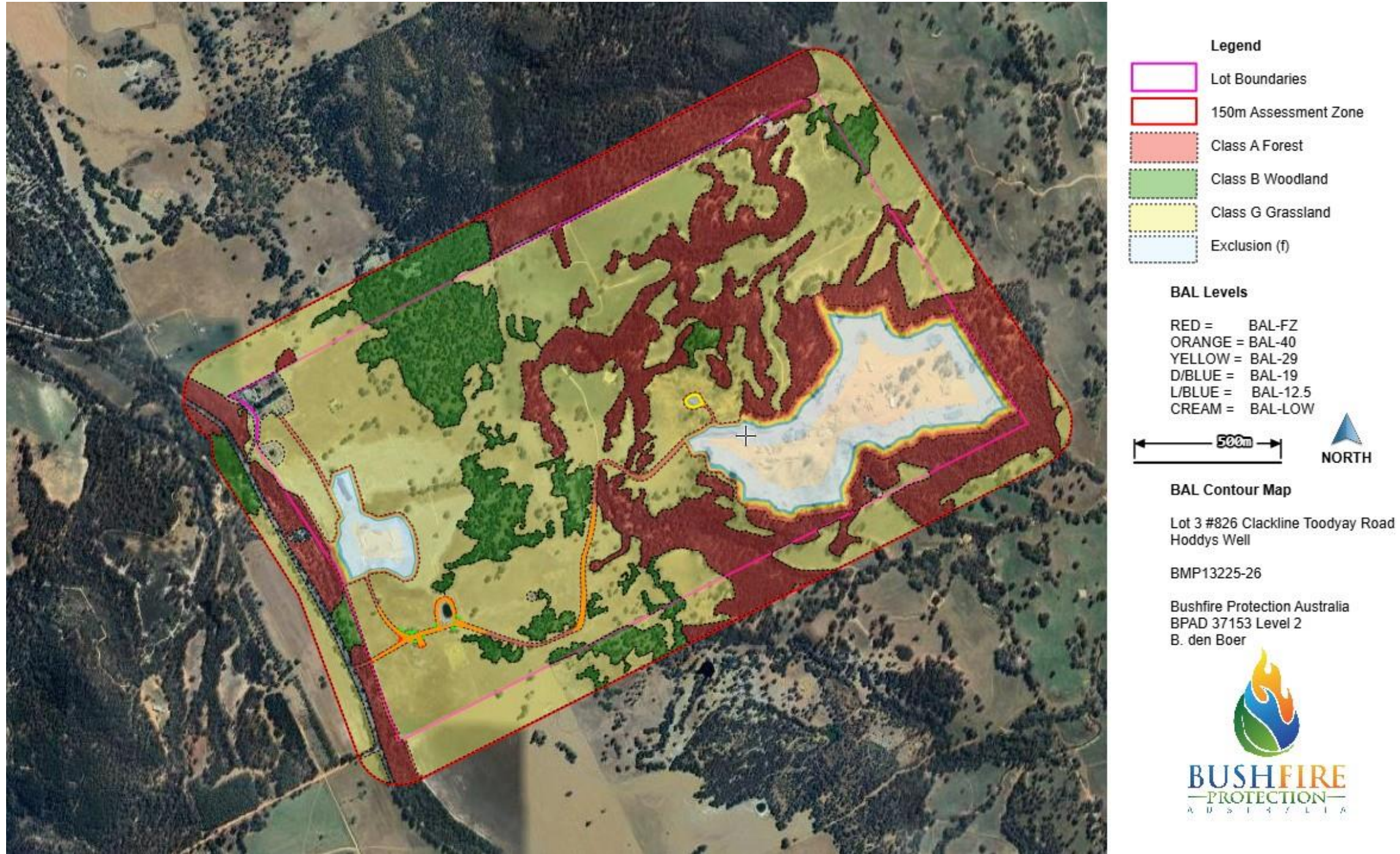
Fig 2. Vegetation Assessment Map



Bushfire Protection Australia
admin@bushfireprotectionaustralia.com.au

BUSHFIRE MANAGEMENT PLAN
 Lot 3 Clackline Toodyay Road, Hoddys Well

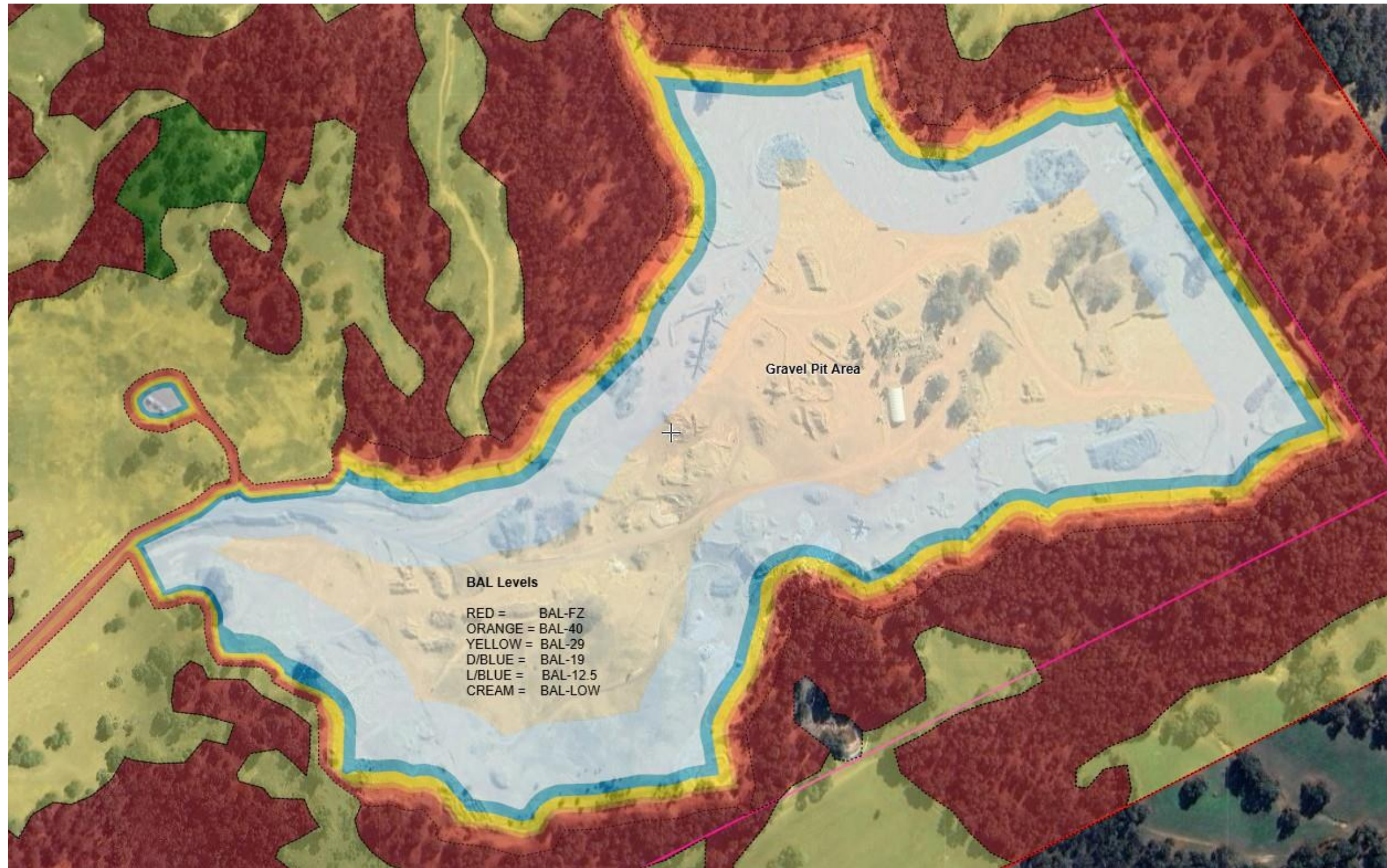
Fig 3. BAL Contour Map



Bushfire Protection Australia
 admin@bushfireprotectionaustralia.com.au

BUSHFIRE MANAGEMENT PLAN
 Lot 3 Clackline Toodyay Road, Hoddys Well

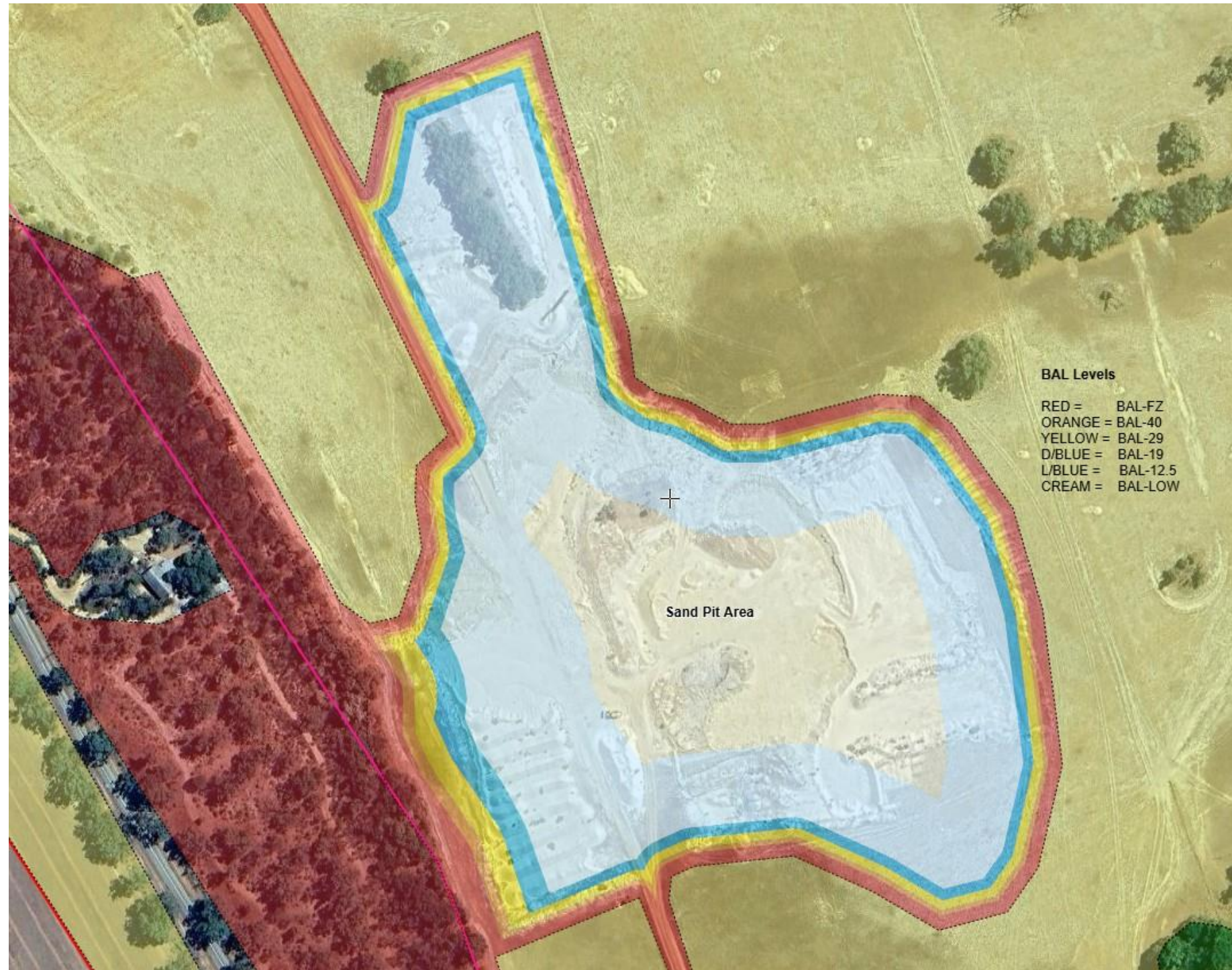
Fig 4. BAL Contour Map – Detailed



Bushfire Protection Australia
 admin@bushfireprotectionaustralia.com.au

BUSHFIRE MANAGEMENT PLAN
Lot 3 Clackline Toodyay Road, Hoddys Well

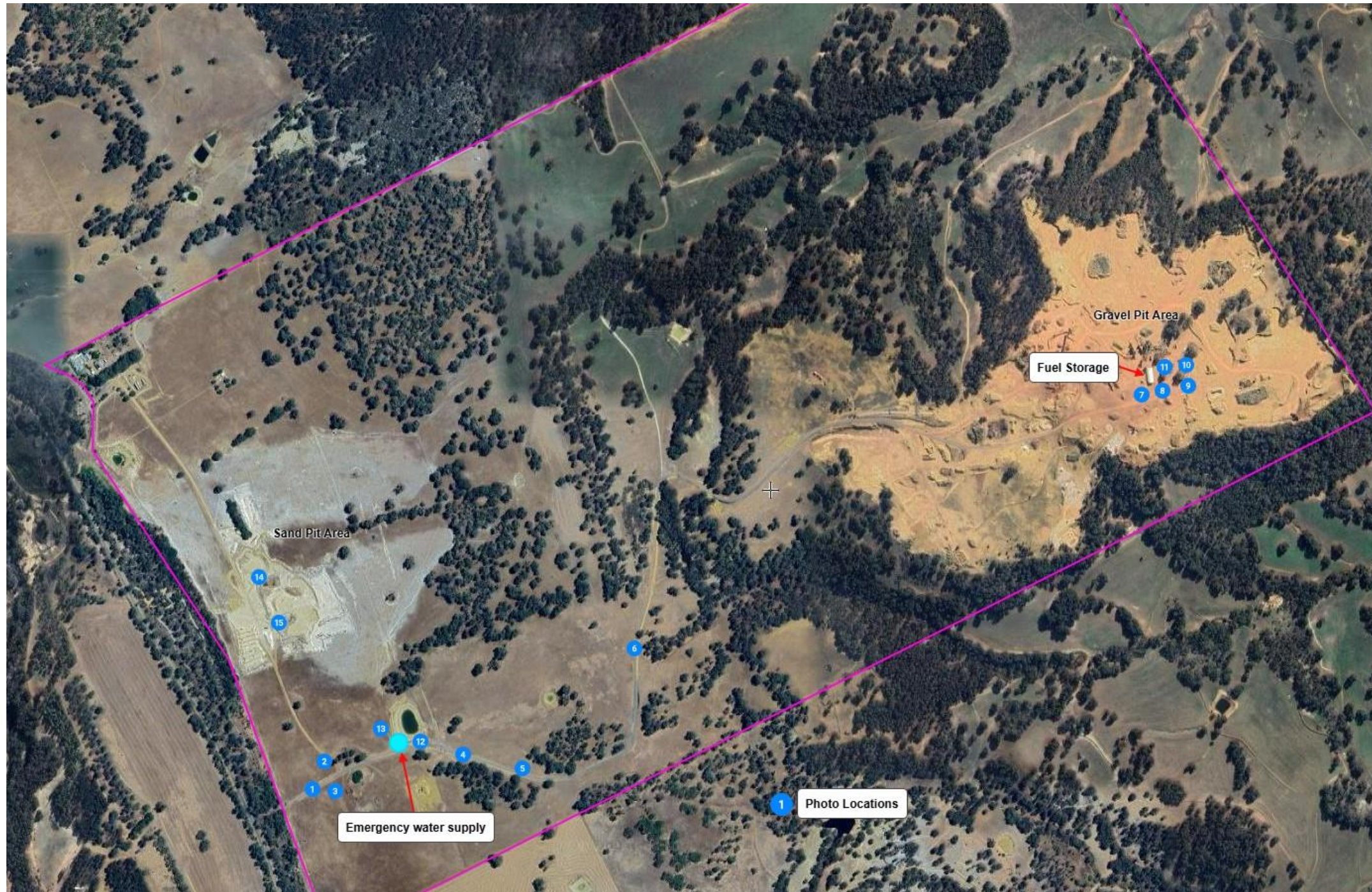
Fig 5. BAL Contour Map – Detailed (Basic View)



Bushfire Protection Australia
admin@bushfireprotectionaustralia.com.au

BUSHFIRE MANAGEMENT PLAN
Lot 3 Clackline Toodyay Road, Hoddys Well

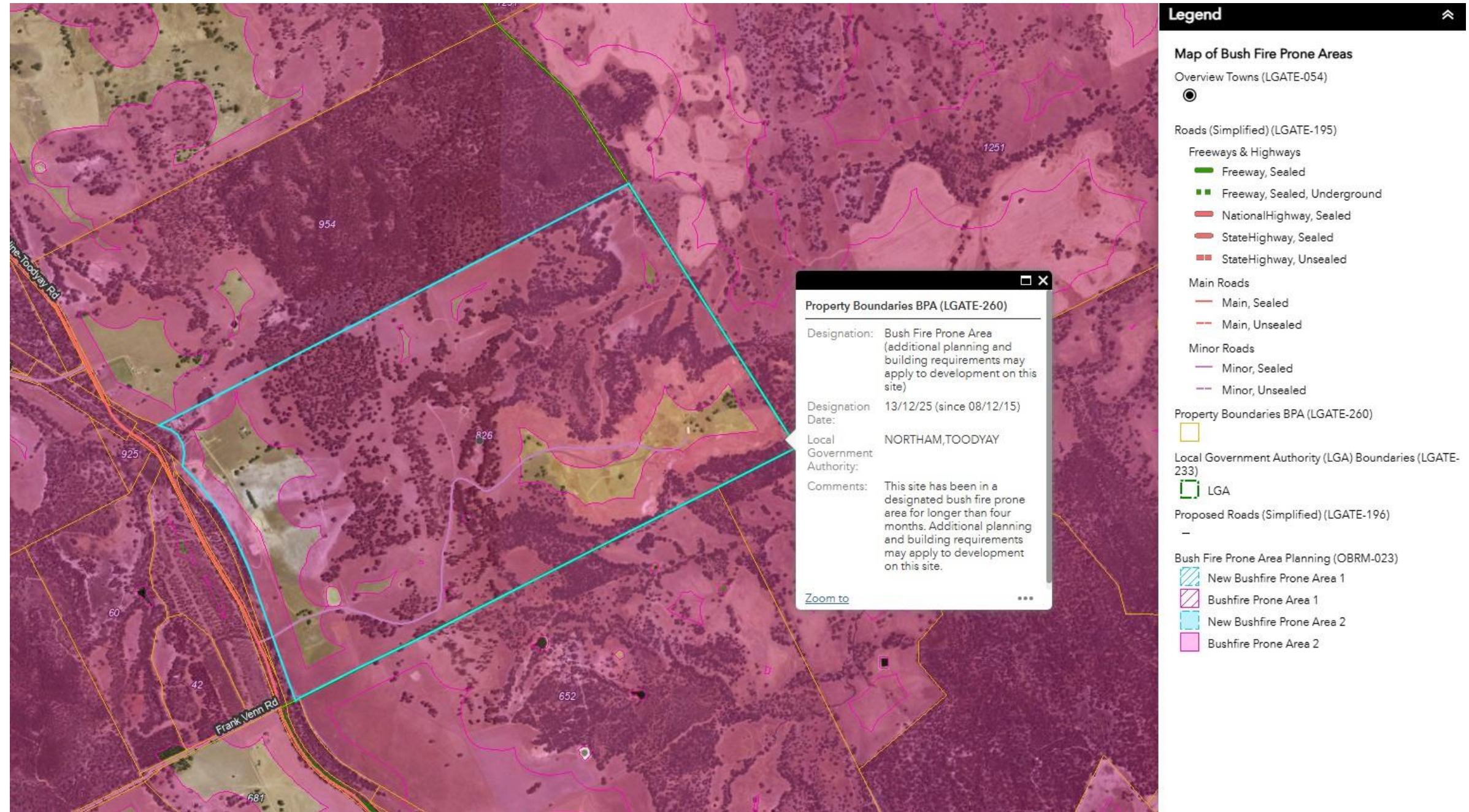
Fig 6. Photo Locations



Bushfire Protection Australia
admin@bushfireprotectionaustralia.com.au

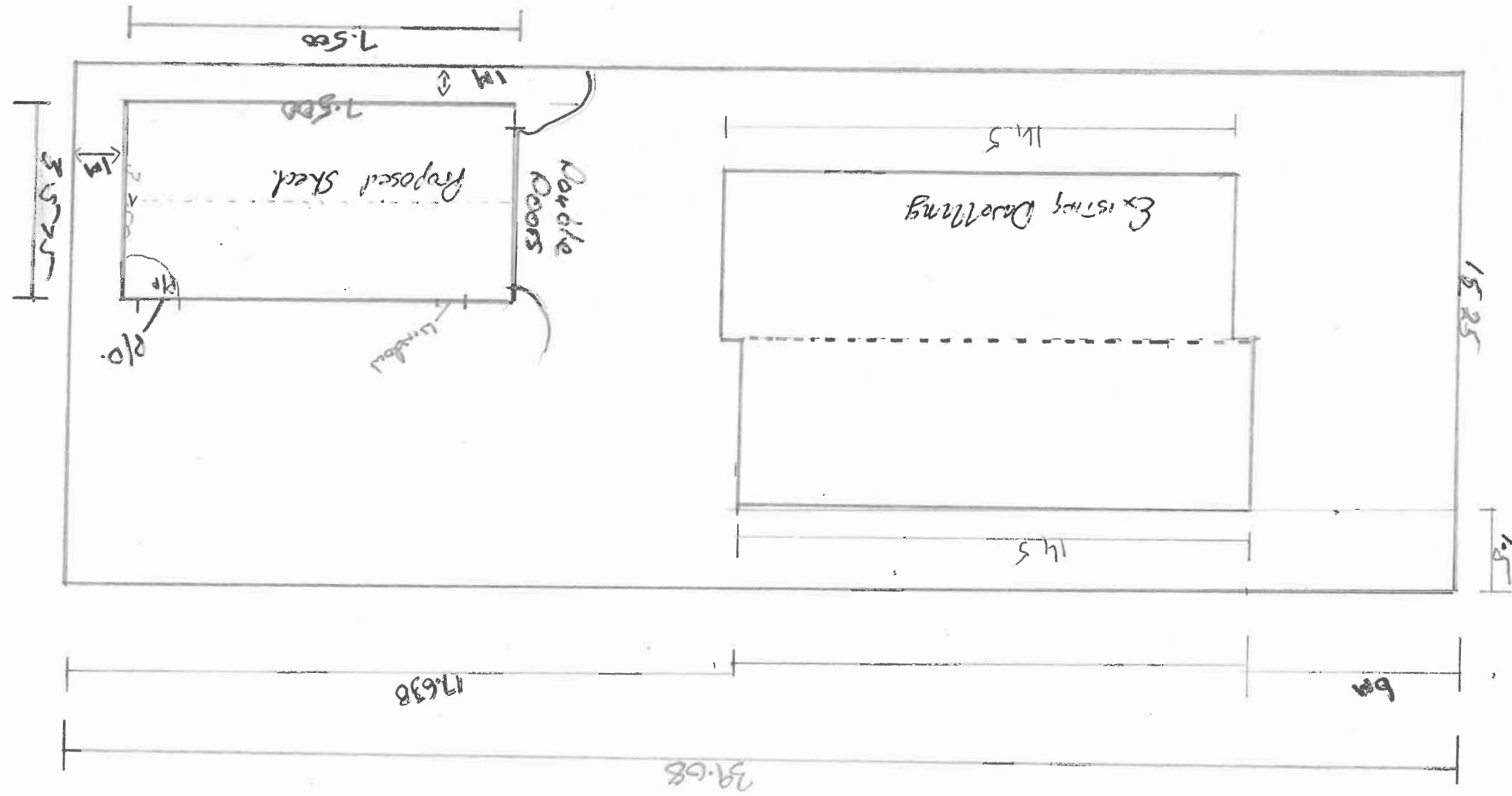
BUSHFIRE MANAGEMENT PLAN
 Lot 3 Clackline Toodyay Road, Hoddys Well

Fig 7. Bushfire Prone Areas Map

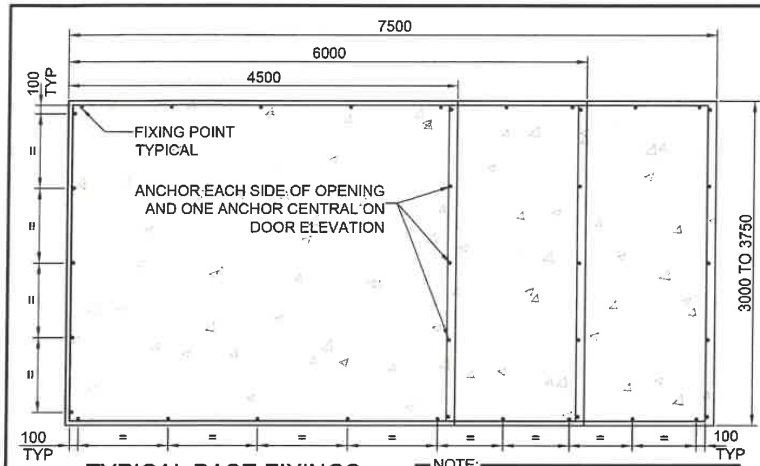


Bushfire Protection Australia
 admin@bushfireprotectionaustralia.com.au

SUBMISSION TABLE FOR THE PROPOSED EXTRACTIVE INDUSTRY AT LOT 3 #826 CLACKLINE-TOODYAY ROD, HODDYS WELL.					
NUMBER	SUBMITTER	ADDRESS ROAD	OBJECT OR SUPPORT?	COMMENT	OFFICER RESPONSE
1	RESIDENT	BLACKBOY WAY, MORANGUP	OBJECT	I strongly oppose the destruction of the natural environment in the name of company profits.	Noted
				Extractive industries are a cancer that rural communities do not need or want as the final benefits never end up in our suburbs yet we are left with the destruction,the noise the extra transportation on an already poor road surface.	Noted
				Toodyay shire needs to grow a pair and tell these companies NO as the vast majority of stakeholder DO NOT WANT EXTRACTIVE INDUSTRIES destroying the natural bushland that we chose to live amongst	Noted
2	RESIDENT	FRANK VENN ROAD	SUPPORT	While i would rather not hear explosions during the day, i accept the guys is entitled to make a buck.	Noted

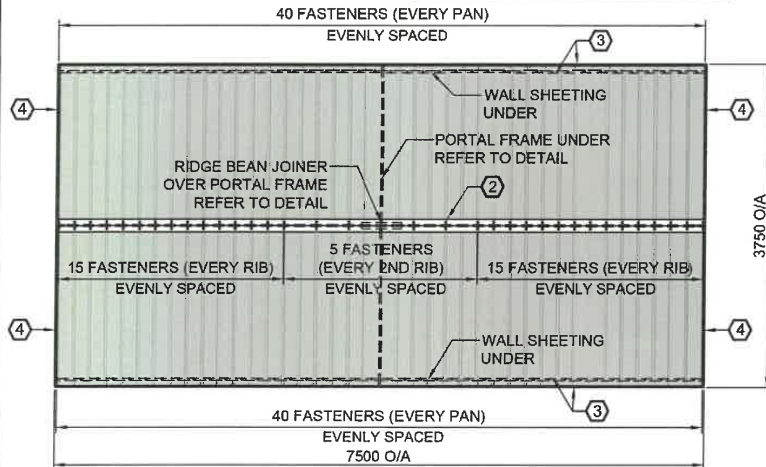


1000000
Lot 88 Arthur St
" " 13
Mildon/Codrane



TYPICAL BASE FIXINGS
SCALE 1:50

NOTE:
ANCHOR BOLTS ARE TO BE PROVIDED EACH SIDE OF DOOR OPENING. THE WALL CONTAINING DOORS SHALL HAVE AT LEAST AS MANY ANCHOR BOLTS AS SHOWN.

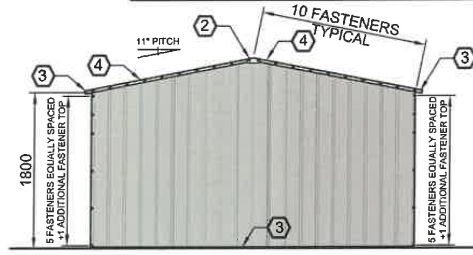


ROOF FIXING PLAN
SCALE 1:50

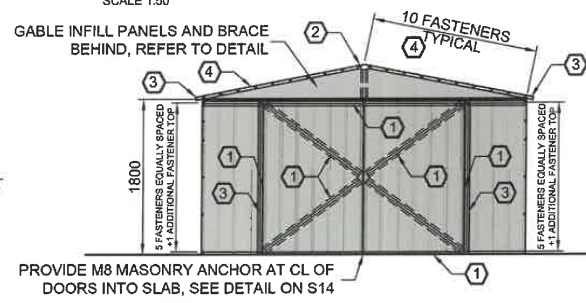
DESIGN CRITERIA

- THESE STRUCTURES ARE CLASSIFIED AS CLASS 10% OF IMPORTANCE LEVEL 2 AND HAVE BEEN DESIGNED FOR THE FOLLOWING WIND LOADS TO AS 1170.2 AND THE BCA
- THE STRUCTURAL ELEMENTS ON THIS DRAWING HAVE BEEN DESIGNED FOR WIND PRESSURE CONSISTENT WITH REGION N1 OF AS 4055 - 2012 BASED ON PRESSURE COEFFICIENTS (INTERNAL & EXTERNAL) FROM AS / NZ 1170.2 - 2011
- THE STRUCTURAL ELEMENTS ON THIS DRAWING HAVE BEEN DESIGNED FOR A NON-TRAFFICABLE ROOF WITH LIVE LOADS CONSISTENT WITH THE FOLLOWING:
 - UDL 0.25kPa
 - POINT LOAD 1.1kN

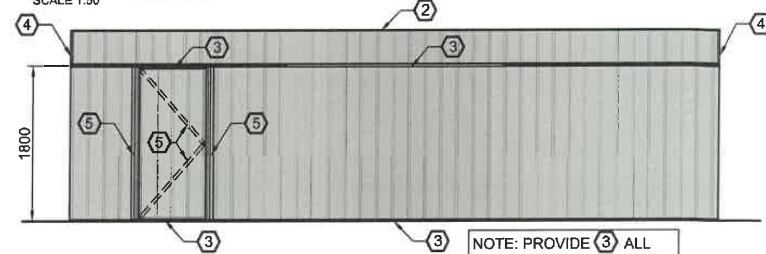
GARAGE RANGE SIZES		
SIZE	DOORS	
4.50m x 3.00m x 2.10m	3	
6.00m x 3.00m x 2.10m	3	
7.50m x 3.00m x 2.10m	3	
4.50m x 3.75m x 2.18m	3	
6.00m x 3.75m x 2.18m	3	
7.50m x 3.75m x 2.18m	3	



BACK ELEVATION
SCALE 1:50



FRONT ELEVATION
SCALE 1:50



SIDE ELEVATION
SCALE 1:50

GENERAL

- THE INFORMATION CONTAINED ON THESE DRAWINGS IS FOR STRUCTURAL ENGINEERING PURPOSES ONLY. ANY DISCREPANCIES THAT COULD RESULT IN CHANGES TO THE STRUCTURAL DETAILS SHALL BE REFERRED TO THE ENGINEER PRIOR TO PROCEEDING WITH CONSTRUCTION.
- ALL DIMENSIONS SHOWN SHALL BE VERIFIED BY THE BUILDER ON SITE PRIOR TO CONSTRUCTION. DO NOT SCALE FROM THESE DRAWINGS.
- DURING CONSTRUCTION THE STRUCTURE SHALL BE MAINTAINED IN A STABLE CONDITION AND NO PART SHALL BE OVERTRESSED. TEMPORARY BRACING SHALL BE PROVIDED BY THE BUILDER TO KEEP THE WORKS STABLE AT ALL TIMES.

CONCRETE & FOUNDATIONS

- SLAB THICKNESS IS SHOWN INDICATIVELY. SLAB PROFILE SHOULD BE DESIGNED IN ACCORDANCE WITH AS2870. SLAB DESIGNED BY OTHERS

FIXINGS

- REFER TO S14 FOR FIXING DETAILS.
- HOLDING-DOWN BOLTS POSITIONS SO THAT BOLT TO SHEETING OCCURS AT CENTRE OF PAN.

STEELWORK

- REFER TO S13 & S15 FOR STIFFENING MEMBER DETAILS
- ROOF, WALL, AND DOOR SHEETING TO BE GRADE G550 AZ150 ZINCALUME HI-TEN WITH A.B.M.T. = 0.30mm U.N.O.
- PROVIDE SUITABLE CORROSION PROTECTION TO ALL UN GALVANIZED COMPONENTS TO AS / NZ 2312

NOTE: 7.50 x 3.75 x 2.18 GARAGE SHOWN INDICATIVELY. SMALLER GARAGE FIXINGS TO BE PROPORTIONED ACCORDINGLY.

(1) DENOTES PART; REFER TO S15 FOR DETAILS

C3	17/09/2020	FOR CONSTRUCTION	VA	KF
P4	03/09/2020	PRELIMINARY	VA	KF
C2	12/06/2020	FOR CONSTRUCTION	HP	NW
C1	30/03/2016	FOR CONSTRUCTION	SW	DB
P3	24/03/2016	PRELIMINARY	SW	DB
P2	22/03/2016	PRELIMINARY	SW	KF
P1	17/03/2016	PRELIMINARY	SW	DB
REV	DATE	REVISIONS	DRN	CHK

Plot date: 17/09/2020 CAD File: 15076 STRUCTURAL - DURABUILT SHED RANGE.dwg



Durabuilt Products®

DURABUILT	DRAWING STATUS:	
GARAGE SHED RANGE	CONSTRUCTION	
	DRAWING NUMBER:	REVISION
	15076 - S12	C3
APPROVED:		DATE:



Creditor Payment Report - Warrant Listing
01 March 2026 to 31 March 2026

Electronic Funds Transfer Payments					
Payment Number	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.370	5/03/2026	VC_Feb2026	Alexandra Jean Hurley	VC Consignment - February 2026	46.00
CP.370	5/03/2026	VC_Feb2026	Alison Barbara Downie	VC Consignment - February 2026	23.77
CP.370	5/03/2026	VC_Feb2026	Allevare The Label	VC Consignment - February 2026	90.00
CP.370	5/03/2026	VC_Feb2026	Anne Jeffreys	VC Consignment - February 2026	21.00
CP.370	5/03/2026	INV-1589	AscendWA	Staff hire - Depot Support Officer	866.25
CP.370	5/03/2026	INV-0377	Ascentive Pty Ltd	SoT Local Public Health Plan - Claim 1	7,729.98
CP.370	5/03/2026	INV-0376	Ascentive Pty Ltd	Council Plan preparation	5,922.86
CP.370	5/03/2026	INV-0375	Ascentive Pty Ltd	Major review and production of DAIP - Claim2	2,805.00
CP.370	5/03/2026	1014591615	Australia Post	Postage Feb 2026 / PO box renewal	2,075.95
CP.370	5/03/2026	NGA26-408	Australian Local Government Association	ALGA NGA2026 staff registration	1,594.00
CP.370	5/03/2026	VC_Feb2026	Barry Graham Keens	VC Consignment - February 2026	14.00
CP.370	5/03/2026	6441	Brightmark Group Pty Ltd	Consumables for January 2026	1,617.73
CP.370	5/03/2026	6510	Brightmark Group Pty Ltd	Contract Cleaning February 2026	13,861.47
CP.370	5/03/2026	6511	Brightmark Group Pty Ltd	Contractor Cleaning - Community Depot Toilets - Feb 2026	396.00
CP.370	5/03/2026	551	Broderick Waste Solutions	Management of Waste Transfer Station f/e 3/3/26	6,050.00
CP.370	5/03/2026	INV-00051637	Carrington's (WA) Pty Ltd	Slaughterhouse Bridge Closure - Sign Hire	4,262.50
CP.370	5/03/2026	INV-00051699	Carrington's (WA) Pty Ltd	Slaughterhouse Bridge Closure - Sign Hire	1,512.50
CP.370	5/03/2026	INV-00051822	Carrington's (WA) Pty Ltd	Slaughterhouse Bridge Closure - Sign Hire	3,850.00
CP.370	5/03/2026	INV-00051909	Carrington's (WA) Pty Ltd	Slaughterhouse Bridge Closure - Sign Hire	962.50
CP.370	5/03/2026	VC_Feb2026	Cindy May Harders	VC Consignment - February 2026	11.20
CP.370	5/03/2026	INV-1010	Cloud Collections Pty Ltd	Court Filing Fees	3,202.00
CP.370	5/03/2026	403192	CNE AG Innovations	JCB 3CX Classic Backhoe	251,790.00
CP.370	5/03/2026	228234	Country Copiers	CRC Printer Meter Reading Feb 2026	97.33
CP.370	5/03/2026	INV-8372	Creighan Holdings Pty Ltd	NCC Compliance Assessment & Issue of CDC & Building Permit	2,035.00
CP.370	5/03/2026	INV1756349	Datacom Solutions (AU) Pty Ltd	Datascape monthly SaaS fees Feb 2026	3,936.94
CP.370	5/03/2026	INV1759635	Datacom Solutions (AU) Pty Ltd	Datacom Pay Processing fee and direct access Feb 2026	357.37
CP.370	5/03/2026	5926	EAG Electrical Air-Conditioning & Gas	Toodyay Pavilion - replaced lights	693.00
CP.370	5/03/2026	5941	EAG Electrical Air-Conditioning & Gas	De-gas fridges and aircon at Waste Transfer Station	352.00
CP.370	5/03/2026	INV00046854	Farmarama Pty Ltd	Soil, Root & Water Sample Testing - Stirling and Duidgee Park	1,798.50
CP.370	5/03/2026	2026.06.09	Fernview Environmental Pty Ltd	Mixed putrescible waste – Regional 3/2/26	338.58
CP.370	5/03/2026	VC_Feb2026	Fred & Liliانا Rea Family Trust	VC Consignment - February 2026	41.25
CP.370	5/03/2026	89251	Frontline Fire & Rescue Equipment	(LGGS) BFS - PPC	211.20
CP.370	5/03/2026	1198	G R Thomson Truck Hire	Bejoording Rd - Water Cart Hire 23/2/26-26/2/26	7,493.75
CP.370	5/03/2026	INV-5059	Herseys Safety Pty Ltd	Gardening equipment	207.90
CP.370	5/03/2026	30309	Hesperian Press	Historic books on Toodyay to sell in the Visitors Centre	529.10
CP.370	5/03/2026	VC_Feb2026	Isobel Winifred Roberts	VC Consignment - February 2026	34.50
CP.370	5/03/2026	VC_Feb2026	Joanne Crowe	VC Consignment - February 2026	48.00
CP.370	5/03/2026	77534226	Landgate	Valuations and Land search for 2025/2026	290.88

Electronic Funds Transfer Payments					
Payment Number	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.370	5/03/2026	77548101	Landgate	GRV Valuations for 2025/2026	515.31
CP.370	5/03/2026	387	Landworx	removal of trees	2,640.00
CP.370	5/03/2026	VC_Feb2026	Lindsay Burke	VC Consignment - February 2026	11.53
CP.370	5/03/2026	INV-0251	Mandy Wynne	Monthly Statement Jan 2026/general accounting/budget and reports support	2,391.84
CP.370	5/03/2026	VC_Feb2026	Martina Hubackova	VC Consignment - February 2026	60.00
CP.370	5/03/2026	VC_Feb2026	Natural Intentions Beauty Range - Gina Large	VC Consignment - February 2026	40.50
CP.370	5/03/2026	54099	North Star Security Nominees Pty Ltd	Monitoring Admin Building Apr-Jun 2026	171.60
CP.370	5/03/2026	54008	North Star Security Nominees Pty Ltd	Security Monitoring Apr-Jun 2026 Pavillion and Aquatic Centre	343.20
CP.370	5/03/2026	31091	Oxter Services	Paper gift bags for Visitor Centre	327.78
CP.370	5/03/2026	VC_Feb2026	Oztrology Pty Ltd	VC Consignment - February 2026	40.00
CP.370	5/03/2026	VC_Feb2026	Patricia Rose	VC Consignment - February 2026	40.00
CP.370	5/03/2026	P632452	Pentanet Limited	mthly NBN for Shire Office - March 2026	926.90
CP.370	5/03/2026	CD_001362667	Ringcentral Australia Pty Ltd	phone charges Feb 2026	1,679.70
CP.370	5/03/2026	VC_Feb2026	Sara Louise Whincup	VC Consignment - February 2026	20.00
CP.370	5/03/2026	02489000	Shred-X Pty Ltd	Paper Shredding Feb 2026	121.31
CP.370	5/03/2026	VC_Feb2026	Southern Sharpening Services	VC Consignment - February 2026	38.50
CP.370	5/03/2026	VC_Feb2026	Tanya Michelle Stuart	VC Consignment - February 2026	15.36
CP.370	5/03/2026	0635-S587470	Team Global Express Pty Ltd	(LGGS) BFS - PPC/PPE freight charges	109.81
CP.370	5/03/2026	0636-S587470	Team Global Express Pty Ltd	(LGGS) BFS - PPC/PPE freight charges	33.44
CP.370	5/03/2026	10747024	Toodyay Hardware & Farm	Depot consumables Feb 2026	31.95
CP.370	5/03/2026	02/2025	Toodyay Triathlon Club Inc	Community Funding for Toodyay Triathlon Club	3,000.00
CP.370	5/03/2026	INV-10338	Toodyay Tyre & Exhaust	N150 Battery	409.00
CP.370	5/03/2026	22000064-1	Uniforms @ Work	staff workwear	68.55
CP.370	5/03/2026	INV-3092	Vapour Plumbing And Gas	Memorial Hall - toilet repair	170.50
CP.370	5/03/2026	INV-3097	Vapour Plumbing And Gas	replaced hose at public stand pipe	231.00
CP.370	5/03/2026	INV-3115	Vapour Plumbing And Gas	fire hose reel installation-CRC and Waste Transfer Station	577.50
CP.370	5/03/2026	SI-017743	WALGA	Mandatory Councillor Training Cr Mills	407.00
CP.370	5/03/2026	SI-017744	WALGA	Mandatory Councillor Training Cr van der Heyden	407.00
CP.370	5/03/2026	26_0405_1	West Australian Adventure Company Pty Ltd	Laser Tag Event for Youth Week WA 2026-Deposit	350.00
CP.370	5/03/2026	IN-228123	Wheatbelt Office of Business Machines - Northam	lease for Library Photocopier 2025/2026	117.59
CP.370	5/03/2026	228217	Wheatbelt Office of Business Machines - Northam	copy cost Feb 2026 - Library	258.37
CP.372	5/03/2026	IV00000001684	Avon Earthworks	Road trains Bejoording Road gravel carting	48,510.00
CP.372	5/03/2026	23405	Avon Skip Bins	empty skip bin - Sports Oval - Feb 2026	140.00
CP.372	5/03/2026	23406	Avon Skip Bins	empty skip bin - Depot - Jan 2026	70.00
CP.372	5/03/2026	INV-00051908	Carrington's (WA) Pty Ltd	Bejoording Road capital works - traffic management	16,296.90
CP.372	5/03/2026	INV-0004248	Fewsters Earthmoving	Bejoording Rd Capital Works - Road Train Hire	8,910.00
CP.372	5/03/2026	5078	Timber Insight Pty Ltd	Cobblers Pool Bridge repairs	61,303.00
CP.372	5/03/2026	5090	Timber Insight Pty Ltd	Newcastle Bridge condition assesement	28,611.00
CP.372	5/03/2026	10747307	Toodyay Hardware & Farm	Depot consumables Mar 2026	21.00
CP.373	13/03/2026	INV-1598	AscendWA	Staff hire - Depot Support Officer	866.25
CP.373	13/03/2026	IV00000001687	Avon Earthworks	Steel Drum Roller Hire Bejoording Road	11,286.88
CP.373	13/03/2026	IV00000001688	Avon Earthworks	Grader hire Bejoording Road works	9,075.00
CP.373	13/03/2026	IV00000001692	Avon Earthworks	Grader Hire - Various Locations Feb 2026	5,775.00

Electronic Funds Transfer Payments					
Payment Number	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.373	13/03/2026	552	Broderick Waste Solutions	Waste cartage Toodyay Transfer Station to Northam - Feb 2026	5,598.78
CP.373	13/03/2026	DISHIRTO 02.2026	Dunning Investments Pty Ltd	fuel/fuel cards Feb 2026	1,068.38
CP.373	13/03/2026	031/25	Heritage Intelligence (WA)	2x Heritage impact statements for the Donga & the Tennis Precinct	4,246.00
CP.373	13/03/2026	INV-4086	Leyland Engineering Services	essential service - T0023	433.00
CP.373	13/03/2026	INV-4093	Leyland Engineering Services	Side tipper repairs	1,560.00
CP.373	13/03/2026	INV-4095	Leyland Engineering Services	Vehicle Essential Service -T0016	490.00
CP.373	13/03/2026	260309	Noongar Kaartdijin Aboriginal Coporation Inc	contribution to Noongar Trail brochure 2026	473.00
CP.373	13/03/2026	651655 - 02.2026	Public Transport Authority of WA	TransWA ticket sales for February 2026	170.02
CP.373	13/03/2026	INV326951	S & F Unit Trust	Business Cards	464.20
CP.373	13/03/2026	1937	The Trustee For Movat Trust	SES-MOVAT subscription 2026	250.00
CP.373	13/03/2026	10747446	Toodyay Hardware & Farm	Depot consumables Mar 2026	3.86
CP.373	13/03/2026	614362	Toodyay Traders	Brushcutter repair	233.70
CP.373	13/03/2026	613333	Toodyay Traders	Depot consumables Feb 2026	3.05
CP.373	13/03/2026	613339	Toodyay Traders	Depot consumables Feb 2026	21.15
CP.373	13/03/2026	613805	Toodyay Traders	Depot consumables Feb 2026	16.50
CP.373	13/03/2026	607699	Toodyay Traders	Fertiliser Cresco	49.09
CP.373	13/03/2026	622030	Toodyay Traders	Depot consumables Feb 2026	13.95
CP.373	13/03/2026	622091	Toodyay Traders	Depot consumables Feb 2026	56.20
CP.373	13/03/2026	9975	Vernice Pty Ltd	Gravel Bejoording Road Works	351,860.74
CP.373	13/03/2026	INV-1524	Vision Investments Pty Ltd	Multi Tyre Roller Hire Bejoording Road	4,613.49
CP.373	13/03/2026	INV-14757	Western Geotechnical & Laboratory Services	WGLS Compaction Testing - Bejoording Road	1,100.00
CP.373	13/03/2026	WS-2881	Western Stabilisers Pty Ltd	Bejoording Road Capital Works - Cement Stabilisation	149,292.00
CP.373	13/03/2026	109	Wex Australia Pty Ltd	(LGGS) SES fuel card fees Feb 2026	0.20
CP.374	19/03/2026	752049	Avon Waste - Stondon Pty Ltd	rubbish collection 23/2/26-6/3/26	19,062.18
CP.374	19/03/2026	INV-00051834	Carrington's (WA) Pty Ltd	Bejoording Road - Traffic Management	18,372.37
CP.374	19/03/2026	INV-00051957	Carrington's (WA) Pty Ltd	Bejoording Road - Traffic Management	31,981.92
CP.374	19/03/2026	24674915	Coates Hire	Portable Toilet Hire - AVVVA Swap Meet	3,299.64
CP.374	19/03/2026	INV-8432	Creighan Holdings Pty Ltd	NCC Compliance Assessment & Issue of CDC & Building Permit	1,760.00
CP.374	19/03/2026	CINS3198663	CTI Security	Alarm Monitoring Apr-Jun 2026 Visitor Centre	210.83
CP.374	19/03/2026	CINS3198633	CTI Security	Alarm Monitoring Apr-Jun 2026 Community Centre	210.83
CP.374	19/03/2026	5963	EAG Electrical Air-Conditioning & Gas	Admin donga - electrical maintenance	442.20
CP.374	19/03/2026	5964	EAG Electrical Air-Conditioning & Gas	Museum - mini spotlight repairs	286.00
CP.374	19/03/2026	SINV-16205	Industrial Automation Group	Stand pipe repair - Northam Toodyay Rd	1,767.98
CP.374	19/03/2026	INV-4105	Leyland Engineering Services	Essential Service T0002	508.00
CP.374	19/03/2026	144301	Securus	call out 5/3/26 - alarm system VC/Connors Mill	417.41
CP.374	19/03/2026	54	Simone Ruth Solomon	Move Your Body Program - Aqua Relaxation Balance Classes	1,200.00
CP.374	19/03/2026	0638-S587470	Team Global Express Pty Ltd	freight charges-Herseys-gardening equipment	58.50
CP.374	19/03/2026	INV0018	Temara Thomson	Water Cart Hire various locations	6,943.75
CP.374	19/03/2026	10748609	Toodyay Hardware & Farm	Depot consumables Mar 2026	44.85
CP.374	19/03/2026	10748261	Toodyay Hardware & Farm	Depot consumables Mar 2026	28.75
CP.374	19/03/2026	10748699	Toodyay Hardware & Farm	Depot consumables Mar 2026	15.45
CP.374	19/03/2026	2026_02	Toodyay IGA	Purchases February 2026	1,091.40
CP.374	19/03/2026	INV-3160	Vapour Plumbing And Gas	Dog Pound - Repairs	313.50
CP.374	19/03/2026	INV-3168	Vapour Plumbing And Gas	Dog Pound - Replaced hot water unit/float valve on dog bowl	2,090.00
CP.374	19/03/2026	INV-3167	Vapour Plumbing And Gas	Replaced filter/UV lamp on fire sheds	2,763.20

Electronic Funds Transfer Payments					
Payment Number	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.374	19/03/2026	INV-14872	Western Geotechnical & Laboratory Services	WGLS Compaction Testing - Bejoording Road	756.25
CP.376	26/03/2026	37787	Abcorp Australasia Pty Ltd	barcode labels for library	506.00
CP.376	26/03/2026	TD06228	Angus Forrest - Tourist Designs	Visitor Centre floor stock	569.60
CP.376	26/03/2026	INV-0009	Arts Toodyay Inc	Community Funding for Avon Valley Arts Trail 30 May 2026	1,750.00
CP.376	26/03/2026	INV-0010	Arts Toodyay Inc	Community Funding for Art Workshops 5/2/26	1,500.00
CP.376	26/03/2026	23404	Avon Skip Bins	empty skip bin - Rec Centre - Feb 2026	280.00
CP.376	26/03/2026	23483	Avon Skip Bins	skip bin delivery - Admin Building - Mar 2026	650.00
CP.376	26/03/2026	6544	Brightmark Group Pty Ltd	Contract Cleaning Rec Centre - Dec 2025-Feb 2026	7,207.20
CP.376	26/03/2026	6631	Brightmark Group Pty Ltd	Cleaning Contract - Consumables - Feb 2026	1,744.41
CP.376	26/03/2026	553	Broderick Waste Solutions	Management of Waste Transfer Station f/e 17/3/26	6,050.00
CP.376	26/03/2026	INV-8105	Cloud Collections Pty Ltd	Debt Recovery costs Feb 2026	12,017.71
CP.376	26/03/2026	472269	Conplant Pty Ltd	Roller Hire 29/1-31/1/26	1,528.45
CP.376	26/03/2026	473405	Conplant Pty Ltd	Roller Hire - Various Locations Feb 2026	5,836.05
CP.376	26/03/2026	00102935	Corsign (WA) Pty Ltd	50x rural street address green plate	1,320.00
CP.376	26/03/2026	INV-8484	Creighan Holdings Pty Ltd	NCC Compliance Assessment & Issue of CDC & Building Permit	1,210.00
CP.376	26/03/2026	INV-2912	CSS Tech	Shire phone Message On Hold Jan-Mar 2026	462.00
CP.376	26/03/2026	2026_2	Department of Local Government, Industry Regulation and Safety	BS Levies February 2026	2,465.14
CP.376	26/03/2026	109170	Department of Local Government, Industry Regulation and Safety	LG Standards Panel costs 2024/25	1,055.26
CP.376	26/03/2026	5973	EAG Electrical Air-Conditioning & Gas	Town Oval maintenance	132.00
CP.376	26/03/2026	115	Early Mist Cafe	Catering for Avon Midlands Peri-Urban Partnership meeting 9/3/26	179.85
CP.376	26/03/2026	55073_5	Eastern Hills Chainsaws & Mowers	Stihl Backpack Blower	1,146.65
CP.376	26/03/2026	21202996	Fulton Hogan Industries Pty Ltd	Sealing - Bejoording Road	272,448.00
CP.376	26/03/2026	1199	G R Thomson Truck Hire	Water cart hire 11-20/3/26	9,006.25
CP.376	26/03/2026	25909_0	Hempfield Small Engines Services	Diesel Pump - Road Works	890.00
CP.376	26/03/2026	868371	ITR Pacific	T0009 - Bucket Blade Repair	361.46
CP.376	26/03/2026	ST0326	Jenna Equipment Pty Ltd	Bejoording Road - Capital Works - Supply Water	76,498.40
CP.376	26/03/2026	13554	Juel Enterprises Pty Ltd T/As Stirling Asphalt	Stirling Tce Asphalt repairs	17,688.00
CP.376	26/03/2026	121395	Kleen West Distributors	Admin consumables Feb 2026	126.50
CP.376	26/03/2026	77599950	Landgate	Valuations Mar 2026	55.80
CP.376	26/03/2026	77637020	Landgate	GRV Valuations for 2025/2026	644.63
CP.376	26/03/2026	77668809	Landgate	Mining Tenements - Interim Valuations Mar 2026	18.60
CP.376	26/03/2026	10000996	Landgate	Valuations for 2025/2026	48.48
CP.376	26/03/2026	INV-4468	Lloyds Earthmoving	Landscaping mix 12t	952.00
CP.376	26/03/2026	IV00000001460	Michael Stanley King	Repairs-T0026 Roller	1,818.62
CP.376	26/03/2026	IV00000001461	Michael Stanley King	Maintenance-Float 1TTE512	273.18
CP.376	26/03/2026	IV00000001462	Michael Stanley King	Maintenance-T000	355.85
CP.376	26/03/2026	67877142	Midalia Steel Pty Ltd	Toodyay Bindi-Bindi SLK 5-7 - 2 x Sheets Mesh	599.02
CP.376	26/03/2026	27306	MJB Industries Pty Ltd	concrete pipes	2,860.84
CP.376	26/03/2026	INV_20260324_2601	Morris Pest And Weed Control	Link Rd - Tree Treatment-Termite	220.00
CP.376	26/03/2026	00027996	Natural Area Consulting Management Services	Julimar Rd SLK17.56-19.81 - Mitigation Planting	392.70
CP.376	26/03/2026	00027997	Natural Area Consulting Management Services	Chitty Rd SLK4.34-6.34 - Mitigation Planting	412.34
CP.376	26/03/2026	00028136	Natural Area Consulting Management Services	Chitty Rd SLK4.34-6.34 - Mitigation Planting	412.34
CP.376	26/03/2026	00028135	Natural Area Consulting Management Services	Julimar Rd SLK17.56-19.81 - Mitigation Planting	392.70
CP.376	26/03/2026	54310	North Star Security Nominees Pty Ltd	Service call - Admin Building Security System 9/3/26	110.00

Electronic Funds Transfer Payments					
Payment Number	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.376	26/03/2026	627576640	Officeworks	whiteboard	704.95
CP.376	26/03/2026	1190	Paul James Davies	Australia Day 2026 - entertainment	500.00
CP.376	26/03/2026	STY5101	PMSI Pty Ltd	Investigate Statutory Financial Reporting Options for the shire-1st pmt	5,000.00
CP.376	26/03/2026	15121	Reliable Asset Maintenance	toilet door repair	474.10
CP.376	26/03/2026	15024	Reliable Asset Maintenance	Grandstand Building Repairs	4,316.40
CP.376	26/03/2026	144413	Securus	Service alarm system - community centre	785.19
CP.376	26/03/2026	33539	Shire of Northam	Old Quarry Tipping Fees - February 2026	23,546.70
CP.376	26/03/2026	INV-0139	SJ Field Service	Vehicle services & Repairs - T0026	1,184.59
CP.376	26/03/2026	F069-220356	Snap Printing Midland	Print-railmap and photos for museum	760.00
CP.376	26/03/2026	FAINV01388086	St John Ambulance WA	(LGGS) BFS/SES - First Aid Servicing	2,302.07
CP.376	26/03/2026	FAINV01389338	St John Ambulance WA	(LGGS) BFS - First Aid Course for Bush Fire Volunteer	180.00
CP.376	26/03/2026	0637-S587470	Team Global Express Pty Ltd	freight charges Feb 2026 Works and Services	111.94
CP.376	26/03/2026	0639-S587470	Team Global Express Pty Ltd	freight charges Mar 2026 Depot	48.30
CP.376	26/03/2026	10748955	Toodyay Hardware & Farm	Depot consumables Mar 2026	18.50
CP.376	26/03/2026	10749144	Toodyay Hardware & Farm	Depot consumables Mar 2026	43.50
CP.376	26/03/2026	10749560	Toodyay Hardware & Farm	Depot consumables Mar 2026	20.90
CP.376	26/03/2026	10749565	Toodyay Hardware & Farm	Depot consumables Mar 2026	25.75
CP.376	26/03/2026	29808	Toodyay Herald	Advertising February 2026	1,495.00
CP.376	26/03/2026	6016	Toodyay Men's Shed Inc	Refurbish Timber tables, chairs and seating in Information Bay	588.50
CP.376	26/03/2026	621654	Toodyay Traders	Depot consumables Feb 2026	18.00
CP.376	26/03/2026	622615	Toodyay Traders	Depot consumables Mar 2026	13.65
CP.376	26/03/2026	623062	Toodyay Traders	Depot consumables Mar 2026	28.90
CP.376	26/03/2026	623121	Toodyay Traders	Depot consumables Mar 2026	40.25
CP.376	26/03/2026	INV20145	Total Green Recycling	e-waste recycling Mar 2026	1,154.90
CP.376	26/03/2026	7645	Vanguard Publishing	HelloPerth Advertising Feb2026-Jan2027 - Connor's Mill	665.50
CP.376	26/03/2026	INV-3201	Vapour Plumbing And Gas	Memorial Hall - Unblocked drain	247.50
CP.376	26/03/2026	INV-3202	Vapour Plumbing And Gas	Toodyay Library - Repairs	247.50
CP.376	26/03/2026	26_0405_2	West Australian Adventure Company Pty Ltd	Laser Tag Event for Youth Week WA 2026-final pmt	390.00
CP.376	26/03/2026	INV-0132	XAV Group Pty Ltd	Pool Management Fee - Dec 2025	36,400.28
CP.376	26/03/2026	INV-0136	XAV Group Pty Ltd	Pool Management Fee - Apr 2026	41,915.68
CP.376	26/03/2026	INV-0014	Xcell Talent Pty Ltd	Staff hire - Depot Support Officer	866.25
CP.376	26/03/2026	INV-0002	Xcell Talent Pty Ltd	Staff hire - Depot Support Officer	288.75
CP.376	26/03/2026	INV-0020	Xcell Talent Pty Ltd	Staff hire - Depot Support Officer	577.50
CP.376	26/03/2026	INV-1743	Zone 50 Engineering Surveys Pty Ltd	Bejoording Rd 9:00 - 12:71 - Survey Design	3,322.00
CP.376	26/03/2026	INV-1747	Zone 50 Engineering Surveys Pty Ltd	Design requirements - Raynor loop extension, Nunile - Amendment 1-claim 1	6,916.80
EFT Total					1,718,628.48

Payroll					
Payment Number	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
PPE10/03/26	11/03/2026		Payroll	Payroll PPE 10/03/2026	112,875.54
PPE10/03/26	12/03/2026		Super Choice	Payroll PPE 10/03/2026	21,822.82
PPE24/03/26	25/03/2026		Payroll	Payroll PPE 24/03/2026	110,509.62
PPE24/03/26	26/03/2026		Super Choice	Payroll PPE 24/03/2026	21,661.16
PPE27/03/26	27/03/2026		Payroll	Termination payment	4,022.49
Other Total					270,891.63

Direct Debit					
Payment Number	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
	1/03/2026		BPAY	monthly biller fee	478.72
	1/03/2026		Bendigo Bank	bank fees	15.00
	1/03/2026		Bendigo Bank	bank fees	15.00
	1/03/2026		Bendigo Bank	bank fees	10.00
	2/03/2026		Bendigo Bank	bank fees	3.27
	2/03/2026		HPE Financial Services	photocopier lease	1,116.84
	3/03/2026		CBA	merchant fees	65.79
	3/03/2026		CBA	merchant fees	88.80
	3/03/2026		CBA	merchant fees	228.47
	3/03/2026		CBA	merchant fees	81.93
	3/03/2026		CBA	merchant fees	384.21
	4/03/2026		Synergy	Electricity Usage Lot 301 Railway Rd - 149993610 14/1/26-10/2/26	547.23
	5/03/2026		Bendigo Bank	bank fees	5.83
	6/03/2026		Bendigo Bank	bank fees	0.66
	6/03/2026		Water Corporation	water charges Pool Jan 2026	6,580.69
	9/03/2026		QPC Group	photocopier lease 2025/2026	7,282.57
	9/03/2026		QPC Group	freight charges toner	33.00
	9/03/2026		QPC Group	freight charges toner	33.00
	11/03/2026		Bendigo Bank	bank fees	6.27
	13/03/2026		Bendigo Bank	bank fees	2.31
	13/03/2026		Synergy	Electricity Usage Recreation Centre - 450458120 - 15/1/26-18/2/26	8,384.02
	13/03/2026		QPC Group	freight charges toner	33.00
	16/03/2026		BPoint	transaction fees	38.79
	16/03/2026		Superloop	nbn service at shire depot Mar 2026	80.00
	16/03/2026		Water Corporation	water charges Parkers Cottage - 1/1/26-28/2/26	47.99
	16/03/2026		Water Corporation	water charges Donegans Cottage - 1/1/26-28/2/26	47.99
	16/03/2026		Water Corporation	water charges Library - 10/12/25-20/2/26	84.57
	16/03/2026		Water Corporation	water charges 19A Clinton St - 1/1/26-28/2/26	239.20
	16/03/2026		Water Corporation	water charges 19B Clinton St - 1/1/26-28/2/26	239.20
	16/03/2026		Water Corporation	water charges Mrs O'Reillys - 10/12/25-20/2/26	377.72
	16/03/2026		Water Corporation	water charges Newcastle Park - 10/12/25-20/2/26	436.74
	16/03/2026		Water Corporation	water charges Railway Stn Lawn - 10/12/25-20/2/26	512.04
	16/03/2026		Water Corporation	water charges Duke St Toilets - 10/12/25-20/2/26	684.17
	16/03/2026		Water Corporation	water charges Connors Mill, VC - 10/12/25-20/2/26	1,215.61
	16/03/2026		Water Corporation	water charges Memorial Hall - 10/12/25-20/2/26	1,406.98
	16/03/2026		Water Corporation	water charges CRC/Medical Centre - 10/12/25-20/2/26	1,955.52
	16/03/2026		Water Corporation	water charges Community Standpipe - Stirling Terrace - 10/12/25-20/2/26	4,126.20
	19/03/2026		Water Corporation	water charges Street furniture - 15/12/25-25/2/26	6.02
	19/03/2026		Water Corporation	water charges Parkers Cottage - 1/1/26-28/2/26	22.57
	19/03/2026		Water Corporation	water charges Shire office - 15/12/25-25/2/26	39.16
	19/03/2026		Water Corporation	water charges Donegans Cottage - 1/1/26-28/2/26	43.09
	19/03/2026		Water Corporation	water charges 19B Clinton St - 1/1/26-28/2/26	133.38
	19/03/2026		Water Corporation	water charges ANZAC Park - 15/12/25-25/2/26	1,237.93
	19/03/2026		Water Corporation	water charges Admin gardens - 15/12/25-25/2/26	2,027.08

Direct Debit					
Payment Number	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
	20/03/2026		Bendigo Bank	bank fees	1.87
	20/03/2026		Synergy	Electricity 802970900 Group Account Dec 2025-Jan 2026	10,499.41
	20/03/2026		Water Corporation	water charges Pavillion-Showgrounds-Oval - 1/1/26-28/2/26	51.00
	20/03/2026		Water Corporation	water charges Waste Transfer Station - 12/12/25-21/2/26	150.60
	20/03/2026		Water Corporation	water charges Depot - 1/1/26-28/2/26	201.80
	20/03/2026		Water Corporation	water charges Duidgee Park Toilets - 12/12/25-21/2/26	2,915.62
	24/03/2026		Water Corporation	water charges Pelham Reserve Toilets - 15/12/25-25/2/26	36.14
	24/03/2026		Water Corporation	water charges Cemetery - 11/12/25-20/2/26	141.56
	24/03/2026		Water Corporation	water charges Old Gaol - 15/12/25-25/2/26	551.20
	24/03/2026		Water Corporation	water charges Pavillion-Showgrounds-Oval - 1/1/26-28/2/26	3,165.61
	25/03/2026		Bendigo Bank	bank fees	6.16
	25/03/2026		Telstra	phone/internet charges Mar 2026 - 0293288400	2,876.20
	26/03/2026		Bendigo Bank	bank fees	5.61
	27/03/2026		Bendigo Bank	bank fees	0.11
	27/03/2026		Synergy	Street lights - Electricity Usage 25 Jan 2026 - 24 Feb 2026	5,141.14
	30/03/2026		Paymate	paymate subscription fee Mar 2026	82.50
	30/03/2026		Water Corporation	water charges Northam Toodyay Road standpipe - 13/1/26-3/3/26	68,521.70
Other Total					134,746.79

Credit Card					
Payment Number	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
	8/03/2026		Credit Card - EMFCS - A Hart - March 2026	Officeworks-office equipment	99.00
	14/03/2026			Safety Culture Subscription 2025/26	31.90
	16/03/2026			Starlink-internet Mar 2026	179.00
	16/03/2026			Smartsheet subscription	102.86
	16/03/2026			internl transaction fee	3.09
	24/03/2026			JBHiFi-TV for Museum display	588.00
	25/03/2026			Officeworks-office equipment	197.00
	27/03/2026			SEEK-job ads	763.13
	27/03/2026			SEEK-job ads	1,045.00
	30/03/2026			Bendigo Bank-Card Fee	4.00
	25/03/2026		Credit Card - CEO - A Bowman - March 2026	2026 WA Regional Business Excellence Awards staff registration	282.38
	25/03/2026			LG ProfessionalsLeaders Network staff registration	65.00
	30/03/2026			Bendigo Bank-Card Fee	4.00
	20/03/2026		Credit Card - MEDCS - M Taylor - March 2026	Canva-subscription 2026/27	367.99
	20/03/2026			booktopia-books for library	454.70
	20/03/2026			BigW-books for library	206.72
	26/03/2026			Coles-catering library event Easter Rhyme Time	75.00
	27/03/2026			Coles-catering library event Easter	209.50
	30/03/2026			Bendigo Bank-Card Fee	4.00
	5/03/2026		Credit Card - MPRS - P Nuttall - March 2026	Officeworks-office equipment	69.00
	20/03/2026			Seek-job advert	456.50
	30/03/2026			Bendigo Bank-Card Fee	4.00

Credit Card					
Payment Number	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
	12/03/2026		Credit Card - CESM - S Roberts - March 2026	BigW-office equipment	53.72
	13/03/2026			DWER-NDRR Grant Clearing Permit Application Fee (Fitzgerald Terrace)	400.00
	30/03/2026			Bendigo Bank-Card Fee	4.00
	4/03/2026		Credit card - MIAS - V Crispe - March 2026	Wirtgen-light guard repair hired roller	354.05
	5/03/2026			Aveling-white card training	180.00
	11/03/2036			Aveling-white card training	90.00
	17/03/2026			Starlink-depot internet	80.00
	24/03/2026			Toodyay IGA-depot supplies	102.17
	25/03/2026			Absolute Education-white card replacement	55.00
	27/03/2026			DWER- Waste Transfer Station license Fee 2026/27	347.60
	30/03/2026			Bendigo Bank-Card Fee	4.00
				Other Total	6,882.31
				Grand Total	2,131,149.21

ORDINARY COUNCIL MEETING MINUTES

26 JUNE 2025

9.3 ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES

9.3.1 Shire of Toodyay 2025/2026 Community Grant Funding

Date of Report:	16 May 2025
Applicant or Proponent:	Shire of Toodyay
File Reference:	CSD13
Author:	S Watson – Executive Manager Economic Development and Community Services
Responsible Officer:	A Bowman JP – Chief Executive Officer
Previously Before Council:	N/A
Author’s Disclosure of Interest:	Nil
Council’s Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> 1. Triathlon Club Application (confidential) Section 5.23(2) <i>(e)(iii)a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person where the trade secret or information is held by, or is about, a person other than the local government (under separate cover)</i> 2. Toodyay Events Planning Application (confidential) Section 5.23(2) <i>(e)(iii)a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person where the trade secret or information is held by, or is about, a person other than the local government (under separate cover)</i> 3. NKAC Application (confidential) Section 5.23(2) <i>(e)(iii)a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person where the trade secret or information is held by, or is about, a person other than the local government (under separate cover)</i> 4. Toodyay Farmers Market Application (confidential) Section 5.23(2) <i>(e)(iii)a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person where the trade secret or information is held by, or is about, a person other than the local government (under separate cover)</i> 5. Arts Toodyay - Workshops Application (confidential) Section 5.23(2) <i>(e)(iii)a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person where the trade secret or</i>

ORDINARY COUNCIL MEETING MINUTES

26 JUNE 2025

	<p><i>information is held by, or is about, a person other than the local government (under separate cover)</i></p> <p>6. Arts Toodyay - Arts Trail Application (confidential) Section 5.23(2) <i>(e)(iii) a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person where the trade secret or information is held by, or is about, a person other than the local government (under separate cover)</i></p> <p>7. Arts Toodyay Art Exhibition Application (confidential) Section 5.23(2) <i>(e)(iii) a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person where the trade secret or information is held by, or is about, a person other than the local government (under separate cover)</i></p>
--	--

PURPOSE OF THE REPORT

To consider funding applications received in the recent round of Community Funding, that will support community events and activities occurring in the 2025/26 financial year. Council is also requested to consider the financial obligations of the requests and determine the budget allocations required as part of the 2025/26 budgeting process.

BACKGROUND

Council adopted the Community Funding Policy and the associated guidelines at its February 2022 Ordinary Council Meeting. This policy sought to formalise the annual sponsorship process, the timing of which supports responsible budget planning on an annual basis. The Community Funding Policy and Community Funding Guidelines were designed to set out the parameters for Council’s support of one-off community activities and events in an equitable and accountable way.

For the 2025/26 round the application form was reviewed and it was reinforced that all applicants were required to contact the Shire (Community Development) prior to submitting their application to discuss the proposed project or activity to ensure it met the criteria. The 2025/26 funding round opened on 4 March 2025 and was advertised on the Shire website and social media for a four-week period, with the round closing on 4 April 2025.

Seven applications were received totally \$31,000. In addition, there was one application from the Toodyay Events Planning Inc./Moondyne Festival as the current year (2024/25) was the last year of their 3-year funding agreement. The following table lists the applications received, noting that one applicant submitted applications for three different projects which is permissible under the Community Funding Policy. In addition, one applicant did not contact the Shire to discuss the proposed project prior to submitting their application.

Applicant	Request	Funding	Contacted Shire
Toodyay Triathlon Club	Support for the inaugural ‘Come and Tri’ event	\$5,000 (\$2,000 in-kind for pool entry &	Yes

ORDINARY COUNCIL MEETING MINUTES

26 JUNE 2025

Applicant	Request	Funding	Contacted Shire
		traffic management)	
Toodyay Events Planning Inc.	Support for the 2026 Moondyne Festival	\$15,000	Yes
NKAC	'Boodja Waangkiny: The Land Speaks' - Renew/update a video of Toodyay's natural landscapes & produce a promotional banner of native local trees	\$4,500	Yes
Toodyay Farmers Market	Purchase of 6 marquees for the markets	\$10,000	No
Arts Toodyay	To run art workshops for children and adults	\$3,000	Yes
Arts Toodyay	To stage an 'arts trail' event	\$3,500	Yes
Arts Toodyay	Annual art exhibition main prize and minor prizes	\$5,000 (\$2,000 main prize & \$3,000 for minor prizes)	Yes

COMMENTS AND DETAILS

The Shire of Toodyay supports the collective and economic benefit and growth of the community and businesses and provides financial assistance for community initiatives supporting these aims through the Community Funding Program.

The 2025/26 round of funding was advertised during March/April 2025 utilising the following methods:

- Local newspaper advertising;
- Shire website;
- Shire social media channels;
- Direct email to community groups and clubs; and
- Word of mouth.

A panel of officers assessed each application in accordance with the Shire's Community Funding Policy and guidelines and the Shire Council Plan 2023-2033, and provided a recommendation based on their assessment. Key consideration was given to the following areas:

- Encourages community participation, connectedness and well-being;
- Assists in building community capacity;

ORDINARY COUNCIL MEETING MINUTES

26 JUNE 2025

- Attracts visitors and generates economic development;
- Increases understanding, protection and appreciation of the natural and built environment; and
- Contributes to the vibrancy and quality of life in Toodyay.

The table below lists the panel’s recommendations for Council’s consideration:

Applicant	Request	Funding
Toodyay Triathlon Club	Support for the inaugural ‘Come and Tri’ event	\$3500 <i>\$3,000 cash; and \$500 in-kind pool entry</i>
Toodyay Events Planning Inc.	Support for the 2026 Moondyne Festival	See table below**
NKAC	‘Boodja Waangkiny: The Land Speaks - Renew/update a video of Toodyay’s natural landscapes & produce a promotional banner of native local trees	\$4,500
Toodyay Farmers Market	Purchase of 6 marquees	\$0 – this is seen as a capital/operational purchase
Arts Toodyay	To run art workshops for children and adults	\$1,500
Arts Toodyay	To stage an ‘arts trail’ event	\$1,750
Arts Toodyay	Annual art exhibition main prize and minor prizes	\$2,000 main prize
Ad hoc	CEO delegation	\$5,000
Total		\$18,250

Note: **figures in italics differ from requested amounts.*

** New three-year funding agreement proposed for Toodyay Events Planning Inc./Moondyne Festival.

In addition to the panel’s recommendations, it is proposed to put in place the following funding agreements/MOUs to support local community programs and events commencing in the 2025/26 financial year as year 1, with 2026/27 being year 2 and 2027/28 being year 3, with one exception of the AVVVA Swap Meet event being a 5-year MOU:

Applicant	Status	Funding
Toodyay Events Planning Inc./Moondyne Festival	Proposed new 3-year agreement (former expired 2024/25)	\$15,000 (Year 1 - 2025/26)

ORDINARY COUNCIL MEETING MINUTES

26 JUNE 2025

Applicant	Status	Funding
Youthcare (school chaplains)	Proposed new 3-year agreement (former expired 2024/25)	\$10,000 (Year 1- 2025/26)
AVVVA – swap meet event	Proposed new 5-year MOU – from 2025/26 financial year	\$3,000 (Year 1- 2025/26)
Lions Club Jumbo Auction	Ad hoc funding Support towards advertising costs (\$800) & fee waiver of showgrounds venue hire (\$200)	\$1,000
Toodyay CRC	Operating subsidy 2025/26	\$25,000
Toodyay Agricultural Society	Current MOU expires 2025/2026	\$25,000
Total		\$79,000

IMPLICATIONS TO CONSIDER**Consultative:**

Further to the advertising methods used to announce the funding round, the Community Development Officer and the Executive Manager Economic Development and Community Services engaged with applicants and potential applicants as required. Further consultation will take place with each applicant following Council's decision.

Strategic:***Plan for the future, Shire of Toodyay Council Plan 2023-2033***

- Outcome 1 A safe and healthy community
- Outcome 2 An inclusive and connected community
- Outcome 7 A strong, diverse and sustainable economy
- Outcome 8 Toodyay is a popular tourism destination

Policy related:

Community Funding Policy:

The Council will consider applications made under the following general categories:

- Ad hoc Community Funding
- Community Funding – Small Grants
- Community Funding – Large Grants; and
- Events, Tourism and Economic Development Funding

Financial:

The eligible community funding requests recommended for this round is \$72,250. This amount is made up of a cash component of \$71,550 and an in-kind component of \$700.00.

ORDINARY COUNCIL MEETING MINUTES**26 JUNE 2025**

The total cost recommended for the 2025/26 financial year is similar to funds granted in recent years and does include a number of funding agreements which have now expired, and new agreements are required.

Applications have been categorised as follows to show where the funding will have the most impact (and include year 1 of 3-year funding agreements):

Budget Area	2025/26
Youth	\$10,000
Sporting	\$ 3,500
Area promotion/tourism	\$16,500
Festivals assistance	\$34,750
Education and welfare	\$27,500
Ad hoc (CEO delegation)	\$ 5,000

Legal and Statutory:

All Shire supported events will need to comply with and be assessed against any relevant policies and statutory requirements.

Risk related:

Reputational risk is considered low given the process of assessing funding applications adheres to the relevant policy and guidelines, in addition to the significant support the Shire provides to a range of community activities and projects throughout the year.

Workforce related:

Staff from Infrastructure, Assets and Services may be required to support some of the requests received to prepare sites for event use and other works, plus staff from Economic Development and Community Services will also provide additional support to events and programs. These are managed within annual budgeting and resource allocation or under 'ad-hoc' funding.

ORDINARY COUNCIL MEETING MINUTES

26 JUNE 2025

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM112/06/25**MOVED** Cr J Prater**SECONDED** Cr C Duri

That Council

1. approves the following funding requests to be included in the draft 2025/26 Annual Budget:
 - a) Toodyay Triathlon Club \$3,500
 - b) Noongar Kaartdijin Aboriginal Corporation \$4,500
 - c) Arts Toodyay Incorporated (workshops) \$1,500
 - d) Arts Toodyay Incorporated (Arts Trail event) \$1,750
 - e) Arts Toodyay Incorporated (exhibition prize) \$2,000
2. Notes all activities will be delivered during the 2025/26 financial year.
3. Notes the new proposed funding commitments via agreements valued at \$79,000.

Voted For: Crs M McKeown, M Dival, C Duri, S McCormick and J PraterVoted Against: Nil**MOTION CARRIED 5/0 BY ABSOLUTE MAJORITY**



LOCAL GOVERNMENT ACT 1995

The Municipality of the

Shire of Toodyay

Thoroughfares and Trading in

Thoroughfares and Public

Places Local Law



Gazette Date: 25/10/2001, page 5684

LOCAL GOVERNMENT ACT 1995
 The Municipality of the Shire of Toodyay.
 Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

PART 1 - PRELIMINARY..... 6

 1.1 Citation..... 6

 1.2 Definitions 6

 1.3 Application 9

 1.4 Repeal 9

PART 2 – ACTIVITIES ON THOROUGHFARES AND PUBLIC PLACES..... 10

 DIVISION 1 - GENERAL..... 10

 2.1 General prohibitions..... 10

 2.2 Activities allowed with a permit - general 11

 2.3 No possession and consumption of liquor on thoroughfare 12

 DIVISION 2 - VEHICLE CROSSING 12

 SUBDIVISION 1 - TEMPORARY CROSSINGS 12

 2.4 Permit required 12

 SUBDIVISION 2 - REDUNDANT VEHICLE CROSSINGS 13

 2.5 Removal of redundant crossing 13

 DIVISION 3 - VERGE TREATMENTS 14

 SUBDIVISION 1 - PRELIMINARY..... 14

 2.6 Interpretation 14

 2.7 Application 14

 SUBDIVISION 2 - PERMISSIBLE VERGE TREATMENTS 14

 2.8 Permissible verge treatments 14

 2.9 Only permissible verge treatments to be installed..... 15

 2.10 Obligations of owner or occupier 15

 2.11 Notice to owner or occupier..... 15

 SUBDIVISION 3 - EXISTING VERGE TREATMENTS 15

 2.12 Transitional provision 15

 SUBDIVISION 4 - PUBLIC WORKS 16

 2.13 Power to carry out public works on verge..... 16

 DIVISION 4 - PROPERTY NUMBERS 16

 SUBDIVISION 1 - PRELIMINARY..... 16

 2.14 Interpretation 16

 SUBDIVISION 2 - ASSIGNMENT AND MARKING OF NUMBERS 17

 2.15 Assignment of numbers 17

 DIVISION 5 - FENCING 17

 2.16 Public place – Item 4(1) of Division 1, Schedule 3.1 of Act..... 17

 DIVISION 6 - SIGNS ERECTED BY THE LOCAL GOVERNMENT..... 17

 2.17 Signs..... 17

 2.18 Transitional 17

 DIVISION 7 - DRIVING ON A CLOSED THOROUGHFARE 18

 2.19 No driving on closed thoroughfare 18

PART 3 – ADVERTISING SIGNS ON THOROUGHFARES..... 18

 DIVISION 1 - PRELIMINARY 18

 3.1 Interpretation 18

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

DIVISION 2 - PERMIT	19
3.2 Advertising signs and portable direction signs	19
3.3 Matters to be considered in determining application for permit ..	19
DIVISION 3 – CONDITIONS ON PERMIT	20
3.4 Conditions on portable sign	20
3.5 Conditions on election sign	20
PART 4 – OBSTRUCTING ANIMALS, VEHICLES OR SHOPPING	
TROLLEYS	22
DIVISION 1 - ANIMALS AND VEHICLES.....	22
4.1 Leaving animal or vehicle in public place or on local government	
property	22
4.2 Prohibitions relating to animals.....	22
DIVISION 2 - SHOPPING TROLLEYS.....	23
4.3 Interpretation	23
4.4 Shopping trolley to be marked	23
4.5 Person not to leave trolley in public place	23
4.6 Retailer to remove abandoned trolley	23
4.7 Retailer taken to own trolley	24
PART 5 - ROADSIDE CONSERVATION	24
DIVISION 1 - PRELIMINARY	24
5.1 Interpretation	24
5.2 Application	24
DIVISION 2 - FLORA ROADS	24
5.3 Declaration of flora road	24
5.4 Construction works on flora roads.....	25
5.5 Signposting of flora roads	25
5.6 Driving only on carriageway of flora roads.....	25
DIVISION 3 - SPECIAL ENVIRONMENTAL AREAS	25
5.7 Designation of special environmental areas	25
5.8 Marking of special environmental areas	25
DIVISION 4 – PLANTING IN THOROUGHFARES	27
5.9 Permit to plant.....	27
5.10 Relevant considerations in determining application	27
DIVISION 5 - CLEARANCE OF VEGETATION	27
5.11 Permit to clear.....	27
5.12 Application for permit	27
DIVISION 6 - FIRE MANAGEMENT	27
5.13 Permit to burn thoroughfare.....	27
5.14 Application for permit	28
5.15 When application for permit can be approved	28
5.16 Prohibitions on burning	28
DIVISION 7 - FIREBREAKS	28
5.17 Permit for firebreaks on thoroughfares	28
5.18 When application for permit cannot be approved	29
DIVISION 8 - COMMERCIAL WILDFLOWER HARVESTING ON THOROUGHFARES	
.....	29

LOCAL GOVERNMENT ACT 1995
The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

5.19 *General prohibition on commercial wildflower harvesting*..... 29
5.20 *Permit for revegetation projects*..... 29

PART 6 - TRADING IN THOROUGHFARES AND PUBLIC PLACES..... 29

DIVISION 1 - STALLHOLDERS AND TRADERS 30
SUBDIVISION 1 - PRELIMINARY 30
6.1 *Interpretation* 30
SUBDIVISION 2 - PERMITS..... 31
6.2 *Stallholder's permit* 31
6.3 *Trader's permit*..... 32
6.4 *No permit required to sell newspaper* 33
6.5 *Relevant considerations in determining application for permit* ... 33
6.6 *Conditions of permit*..... 34
6.7 *Exemptions from requirement to pay fee or to obtain a permit*..... 35
SUBDIVISION 3 - CONDUCT OF STALLHOLDERS AND TRADERS 36
6.8 *Conduct of stallholders and traders* 36
DIVISION 2 - STREET ENTERTAINERS 37
SUBDIVISION 1 - PRELIMINARY 37
6.9 *Interpretation* 37
SUBDIVISION 2 - PERMITS..... 37
6.10 *Permit required to perform*..... 37
6.11 *Variation of permitted area and permitted time*..... 37
6.12 *Duration of permit* 38
6.13 *Cancellation of permit* 38
6.14 *Obligations of permit holder*..... 38
DIVISION 3 - OUTDOOR EATING FACILITIES ON PUBLIC PLACES 39
6.15 *Interpretation*..... 39
6.16 *Permit required to conduct Facility* 39
6.17 *Matters to be considered in determining application* 39
6.18 *Obligations of permit holder*..... 40
6.19 *Removal of Facility unlawfully conducted*..... 40
6.20 *Use of Facility by public* 41
6.21 *Temporary removal of Facility may be requested* 41

PART 7 - PERMITS 41

DIVISION 1 – APPLYING FOR A PERMIT..... 41
7.1 *Application for permit* 41
7.2 *Decision on application for permit*..... 42
DIVISION 2 - CONDITIONS 43
7.3 *Conditions which may be imposed on a permit*..... 43
7.4 *Imposing conditions under a policy*..... 43
7.5 *Compliance with and variation of conditions* 44
DIVISION 3 - GENERAL 44
7.6 *Duration of permit*..... 44
7.7 *Renewal of permit*..... 44
7.8 *Transfer of permit* 45
7.9 *Production of permit*..... 45

LOCAL GOVERNMENT ACT 1995
 The Municipality of the Shire of Toodyay.
Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

7.10 *Cancellation of permit* 45

PART 8 - OBJECTIONS AND APPEALS 46

8.1 *Application of Part 9 Division 1 of Act* 46

PART 9 - MISCELLANEOUS NOTICES..... 47

9.1 *Notice to redirect or repair sprinkler* 47

9.2 *Hazardous plants* 47

9.3 *Notice to repair damage to thoroughfare*..... 47

9.4 *Notice to remove thing unlawfully placed on thoroughfare* 47

PART 10 - ENFORCEMENT 48

DIVISION 1 - NOTICES GIVEN UNDER THIS LOCAL LAW 48

10.1 *Offence to fail to comply with notice*..... 48

10.2 *Local government may undertake requirements of notice* 48

DIVISION 2 - OFFENCES AND PENALTIES..... 48

SUBDIVISION 1 - GENERAL 48

10.3 *Offences* 48

SUBDIVISION 2 - INFRINGEMENT NOTICES AND MODIFIED PENALTIES..... 48

10.4 *Prescribed offences* 48

10.5 *Forms* 49

SCHEDULE 1 50

PRESCRIBED OFFENCES..... 50

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Toodyay resolved on September 27, 2001 to make the following local law.

PART 1 - PRELIMINARY**1.1 Citation**

This local law may be cited as the Shire of Toodyay Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.

1.2 Definitions

In this local law unless the context otherwise requires -

"Act" means the Local Government Act 1995;

"applicant" means a person who applies for a permit;

"authorized person" means a person authorized by the local government under section 9.10 of the Act to perform any of the functions of an authorized person under this local law;

"built-up area" has the meaning given to it in the *Road Traffic Code 1975*;

"bulk rubbish container" means a bin or container designed or used for holding a substantial quantity of rubbish and which is unlikely to be lifted without mechanical assistance, but does not include a bin or container used in connection with the local government's regular domestic rubbish collection service;

"carriageway" means the paved or made portion of a thoroughfare used or intended for use by vehicles;

"CEO" means the Chief Executive Officer of the local government;

"commencement day" means the day on which this local law comes into operation;

"Council" means the council of the local government;

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

"crossing" means a crossing giving access from a public thoroughfare to -

- (a) private land; or
- (b) a private thoroughfare serving private land;

"district" means the district of the local government;

"footpath" means the paved or made portion of a thoroughfare used or intended for use by pedestrians and cyclists;

"garden" means any part of a thoroughfare planted, developed or treated, otherwise than as a lawn, with one or more plants;

"intersection" has the meaning given to it in the *Road Traffic Code 1975*;

"kerb" includes the edge of a carriageway;

"lawn" means any part of a thoroughfare which is planted only with grass, or with a similar plant, but will include any other plant provided that it has been planted by the local government;

"liquor" has the meaning given to it in section 3 of the *Liquor Licensing Act 1988*;

"local government" means the Shire of Toodyay;

"local government property" means anything except a thoroughfare –

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*; or
- (c) which is an 'otherwise unvested facility' within section 3.53 of the Act;

"lot" has the meaning given to it in the *Town Planning and Development Act 1928*;

"owner" or "occupier" in relation to land does not include the local government;

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

"permissible verge treatment" means any one of the 4 treatments described in clause 2.8(2), and includes any reticulation pipes and sprinklers;

"permit" means a permit issued under this local law;

"permit holder" means a person who holds a valid permit;

"person" does not include the local government;

"premises" for the purpose of the definition of "public place" in both this clause and clause 6.1, means a building or similar structure, but does not include a carpark or a similar place;

"public place" includes any thoroughfare or place which the public are allowed to use, whether or not the thoroughfare or place is on private property, but does not include –

- (a) premises on private property from which trading is lawfully conducted under a written law; and
- (b) local government property;

"Regulations" means the *Local Government (Functions and General) Regulations 1996*;

"sign" includes a notice, flag, mark, structure or device on which may be shown words, numbers, expressions or symbols;

"town planning scheme" means a town planning scheme of the local government made under the *Town Planning and Development Act 1928*;

"townsite" means the townsite of Toodyay which is –

- (a) constituted under section 26(2) of the *Land Administration Act 1997*; or
- (b) referred to in clause 37 of Schedule 9.3 of the Act;

"vehicle" includes –

- (a) every conveyance and every object capable of being propelled or drawn on wheels, tracks or otherwise; and
- (b) an animal being ridden or driven,

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

but excludes –

- (a) a wheel-chair or any device designed for use by a physically impaired person on a footpath; and
- (b) a pram, a stroller or a similar device; and

"verge" means that part of a thoroughfare between the carriageway and the land which abuts the thoroughfare, but does not include any footpath.

1.3 Application

This local law applies throughout the district.

1.4 Repeal

- (1) The following local laws are repealed –
 - (a) The Numbering of Houses and Buildings By law published in the Government Gazette on January 5, 1961.
 - (b) The Prevention of Damage to Streets No.15 By Law published in the Government Gazette on February 8, 1972.
 - (c) The Streets Lawns and Gardens No.11 By Law published in the Government Gazette on February 8, 1972.
 - (d) The Control of Hawkers By Law published in the Government Gazette on May 2, 1972.
 - (e) The Parks, Public Reserves, Sports Grounds, Recreation Grounds By Law published in the Government Gazette on June 16, 1978.
 - (f) The Depositing and Removal of Refuse, Rubbish and Litter By Law published in the Government Gazette February 15, 1980.
 - (g) The Road Reserves By Law published in the Government Gazette on December 2, 1983.
 - (h) The Parks, Reserves, Sports Grounds By Law published in the Government Gazette on June 16, 1989.

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

- (2) Where a policy was made or adopted by the local government under or in relation to a local law repealed by this local law, then the policy is to be taken to no longer have any effect on and from the commencement day.
- (3) The Council may resolve that notwithstanding subclause (2) specified policies continue, or are to be taken to have continued, to have effect on and from the commencement day.

PART 2 – ACTIVITIES ON THOROUGHFARES AND PUBLIC PLACES*Division 1 - General***2.1 General prohibitions**

A person shall not -

- (a) plant any plant which exceeds or which may exceed 0.75m in height on a thoroughfare so that the plant is within 6m of an intersection;
- (b) damage a lawn or a garden or remove any plant or part of a plant from a lawn or a garden unless –
 - (i) the person is the owner or the occupier of the lot abutting that portion of the thoroughfare and the lawn or the garden or the particular plant has not been installed or planted by the local government; or
 - (ii) the person is acting under the authority of a written law;
- (c) plant any plant (except grass or a similar plant) on a thoroughfare so that it is within 2m of a carriageway;
- (d) place on any footpath any fruit, fruit skins or other substance or fluid (whether vegetable or otherwise, but not water) which may create a hazard for any person using the footpath;
- (e) unless at the direction of the local government, damage, remove or interfere with any signpost, direction plate, guidepost, notice, shelter, shed, fence or any structure erected on a thoroughfare by the local government or a person acting under the authority of a written law;

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

- (f) play or participate in any game or sport so as to cause danger to any person or thing or impede the movement of vehicles or persons on a thoroughfare; or
- (g) within a mall, arcade or verandah of a shopping centre, ride any skateboard, rollerblades or similar device.

2.2 Activities allowed with a permit - general

- (1) A person shall not, without a permit –
 - (a) dig or otherwise create a trench through or under a kerb or footpath;
 - (b) subject to Division 3 of this Part, throw, place or deposit any thing on a verge except for removal by the local government under a bulk rubbish collection, and then only during the period of time advertised in connection with that collection by the local government;
 - (c) cause any obstruction to a vehicle or a person using a thoroughfare as a thoroughfare;
 - (d) cause any obstruction to a water channel or a water course in a thoroughfare;
 - (e) throw, place or drain offensive, noxious or dangerous fluid onto a thoroughfare;
 - (f) damage a thoroughfare;
 - (g) light any fire or burn any thing on a thoroughfare other than in a stove or fireplace provided for that purpose or under a permit issued under clause 5.13;
 - (h) fell any tree onto a thoroughfare;
 - (i) unless installing a permissible verge treatment -
 - (i) lay pipes under or provide taps on any verge; or
 - (ii) place or install any thing on any part of a thoroughfare, and without limiting the generality of the foregoing, any gravel, stone, flagstone, cement, concrete slabs, blocks, bricks, pebbles, plastic sheeting, kerbing, wood chips, bark or sawdust;

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

- (j) provide, erect, install or use in or on any building, structure or land abutting on a thoroughfare any hoist or other thing for use over the thoroughfare;
 - (k) on a public place use anything or do anything so as to create a nuisance;
 - (l) place or cause to be placed on a thoroughfare a bulk rubbish container; or
 - (m) interfere with the soil of, or anything in a thoroughfare or take anything from a thoroughfare.
- (2) The local government may exempt a person from compliance with subclause (1) on the application of that person.

2.3 No possession and consumption of liquor on thoroughfare

- (1) A person shall not consume any liquor or have in her or his possession or under her or his control any liquor on a thoroughfare unless –
- (a) that is permitted under the *Liquor Licensing Act 1988* or under another written law; or
 - (b) the person is doing so in accordance with a permit.
- (2) Subclause (1) does not apply where the liquor is in a sealed container.

Division 2 - Vehicle crossing
Subdivision 1 - Temporary crossings

2.4 Permit required

- (1) Where it is likely that works on a lot will involve vehicles leaving a thoroughfare and entering the lot, the person responsible for the works shall obtain a permit for the construction of a temporary crossing to protect the existing carriageway, kerb, drains and footpath, where –
- (a) a crossing does not exist; or

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

- (b) a crossing does exist, but the nature of the vehicles and their loads is such that they are likely to cause damage to the crossing.
- (2) The “person responsible for the works” in subclause (1) is to be taken to be –
 - (a) the builder named on the building licence issued under the *Local Government (Miscellaneous Provisions) Act 1960*, if one has been issued in relation to the works; or
 - (b) the registered proprietor of the lot, if no building licence has been issued under the *Local Government (Miscellaneous Provisions) Act 1960* in relation to the works.
- (3) If the local government approves an application for a permit for the purpose of subclause (1), the permit is taken to be issued on the condition that until such time as the temporary crossing is removed, the permit holder shall keep the temporary crossing in good repair and in such a condition so as not to create any danger or obstruction to persons using the thoroughfare.

Subdivision 2 - Redundant vehicle crossings**2.5 Removal of redundant crossing**

- (1) Where works on a lot will result in a crossing no longer giving access to a lot, the crossing is to be removed and the kerb, drain, footpath, verge and any other part of the thoroughfare affected by the removal are to be reinstated to the satisfaction of the local government.
- (2) The local government may give written notice to the owner or occupier of a lot requiring her or him to –
 - (a) remove any part of or all of a crossing which does not give access to the lot; and
 - (b) reinstate the kerb, drain, footpath, verge and any other part of the thoroughfare, which may be affected by the removal,

within the period of time stated in the notice, and the owner or occupier of the lot shall comply with that notice.

LOCAL GOVERNMENT ACT 1995
The Municipality of the Shire of Toodyay.
Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

Division 3 - Verge treatments

Subdivision 1 - Preliminary

2.6 Interpretation

In this Division, unless the context otherwise requires -

"acceptable material" means any material which will create a hard surface, and which appears on a list of acceptable materials maintained by the local government.

2.7 Application

This Division only applies to the townsite.

Subdivision 2 - Permissible verge treatments

2.8 Permissible verge treatments

- (1) An owner or occupier of land which abuts on a verge may on that part of the verge directly in front of her or his land install a permissible verge treatment.
- (2) The permissible verge treatments are –
 - (a) the planting and maintenance of a lawn;
 - (b) the planting and maintenance of a garden provided that
 - (i) clear sight visibility is maintained at all times for a person using the abutting thoroughfare in the vicinity of an intersection or bend in the thoroughfare; and
 - (ii) where there is no footpath, a pedestrian has safe and clear access of a minimum width of 2m along that part of the verge immediately adjacent to the kerb;
 - (c) the installation of an acceptable material; or
 - (d) the installation over no more than one third of the area of the verge (excluding any vehicle crossing) of an acceptable material in accordance with paragraph (c), and the planting and maintenance of either a lawn or a garden on the balance of the verge in accordance with paragraph (a) or (b).

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law**2.9 Only permissible verge treatments to be installed**

- (1) A person shall not install or maintain a verge treatment which is not a permissible verge treatment.
- (2) The owner and occupier of the lot abutting a verge treatment referred to in subclause (1) are each to be taken to have installed and maintained that verge treatment for the purposes of this clause and clause 2.10.

2.10 Obligations of owner or occupier

An owner or occupier who installs or maintains a permissible verge treatment shall -

- (a) keep the permissible verge treatment in a good and tidy condition and ensure, where the verge treatment is a garden or lawn, that a footpath on the verge and a carriageway adjoining the verge is not obstructed by the verge treatment;
- (b) not place any obstruction on or around the verge treatment; and
- (c) not disturb a footpath on the verge.

2.11 Notice to owner or occupier

The local government may give a notice in writing to the owner or the occupier of a lot abutting on a verge to make good, within the time specified in the notice, any breach of a provision of this Division.

*Subdivision 3 - Existing verge treatments***2.12 Transitional provision**

- (1) In this clause –

"former provisions" means the local law of the local government which permitted certain types of verge treatments, whether with or without the consent of the local government, and which was repealed by this local law.

- (2) A verge treatment which –

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

- (a) was installed prior to the commencement day; and
- (b) on the commencement day is a type of verge treatment which was permitted under and complied with the former provisions,

is to be taken to be a permissible verge treatment for so long as the verge treatment remains of the same type and continues to comply with the former provisions.

*Subdivision 4 - Public works***2.13 Power to carry out public works on verge**

Where the local government or an authority empowered to do so under a written law disturbs a verge, the local government or the authority -

- (a) is not liable to compensate any person for that disturbance;
- (b) may backfill with sand, if necessary, any garden or lawn; and
- (c) is not liable to replace or restore any –
 - (i) verge treatment and, in particular, any plant or any acceptable material or other hard surface; or
 - (ii) sprinklers, pipes or other reticulation equipment.

*Division 4 - Property numbers**Subdivision 1 - Preliminary***2.14 Interpretation**

In this Division, unless the context requires otherwise -

"Number" means a number of a lot with or without an alphabetical suffix indicating the address of the lot by reference to a thoroughfare.

LOCAL GOVERNMENT ACT 1995
The Municipality of the Shire of Toodyay.
Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

Subdivision 2 - Assignment and marking of numbers

2.15 Assignment of numbers

The local government may assign a Number to a lot in the district and may assign another Number to the lot instead of that previously assigned.

Division 5 - Fencing

2.16 Public place – Item 4(1) of Division 1, Schedule 3.1 of Act

The following places are specified as a public place for the purpose of item 4(1) of Division 1 of Schedule 3.1 of the Act –

- (a) a public place, as that term is defined in clause 1.2; and
- (b) local government property.

Division 6 - Signs erected by the local government

2.17 Signs

- (1) A local government may erect a sign on a public place specifying any conditions of use which apply to that place.
- (2) A person shall comply with a sign erected under subclause (1).
- (3) A condition of use specified on a sign erected under subclause (1) is to be for the purpose of giving notice of the effect of a provision of this local law.

2.18 Transitional

Where a sign erected on a public place has been erected under a local law of the local government repealed by this local law, then on and from the commencement day, it is to be taken to be a sign erected under clause 2.17 if –

- (a) the sign specifies a condition of use relating to the public place which gives notice of the effect of a provision of this local law; and

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

- (b) the condition of use specified is not inconsistent with any provision of this local law.

*Division 7 - Driving on a closed thoroughfare***2.19 No driving on closed thoroughfare**

- (1) A person shall not drive or take a vehicle on a closed thoroughfare unless –
- (a) that is in accordance with any limits or exceptions specified in the order made under section 3.50 of the Act; or
- (b) the person has first obtained a permit.
- (2) In this clause –

"closed thoroughfare" means a thoroughfare wholly or partially closed under section 3.50 or 3.50A of the Act.

PART 3 – ADVERTISING SIGNS ON THOROUGHFARES*Division 1 - Preliminary***3.1 Interpretation**

In this Part, unless the context otherwise requires -

"advertising sign" means a sign used for the purpose of advertisement and includes an "election sign";

"direction sign" means a sign which indicates the direction of another place, activity or event, but does not include any such sign erected or affixed by the local government or the Commissioner of Main Roads;

"election sign" means a sign or poster which advertises any aspect of a forthcoming Federal, State or Local Government election; and

"portable direction sign" means a portable free standing direction sign; and

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

"portable sign" means a portable free standing advertising sign.

*Division 2 - Permit***3.2 Advertising signs and portable direction signs**

- (1) A person shall not, without a permit –
- (a) erect or place an advertising sign on a thoroughfare; or
 - (b) post any bill or paint, place or affix any advertisement on a thoroughfare.
- (2) Notwithstanding subclause (1), a permit is not required in respect of a portable direction sign which neither exceeds 500mm in height nor 0.5m² in area, provided that the sign is placed or erected on a thoroughfare on an infrequent or occasional basis only to direct attention to a place, activity or event during the hours of that activity or event.
- (3) Notwithstanding subclause (1), a person shall not erect or place an advertising sign -
- (a) on a footpath;
 - (b) over any footpath where the resulting vertical clearance between the sign and the footpath is less than 2.5m;
 - (c) on or within 3m of a carriageway;
 - (d) in any other location where, in the opinion of the local government, the sign is likely to obstruct lines of sight along a thoroughfare or cause danger to any person using the thoroughfare; or
 - (e) on any natural feature, including a rock or tree, on a thoroughfare, or on any bridge or the structural approaches to a bridge.

3.3 Matters to be considered in determining application for permit

In determining an application for a permit for the purpose of clause 3.2(1), the local government is to have regard to -

- (a) any other written law regulating the erection or placement of signs within the district;

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

- (b) the dimensions of the sign;
- (c) other advertising signs already approved or erected in the vicinity of the proposed location of the sign;
- (d) whether or not the sign will create a hazard to persons using a thoroughfare; and
- (e) the amount of the public liability insurance cover, if any, to be obtained by the applicant.

*Division 3 – Conditions on permit***3.4 Conditions on portable sign**

If the local government approves an application for a permit for a portable sign, the application is to be taken to be approved subject to the following conditions –

- (a) the portable sign shall -
 - (i) not exceed 1m in height;
 - (ii) not exceed an area of 1m² on any side;
 - (iii) relate only to the business activity described on the permit;
 - (iv) contain letters not less than 200mm in height;
 - (v) not be erected in any position other than immediately adjacent to the building or the business to which the sign relates;
 - (vi) be removed each day at the close of the business to which it relates and not be erected again until the business next opens for trading;
 - (vii) be secured in position in accordance with any requirements of the local government;
 - (viii) be placed so as not to obstruct or impede the reasonable use of a thoroughfare or access to a place by any person; and
 - (ix) be maintained in good condition; and
- (b) no more than one portable sign shall be erected in relation to the one building or business.

3.5 Conditions on election sign

If the local government approves an application for a permit for the erection or placement of an election sign on a thoroughfare, the application is to be taken to be approved subject to the sign –

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

- (a) being erected at least 30m from any intersection;
- (b) being free standing and not being affixed to any existing sign, post, power or light pole, or similar structure;
- (c) being placed so as not to obstruct or impede the reasonable use of a thoroughfare, or access to a place by any person;
- (d) being placed so as not to obstruct or impede the vision of a driver of a vehicle entering or leaving a thoroughfare or crossing;
- (e) being maintained in good condition;
- (f) not being erected until the election to which it relates has been officially announced;
- (g) being removed within 24 hours of the close of polls on voting day;
- (h) not being placed within 100m of any works on the thoroughfare;
- (i) being securely installed;
- (j) not being an illuminated sign;
- (k) not incorporating reflective or fluorescent materials; and
- (l) not displaying only part of a message which is to be read with other separate signs in order to obtain the whole message.

LOCAL GOVERNMENT ACT 1995
The Municipality of the Shire of Toodyay.
Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

PART 4 – OBSTRUCTING ANIMALS, VEHICLES OR SHOPPING TROLLEYS

Division 1 - Animals and vehicles

4.1 Leaving animal or vehicle in public place or on local government property

- (1) A person shall not leave an animal or a vehicle, or any part of a vehicle, in a public place or on local government property so that it obstructs the use of any part of that public place or local government property, unless that person has first obtained a permit or is authorized to do so under a written law.
- (2) A person will not contravene subclause (1) where the animal is secured or tethered for a period not exceeding 1 hour.
- (3) A person will not contravene subclause (1) where the vehicle is left for a period not exceeding 24 hours.

4.2 Prohibitions relating to animals

- (1) In subclause (2), "owner" in relation to an animal includes –
 - (a) an owner of it;
 - (b) a person in possession of it;
 - (c) a person who has control of it; and
 - (d) a person who ordinarily occupies the premises where the animal is permitted to stay.
- (2) An owner of an animal shall not –
 - (a) allow the animal to enter or remain for any time on any thoroughfare except for the use of the thoroughfare as a thoroughfare and unless it is led, ridden or driven;
 - (b) allow an animal which has a contagious or infectious disease to be led, ridden or driven in a public place; or

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

- (c) train or race the animal on a thoroughfare.
- (3) An owner of a horse shall not lead, ride or drive a horse on a thoroughfare in a built-up area, unless that person does so under a permit or under the authority of a written law.

*Division 2 - Shopping trolleys***4.3 Interpretation**

In this Division –

"retailer" means a proprietor of a shop in respect of which shopping trolleys are provided for the use of customers of the shop; and

"shopping trolley" means a wheeled container or receptacle supplied by a retailer to enable a person to transport goods.

4.4 Shopping trolley to be marked

A retailer shall clearly mark its name or its trading name on any shopping trolley made available for the use of customers.

4.5 Person not to leave trolley in public place

A person shall not leave a shopping trolley in a public place other than in an area set aside for the storage of shopping trolleys.

4.6 Retailer to remove abandoned trolley

- (1) If a shopping trolley is found in a public place, other than in an area set aside for the storage of shopping trolleys, the local government may advise (verbally or in writing) a retailer whose name is marked on the trolley of the location of the shopping trolley.
- (2) A retailer shall remove a shopping trolley within 24 hours of being so advised under subclause (1), unless the retailer -
 - (a) requests the local government to collect and deliver the shopping trolley to the retailer; and
 - (b) pays any fee for that collection and delivery (imposed and determined under and in accordance with sections

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

6.16 to 6.19 of the Act) within the period specified by the local government.

4.7 Retailer taken to own trolley

In the absence of any proof to the contrary, a shopping trolley is to be taken to belong to a retailer whose name is marked on the trolley.

PART 5 - ROADSIDE CONSERVATION*Division 1 - Preliminary***5.1 Interpretation**

In this Part -

"MRWA" means Main Roads Western Australia;

"protected flora" has the meaning given to it in section 6(1) of the *Wildlife Conservation Act 1950*;

"rare flora" has the meaning given to it in section 23F of the *Wildlife Conservation Act 1950*;

"Roadside Conservation Committee" means the Roadside Conservation Committee established under the Land Resource Policy Council within the Office of Premier and Cabinet; and

"special environmental area" means an area designated as such under clause 5.7.

5.2 Application

This Part does not apply to the townsite.

*Division 2 - Flora roads***5.3 Declaration of flora road**

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

The local government may declare a thoroughfare which has, in the opinion of the local government, high quality roadside vegetation to be a flora road.

5.4 Construction works on flora roads

Construction and maintenance work carried out by the local government on a flora road is to be in accordance with the 'Code of Practice for Roadside Conservation and Road Maintenance' prepared by the Roadside Conservation Committee.

5.5 Signposting of flora roads

The local government may signpost flora roads with the standard MRWA 'flora road' sign.

5.6 Driving only on carriageway of flora roads

- (1) A person driving or riding a vehicle on a flora road shall only drive or ride the vehicle on the carriageway.
- (2) Subclause (1) does not apply where -
 - (a) conditions on the thoroughfare do not reasonably permit a vehicle to remain on the carriageway;
 - (b) there is no carriageway; or
 - (c) an exemption from the application of subclause (1) has been obtained from the local government.

*Division 3 - Special environmental areas***5.7 Designation of special environmental areas**

The local government may designate a thoroughfare, or any part of a thoroughfare, as a special environmental area which -

- (a) as protected flora or rare flora; or
- (b) in the opinion of the local government, has environmental, aesthetic or cultural significance.

5.8 Marking of special environmental areas

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

The local government is to mark and keep a register of each thoroughfare, or part of a thoroughfare, designated as a special environmental area.

LOCAL GOVERNMENT ACT 1995
The Municipality of the Shire of Toodyay.
Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

Division 4 – Planting in thoroughfares

5.9 Permit to plant

A person shall not plant any plant or sow any seeds in a thoroughfare without first obtaining a permit.

5.10 Relevant considerations in determining application

In determining an application for a permit for the purpose of clause 5.9, the local government is to have regard to -

- (a) existing vegetation within that part of the thoroughfare in which the planting is to take place; and
- (b) the diversity of species and the prevalence of the species which are to be planted or sown.

Division 5 - Clearance of vegetation

5.11 Permit to clear

A person shall not clear and maintain in a cleared state, the surface of a thoroughfare within 1m of that person's land without first obtaining a permit and any other approvals which may be required under any written law.

5.12 Application for permit

In addition to the requirements of clause 7.1(2), a person making an application for a permit for the purpose of clause 5.11 shall submit a sketch plan clearly showing the boundary of the person's land and the portions of the thoroughfare joining that person's land which are to be cleared.

Division 6 - Fire management

5.13 Permit to burn thoroughfare

A person shall not burn part of a thoroughfare without first obtaining a permit or unless acting under the authority of any other written law.

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law**5.14 Application for permit**

In addition to the requirements of clause 7.1(2), an application for a permit for the purposes of clause 5.13 shall –

- (a) include a sketch plan showing the portions of a thoroughfare which are proposed to be burned; and
- (b) advise of the estimated fire intensity and the measures to be taken to protect upper storey vegetation from the burn.

5.15 When application for permit can be approved

The local government may approve an application for a permit for the purpose of clause 5.13 only if the burning of the particular part of the thoroughfare will -

- (a) reduce a fire hazard and alternative means of reducing that hazard, such as slashing or the use of herbicides, are considered by the local government to be not feasible or more detrimental to native flora and fauna than burning; or
- (b) in the opinion of the local government, be beneficial for the preservation and conservation of native flora and fauna.

5.16 Prohibitions on burning

Notwithstanding anything to the contrary in this local law, an application for a permit for the purpose of clause 5.13 is not to be approved by the local government -

- (a) for burning between 31 August and 1 May of the following year where the intensity of the burn could damage native flora and fauna; or
- (b) in any year to any person for any part of a thoroughfare which is on the opposite side of the carriageway to that portion of the thoroughfare for which a permit to burn has been approved in the same year.

*Division 7 - Firebreaks***5.17 Permit for firebreaks on thoroughfares**

A person shall not construct a firebreak on a thoroughfare without first obtaining a permit.

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law**5.18 When application for permit cannot be approved**

- (1) The local government is not to approve an application for a permit for the purpose of clause 5.17 where the thoroughfare is less than 20m wide.
- (2) Subclause (1) does not apply where the firebreak is, in the opinion of the local government, desirable for the protection of roadside vegetation.

*Division 8 - Commercial wildflower harvesting on thoroughfares***5.19 General prohibition on commercial wildflower harvesting**

Subject to clause 5.20, a person shall not commercially harvest native flora on a thoroughfare.

5.20 Permit for revegetation projects

- (1) A person shall not collect seed from native flora on a thoroughfare without first obtaining a permit.
- (2) The local government may approve an application for a permit under subclause (1) only where-
 - (a) the seed is required for a revegetation project in any part of the district; and
 - (b) the thoroughfare, or the relevant part of it, is not a special environmental area.
- (3) Unless the local government specifically provides to the contrary on a permit, if the local government approves an application for a permit for the purpose of subclause (1) it is to be taken to be approved subject to the following conditions –
 - (a) the collection of the seed is to be carried out so as not to endanger the long time survival of the native flora on the thoroughfare; and
 - (b) any licence or approval which may be required under any other written law is to be obtained by the applicant.

PART 6 - TRADING IN THOROUGHFARES AND PUBLIC PLACES

LOCAL GOVERNMENT ACT 1995
The Municipality of the Shire of Toodyay.
Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

Division 1 - Stallholders and traders
Subdivision 1 - Preliminary

6.1 Interpretation

In this Division, unless the context otherwise requires -

"Competition Principles Agreement" means the Competition Principles Agreement executed by each State and Territory of the Commonwealth and the Commonwealth of Australia on 11 April 1995;

"public place" includes -

- (a) any thoroughfare or place which the public are allowed to use whether or not the thoroughfare or place is on private property; and
- (b) local government property,

but does not include premises on private property from which trading is lawfully conducted under a written law.

"stall" means a movable or temporarily fixed structure, stand or table in, on or from which goods or services are sold, hired or offered for sale or hire;

"stallholder" means a person in charge of a stall;

"stallholder's permit" means a permit issued to a stallholder;

"trader" means a person who carries on trading;

"trader's permit" means a permit issued to a trader; and

"trading" includes –

- (a) the selling or hiring of, the offering for sale or hire of or the soliciting of orders for goods or services in a public place;
- (b) displaying goods in any public place for the purpose of –
 - (i) offering them for sale or hire;
 - (ii) inviting offers for their sale or hire;
 - (iii) soliciting orders for them; or

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

- (iv) carrying out any other transaction in relation to them;
and
 - (c) the going from place to place, whether or not public places,
and –
 - (i) offering goods or services for sale or hire;
 - (ii) inviting offers or soliciting orders for the sale or the hire
of goods or services; or
 - (iii) carrying out any other transaction in relation to goods or
services,
- but does not include –
- (d) the setting up of a stall or the conducting of a business at a
stall under the authority of a stallholder's permit;
 - (e) the selling or the offering for sale of goods and services to, or
the soliciting of orders for goods and services from a person
who sells those goods or services;
 - (f) the selling or the offering for sale or hire by a person of goods
of her or his own manufacture or services which he or she
provides; and
 - (g) the selling or hiring or the offering for sale or hire of –
 - (i) goods by a person who represents a manufacturer of the
goods; or
 - (ii) services by a person who represents a provider of the
services,

which are sold directly to consumers and not through a shop.

Subdivision 2 - Permits**6.2 Stallholder's permit**

- (1) A person shall not conduct a stall on a public place unless
that person is –
 - (a) the holder of a valid stallholder's permit; or
 - (b) an assistant specified in a valid stallholder's permit.
- (2) Every application for a stallholder's permit shall –

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

- (a) state the full name and address of the applicant;
- (b) specify the proposed number of assistants to be engaged by the applicant in conducting the stall, as well as their names and addresses if already engaged;
- (c) specify the proposed location of the stall;
- (d) specify the period of time for which the permit is sought, together with the proposed days and hours of operation;
- (e) specify the proposed goods or services to be sold or hired or offered for sale or hire from the stall; and
- (f) be accompanied by an accurate plan and description of the proposed stall.

6.3 Trader's permit

- (1) A person shall not carry on trading unless that person is –
 - (a) the holder of a valid trader's permit; or
 - (b) an assistant specified in a valid trader's permit.
- (2) Every application for a trader's permit shall –
 - (a) state the full name and address of the applicant;
 - (b) specify the proposed number of assistants, if any, to be engaged by the applicant in trading, as well as their names and addresses if already engaged;
 - (c) specify the location or locations in which the applicant proposes to trade;
 - (d) specify the period of time for which the permit is sought, together with the proposed days and hours of trading;
 - (e) specify the proposed goods or services which will be traded; and
 - (f) be accompanied by an accurate plan and description of any proposed structure or vehicle which may be used by the applicant in trading.

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

- (3) The conditions subject to which the local government may approve an application for a trader's permit include that the permit holder is permitted to remain at a particular location for as long as there is a customer making a purchase, but if there is no customer making a purchase the permit holder must move on from that location within a reasonable time of the last purchase having been made.

6.4 No permit required to sell newspaper

Notwithstanding any other provision of this local law, a person who sells, or offers for sale, a newspaper is not required to obtain a permit.

6.5 Relevant considerations in determining application for permit

- (1) In determining an application for a permit for the purposes of this Division, the local government is to have regard to –
 - (a) any relevant policies of the local government;
 - (b) the desirability of the proposed activity;
 - (c) the location of the proposed activity;
 - (d) the principles set out in the Competition Principles Agreement; and
 - (e) such other matters as the local government may consider to be relevant in the circumstances of the case.
- (2) The local government may refuse to approve an application for a permit under this Division on any one or more of the following grounds –
 - (a) that the applicant has committed a breach of any provision of this local law or of any written law relevant to the activity in respect of which the permit is sought;
 - (b) that the applicant is not a desirable or suitable person to hold a permit;
 - (c) that –
 - (i) the applicant is an undischarged bankrupt or is in liquidation;

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

- (ii) the applicant has entered into any composition or arrangement with creditors; or
- (iii) a manager, an administrator, a trustee, a receiver, or a receiver and manager has been appointed in relation to any part of the applicant's undertakings or property; or
- (d) such other grounds as the local government may consider to be relevant in the circumstances of the case.

6.6 Conditions of permit

- (1) If the local government approves an application for a permit under this Division subject to conditions, those conditions may include –
 - (a) the place, the part of the district, or the thoroughfare to which the permit applies;
 - (b) the days and hours during which a permit holder may conduct a stall or trade;
 - (c) the number, type, form and construction, as the case may be, of any stand, table, structure or vehicle which may be used in conducting a stall or in trading;
 - (d) the goods or services in respect of which a permit holder may conduct a stall or trade;
 - (e) the number of persons and the names of persons permitted to conduct a stall or trade;
 - (f) the requirement for personal attendance at the stall or the place of trading by the permit holder and the nomination of assistants, nominees or substitutes for the permit holder;
 - (g) whether and under what terms the permit is transferable;
 - (h) any prohibitions or restrictions concerning the -
 - (i) causing or making of any noise or disturbance which is likely to be a nuisance to persons in the vicinity of the permit holder;
 - (ii) the use of amplifiers, sound equipment and sound instruments;

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

- (iii) the use of signs; and
 - (iv) the use of any lighting apparatus or device;
- (a) the manner in which the permit holder's name and other details of a valid permit are to be displayed;
 - (b) the care, maintenance and cleansing of the stall or any structure used for trading and the place of the stall or any structure;
 - (c) the vacating of the place of a stall or trading when the stall is not being conducted or trading is not being carried on;
 - (d) the acquisition by the stallholder or trader of public risk insurance;
 - (e) the period for which the permit is valid; and
 - (f) the designation of any place or places where trading is wholly or from time to time prohibited by the local government.
- (2) Where a permit holder by reason of illness, accident or other sufficient cause is unable to comply with this local law, the local government may at the request of that permit holder authorize another person to be a nominee of the permit holder for a specified period, and this local law and the conditions of the permit shall apply to the nominee as if he or she was the permit holder.

6.7 Exemptions from requirement to pay fee or to obtain a permit

- (1) In this clause –

"charitable organisation" means an institution, association, club, society or body whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and from which any member does not receive any pecuniary profit except where the member is an employee or the profit is an honorarium; and

"commercial participant" means any person who is involved in operating a stall or in conducting any trading activity for personal gain or profit.

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

- (2) The local government may waive any fee required to be paid by an applicant for a stallholder's permit or a trader's permit on making an application for or on the issue of a permit, or may return any such fee which has been paid, if the stall is conducted or the trading is carried on –
- (a) on a portion of a public place adjoining the normal place of business of the applicant; or
 - (b) by a charitable organisation that does not sublet space to, or involve commercial participants in the conduct of a stall or trading, and any assistants that may be specified in the permit are members of that charitable organisation.
- (3) The local government may exempt a person or a class of persons, whether or not in relation to a specified public place, from the requirements of this Division.

*Subdivision 3 - Conduct of stallholders and traders***6.8 Conduct of stallholders and traders**

- (1) A stallholder while conducting a stall or a trader while trading shall –
- (a) display her or his permit to do so in a conspicuous place on the stall, vehicle or temporary structure or if there is no stall, vehicle or temporary structure, carry the permit with her or him while conducting a stall or trading;
 - (b) not display a permit unless it is a valid permit; and
 - (c) when selling goods by weight, carry and use for that purpose, scales tested and certified in accordance with the provisions of the Weights and Measures Act 1915.
- (2) A stallholder or trader shall not –
- (a) deposit or store any box or basket containing goods on any part of a thoroughfare so as to obstruct the movement of pedestrians or vehicles;
 - (b) act in an offensive manner;

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

- (c) use or cause to be used any apparatus or device including any flap or shelf, whereby the dimensions of a stall, vehicle or structure are increased beyond those specified in the permit; or
- (d) in the case of a trader, carry on trading from a public place, unless there is adequate parking for customers' vehicles reasonably close to the place of trading.

*Division 2 - Street entertainers**Subdivision 1 - Preliminary***6.9 Interpretation**

In this Division, unless the context otherwise requires –

"perform" includes to play a musical instrument, sing, mime, dance, give an acrobatic or aerobic display or entertain, but does not include public speaking;

"permit" means a permit issued for the purpose of clause 6.10;

"permitted area" means the area or areas, specified in a permit, in which the permit holder may perform; and

"permitted time" means the time or times, specified in a permit, during which the permit holder may perform.

*Subdivision 2 - Permits***6.10 Permit required to perform**

A person shall not perform in a public place without a permit.

6.11 Variation of permitted area and permitted time

- (1) The local government may by notice in writing to a permit holder vary –
 - (a) the permitted area;
 - (b) the permitted time; or
 - (c) both the permitted area and the permitted time,

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

(d) shown on a permit.

(2) The local government may direct a permit holder to move from one permitted area to another permitted area, if more than one area is specified in a permit.

6.12 Duration of permit

A permit is valid for a period of 3 months after the date on which it is issued unless it is sooner cancelled under this local law.

6.13 Cancellation of permit

The local government may cancel a permit if in her or his opinion the volume of sound caused by the permit holder in connection with the performance adversely affects the enjoyment, convenience or comfort of other persons in a public place, or if, in her or his opinion, or in the opinion of an authorized person, the performance otherwise constitutes a nuisance.

6.14 Obligations of permit holder

A permit holder shall not in a public place –

- (a) perform wearing dirty, torn or ragged clothing;
- (b) act in an offensive manner; or
- (c) place, install, erect, play or use any musical instrument or any device which emits music, including a loud speaker or an amplifier -
 - (i) other than in the permitted area; and
 - (ii) unless the musical instrument or device is specified in the permit.

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

*Division 3 - Outdoor eating facilities on public places***6.15 Interpretation**

In this Division -

"Facility" means an outdoor eating facility or establishment on any part of a public place, but does not include such a facility or establishment on private land;

"permit holder" means the person to whom a permit has been issued for the purpose of clause 6.16; and

"public place" has the meaning given to it in clause 6.1.

6.16 Permit required to conduct Facility

A person shall not establish or conduct a Facility without a permit.

6.17 Matters to be considered in determining application

In determining an application for a permit for the purpose of clause 6.16, the local government may consider in addition to any other matter it considers relevant, whether or not -

- (a) the Facility is conducted in conjunction with and as an extension of food premises which abut on the Facility, and whether the applicant is the person conducting such food premises;
- (b) any abutting food premises are registered in accordance with the *Health Act 1911* and whether the use of the premises is permitted under the town planning scheme;
- (c) the Facility will comply with any local law made under section 172 of the *Health Act 1911*;
- (d) users of the Facility will have access to proper and sufficient sanitary and ablutionary conveniences;
- (e) the Facility would -
 - (i) obstruct the visibility or clear sight lines at an intersection of thoroughfares of any person; or
 - (ii) impede pedestrian access; and

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

- (f) the tables, chairs and other equipment to be used may obstruct or impede the use of the public place for the purpose for which it was designed.

6.18 Obligations of permit holder

- (1) The permit holder for a Facility shall –
 - (a) ensure that the Facility is conducted at all times in accordance with the provisions of this local law and any local law made under section 172 of the *Health Act 1911*;
 - (b) ensure that the eating area is kept in a clean and tidy condition at all times;
 - (c) maintain the chairs, tables and other structures in the eating area in a good, clean and serviceable condition at all times;
 - (d) be solely responsible for all and any costs associated with the removal, alteration, repair, reinstatement or reconstruction of any part of the public place arising from the conduct of the Facility; and
 - (e) be solely responsible for all rates and taxes levied upon the land occupied by the Facility.
- (2) Whenever, in the opinion of the local government, any work is required to be carried out to a Facility, the local government may give a notice to the permit holder for the Facility to carry out that work within the time limited by the notice.
- (3) In subclause (2), “work” includes the removal, alteration, repair, reinstatement or reconstruction of any part of a public place arising from or in connection with the setting up or conduct of a Facility.

6.19 Removal of Facility unlawfully conducted

Where a Facility is conducted without a permit, or in contravention of a condition of a permit, any tables, chairs, umbrellas or other equipment may be removed by an authorized person and impounded in accordance with the Act.

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law**6.20 Use of Facility by public**

- (1) A person shall not occupy a chair or otherwise use the equipment in a Facility the subject of a permit unless the person uses them for the purpose of consuming food or drinks provided by the Facility.
- (2) A person shall leave a Facility when requested to do so by the permit holder.

6.21 Temporary removal of Facility may be requested

- (1) The permit holder for a Facility is to temporarily remove the Facility when requested to do so on reasonable grounds by an authorized person or a member of the Police Service or an emergency service in the event of an emergency.
- (2) The permit holder may replace the Facility removed under subclause (1) as soon as the person who directed her or him to remove it allows it to be replaced.

PART 7 - PERMITS*Division 1 – Applying for a permit***7.1 Application for permit**

- (1) Where a person is required to obtain a permit under this local law, that person shall apply for the permit in accordance with subclause (2).
- (2) An application for a permit under this local law shall -
 - (a) be in the form determined by the local government;
 - (b) be signed by the applicant;
 - (c) provide the information required by the form; and
 - (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.
- (3) The local government may require an applicant to provide additional information reasonably related to an application before determining an application for a permit.

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

- (4) The local government may require an applicant to give local public notice of the application for a permit.
- (5) The local government may refuse to consider an application for a permit which is not in accordance with subclause (2).

7.2 Decision on application for permit

- (1) The local government may –
 - (a) approve an application for a permit unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for a permit.
- (2) If the local government approves an application for a permit, it is to issue to the applicant a permit in the form determined by the local government.
- (3) If the local government refuses to approve an application for a permit, it is to give written notice of that refusal to the applicant.
- (4) Where a clause of this local law refers to conditions which may be imposed on a permit or which are to be taken to be imposed on a permit, the clause does not limit the power of the local government to impose other conditions on the permit under subclause (1)(a).
- (5) Where a clause of this local law refers to the grounds on which an application for a permit may be or is to be refused, the clause does not limit the power of the local government to refuse the application for a permit on other grounds under subclause (1)(b).

LOCAL GOVERNMENT ACT 1995
The Municipality of the Shire of Toodyay.
Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

Division 2 - Conditions

7.3 Conditions which may be imposed on a permit

The local government may approve an application for a permit subject to conditions relating to -

- (a) the payment of a fee;
- (b) the duration and commencement of the permit;
- (c) the commencement of the permit being contingent on the happening of an event;
- (d) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;
- (e) the approval of another application for a permit which may be required by the local government under any written law;
- (f) the area of the district to which the permit applies;
- (g) where a permit is issued for an activity which will or may cause damage to a public place, the payment of a deposit or bond against such damage;
- (h) the obtaining of public risk insurance in an amount and on terms reasonably required by the local government; and
- (i) the provision of an indemnity from the permit holder indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the use of the public place by the permit holder.

7.4 Imposing conditions under a policy

- (1) In this clause –

"policy" means a policy of the local government adopted by the Council containing conditions subject to which an application for a permit may be approved under clause 7.2(1)(a).

- (2) Under clause 7.2(1)(a) the local government may approve an application subject to conditions by reference to a policy.

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

- (3) The local government is to give a copy of the policy, or the part of the policy which is relevant to the application for a permit, with the form of permit referred to in clause 7.2(2).
- (4) An application for a permit is to be taken not to have been approved subject to the conditions contained in a policy until the local government gives the permit holder a copy of the policy or the part of the policy which is relevant to the application.
- (5) Sections 5.94 and 5.95 of the Act shall apply to a policy and for that purpose a policy is to be taken to be information within section 5.94(u)(i) of the Act.

7.5 Compliance with and variation of conditions

- (1) Where an application for a permit has been approved subject to conditions, or where a permit is to be taken to be subject to conditions under this local law, the permit holder shall comply with each of those conditions.
- (2) The local government may vary the conditions of a permit, and the permit holder shall comply with those conditions as varied.

*Division 3 - General***7.6 Duration of permit**

A permit is valid for one year from the date on which it is issued, unless it is –

- (a) otherwise stated in this local law or in the permit; or
- (b) cancelled under clause 7.10.

7.7 Renewal of permit

- (1) A permit holder may apply to the local government in writing prior to expiry of a permit for the renewal of the permit.
- (2) The provisions of –
 - (a) this Part; and
 - (b) any other provision of this local law relevant to the permit which is to be renewed,

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

shall apply to an application for the renewal of a permit *mutatis mutandis*.

7.8 Transfer of permit

- (1) An application for the transfer of a valid permit is to –
 - (a) be made in writing;
 - (b) be signed by the permit holder and the proposed transferee of the permit;
 - (c) provide such information as the local government may require to enable the application to be determined; and
 - (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.
- (2) The local government may approve an application for the transfer of a permit, refuse to approve it or approve it subject to any conditions.
- (3) Where the local government approves an application for the transfer of a permit, the transfer may be effected by –
 - (a) an endorsement on the permit signed by the CEO; or
 - (b) issuing to the transferee a permit in the form determined by the local government.
- (4) Where the local government approves an application for the transfer of a permit, it is not required to refund any part of any fee paid by the former permit holder.

7.9 Production of permit

A permit holder is to produce to an authorized person her or his permit immediately upon being required to do so by that authorized person.

7.10 Cancellation of permit

- (1) Subject to clause 8.1, a permit may be cancelled by the local government on any one or more of the following grounds –

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

- (a) the permit holder has not complied with a -
 - (i) condition of the permit; or
 - (ii) provision of any written law which may relate to the activity regulated by the permit; or
 - (b) if it is relevant to the activity regulated by the permit –
 - (i) the permit holder has become bankrupt, or gone into liquidation;
 - (ii) the permit holder has entered into any composition or arrangement with creditors; or
 - (iii) a manager, an administrator, a trustee, a receiver, or a receiver and manager is appointed in relation to any part of the permit holder's undertakings or property.
- (2) On the cancellation of a permit the permit holder –
- (a) shall return the permit as soon as practicable to the local government; and
 - (b) is to be taken to have forfeited any fees paid in respect of the permit.

PART 8 - OBJECTIONS AND APPEALS**8.1 Application of Part 9 Division 1 of Act**

When the local government makes a decision -

- (a) under clause 7.2(1); or
- (b) as to whether it will renew, vary, or cancel a permit,

the provisions of Division 1 of Part 9 of the Act and regulations 33 and 34 of the Regulations apply to that decision.

LOCAL GOVERNMENT ACT 1995
The Municipality of the Shire of Toodyay.
Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

PART 9 - MISCELLANEOUS NOTICES

9.1 Notice to redirect or repair sprinkler

Where a lawn or a garden is being watered with a sprinkler which is on the lawn or the garden, in a manner which causes or may cause an inconvenience or obstruction to any person using a thoroughfare, the local government may give a notice to the owner or the occupier of the land abutting on the lawn or the garden, requiring the owner or the occupier or both to move or alter the direction of the sprinkler or other watering equipment.

9.2 Hazardous plants

(1) Where a plant in a garden creates or may create a hazard for any person using a thoroughfare, the local government may give a notice to the owner or the occupier of the land abutting on the garden to remove, cut, move or otherwise deal with that plant so as to remove the hazard.

(2) Subclause (1) does not apply where the plant was planted by the local government.

9.3 Notice to repair damage to thoroughfare

Where any portion of a thoroughfare has been damaged, the local government may by notice to the person who caused the damage order the person to repair or replace that portion of the thoroughfare to the satisfaction of the local government.

9.4 Notice to remove thing unlawfully placed on thoroughfare

Where any thing is placed on a thoroughfare in contravention of this local law, the local government may by notice in writing to the owner or the occupier of the property which abuts on that portion of the thoroughfare where the thing has been placed, or such other person who may be responsible for the thing being so placed, require the relevant person to remove the thing.

LOCAL GOVERNMENT ACT 1995
The Municipality of the Shire of Toodyay.
Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

PART 10 - ENFORCEMENT

Division 1 - Notices given under this local law

10.1 Offence to fail to comply with notice

Whenever the local government gives a notice under this local law requiring a person to do any thing, if the person fails to comply with the notice, the person commits an offence.

10.2 Local government may undertake requirements of notice

Where a person fails to comply with a notice referred to in clause 10.1, the local government may do the thing specified in the notice and recover from that person, as a debt, the costs incurred in so doing.

Division 2 - Offences and penalties

Subdivision 1 - General

10.3 Offences

- (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) Any person who commits an offence under this local law is liable, upon conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

Subdivision 2 - Infringement notices and modified penalties

10.4 Prescribed offences

- (1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1.

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

- (3) For the purpose of guidance only, before giving an infringement notice to a person in respect of the commission of a prescribed offence, an authorized person should be satisfied that –
- (a) commission of the prescribed offence is a relatively minor matter; and
 - (b) only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable.

10.5 Forms

Unless otherwise specified, for the purposes of this local law -

- (a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;
- (b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and
- (c) the form of the notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Regulations.

LOCAL GOVERNMENT ACT 1995
The Municipality of the Shire of Toodyay.
Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

SCHEDULE 1

PRESCRIBED OFFENCES

CLAUSE	DESCRIPTION	MODIFIED PENALTY \$
2.1(a)	Plant of 0.75m in height on thoroughfare within 6m of intersection	100
2.1(b)	Damaging lawn or garden	100
2.1(c)	Plant (except grass) on thoroughfare within 2m of carriageway	100
2.1(d)	Placing hazardous substance on footpath	100
2.1(e)	Damaging or interfering with signpost or structure on thoroughfare	300
2.1(f)	Playing games so as to impede vehicles or persons on thoroughfare	100
2.1(g)	Riding of skateboard or similar device on mall or verandah of shopping centre	100
2.2(a)	Digging a trench through a kerb or footpath without a permit	100
2.2(b)	Throwing or placing anything on a verge without a permit	100
2.2(c)	Causing obstruction to vehicle or person on thoroughfare without a permit	100
2.2(d)	Causing obstruction to water channel on thoroughfare without a permit	200
2.2(e)	Placing or draining offensive fluid on thoroughfare without a permit	200
2.2(g)	Lighting a fire on a thoroughfare without a permit	300
2.2(h)	Felling tree onto thoroughfare without a permit	100
2.2(i)	Installing pipes or stone on thoroughfare without a permit	100
2.2(j)	Installing a hoist or other thing on a structure or land for use over a thoroughfare without a permit	300
2.2(k)	Creating a nuisance on a thoroughfare without a permit	100
2.2(l)	Placing a bulk rubbish container on a thoroughfare without a permit	100
2.2(m)	Interfering with anything on a thoroughfare without a permit	100

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

2.3(1)	Consumption or possession of liquor on thoroughfare	100
2.4(1)	Failure to obtain permit for temporary crossing	200
2.5(2)	Failure to comply with notice to remove crossing and reinstate kerb	300
2.9(1)	Installation of verge treatment other than permissible verge treatment	200
2.10	Failure to maintain permissible verge treatment or placement of obstruction on verge	100
2.11	Failure to comply with notice to rectify default	100
2.17(2)	Failure to comply with sign on public place	100
2.19(1)	Driving or taking a vehicle on a closed thoroughfare	300
3.2(1)	Placing advertising sign or affixing any advertisement on a thoroughfare without a permit	100
3.2(3)	Erecting or placing of advertising sign in a prohibited area	100
4.1(1)	Animal or vehicle obstructing a public place or local government property	100
4.2(2)(a)	Animal on thoroughfare when not led, ridden or driven	100
4.2(2)(b)	Animal on public place with infectious disease	100
4.2(2)(c)	Training or racing animal on thoroughfare in built-up area	100
4.2(3)	Horse led, ridden or driven on thoroughfare in built-up area	100
4.5	Person leaving shopping trolley in public place other than trolley bay	100
4.6(2)	Failure to remove shopping trolley upon being advised of location	100
5.6(1)	Driving a vehicle on other than the carriageway of a flora road	200
5.9	Planting in thoroughfare without a permit	200
5.11	Failure to obtain permit to clear a thoroughfare	500
5.13	Burning of thoroughfare without a permit	500
5.17	Construction of firebreak on thoroughfare without a permit	500
5.19	Commercial harvesting of native flora on thoroughfare	500
5.20(1)	Collecting seed from native flora on thoroughfare without a permit	300

LOCAL GOVERNMENT ACT 1995

The Municipality of the Shire of Toodyay.

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

6.2(1)	Conducting of stall in public place without a permit	300
6.3(1)	Trading without a permit	300
6.8(1)(a)	Failure of stallholder or trader to display or carry permit	100
6.8(1)(b)	Stallholder or trader not displaying valid permit	100
6.8(1)(c)	Stallholder or trader not carrying certified scales when selling goods by weight	100
6.8(2)	Stallholder or trader engaged in prohibited conduct	100
6.10	Performing in a public place without a permit	100
6.11(2)	Failure of performer to move onto another area when directed	100
6.14	Failure of performer to comply with obligations	100
6.16	Establishment or conduct of outdoor eating facility without a permit	300
6.18	Failure of permit holder of outdoor eating facility to comply with obligations	100
6.20(1)	Use of equipment of outdoor eating facility without purchase of food or drink from facility	50
6.20(2)	Failure to leave outdoor eating facility when requested to do so by permit holder	50
7.5	Failure to comply with a condition of a permit	100
7.9	Failure to produce permit on request of authorized person	100
10.1	Failure to comply with notice given under local law	100

LOCAL GOVERNMENT ACT 1995
The Municipality of the Shire of Toodyay.
Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

Dated this 28th day of September, 2001

The Common Seal of the }
Shire of Toodyay }
was affixed by authority of a }
resolution of the Council in the }
presence of: }

Cr A.E Henshaw
Shire President

Mr A.D.Smith
Chief Executive Officer



LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~

Shire of Toodyay

Activities in Thoroughfares and
Public Places and Trading Local
Law 2026 Trading and activities
in thoroughfares and public
places 2026



Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 1 of 74
Gazette Date: 25/10/2001, page 5684

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law ~~2026~~

PART 1 PRELIMINARY	665
1.1 Citation.....	665
1.2 Commencement.....	665
1.3 Repeal	775
1.4 Interpretation (Definitions).....	775
1.5 Application of this local law	11418
PART 2 ACTIVITIES ON THOROUGHFARES AND PUBLIC PLACES	13428
DIVISION 1 - GENERAL	13428
2.1 General prohibitions	13428
2.2 Activities allowed with a permit - general	14139
2.3 No possession and consumption of liquor on thoroughfare.....	15459
DIVISION 2 - VEHICLE CROSSING	161540
SUBDIVISION 1 - TEMPORARY CROSSINGS	161540
2.4 Permit required.....	161540
SUBDIVISION 2 - REDUNDANT VEHICLE CROSSINGS	171640
2.5 Removal of redundant crossing	171740
DIVISION 3 - VERGE TREATMENTS.....	191941
SUBDIVISION 1 - PRELIMINARY.....	191941
2.6 Interpretation.....	191941
2.7 Application	191941
SUBDIVISION 2 - PERMISSIBLE VERGE TREATMENTS	191941
2.8 Permissible verge treatments.....	191941
2.9 Only permissible verge treatments to be installed	202041
2.10 Obligations of owner or occupier	202041
2.11 Notice to owner or occupier	212442
SUBDIVISION 3 - EXISTING VERGE TREATMENTS	212442
2.12 Transitional provision	212442
SUBDIVISION 4 - PUBLIC WORKS.....	212442
2.13 <i>Power to carry out public works on verge</i>	212442
DIVISION 4 - PROPERTY NUMBERS	222442
2.14 <i>Interpretation</i>	222442
2.15 <i>Assignment of numbers</i>	232342
DIVISION 5 - FENCING	232342
2.16 <i>Public place – Item 4(1) of Division 1, Schedule 3.1 of Act</i>	232342
DIVISION 6 - SIGNS ERECTED BY THE LOCAL GOVERNMENT	232343
2.17 <i>Signs</i>	232343
2.18 <i>Transitional</i>	242413
DIVISION 7 - DRIVING ON A CLOSED THOROUGHFARE	242413
2.19 <i>No driving on closed thoroughfare</i>	242413
PART 3 ADVERTISING SIGNS ON THOROUGHFARES	242413
DIVISION 1 - PRELIMINARY	252413
3.1 Interpretation.....	252513
DIVISION 2 - PERMIT.....	252514
3.2 <i>Advertising signs and portable direction signs</i>	262514

~~Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 2 of 742~~

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and~~
~~Public Places~~ Local Law 2026

3.3	<i>Matters to be considered in determining application for permit</i>	<u>272614</u>
DIVISION 3 – CONDITIONS ON PERMIT.....		<u>272714</u>
3.4	<i>Conditions on portable sign</i>	<u>272714</u>
3.5	<i>Conditions on election sign</i>	<u>282815</u>
PART 4	OBSTRUCTING ANIMALS, VEHICLES OR SHOPPING TROLLEYS.....	<u>303016</u>
DIVISION 1 - ANIMALS AND VEHICLES.....		<u>303016</u>
4.1	<i>Leaving animal or vehicle in public place or on local government property</i>	<u>303016</u>
4.2	<i>Prohibitions relating to animals.....</i>	<u>303016</u>
DIVISION 2 - SHOPPING TROLLEYS.....		<u>313116</u>
4.3	<i>Interpretation.....</i>	<u>313116</u>
4.4	<i>Shopping trolley to be marked.....</i>	<u>323217</u>
4.5	<i>Person not to leave trolley in public place</i>	<u>323217</u>
4.6	<i>Retailer to remove abandoned trolley</i>	<u>323217</u>
4.7	<i>Retailer taken to own trolley.....</i>	<u>333217</u>
PART 5	ROADSIDE CONSERVATION	<u>333317</u>
DIVISION 1 - PRELIMINARY.....		<u>333317</u>
5.1	<i>Interpretation.....</i>	<u>333317</u>
5.2	<i>Application</i>	<u>343317</u>
DIVISION 2 - FLORA ROADS		<u>343418</u>
5.3	<i>Declaration of flora road.....</i>	<u>343418</u>
5.4	<i>Construction works on flora roads</i>	<u>343418</u>
5.5	<i>Signposting of flora roads</i>	<u>343418</u>
5.6	<i>Driving only on carriageway of flora roads.....</i>	<u>353418</u>
DIVISION 3 - SPECIAL ENVIRONMENTAL AREAS		<u>353518</u>
5.7	<i>Designation of special environmental areas.....</i>	<u>353518</u>
5.8	<i>Marking of special environmental areas</i>	<u>353518</u>
DIVISION 4 – PLANTING IN THOROUGHFARES.....		<u>363619</u>
5.9	<i>Permit to plant</i>	<u>363619</u>
5.10	<i>Relevant considerations in determining application</i>	<u>363619</u>
DIVISION 5 - CLEARANCE OF VEGETATION		<u>363619</u>
5.11	<i>Permit to clear.....</i>	<u>363619</u>
5.12	<i>Application for permit.....</i>	<u>363619</u>
DIVISION 6 - FIRE MANAGEMENT		<u>373719</u>
5.13	<i>Permit to burn thoroughfare.....</i>	<u>373719</u>
5.14	<i>Application for permit.....</i>	<u>373719</u>
5.15	<i>When application for permit can be approved.....</i>	<u>373720</u>
5.16	<i>Prohibitions on burning.....</i>	<u>383820</u>
DIVISION 7 - FIREBREAKS		<u>383820</u>
5.17	<i>Permit for firebreaks on thoroughfares</i>	<u>383820</u>
5.18	<i>When application for permit cannot be approved.....</i>	<u>383820</u>
DIVISION 8 - COMMERCIAL WILDFLOWER HARVESTING ON THOROUGHFARES		<u>393920</u>
5.19	<i>General prohibition on commercial wildflower harvesting</i>	<u>393920</u>
5.20	<i>Permit for revegetation projects.....</i>	<u>393920</u>

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

PART 6 TRADING IN THOROUGHFARES AND PUBLIC PLACES	403921
DIVISION 1 - STALLHOLDERS AND TRADERS	404021
SUBDIVISION 1 - PRELIMINARY	404021
6.1 Interpretation.....	404021
SUBDIVISION 2 - PERMITS	444323
6.2 Stallholder's permit	444323
6.3 Trader's permit.....	454423
6.4 No permit required to sell newspaper	464523
6.5 Relevant considerations in determining application for permit	464624
6.6 Conditions of permit.....	474724
6.7 Exemptions from requirement to pay fee or to obtain a permit	494925
SUBDIVISION 3 - CONDUCT OF STALLHOLDERS AND TRADERS	505025
6.8 Conduct of stallholders and traders.....	505025
DIVISION 2 - STREET ENTERTAINERS.....	515126
SUBDIVISION 1 - PRELIMINARY	515126
6.9 Interpretation.....	515126
SUBDIVISION 2 - PERMITS.....	525126
6.10 Permit required to perform.....	525226
6.11 Variation of permitted area and permitted time.....	525226
6.12 Duration of permit	535227
6.13 Cancellation of permit.....	535227
6.14 Obligations of permit holder.....	535327
DIVISION 3 - OUTDOOR EATING FACILITIES ON PUBLIC PLACES	555427
6.15 Interpretation.....	555427
6.16 Permit required to conduct Facility.....	555427
6.17 Matters to be considered in determining application	555427
6.18 Obligations of permit holder.....	565528
6.19 Removal of Facility unlawfully conducted	575628
6.20 Use of Facility by public.....	575628
6.21 Temporary removal of Facility may be requested	585628
PART 7 PERMITS	585829
DIVISION 1 – APPLYING FOR A PERMIT.....	585829
7.1 Application for permit.....	585829
7.2 Decision on application for permit.....	595829
DIVISION 2 - CONDITIONS	606030
7.3 Conditions which may be imposed on a permit	606030
7.4 Imposing conditions under a policy	616130
7.5 Compliance with and variation of conditions	616130
DIVISION 3 - GENERAL	616231
7.6 Duration of permit	626231
7.7 Renewal of permit.....	626231
7.8 Transfer of permit	626231
7.9 Production of permit	636331
7.10 Cancellation of permit.....	646431

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

PART 8	OBJECTIONS AND APPEALS.....	646432
8.1	Application of Part 9 Division 1 of Act	646432
PART 9	MISCELLANEOUS NOTICES.....	656532
9.1	Notice to redirect or repair sprinkler.....	666632
9.2	<i>Hazardous plants</i>	666632
9.3	<i>Notice to repair damage to thoroughfare</i>	666632
9.4	<i>Notice to remove thing unlawfully placed on thoroughfare</i>	666632
PART 10	ENFORCEMENT	686833
	DIVISION 1 - NOTICES GIVEN UNDER THIS LOCAL LAW	686833
10.1	<i>Offence to fail to comply with notice</i>	686833
10.2	<i>Local government may undertake requirements of notice</i>	686833
	DIVISION 2 - OFFENCES AND PENALTIES	686833
	SUBDIVISION 1 - GENERAL	686833
10.3	<i>Offences</i>	686833
	SUBDIVISION 2 - INFRINGEMENT NOTICES AND MODIFIED PENALTIES	686833
10.4	<i>Prescribed offences</i>	696933
10.5	<i>Forms</i>	697034
SCHEDULE 1	717135
	PRESCRIBED OFFENCES	717135

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Toodyay resolved on ~~September 27, 2001~~..... to make the following local law.

PART 1 ~~PART 1~~ PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Toodyay Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places-Local Law 2026*, the purpose and effect of which is as follows:-

Purpose

The purpose of this local law is to regulate the use of thoroughfares, public places and local government property in order to promote public safety, manage obstructions, protect the natural environment, ensure fair and orderly trading, and provide clear standards for activities such as verge treatments, signage, street trading, outdoor eating facilities, and other uses of public land within the Shire of Toodyay.

Effect

The effect of this local law is to provide a legal framework that:

- Prescribes the activities that require a permit.
- Sets conditions under which those activities may be conducted.
- Regulates trading, events and signage in public places.
- Manages vegetation, firebreaks, environmental protection and activities that may impact thoroughfares.
- Establishes offences for non-compliance, including prescribed modified penalties, and
- Enables the Shire to issue notices and take enforcement action to protect public health, amenity, safety and environmental values.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

~~This local law comes into operation 14 days after the day on which it is published in the *Government Gazette*.~~

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

1.3 Repeal

~~The Shire of Toodyay *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law* published in the Government Gazette on 25 October 2001 (page 5684), is repealed.(1)~~

~~The following local laws are repealed –~~

~~(1) The Numbering of Houses and Buildings By law published in the Government Gazette on January 5, 1961.~~

1.4 Interpretation (Definitions)

~~1.2 Definitions~~

In this local law unless the context otherwise requires -

<u>Term</u>	<u>Meanings</u>
<u>Act</u>	<u>The Local Government Act 1995.</u>
<u>applicant</u>	<u>A person who applies for a permit.</u>
<u>authorised person</u>	<u>A person authorised by the local government under section 9.10(2) of the Act to perform any of the functions of an authorised person under this local law.</u>
<u>built-up area</u>	<u>Has the meaning given to it in the <i>Road Traffic Code 2000</i>.</u>
<u>bulk rubbish container</u>	<u>A bin or container designed or used for holding a substantial quantity of rubbish and which is unlikely to be lifted without mechanical assistance but does not include a bin or container used in connection with the local government's regular domestic rubbish collection service.</u>
<u>carriageway</u>	<u>The paved or madeconstructed portion of a thoroughfare used or intended for use by vehicles.</u>
<u>CEO</u>	<u>The Chief Executive Officer of the local government.</u>
<u>commencement day</u>	<u>The day on which this local law comes into operation.</u>
<u>Council</u>	<u>The council of the local government.</u>

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

<u>Term</u>	<u>Meanings</u>
crossing <u>crossover</u>	<u>A crossing giving access from a public thoroughfare to -</u> (a) <u>private land; or</u> (b) <u>a private thoroughfare serving private land;</u>
<u>district</u>	<u>The district of the local government.</u>
<u>footpath</u>	<u>Has the meaning given to it in the <i>Road Traffic Code 2000</i>.</u>
<u>garden</u>	<u>Any part of a thoroughfare planted, developed or treated, otherwise than as a lawn, with one or more plants.</u>
<u>intersection</u>	<u>has the meaning given to it in the <i>Road Traffic Code 2000</i>.</u>
<u>kerb</u>	Includes the <u>edge of a carriageway.</u>
<u>lawn</u>	<u>Any part of a thoroughfare which is planted only with grass, or with a similar plant, but includes any other plant provided that it has been planted by the local government.</u>
<u>liquor</u>	<u>has the meaning given to it in section 3 of the <i>Liquor Control Act 1988</i>.</u>
<u>local government</u>	<u>The Shire of Toodyay.</u>
<u>local government property</u>	<u>Anything except a thoroughfare –</u> (a) <u>which belongs to the local government;</u> (b) <u>of which the local government is the management body under the <i>Land Administration Act 1997</i>; or</u> (c) <u>which is an 'otherwise unvested facility' within section 3.53 of the Act;</u>
<u>local planning scheme</u>	<u>A local planning scheme of the local government made under the <i>Planning and Development Act 2005</i></u>
<u>lot</u>	<u>has the meaning given to it in the <i>Planning and Development Act 2005</i>.</u>
<u>owner or occupier</u>	<u>In relation to land does not include the local government.</u>
<u>permissible verge treatment</u>	<u>Any one of the 4 treatments described in clause 2.8(2) and includes any reticulation pipes and sprinklers.</u>
<u>permit</u>	<u>A permit issued under this local law.</u>
<u>permit holder</u>	<u>A person who holds a valid permit.</u>
<u>person</u>	<u>does not include the local government.</u>

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

<u>Term</u>	<u>Meanings</u>
<u>premises</u>	<u>A building or similar structure, but does not include a carpark or a similar place.</u>
<u>public place</u>	<u>Includes any thoroughfare or place which the public are allowed to use, whether or not the thoroughfare or place is on private property, but does not include –</u> <u>(a) premises on private property from which trading is lawfully conducted under a written law; and</u> <u>(b) local government property.</u>
<u>Regulations</u>	<u>The Local Government (Functions and General) Regulations 1996.</u>
<u>sign</u>	<u>Includes a notice, flag, mark, structure or device on which may be shown words, numbers, expressions or symbols.</u>
<u>thoroughfare</u>	<u>any road, street, lane, footpath, path, right of way, verge, reserve, bridge or other place over which the public has a right of passage, whether or not it is a dedicated road; and has the meaning given to it in the Act, but does not include a private thoroughfare which is not under the management control of the local government;</u>
<u>townsite</u>	<u>The townsite of Toodyay which is –</u> <u>(a) constituted under section 26(2) of the Land Administration Act 1997; or</u> <u>(b) referred to in clause 37 of Schedule 9.3 of the Act.</u>
<u>vehicle</u>	<u>includes –</u> <u>(a) every conveyance and every object capable of being propelled or drawn on wheels, tracks or otherwise; and</u> <u>(b) an animal being ridden or driven.</u> <u>but excludes –</u> <u>(c) a wheelchair or any device designed for use by a physically impaired person on a footpath; and</u> <u>(d) a pram, a stroller or a similar device.</u>
<u>verge</u>	<u>That part of a thoroughfare between the carriageway and the land which abuts the thoroughfare but does not include any footpath.</u>

"Act" means the Local Government Act 1995;

applicant means a person who applies for a permit;

authorized person means a person authorized by the local government under section 9.10 of the Act to perform any of the functions of an authorized person under this local law;

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the Shire of Toodyay.~~

~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

~~"built up area" has the meaning given to it in the *Road Traffic Code 1975*;~~

~~"bulk rubbish container" means a bin or container designed or used for holding a substantial quantity of rubbish and which is unlikely to be lifted without mechanical assistance, but does not include a bin or container used in connection with the local government's regular domestic rubbish collection service;~~

~~"carriageway" means the paved or made portion of a thoroughfare used or intended for use by vehicles;~~

~~"CEO" means the Chief Executive Officer of the local government;~~

~~"commencement day" means the day on which this local law comes into operation;~~

~~"Council" means the council of the local government;~~

~~"crossing" means a crossing giving access from a public thoroughfare to—~~

~~(a) private land; or~~

~~(b) a private thoroughfare serving private land;~~

~~"district" means the district of the local government;~~

~~"footpath" means the paved or made portion of a thoroughfare used or intended for use by pedestrians and cyclists;~~

~~"garden" means any part of a thoroughfare planted, developed or treated, otherwise than as a lawn, with one or more plants;~~

~~"intersection" has the meaning given to it in the *Road Traffic Code 1975*;~~

~~"kerb" includes the edge of a carriageway;~~

~~"lawn" means any part of a thoroughfare which is planted only with grass, or with a similar plant, but will include any other plant provided that it has been planted by the local government;~~

~~"liquor" has the meaning given to it in section 3 of the *Liquor Licensing Act 1988*;~~

~~"local government" means the Shire of Toodyay;~~

~~"local government property" means anything except a thoroughfare—~~

~~(a) which belongs to the local government;~~

~~(b) of which the local government is the management body under the *Land Administration Act 1997*; or~~

~~(c) which is an 'otherwise unvested facility' within section 3.53 of the Act;~~

~~"lot" has the meaning given to it in the *Town Planning and Development Act 1928*;~~

~~"owner" or "occupier" in relation to land does not include the local government;~~

~~"permissible verge treatment" means any one of the 4 treatments described in clause 2.8(2), and includes any reticulation pipes and sprinklers;~~

~~"permit" means a permit issued under this local law;~~

~~"permit holder" means a person who holds a valid permit;~~

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 10 of 74

10

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the Shire of Toodyay.~~

~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places Local Law 2026~~

~~"person" does not include the local government;~~

~~"premises" for the purpose of the definition of "public place" in both this clause and clause 6.1, means a building or similar structure, but does not include a carpark or a similar place;~~

~~"public place" includes any thoroughfare or place which the public are allowed to use, whether or not the thoroughfare or place is on private property, but does not include—~~

~~(a) premises on private property from which trading is lawfully conducted under a written law; and~~

~~(b) local government property;~~

~~"Regulations" means the *Local Government (Functions and General) Regulations 1996*;~~

~~"sign" includes a notice, flag, mark, structure or device on which may be shown words, numbers, expressions or symbols;~~

~~"town planning scheme" means a town planning scheme of the local government made under the *Town Planning and Development Act 1928*;~~

~~"townsite" means the townsite of Toodyay which is—~~

~~(a) constituted under section 26(2) of the *Land Administration Act 1997*; or~~

~~(b) referred to in clause 37 of Schedule 9.3 of the Act;~~

~~"vehicle" includes—~~

~~(a) every conveyance and every object capable of being propelled or drawn on wheels, tracks or otherwise; and~~

~~(b) an animal being ridden or driven;~~

~~but excludes—~~

~~(a) a wheel chair or any device designed for use by a physically impaired person on a footpath; and~~

~~(b) a pram, a stroller or a similar device; and~~

~~"verge" means that part of a thoroughfare between the carriageway and the land which abuts the thoroughfare, but does not include any footpath.~~

1.5 Application of this local law

~~1.3 Application~~

This local law applies throughout the district.

~~(2) **The Prevention of Damage to Streets No.15 By Law published in the Government Gazette on February 8, 1972.**~~

~~Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 11 of 74~~

~~11~~

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the Shire of Toodyay.~~

~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

- ~~(3) The Streets Lawns and Gardens No.11 By Law published in the Government Gazette on February 8, 1972.~~
- ~~(4) The Control of Hawkers By Law published in the Government Gazette on May 2, 1972.~~
- ~~(5) The Parks, Public Reserves, Sports Grounds, Recreation Grounds By Law published in the Government Gazette on June 16, 1978.~~
- ~~(6) The Depositing and Removal of Refuse, Rubbish and Litter By Law published in the Government Gazette February 15, 1980.~~
- ~~(7) The Road Reserves By Law published in the Government Gazette on December 2, 1983.~~
- ~~(8) The Parks, Reserves, Sports Grounds By Law published in the Government Gazette on June 16, 1989.~~

~~(2) Where a policy was made or adopted by the local government under or in relation to a local law repealed by this local law, then the policy is to be taken to no longer have any effect on and from the commencement day.~~

~~(3) The Council may resolve that notwithstanding subclause (2) specified policies continue, or are to be taken to have continued, to have effect on and from the commencement day.~~

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

PART 2 ~~PART 2~~—ACTIVITIES ON THOROUGHFARES AND PUBLIC PLACES

Division 1 - General

~~2.1~~ 2.1—General prohibitions

A person shall not -

~~—~~ plant any plant ~~which exceeds or which may that~~ exceeds 0.75m in height on a thoroughfare so that the plant is within ~~6~~10m of an intersection ~~or otherwise obstructs required sight-distance visibility;~~

~~(a)~~ _____

—

~~(a)(b)~~ damage a lawn or a garden or remove any plant or part of a plant from a lawn or a garden unless –

~~(i)~~ the person is the owner or the occupier of the lot abutting that portion of the thoroughfare and the lawn or the garden or the particular plant has not been installed or planted by the local government; or

~~(i)~~ _____

(ii) the person is acting under the authority of a written law;

~~(b)(c)~~ plant any plant (except grasses or ~~a~~ similar low-growing species~~plant~~) on a thoroughfare so that it is within 2m of a carriageway;

~~(e)(d)~~ place on any footpath any fruit, fruit skins or other substance or fluid (whether vegetable or otherwise, but not water) ~~which that~~ may create a hazard for any person using the footpath;

~~(d)(e)~~ unless at the direction of the local government, damage, remove or interfere with any signpost, direction plate, guidepost, notice, shelter, shed, fence or any structure erected on a thoroughfare by the local government or a person acting under the authority of a written law;

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 13 of 74

~~13~~

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

~~(e)(f)~~ play or participate in any game or sport so as to cause danger to any person or thing or impede the movement of vehicles or persons on a thoroughfare; or

~~(f)(g)~~ within a mall, arcade or verandah of a shopping centre, ride any ~~bicycle, skateboard, rollerblades, electrical powered device or similar device – with the exclusion of an electric wheelchair or aged persons mobility device or similar device.~~

~~2.2~~ **2.2 Activities allowed with a permit - general**

~~(1)~~ ~~(1)~~ A person shall not, without a permit –

- (a) dig or otherwise create a trench through or under a kerb or footpath;
- (b) subject to Division 3 of this Part, throw, place or deposit any ~~item thing~~ on a verge except for removal by the local government under a bulk rubbish collection, and then only during the period of time advertised ~~for that collection in connection with that collection by the local government;~~
- (c) cause any obstruction to a vehicle or a person using a thoroughfare as a thoroughfare;
- (d) cause any obstruction to a water channel or a water course in a thoroughfare;
- (e) throw, place or drain offensive, noxious or dangerous fluid onto a thoroughfare;
- (f) damage a thoroughfare;

~~(g)(a)~~ light any fire or burn any thing on a thoroughfare other than in a stove or fireplace provided for that purpose or under a permit issued under clause 5.13;

~~Activities in Thoroughfares and Public Places and Trading Local Law 2026~~ Page 14 of 74

~~14~~

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and Public Places and Trading in Thoroughfares and Public Places Local Law 2026

~~(h)~~(g) _____ fell any tree onto a thoroughfare;

~~(i)~~(h) unless installing, or in order to maintain, a permissible verge treatment -

(i) lay pipes under or provide taps on any verge; or

~~(i)~~(i) place or install any thing _____ on any part of a thoroughfare, including and without limiting the generality of the foregoing, any gravel, stone, concrete, pavers, flagstone, cement, concrete slabs, blocks, bricks, pebbles, plastic sheeting, kerbing, wood chips, bark, or sawdust or similar material;

~~(i)~~(i) provide, erect, install or use ~~in or~~ on any building, structure or land abutting on a thoroughfare any hoist or other thing device for use over the thoroughfare;

~~(i)~~(j) on a public place use anything or do anything so as to create a nuisance;

~~(i)~~(k) place or cause to be placed on a thoroughfare a bulk rubbish container; or

~~(m)~~(l) _____ interfere with the soil of, or anything in, a thoroughfare or take anything from a thoroughfare.

~~(2)~~ _____ ~~(2)~~—The local government may exempt a person from compliance with subclause (1) on ~~the application of that person.~~

~~2.3~~ 2.3 **No possession and consumption of liquor on thoroughfare**

~~(1)~~ _____ ~~(1)~~—A person shall not consume ~~any~~ liquor or have liquor in their in her or his possession or under ~~her or his~~their control ~~any liquor~~ on a thoroughfare unless –

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 15 of 74
15

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

~~(a) (a)~~—that is permitted under the Liquor ~~Licensing Control~~ Act 1988; ~~or under another written law;~~ or

~~(b) (b)~~—the person is doing so in accordance with a permit.

~~(2) (2)~~—Subclause (1) does not apply where the liquor is in a sealed container.

*Division 2 - Vehicle crossing**Subdivision 1 - ~~Temporary crossings~~Crossover*~~2.4~~ **2.4 Permit required**

(1) ~~Where it~~ ~~Where is likely that~~ ~~works~~ ~~activities~~ on a lot will involve vehicles leaving a thoroughfare and entering the lot, the person responsible for the works shall obtain a permit for the construction of a ~~temporary crossing~~ ~~crossover~~ ~~where~~ ~~to protect the existing carriageway, kerb, drains and footpath, where~~

(a) a crossing does not exist; or

(b) a crossing ~~does~~ ~~exists;~~ but ~~is likely to be damaged by~~ ~~the nature of~~ the vehicles ~~and their~~ ~~or~~ loads ~~is such that~~ ~~they are likely to cause damage to the crossing.~~

(2) The “person responsible for the works” in subclause (1) is ~~to~~ ~~be~~ taken to be ~~the registered proprietor of the lot.~~

~~the person named on the building permit issued under the Building Act 2011; or~~
~~the registered proprietor of the lot, if no building licence building permit has been issued.~~ ~~the builder named on the building licence issued under the Local Government (Miscellaneous Provisions) Act 1960, if one has been issued in relation to the works; or~~

~~Activities in Thoroughfares and Public Places and Trading Local Law 2026~~ Page 16 of 74
 16

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and Public Places~~ Local Law ~~2026~~

~~(a) — the registered proprietor of the lot, if no building licence has been issued under the Local Government (Miscellaneous Provisions) Act 1960 in relation to the works.~~

~~A permit for a temporary crossing ~~ingover~~ is taken to be issued on the condition that the permit holder keeps the temporary crossing in good repair so as not to create a danger or obstruction to persons using the thoroughfare, and removes and rehabilitates the temporary crossover after a set period of time. - If the local government approves an application for a permit for the purpose of subelause (1), the permit is taken to be issued on the condition that until such time as the temporary crossing is removed, the permit holder shall keep the temporary crossing in good repair and in such a condition so as not to create any danger or obstruction to persons using the thoroughfare.~~

~~(3) _____~~

Subdivision 2 - Redundant vehicle crossings

~~2.5~~ **2.5—Removal of redundant crossing**

- (1) Where works on a lot will result in a crossing no longer giving access to a lot, the crossing ~~is to~~must be removed and the kerb, drain, footpath, verge and any other affected part of the thoroughfare affected by the removal are to be reinstated to the satisfaction of the local government.
- (2) The local government may give written notice to the owner or occupier of a lot requiring ~~her or him~~them to –
 - (a) remove any part of or all of a crossing ~~which~~ that does not give access to the lot; and
 - ~~(b) —reinstat~~ e the kerb, drain, footpath, verge and any other part of the thoroughfare, which may be affected areas, by the removal,
 - ~~(b) _____~~

~~Activities in Thoroughfares and Public Places and Trading Local Law 2026~~Page ~~17~~ of ~~74~~

~~17~~

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

within the ~~period of time~~ stated specified in the notice, and the owner or occupier of the lot shall comply with that notice.

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 18 of 74

~~18~~

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.Activities ~~in~~ Thoroughfares and Public Places and Trading in Thoroughfares and Public Places Local Law 2026*Division 3 - Verge treatments**Subdivision 1 - Preliminary*~~2.6~~ 2.6 Interpretation

In this Division, unless the context otherwise requires -

"acceptable material" means any material ~~which will~~that creates a hard and stable surface, and ~~which~~ appears on a list ~~of acceptable materials~~ maintained by the local government.

~~2.7~~ 2.7 Application

This Division ~~only~~ applies within ~~to~~ the townsite ~~District~~

Subdivision 2 - Permissible verge treatments~~2.8~~ 2.8 Permissible verge treatments

- (1) An owner or occupier of land ~~which abuts~~abutting on a verge may ~~install a on that part of the verge directly in front of her or his land~~ install a permissible verge treatment on the verge directly in front of their land.
- (2) The permissible verge treatments are –
 - (a) the planting and maintenance of a lawn;
 - (b) the planting and maintenance of a garden provided that -
 - (i) clear sight visibility is maintained at all times for ~~a persons~~ using the abutting thoroughfare in the vicinity of an at intersections, bends or driveways; ~~or bend in the thoroughfare;~~ and
 - (ii) where there is no footpath, a pedestrian has safe and clear access of at least ~~minimum width of~~ 2m along ~~that part of~~ the verge immediately adjacent to the kerb;

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 19 of 74

~~19~~

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

-
- (c) the installation of an acceptable material; or
 - (d) ~~a combination treatment over no more than one-third of the verge area (excluding any vehicle crossing) of acceptable material, with the remainder planted and maintained as a lawn or garden. the installation over no more than one third of the area of the verge (excluding any vehicle crossing) of an acceptable material in accordance with paragraph (c), and the planting and maintenance of either a lawn or a garden on the balance of the verge in accordance with paragraph (a) or (b).~~
-

~~2.9~~ **2.9 Only permissible verge treatments to be installed**

- (1) A person shall not install or maintain a verge treatment ~~which that~~ is not a permissible verge treatment.
 - (2) The owner and occupier of the lot abutting a verge treatment referred to in subclause (1) are each ~~to be~~ taken to have installed and maintained that verge treatment for the purposes of this clause and clause 2.10.
-

~~2.10~~ **2.10 Obligations of owner or occupier**

-
- ~~(1)~~ An owner or occupier who installs or maintains a permissible verge treatment shall -
 - (a) keep the ~~permissible~~ verge treatment in a good and tidy condition and ensure, ~~where the verge treatment is a garden or lawn,~~ that a footpath ~~on the verge and aor~~ carriageway ~~adjoining the verge~~ is not obstructed ~~by the verge treatment;~~
 - (b) not place any obstruction on or around the verge treatment; and
 - (c) not disturb a footpath on the verge.
-

~~Activities in Thoroughfares and Public Places and Trading Local Law 2026~~ Page 20 of 74
20

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

2.11 ~~2.11~~ Notice to owner or occupier

The local government may give ~~written~~^{written} notice ~~in writing~~ ~~requiring~~ the owner or the occupier ~~of a lot abutting on a verge to make good~~^{remedy any breach}, ~~within the time specified in the notice, any breach~~ of a provision of this Division within the time specified in the notice.

~~Subdivision 3~~ Existing verge treatments~~2.12~~ Transitional provision~~(1)~~ In this clause —

~~"former provisions"~~ means ~~the local law of the local government which permitted certain types of verge treatments, whether with or without the consent of the local government, and which was repealed by this local law.~~

~~(2)~~ A verge treatment which —

~~(a)~~ was installed prior to the ~~before~~ commencement day; and

~~(b)~~ on the commencement day is a type of verge treatment which was permitted under and complied with the former provisions;

~~is to be taken to be a permissible verge treatment for so long as the verge treatment remains of the same type and continues to comply if it complied with the former provisions and continues to comply.~~

Subdivision 4 - Public works

2.13 Power to carry out public works on verge

Where the local government or an ~~authorised~~^{authorised} authority ~~empowered to do so under a written law~~ disturbs a verge, ~~the local government or the authority~~ it -

(a) is not liable to compensate any person for the ~~at~~ disturbance;

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

- (b) may backfill with sand, if necessary, any garden or lawn; and
- (c) is not liable to replace or restore any –
 - (i) verge treatment and, in particular, any plant or any acceptable material or other hard surface; or
 - (ii) sprinklers, pipes or other reticulation equipment.

Division 4 - Property numbers~~Subdivision 1 – Preliminary~~**2.14 Interpretation**

In this Division, unless the context requires otherwise -

"Number" means ~~a~~ the house number of a lot with or without an alphabetical suffix indicating the address of the lot by reference to a thoroughfare.

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

~~Subdivision 2—Assignment and marking of numbers~~

2.15 Assignment of numbers

The local government may assign ~~or reassign~~ a ~~Number number~~ to a lot in the district ~~and may assign another Number to the lot instead of that previously assigned.~~

~~Division 5—Fencing~~

~~2.16—Public place—Item 4(1) of Division 1, Schedule 3.1 of Act~~

~~The following places are specified as a public place for the purpose of item 4(1) of Division 1 of Schedule 3.1 of the Act—~~

~~(a)—a public place, as that term is defined in clause 1.2; and~~

~~—local government property.~~

~~(b)~~

Division 6 - Signs erected by the local government

2.17 Signs

(1) ~~A~~The local government may erect a sign on a public place specifying ~~any~~ conditions of use which apply to that place.

(2) A person shall comply with ~~any~~ sign erected under subclause (1).

~~(3)~~ A condition of use specified on a sign erected under subclause (1) is to be for the purpose of giving notice of the effect of a provision of this local law.

~~(3)~~

~~Activities in Thoroughfares and Public Places and Trading Local Law 2026~~ Page 23 of 74

~~23~~

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

~~2.18~~ — Transitional

~~A sign erected under a repealed local law is taken to be a sign under clause 2.17 if it is consistent with this local law. Where a sign erected on a public place has been erected under a local law of the local government repealed by this local law, then on and from the commencement day, it is to be taken to be a sign erected under clause 2.17 if –~~

~~(a) the sign specifies a condition of use relating to the public place which gives notice of the effect of a provision of this local law; and~~

~~(b) the condition of use specified is not inconsistent with any provision of this local law.~~

*Division 7 - Driving on a closed thoroughfare***2.19 No driving on closed thoroughfare**

(1) A person shall not drive or take a vehicle on a closed thoroughfare unless –

Permitted by an order

(a) ~~that is in accordance with any limits or exceptions specified in the order made~~ under section 3.50 of the Act; or

(b) the person has ~~first obtained~~ a permit.

(2) In this clause –

"closed thoroughfare" means a thoroughfare wholly or partially closed under section 3.50 or 3.50A of the Act. Also under Land Administration Act.

PART 3 ~~PART 3~~—ADVERTISING SIGNS ON THOROUGHFARES

~~Activities in Thoroughfares and Public Places and Trading Local Law 2026~~ Page ~~24~~ of ~~74~~
24

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and~~ Trading ~~in Thoroughfares and~~ ~~Public Places~~ Local Law 2026

Division 1 - Preliminary

~~3.1~~ **3.1— Interpretation**

In this Part, unless the context otherwise requires -

<u>Term</u>	<u>Meaning</u>
<u>advertising sign</u>	<u>A sign used for the purpose of advertisement and includes an "election sign"</u>
<u>direction sign</u>	<u>A sign indicating the direction of another place, activity or event, but does not include a sign erected or affixed by the local government or the Commissioner of Main Roads</u>
<u>election sign</u>	<u>A sign or poster that advertises any aspect of a forthcoming Federal, State or Local Government election</u>
<u>portable direction sign</u>	<u>A portable freestanding direction sign</u>
<u>portable sign</u>	<u>A portable freestanding advertising sign.</u>

~~"advertising sign" means a sign used for the purpose of advertisement and includes an "election sign";~~

~~"direction sign" means a sign which indicates the direction of another place, activity or event, but does not include any such sign erected or affixed by the local government or the Commissioner of Main Roads;~~

~~"election sign" means a sign or poster which advertises any aspect of a forthcoming Federal, State or Local Government election; and~~

~~"portable direction sign" means a portable free-standing direction sign; and~~

~~"portable sign" means a portable free-standing advertising sign.~~

Division 2 - Permit

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026**3.2 Advertising signs and portable direction signs**

- (1) A person shall not, without a permit –
- (a) erect, ~~or~~ place or display an advertising sign on a thoroughfare; or
 - (b) post any bill or paint, place or affix any advertisement on a thoroughfare.
- _____
- ~~(2)~~ Notwithstanding subclause (1), a permit is not required ~~in respect of~~ for a portable direction sign that –
- (a) ~~Does not which neither~~ exceeds 500mm in height nor 0.5m² in area; and
 - ~~(2)(b)~~ – provided that the sign is placed or erected on a ~~thoroughfare on an~~ infrequent or occasional basis only to direct attention to a place, activity or event during its operational ~~the~~ hours ~~of that activity or event~~.
- _____
- (3) Notwithstanding subclause (1), a person shall not erect or place an advertising sign -
- _____
- (a) on a footpath;
 - (b) over any footpath where the ~~resulting~~ vertical clearance between the sign and the footpath is less than 2.5m;
 - (c) on or within 3m of a carriageway;
 - ~~(d)~~ in any other location where, in the opinion of the local government, the sign is likely to obstruct sight lines of sight along a thoroughfare or cause danger; or
 - ~~(d)~~ to any person using the thoroughfare; or
 - (e) on any natural feature, including a rock or tree, ~~on a thoroughfare,~~ or on any bridge or the structural approaches to a bridge.

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 26 of 74

26

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

3.3 Matters to be considered in determining application for permit

In determining an application for a permit ~~for the purpose of~~under clause 3.2(1), the local government is to have regard to -

- (a) any ~~other~~ written law regulating ~~the erection or placement of~~ signs within the district including but not limited to the ; like the local town planning scheme?
- (b) the dimensions of the sign;
- (c) any other advertising signs already approved or erected in the vicinity ~~of the proposed location of the sign;~~
- (d) whether ~~or not~~ the sign will create a hazard to persons using a thoroughfare; and
- (e) the amount of the public liability insurance cover, if any, to be obtained by the applicant.

Division 3 – Conditions on permit

3.4 Conditions on portable sign

If the local government approves an application for a permit for a portable sign, the ~~application approval~~ is ~~to be~~ taken to be ~~approved~~ subject to the following conditions –

- (a) the portable sign shall -
 - (i) not exceed 1m in height unless otherwise approved in writing by the local government;
 - (ii) not exceed an area of 1m² on any side;
 - (iii) relate only ~~only~~ to the business activity described on the permit;
 - (iv) contain letters not less than 200mm in height;

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 27 of 74
27

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

- (v) ~~not~~ be erected only in any position other than immediately adjacent to the building or the business to which ~~the sign~~ relates;
 - (vi) be removed each day at the close of the business;
 - ~~(vi) to which it relates and not be erected again until the business next opens for trading;~~
 - (vii) be secured in position ~~in accordance with any requirements as required by of~~ the local government;
 - (viii) be placed so as not to obstruct or impede the reasonable use of a thoroughfare or access to ~~a place by any person premises~~; and
 - (ix) be maintained in good condition; and
-
- (b) no more than ~~one two~~ portable signs shall be erected ~~in relation to for any the~~ one building or business.

3.5 Conditions on election sign

If the local government approves ~~an application for a permit for~~ the erection or placement of an election sign on a thoroughfare, the ~~application permit is to be~~ taken to be ~~approved~~ subject to the ~~following conditions sign~~ –

the sign must be

- (a) ~~being~~ erected at least 30m from any intersection;
- (b) the sign must be being free-standing and not ~~being~~ affixed to any existing ~~sign, post, power or light pole, or similar structure~~;
- (c) the sign must not being placed so as not to obstruct or impede the reasonable use of a thoroughfare, or access to any place ~~by any person~~;
- (d) the sign must being placed so as not to obstruct or impede the vision of a sight distance for drivers of a vehicle entering or leaving a thoroughfare ~~or crossing~~;
- (e) the sign must be being maintained in good condition;

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 28 of 74

28

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

the sign must

- (f) not ~~being~~ erected until the election to which it relates has been officially announced;
- (g) the sign must be~~being~~ removed within 24 hours ~~of~~after the close of polls ~~on voting day~~;
- (h) the sign must not be ~~not being~~ placed within 100m of any works on the thoroughfare;
- (i) the sign must be ~~being~~ securely installed;
- (j) the sign must not be ~~not being an~~ illuminated sign;
- the sign must
- (k) not incorporating reflective or fluorescent materials; and
the sign must
- (l) not displaying only part of a message ~~which is to be~~that requires multiple signs to be read together ~~read with other separate signs in order~~ to obtain the whole message.
- ~~(m)~~ If when placed on a State Road comply with Main Roads WA standards.

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 29 of 74

~~29~~

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and~~ Trading ~~in Thoroughfares and~~
~~Public Places~~ Local Law 2026

PART 4 ~~PART 4~~—OBSTRUCTING ANIMALS, VEHICLES OR SHOPPING TROLLEYS

Division 1 - Animals and vehicles

~~4.1~~ **4.1—Leaving animal or vehicle in public place or on local government property**

(1) A person shall not leave an animal or a vehicle, or any part of a vehicle, in a public place or on local government property so that it obstructs the use of any part of that public place or local government property, unless:

a. that person has first obtained a permit or

b. is ~~authorized~~ ~~authorised~~ to do so under a written law ~~or~~

~~(1)c.~~ is in a position designed for the parking of vehicles.

(2) A person ~~does~~ ~~will~~ not contravene subclause (1) where the animal is secured or tethered for a period not exceeding ~~1~~ ~~one~~ hour.

(3) A person ~~does~~ ~~will~~ not contravene subclause (1c) where the vehicle is left for a period not exceeding 24 hours.

4.2 Prohibitions relating to animals

(1) In ~~subclause (2);~~ ~~this clause,~~ "owner" in relation to an animal includes –

(a) an owner of ~~the animal~~;

(b) a person in possession of ~~the animal~~;

(c) a person who has control of ~~the animal~~; and

~~Activities in Thoroughfares and Public Places and Trading Local Law 2026~~ Page 30 of 74

30

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

- (d) a person who ordinarily occupies the premises where the animal is ~~permitted to stay~~kept.

- (2) An owner of an animal shall not –

- (a) allow the animal to enter or remain for any time on any thoroughfare except for the use of the thoroughfare as a thoroughfare and unless it is led, ridden or driven;
- (b) allow an animal which has a contagious or infectious disease to be led, ridden or driven in a public place; or
- (c) train or race the animal on a thoroughfare.

- (3) An owner of a horse shall not lead, ride or drive a horse on a thoroughfare in a built-up area, unless that person does so under a permit or under the authority of a written law.

Division 2 - Shopping trolleys

4.3 Interpretation

In this Division –

<u>Term</u>	<u>Meaning</u>
<u>retailer</u>	<u>A proprietor of a shop in respect of which shopping trolleys are provided for the use of customers of the shop; and</u>
<u>shopping trolley</u>	<u>A wheeled container or receptacle supplied by a retailer to enable a person to transport goods.</u>
<u>Shopping bag or basket</u>	<u>A hand held device for the purposes of transporting goods from place to place.</u>

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and Public Places and Trading in Thoroughfares and Public Places Local Law 2026

~~"retailer" means a proprietor of a shop in respect of which shopping trolleys are provided for the use of customers of the shop; and~~

~~"shopping trolley" means a wheeled container or receptacle supplied by a retailer to enable a person to transport goods.~~

4.4 Shopping trolley to be marked

A retailer shall clearly mark its name or its trading name on any shopping trolley made available for ~~customer~~the use ~~of customers~~.

4.5 Person not to leave trolley, bag or basket in public place

A person shall not leave a shopping trolley, bag or basket in a public place other than in an area set aside for the storage of ~~shopping trolleys~~such devices.

4.6 Retailer to remove abandoned trolley

(1) If a shopping trolley or basket is found in a public place, other than in a ~~designated trolley or basket n area set aside for the storage of shopping trolleys~~area, the local government may advise (verbally or in writing) a retailer whose name ~~is marked~~appears on the trolley of ~~it~~the location ~~of the shopping trolley~~.

(2) A retailer shall remove ~~the a shopping~~ trolley or basket within 24 hours of being so advised ~~u~~nder subclause (1), unless the retailer -

(a) requests the local government to collect and deliver the ~~shopping~~ trolley to the retailer; and

(b) pays any fee ~~imposed and determined for that collection and delivery (imposed and determined under and in accordance with~~ sections 6.16 to 6.19 of the Act) within the ~~time period~~ specified ~~by the local government~~.

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 32 of 74
32

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

4.7 Retailer taken to own trolley

In the absence of ~~any~~ proof to the contrary, a shopping trolley is ~~to be~~ taken to belong to ~~a~~ the retailer whose name is marked on the trolley.

PART 5 ~~PART 5~~—ROADSIDE CONSERVATION

Division 1 - Preliminary

5.1 Interpretation

In this Part -

<u>Term</u>	<u>Meaning</u>
<u>MRWA</u>	<u>Main Roads Western Australia;</u>
<u>protected flora</u>	<u>has the meaning given to it in the Biodiversity Conservation Act 2016</u>
<u>rare flora</u>	<u>has the meaning given to it in the Biodiversity Conservation Act 2016</u>
<u>Roadside Conservation Committee</u>	<u>The Roadside Conservation Committee appointed by the responsible Minister.</u>
<u>special environmental area</u>	<u>An area designated as such under clause 5.7.</u>

~~"MRWA" means Main Roads Western Australia;~~

~~"protected flora" has the meaning given to it in section 6(1) of the Wildlife Conservation Act 1950;~~

~~"rare flora" has the meaning given to it in section 23F of the Wildlife Conservation Act 1950;~~

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

~~"Roadside Conservation Committee" means the Roadside Conservation Committee established under the Land Resource Policy Council within the Office of Premier and Cabinet; and~~

~~"special environmental area" means an area designated as such under clause 5.7.~~

5.2 Application

This Part does not apply to the townsite.

Division 2 - Flora roads

5.3 Declaration of flora road

The local government may declare a thoroughfare which ~~has~~, in ~~the~~ its opinion, ~~has of the local government~~, high quality roadside vegetation to be a flora road.

5.4 Construction works on flora roads

Construction and maintenance work carried out by the local government on a flora road is to be in accordance with the Handbook of Environmental Practice for Road Construction and Road Maintenance Works. ~~'Code of Practice for Roadside Conservation and Road Maintenance' prepared by the Roadside Conservation Committee.~~

5.5 Signposting of flora roads

The local government may signpost flora roads with the standard MRWA 'flora road' sign.

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 34 of 74
34

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

5.6 Driving only on carriageway of flora roads

- (1) A person driving or riding a vehicle on a flora road shall only drive or ride the vehicle on the carriageway.
- (2) Subclause (1) does not apply where -
 - (a) conditions on the thoroughfare do not reasonably permit a vehicle to remain on the carriageway;
 - (b) there is no carriageway; or
 - (c) an exemption from the application of subclause (1) has been obtained from the local government.

Division 3 - Special environmental areas**5.7 Designation of special environmental areas**

The local government may designate a thoroughfare, or any part of a thoroughfare, as a special environmental area which -

- (a) as protected flora or rare flora; or
- (b) in the opinion of the local government, has environmental, aesthetic or cultural significance.

5.8 Marking of special environmental areas

The local government is to mark₁ and keep a register of₂ each thoroughfare, or part of a thoroughfare, designated as a special environmental area.

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 35 of 74

35

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026*Division 4 – Planting in thoroughfares***5.9 Permit to plant**

A person shall not plant any plant or sow any seeds in a thoroughfare without first obtaining a permit.

5.10 Relevant considerations in determining application

In determining an application for a permit for the purpose of clause 5.9, the local government is to have regard to -

- (a) existing vegetation within that part of the thoroughfare in which the planting is to take place; and
- (b) the diversity and prevalence of the species ~~and the prevalence of the species which are~~ to be planted or sown.

*Division 5 - Clearance of vegetation***5.11 Permit to clear**

A person shall not clear, and maintain in a cleared state, the surface of a thoroughfare within 1m of that person's land without first obtaining =

- (a) a permit; ~~-and~~
- (b) ~~-any other approvals which may be~~ required under any written law.

5.12 Application for permit

In addition to the requirements of clause 7.1(2), a person ~~making an applying application~~ for a permit ~~for the purpose of under~~ clause 5.11 shall submit a sketch plan clearly showing =

- (a) ~~-the~~ boundary of the person's land; and
- (b) the portions of the adjoining thoroughfare ~~joining that person's land proposed which are~~ to be cleared.

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 36 of 74
36

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and Public Places and Trading in Thoroughfares and Public Places Local Law 2026

Division 6 - Fire management

5.13 Permit to burn thoroughfare

A person shall not burn any part of a thoroughfare without first obtaining a permit or unless acting under the authority of any other written law.

5.14 Application for permit

In addition to the requirements of clause 7.1(2), an application for a permit ~~for the purposes of~~under clause 5.13 shall –

—

- (a) include a sketch plan showing the portions of ~~a~~the thoroughfare ~~which are~~ proposed to be burned; and
- (b) advise ~~of~~ the estimated fire intensity and the measures to be taken to protect upper storey vegetation from the burn.

5.15 When application for permit can be approved

The local government may approve an application for a permit for the purpose of clause 5.13 only if ~~the burning of~~ the particular part of the thoroughfare will -

—

- (a) reduce a fire hazard and alternatives ~~means of reducing that hazard,~~ such as slashing or the use of herbicides are, in the opinion of ~~are considered by the~~ the local government, ~~to be~~ not feasible or more detrimental to native flora and fauna; ~~or than burning; or~~
- (b) in the opinion of the local government, be beneficial for the preservation and conservation of native flora and fauna.

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 37 of 74

37

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

5.16 Prohibitions on burning

Notwithstanding anything to the contrary in this local law, an application for a permit ~~for the purpose of~~under clause 5.13 is not to be approved -

~~by the local government-~~

- (a) for burning between 31 August and 1 May of the following year where the intensity of the burn could damage native flora and fauna; or
- (b) in any year, ~~for any part to any person for any part~~ of a thoroughfare ~~which is~~ on the opposite side of the carriageway to ~~that portion a part of the thoroughfare~~ for which a permit ~~to burn has already~~ has been approved in ~~that e same~~ year.

*Division 7 - Firebreaks***5.17 Permit for firebreaks on thoroughfares**

A person shall not construct a firebreak on a thoroughfare without first obtaining a permit.

5.18 When application for permit cannot be approved

- (1) The local government is not to approve an application for a permit ~~for the purpose of~~under clause 5.17 where the thoroughfare is less than 20m wide.
- (2) Subclause (1) does not apply where the firebreak is, in the opinion of the local government, desirable for the protection of roadside vegetation.

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 38 of 74

38

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and Public Places and Trading in Thoroughfares and Public Places Local Law 2026

Division 8 - Commercial wildflower harvesting on thoroughfares

5.19 General prohibition on commercial wildflower harvesting

Subject to clause 5.20, a person shall not commercially harvest native flora on a thoroughfare.

5.20 Permit for revegetation projects

(1) A person shall not collect seed from native flora on a thoroughfare without first obtaining a permit.

(2) The local government may approve an application for a permit under subclause (1) only where-

(a) the seed is required for a revegetation project in any part of the district; and

(b) the thoroughfare, or the relevant part of it, is not a special environmental area.

(3) Unless the local government specifically provides to the contrary on a permit, ~~if the local government approves an application for a permit for the purpose of subclause (1) it is to be taken to be a condition of any permit approved under subclause (1) that approved subject to the following conditions-~~

(a) ~~the seed~~ collection ~~of the seed~~ is to be carried out so as not to endanger the long-term ~~time-~~ survival of the native flora on the thoroughfare; and

(b) any licence or approval ~~which may be~~ required under any other written law is to be obtained by the applicant.

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 39 of 74

39

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and~~
~~Public Places~~ Local Law ~~2026~~

(b)

PART 6 ~~PART 6~~—TRADING IN THOROUGHFARES AND PUBLIC PLACES

Division 1 - Stallholders and traders
Subdivision 1 - Preliminary

~~6.1~~ **6.1—Interpretation**

In this Division, unless the context otherwise requires -

<u>Term</u>	<u>Meaning</u>
<u>Alfresco Dining</u>	<u>As per the Alfresco Dining Local Planning Policy 12. But not a stall.</u>
<u>Competition Principles Agreement</u>	<u>The Competition Principles Agreement executed by each State and Territory of the Commonwealth and the Commonwealth of Australia on 11 April 1995;</u>
<u>public place</u>	<u>includes -</u> <u>(a) any thoroughfare or place which the public are allowed to use whether or not the thoroughfare or place is on private property; and</u> <u>(b) local government property,</u> <u>but does not include premises on private property from which trading is lawfully conducted under a written law.</u>
<u>stall</u>	<u>A movable or temporarily fixed structure, stand or table in, on or from which goods or services are sold, hired or offered for sale or hire;</u>
<u>stallholder</u>	<u>A person in charge of a stall;</u>
<u>stallholder’s permit</u>	<u>A permit issued to a stallholder;</u>

Activities in Thoroughfares and Public Places and Trading Local Law 2026Page 40 of 74

40

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and~~ ~~Public Places~~ Local Law 2026

<u>Term</u>	<u>Meaning</u>
<u>trader</u>	<u>A person who carries on trading;</u>
<u>trader's permit</u>	<u>A permit issued to a trader; and</u>
<u>trading</u>	<p><u>includes –</u></p> <p><u>(a) the selling or hiring of, the offering for sale or hire of, or the soliciting of orders for, goods or services in a public place;</u></p> <p><u>(b) displaying goods in any public place for the purpose of –</u></p> <p><u>(i) offering them for sale or hire;</u></p> <p><u>(ii) inviting offers for their sale or hire;</u></p> <p><u>(iii) soliciting orders for them; or</u></p> <p><u>(iv) carrying out any other transaction in relation to them; and</u></p> <p><u>(c) the going from place to place, whether or not public places, and –</u></p> <p><u>(i) offering goods or services for sale or hire;</u></p> <p><u>(ii) inviting offers or soliciting orders for the sale or the hire of goods or services; or</u></p> <p><u>(iii) carrying out any other transaction in relation to goods or services.</u></p> <p><u>but does not include –</u></p> <p><u>(d) the delivery of pre-ordered goods or services to the purchaser, or a person nominated by the purchaser, whether or not payment is accepted on delivery;</u></p> <p><u>(e) the taking of further orders for goods or services from the purchaser of those pre-ordered goods or services, or the person nominated by the purchaser, when those orders are taken at the same time as a previous order is delivered, whether or not payment is made for those goods or services at the time of taking the order;</u></p>

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

<u>Term</u>	<u>Meaning</u>
	<p>(f) the setting up of a stall or the conducting of a business at a stall under the authority of a stallholder's permit;</p> <p>(g) the selling or the offering for sale of goods and services to, or the soliciting of orders for goods and services from, a person who sells those goods or services;</p> <p>(h) the selling or offering for sale or hire by a person of goods of their own manufacture or services which they provide; and</p> <p>(i) the selling or hiring, or the offering for sale or hire of –</p> <p>(i) goods by a person who represents a manufacturer of the goods; or</p> <p>(ii) services by a person who represents a provider of the services,</p> <p>which are only sold directly to consumers and not through a shop.</p>

~~"Competition Principles Agreement" means the Competition Principles Agreement executed by each State and Territory of the Commonwealth and the Commonwealth of Australia on 11 April 1995;~~

~~"public place" includes –~~

~~(a) any thoroughfare or place which the public are allowed to use whether or not the thoroughfare or place is on private property; and~~

~~(b) local government property;~~

~~but does not include premises on private property from which trading is lawfully conducted under a written law.~~

~~"stall" means a movable or temporarily fixed structure, stand or table in, on or from which goods or services are sold, hired or offered for sale or hire;~~

~~"stallholder" means a person in charge of a stall;~~

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

~~"stallholder's permit" means a permit issued to a stallholder;~~

~~"trader" means a person who carries on trading;~~

~~"trader's permit" means a permit issued to a trader; and~~

~~"trading" includes—~~

~~(a) the selling or hiring of, the offering for sale or hire of or the soliciting of orders for goods or services in a public place;~~

~~(b) displaying goods in any public place for the purpose of—~~

~~(i) offering them for sale or hire;~~

~~(ii) inviting offers for their sale or hire;~~

~~(iii) soliciting orders for them; or~~

~~(iv) carrying out any other transaction in relation to them;~~
~~and~~

~~(c) the going from place to place, whether or not public places, and~~
~~—~~

~~(i) offering goods or services for sale or hire;~~

~~(ii) inviting offers or soliciting orders for the sale or the hire of goods or services; or~~

~~(iii) carrying out any other transaction in relation to goods or services;~~

~~but does not include—~~

~~(d) the setting up of a stall or the conducting of a business at a stall under the authority of a stallholder's permit;~~

~~(e) the selling or the offering for sale of goods and services to, or the soliciting of orders for goods and services from a person who sells those goods or services;~~

~~(f) the selling or the offering for sale or hire by a person of goods of her or his own manufacture or services which he or she provides; and~~

~~(g) the selling or hiring or the offering for sale or hire of—~~

~~(i) goods by a person who represents a manufacturer of the goods; or~~

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 43 of 74

43

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the Shire of Toodyay.~~~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026~~(ii) services by a person who represents a provider of the services;~~~~which are sold directly to consumers and not through a shop.~~*Subdivision 2 - Permits***6.2 Stallholder's permit**

(1) A person shall not conduct a stall ~~in~~ a public place unless that person is –

- (a) the holder of a valid stallholder's permit; or
- (b) an assistant who can demonstrate they are working under the holder of a specified in a valid stallholder's permit.

(2) Every application for a stallholder's permit shall –

- (a) state the full name and address of the applicant;
- (b) specify the proposed number of assistants to be engaged ~~by the applicant~~ in conducting the stall, ~~as well as and~~ their names and addresses if already engaged;
- (c) specify the proposed location of the stall;
- (d) specify the period ~~of time~~ for which the permit is sought, ~~together and with~~ the proposed days and hours of operation;
- (e) specify the proposed goods or services to be sold, ~~or~~ hired or offered ~~for sale or hire from the stall~~; and

bActivities in Thoroughfares and Public Places and Trading Local Law 2026 Page 44 of 74

44

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and Public Places and Trading in Thoroughfares and Public Places Local Law 2026

- (f) ~~be~~ accompanied by an accurate plan and description of the proposed stall.

6.3 Trader's permit

- (1) A person shall not carry on trading unless that person is –
- _____
- (a) the holder of a valid trader's permit; or
- (b) an assistant specified in a valid trader's permit.
- _____
- (2) Every application for a trader's permit shall –
- _____
- (a) state the full name and address of the applicant;
- (b) specify the proposed number of assistants, if any, ~~to be engaged by the applicant in trading, as well as~~ and their names and addresses if already engaged;
- (c) specify the location or locations in which the applicant proposes to trade;
- (d) specify the period ~~of time~~ for which the permit is sought, ~~together and with~~ the proposed days and hours of trading;
- (e) specify the proposed goods or services ~~which will~~to be traded; and
- (f) be accompanied by an accurate plan and description of any proposed structure or vehicle ~~which may~~to be used ~~by the applicant in trading.~~
- _____
- (3) The conditions subject to which the local government may approve an application for a trader's permit include ~~that~~ ~~the~~ ~~a~~ ~~condition~~ ~~that~~ ~~the~~ permit holder ~~is permitted to~~may remain at a particular location ~~only while for as long as~~

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 45 of 74
45

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

there is a customer making a purchase, ~~but if there is no customer making a purchase the permit holder and~~ must move on ~~from that location~~ within a reasonable time ~~of the last purchase having been~~ after the last transaction made.

6.4 No permit required to sell newspaper

~~Notwithstanding any other provision of this local law, a~~ person who sells, or offers for sale, a newspaper only ~~is~~ not required to obtain a permit.

6.5 Relevant considerations in determining application for permit

(1) In determining an application for a permit ~~for the purposes of~~ under this Division, the local government is to have regard to –

- (a) any relevant policies of the local government;
- (b) the desirability of the proposed activity;
- (c) the location of the proposed activity;
- (d) the principles set out in the Competition Principles Agreement; and
- any
- (e) ~~such~~ other matters ~~as~~ the local government ~~may consider to be~~ relevant, ~~in the circumstances of the case.~~

(2) The local government may refuse to approve an application for a permit ~~under this Division~~ on ~~any~~ one or more of the following grounds –

- (a) that the applicant has committed a breach of any provision of this local law or of any written law relevant

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 46 of 74
46

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and Public Places~~ Local Law ~~2026~~

to the proposed activity; ~~or in respect of which the permit is sought;~~

~~(b) that the applicant is not a desirable or suitable person to hold a permit;~~

~~(e)(b)~~ that –

- (i) the applicant is an undischarged bankrupt or is in liquidation;
- (ii) the applicant has entered into any composition or arrangement with creditors; or
- (iii) a manager, an administrator, a trustee, a receiver, or ~~a~~ receiver and manager has been appointed in relation to any part of the applicant's undertakings or property; ~~or~~

~~(d) such other grounds as the local government may consider to be relevant in the circumstances of the case.~~

6.6 Conditions of permit

- (1) If the local government approves an application for a permit under this Division subject to conditions, those conditions may include –

- (a) the place, the part of the district, or the thoroughfare to which the permit applies;
- (b) the days and hours during which a permit holder may conduct a stall or trade;
- (c) the number, type, form and construction, ~~as the case may be,~~ of any stand, table, structure or vehicle ~~which may be used in conducting a stall or in trading;~~

~~(d) the goods or services in respect of which a permit holder that may be sold, hired or offered;~~

~~(d) may conduct a stall or trade;~~

~~Activities in Thoroughfares and Public Places and Trading Local Law 2026~~ Page 47 of 74
47

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

- (e) the number of persons and the names of persons permitted to conduct ~~a~~ the stall or trade;
- (f) the requirement for personal attendance ~~at the stall or the place of trading~~ by the permit holder and the nomination of assistants, nominees or substitutes ~~for the permit holder~~;
- (g) whether and ~~under on~~ what terms the permit is transferable;
- (h) any prohibitions or restrictions concerning ~~the~~ -
 - (i) ~~causing or making of any~~ noise or disturbance ~~which is likely to be a nuisance to persons in the vicinity of the permit holder~~;
 - (ii) the use of amplifiers, sound equipment and ~~sound~~ instruments;
 - (iii) the use of signs; and
 - (iv) the use of ~~any~~ lighting ~~apparatus or~~ devices;
- ~~(a)(i)~~ the manner in which the permit holder's name and ~~permit~~ other details ~~of a valid permit~~ are ~~to be~~ displayed;
- _____
- ~~(b)(j)~~ the care, maintenance and cleansing of the stall or ~~any trading structure used for trading and the place of the and its site stall or any structure~~;
- _____
- ~~(e)(k)~~ ~~the~~ vacating ~~the site of the place when the~~ of a stall or trading ~~when the stall is not being conducted or trading~~ is not being ~~carried on~~ conducted;
- _____
- ~~(d)(l)~~ the acquisition ~~by the stallholder or trader~~ of public risk insurance;
- _____
- ~~(e)(m)~~ the period for which the permit is valid; and

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 48 of 74

48

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the Shire of Toodyay.~~

~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

~~(f)(n) the designation of~~ any place or places where trading is wholly or from time to time prohibited ~~by the local government.~~

- (2) Where a permit holder ~~by reason of illness, accident or other sufficient cause~~ is unable to comply with this local law, ~~by reason of illness, accident or other sufficient cause,~~ the local government may, at the request of ~~that the~~ permit holder, ~~authorisze~~authorise another person to be a nominee of the permit holder for a specified period, and this local law and the permit conditions ~~of the permit shall~~ apply to the nominee as if ~~he or she they were was~~ the permit holder.

6.7 Exemptions from requirement to pay fee or to obtain a permit

- (1) In this clause –

<u>Term</u>	<u>Meaning</u>
<u>charitable organisation</u>	<u>An institution, association, club, society or body whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and from which any member does not receive any pecuniary profit except where the member is an employee or the profit is an honorarium; and</u>
<u>commercial participant</u>	<u>Any person who is involved in operating a stall or in conducting any trading activity for personal gain or profit.</u>

~~"charitable organisation" means an institution, association, club, society or body whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and from which any member does not receive any pecuniary profit except where the member is an employee or the profit is an honorarium; and~~

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and Public Places and Trading in Thoroughfares and Public Places Local Law 2026

~~"commercial participant" means any person who is involved in operating a stall or in conducting any trading activity for personal gain or profit.~~

- (2) The local government may waive or refund any fee required ~~to be paid by an applicant~~ for a stallholder's ~~permit~~ or a trader's permit ~~on making an application for or on the issue of a permit, or may return any such fee which has been paid,~~ if the stall or trading is conducted ~~or the trading is carried on is—~~
- _____
- (a) on a portion of a public place adjoining the applicant's normal place of business; ~~of the applicant;~~ or conducted
- (b) by a charitable organisation that does not sublet space to, or involve commercial participants in, the conduct of a stall or trading, and any assistants ~~that may be specified in the permit~~ are members of that ~~charitable~~ organisation.
- (3) The local government may exempt a person or a class of persons, whether or not in relation to a specified public place, from the requirements of this Division.

6.7 Alfresco Dining

- ~~(3)~~
s trading in the thoroughfare on a permanent or time limited period as approved under the Alfresco Dining local planning policy. This can only occur adjacent to the applicants property, and may occur on temporary platforms over the road reserve.

Subdivision 3 - Conduct of stallholders and traders

6.8 Conduct of stallholders and traders

- (1) A stallholder while conducting a stall ~~or~~ a trader while trading, shall –
- ~~(a) —display her or his~~their permit ~~to do so in a conspicuous place~~prominently ~~on the stall, vehicle or temporary~~

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 50 of 74
 50

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the Shire of Toodyay.~~

~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

~~structure, or if there is no stall, vehicle or temporary structure, carry the permit if none is used; with her or him while conducting a stall or trading;~~

~~(a)~~

(b) not display a permit unless it is ~~a valid permit~~; and

~~(c)~~ when selling goods by weight, carry and use for that purpose, scales tested and certified in accordance with the National Measurement Act 1960 (Cth).

~~(e) — provisions of the Weights and Measures Act 1915.~~

(2) A stallholder or trader shall not –

(a) deposit or store any box or basket containing goods ~~or structures~~ on any part of a thoroughfare so as to obstruct the movement of pedestrians or vehicle movements;

(b) act in an offensive manner;

(c) use or cause to be used any apparatus or device, including any flap or shelf, whereby the dimensions of a stall, vehicle or structure are increased beyond those specified in the permit; or

(d) in the case of a trader, ~~carry on trading~~ trade from a public place, unless there is adequate parking for customers' vehicles reasonably close to the trading place ~~of trading~~.

Division 2 - Street entertainers

Subdivision 1 - Preliminary

6.9 Interpretation

In this Division, unless the context otherwise requires –

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 51 of 74
51

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

<u>Term</u>	<u>Meaning</u>
<u>perform</u>	includes to play a musical instrument, sing, mime, dance, give an acrobatic or aerobic display or entertain, but does not include public speaking;
<u>permit</u>	A permit issued for the purpose of clause 6.10;
<u>permitted area</u>	The area or areas, specified in a permit, in which the permit holder may perform; and
<u>permitted time</u>	The time or times, specified in a permit, during which the permit holder may perform.

~~"perform" includes to play a musical instrument, sing, mime, dance, give an acrobatic or aerobic display or entertain, but does not include public speaking;~~

~~"permit" means a permit issued for the purpose of clause 6.10;~~

~~"permitted area" means the area or areas, specified in a permit, in which the permit holder may perform; and~~

~~"permitted time" means the time or times, specified in a permit, during which the permit holder may perform.~~

Subdivision 2 - Permits

6.10 Permit required to perform

A person shall not perform in a public place without a permit.

6.11 Variation of permitted area and permitted time

(1) The local government may, by written notice ~~in writing~~ to a permit holder, vary –

- (a) the permitted area;
- (b) the permitted time; or

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

(c) both the permitted area and the permitted time, -

~~(d) shown on a permit.~~

(2) The local government may direct a permit holder to move from one permitted area to another permitted area, if more than one area is specified in ~~a~~ the permit.

6.12 Duration of permit

A permit is valid for a period of 3 months after ~~the date on which~~ it is issue date unless it is sooner cancelled under this local law.

6.13 Cancellation of permit

The ~~Chief Executive Officer may local government may~~ cancel a permit if, ~~in their opinion, the~~ ~~in her or his opinion the~~ volume of sound or the nature of the performance –

~~(a) adversely affects the enjoyment, convenience or comfort of other persons in a public place; or~~

~~(b) otherwise constitutes a nuisance, including in the opinion of an authorised person.~~

~~caused by the permit holder in connection with the performance adversely affects the enjoyment, convenience or comfort of other persons in a public place, or if, in her or his opinion, or in the opinion of an authorized person, the performance otherwise constitutes a nuisance.~~

6.14 Obligations of permit holder

A permit holder shall not in a public place –

(a) perform wearing dirty, torn or ragged clothing – unless this is part of the performance;

(b) act in an offensive manner – unless this is part of the performance; or

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 53 of 74

~~53~~

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

- (c) place, install, erect, play or use any musical instrument or any device which emits music, including a loud-speaker or ~~an~~ amplifier -

(i) other than in the permitted area; and

(ii) unless the ~~musical~~ instrument or device is specified in the permit; and

(iii) does not exceed acceptable noise levels as defined under the Environmental Protection (noise) regulations 1997.

~~(ii)~~

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 54 of 74

54

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and Public Places and Trading ~~in Thoroughfares and Public Places~~ Local Law 2026

Division 3 - Outdoor eating facilities on a public places

6.15 Interpretation

In this Division -

<u>Term</u>	<u>Meaning</u>
<u>Facility</u>	<u>An outdoor eating facility or establishment on any part of a public place, but does not include such a facility or establishment on private land;</u>
<u>permit holder</u>	<u>The person to whom a permit has been issued for the purpose of clause 6.16; and</u>
<u>public place</u>	<u>Has the meaning given to it in clause 6.1.</u>

~~"Facility" means an outdoor eating facility or establishment on any part of a public place, but does not include such a facility or establishment on private land;~~

~~"permit holder" means the person to whom a permit has been issued for the purpose of clause 6.16; and~~

~~"public place" has the meaning given to it in clause 6.1.~~

6.16 Permit required to conduct Facility

A person shall not establish or conduct a Facility without a permit or development approval associated with a lease.

6.17 Matters to be considered in determining application

In determining an application for a permit ~~for the purpose of~~ under clause 6.16, the local government may consider, in addition to any other matter, ~~it considers relevant,~~ whether ~~or not~~ -

~~the~~ A Facility ~~Facility~~ is;

- (a) conducted in conjunction with, and as an extension of, a food business premises which abuts on the Facility, or
- (b) Has obtained a development approval associated with a lease issued by the local government; and

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

~~(a) and whether~~ the applicant is the person conducting ~~such that~~ food ~~premises business; and;~~

(a)

~~(a)~~ any abutting food ~~premises business is~~are registered in accordance with the ~~Health Act 1911~~Food Act 2008 and whether the use ~~of the premises~~ is permitted under the ~~town~~ local planning scheme; and

(a)

~~(b)~~ the Facility will comply with any local law made under section ~~172 of the Health Act 1911;~~

~~(e)~~(b) users of the Facility will have access to proper and sufficient sanitary and ablutionary ~~conveniences~~facilities; and

~~(d)~~(c) the Facility would not -

(i) obstruct ~~the~~ visibility or ~~clear~~ sight lines at ~~an the~~ intersection of thoroughfares; ~~of any person;~~ or

(ii) impede pedestrian access; and

~~(e)~~(d) the tables, chairs and other equipment ~~to be used may~~would not overly cause an obstruction ion or impede the use of the public place for ~~the its designed~~ purpose ~~for which it was designed.~~

6.18 Obligations of permit holder

(1) The permit holder for a Facility shall –

(a) ensure that the Facility is conducted ~~at all times in~~ accordance with ~~the provisions of~~ this local law ~~and any local law made under section 172 of the Health Act 1911;~~

(b) ensure that the eating area is kept in a clean and tidy ~~condition~~ at all times;

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 56 of 74
56

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

- (c) maintain ~~the all~~ chairs, tables and ~~other~~ structures in ~~the eating area in~~ a good, clean and serviceable condition ~~at all times; and~~
- ~~(d)~~ be solely responsible for all ~~and any~~ costs associated with the removal, alteration, repair, reinstatement or reconstruction of any part of the public place arising from the conduct of the Facility; ~~and~~
- ~~(e)(d)~~ be solely responsible for all rates and taxes levied upon the land occupied by the Facility.
- (2) Where ~~re. never,~~ in the opinion of the local government, any work is required to be carried out to a Facility, the local government may give ~~a notice to~~ the permit holder written notice for the Facility to carry out that work within the time specified~~limited~~ by the notice.
- (3) In subclause (2), “**work**” includes the removal, alteration, repair, reinstatement or reconstruction of any part of a public place arising from or in connection with the setting up or conduct of a Facility.

6.19 Removal of Facility unlawfully conducted

Where a Facility is conducted without a permit, or in contravention of a permit condition, ~~of a permit,~~ any tables, chairs, umbrellas or other equipment may be removed by an ~~authorized~~ authorised person and impounded in accordance with the Act.

6.20 Use of Facility by public

- (1) A person shall not occupy a chair or otherwise use ~~the~~ equipment in a Facility ~~the subject of a permit~~ unless the person uses ~~them it~~ for ~~the purpose of~~ consuming food or drinks provided by the Facility.
- (2) A person shall leave a Facility when requested to do so by the permit holder.

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 57 of 74
57

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

6.21 Temporary removal of Facility may be requested

- (1) The permit holder for a Facility is to temporarily remove the Facility when requested to do so, on reasonable grounds, by an ~~authorized~~ ~~authorised~~ person ~~of the local government,~~ ~~or~~ a member of the Police Service or an emergency service, in the event of an emergency.
- (2) The permit holder may replace the Facility removed under subclause (1) as soon as the person who directed ~~her or him~~ ~~to its removal to be~~ ~~remove it allows it to be~~ replaced.

PART 7 ~~PART 7~~—PERMITS*Division 1 – Applying for a permit***~~7.1~~ 7.1—Application for permit**

- (1) Where a person is required to obtain a permit under this local law, that person shall apply for the permit in accordance with subclause (2).
- (2) An application for a permit under this local law shall -
 - (a) be in the form determined by the local government;
 - (b) be signed by the applicant;
 - (c) provide the information required by the form; and
 - (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.
- (3) The local government may require an applicant to provide additional information reasonably related to ~~an~~ ~~the~~ application before determining an application ~~for a permit~~.

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 58 of 74

58

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and Public Places and Trading in Thoroughfares and Public Places Local Law 2026

- (4) The local government may require an applicant to give local public notice of the application ~~for a permit~~.
- (5) The local government may refuse to consider an application ~~for a permit which is not in accordance~~ that does not comply with subclause (2).

7.2 Decision on application for permit

- (1) The local government may –
 - (a) approve an application for a permit unconditionally or subject to ~~any~~ conditions; or
 - (b) refuse to approve an application for a permit.
- (2) If the local government approves an application ~~for a permit~~, it ~~is to~~ shall issue ~~to the applicant~~ a permit in the form determined by the local government.
- (3) If the local government refuses to approve an application, ~~for a permit~~, it shall ~~is to~~ give written notice of ~~that the~~ refusal to the applicant.
- (4) Where ~~a clause of~~ this local law refers to conditions which may be imposed on a permit, ~~or which are to be taken to be imposed on a permit~~, that reference the clause does not limit the power of the local government to impose other conditions ~~on the permit~~ under subclause (1)(a).
- (5) Where ~~a clause of~~ this local law refers to ~~the~~ grounds on which an application ~~for a permit~~ may be ~~or is to be~~ refused, ~~the clause that reference~~ does not limit the power of the local government to refuse ~~the an~~ application ~~for a permit on other grounds~~ under subclause (1)(b).

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and Public Places and Trading in Thoroughfares and Public Places Local Law 2026

*Division 2 - Conditions***7.3 Conditions which may be imposed on a permit**

The local government may approve an application for a permit subject to conditions relating to -

- (a) the payment of an application ~~-fee~~ in accordance with the Shire's Schedule of Fees and Charges;
- (b) the duration and commencement of the permit;
- (c) ~~the~~ commencement of the permit being contingent on ~~the happening of~~ an event;
- (d) ~~the~~ rectification, remedying or restoration of a situation ~~or circumstance~~ reasonably related to the application;
- (e) the approval of any other application ~~for a permit which may be~~ required by the local government under any written law;
- (f) the area of the district to which the permit applies;
- (g) ~~where a permit is issued for an activity which will or may cause damage to a public place,~~ the payment of a ~~deposit or~~ bond or deposit against ~~such~~ damage;
- (h) ~~the~~ obtaining ~~of~~ public risk insurance in an amount and on terms reasonably required by the local government; and
- (i) the provision of an indemnity from the permit holder indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the use of the public place by the permit holder.

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 60 of 74

~~60~~

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and Public Places and Trading in Thoroughfares and Public Places Local Law 2026

7.4 Imposing conditions under a policy

- (1) In this clause –

"policy" means a policy of the local government adopted by the Council containing conditions subject to which an application for a permit may be approved under clause 7.2(1)(a).

- (2) Under clause 7.2(1)(a) the local government may approve an application subject to conditions by reference to a policy.
- (3) The local government is to give a copy of the policy, or the part of the ~~policy~~policy, which is relevant to the application for a permit, with the form of permit referred to in clause 7.2(2).
- (4) An application for a permit is to be taken not to have been approved subject to the conditions contained in a policy until the local government gives the permit holder a copy of the policy or the part of the policy which is relevant to the application.
- (5) Sections 5.94 and 5.95 of the Act shall apply to a policy and for that purpose a policy is to be taken to be information within section 5.94(u)(i) of the Act.

7.5 Compliance with and variation of conditions

- (1) Where an application for a permit has been approved subject to conditions, or where a permit is ~~to be~~ taken to be subject to conditions under this local law, the permit holder shall comply with each of those conditions.

- (2) The local government may vary the conditions of a permit, and the permit holder shall comply with those conditions as varied.

~~(2)~~

Division 3 - General

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 61 of 74

~~61~~

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

7.6 Duration of permit

A permit is valid for one year from the date ~~on which it is~~ issued, unless ~~it is~~ –

- (a) otherwise stated in this local law or in the permit; or
- (b) cancelled under clause 7.10.

7.7 Renewal of permit

(1) A permit holder may apply in writing to the local government ~~in writing~~ prior to expiry of a permit for ~~the its~~ renewal ~~of the permit~~.

(2) The provisions of –

(a) this Part; and

(b) any other relevant provision of this local law

~~(b) relevant to the permit which is to be renewed,~~

apply with any necessary modifications ~~mutatis mutandis~~ to an application for renewal. shall apply to an application for the renewal of a permit mutatis mutandis.

7.8 Transfer of permit

(1) An application ~~for the~~ to transfer ~~of~~ a valid permit ~~is to~~ shall

(a) be made in writing;

~~(a)(b)~~ be subject to the payment of a transfer fee in accordance with the Shire's Schedule of Fees and Charges in or a fee equal to the fee imposed under 7.3(a)

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 62 of 74

~~62~~

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and Public Places and Trading in Thoroughfares and Public Places Local Law 2026

~~(b)(c)~~ be signed by the permit holder and the proposed transferee ~~of the permit~~;

~~(d)~~ provide ~~such~~ information ~~as the local government may~~ required by the local government; and

~~(e)~~ ~~to enable the application to be determined~~; and

~~(d)(e)~~ be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.

—
(2) The local government may approve, refuse, or approve an application for the transfer of a permit, ~~refuse to approve it or approve it~~ subject to any conditions.

(3) ~~Where the local government approves an application for the transfer of a permit, the~~ A transfer may be effected by –

—
(a) ~~an~~ endorsement on the permit signed by the CEO; or

(b) issuing to the transferee a new permit in the form determined by the local government.

—
(4) Where the local government approves an application for the transfer of a permit, it is not required to refund any part of any fee paid by the former permit holder.

7.9 Production of permit

A permit holder ~~is to~~ shall produce their permit to an authorized authorised person ~~her or his permit~~ immediately upon being required to do so ~~by that authorized person~~.

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 63 of 74

~~63~~

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026**7.10 Cancellation of permit**

~~(1)~~ Subject to clause 8.1, a permit may be cancelled by the local government ~~on any one or more of the following grounds~~ if the permit holder has not complied with

~~(a)(1)~~ the permit holder has not complied with a

~~— a~~

~~(i)(a)~~ condition of the permit; or

~~(ii)(b)a~~ provision of any written law which may relate to the activity regulated by the permit; or

~~— O~~

~~(b)~~ if it is relevant to the activity regulated by the permit

~~(i)~~ the permit holder has become bankrupt, or gone into liquidation;

~~(ii)~~ the permit holder has entered into any composition or arrangement with creditors; or

~~(iii)~~ a manager, an administrator, a trustee, a receiver, or a receiver and manager is appointed in relation to any part of the permit holder's undertakings or property.

(2) ~~On the cancellation of a permit~~ the permit holder

~~—~~ The permit holder

(a) shall return the permit to the local government as soon as practicable ~~to the local government~~; and

the permit holder

(b) is ~~to be~~ taken to have forfeited any fees paid in respect of the permit.

PART 8 ~~PART 8~~ OBJECTIONS AND APPEALS**~~8.1~~ 8.1 Application of Part 9 Division 1 of Act**

When the local government makes a decision ~~—~~

~~(a)~~ under clause 7.2(1); or

~~Activities in Thoroughfares and Public Places and Trading Local Law 2026~~ Page 64 of 74
64

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places Local Law 2026

~~(b)~~—as to whether it will renew, vary, or cancel a permit,

the provisions of Division 1 of Part 9 of the Act and regulations ~~33~~
~~and 34~~ of the Regulations apply to that decision.

PART 9 MISCELLANEOUS NOTICES

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 65 of 74

~~65~~

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

~~PART 9~~ PART 9 MISCELLANEOUS NOTICES~~9.1~~ **9.1 Notice to redirect or repair sprinkler**

Where a lawn or a garden is being watered with a sprinkler which is on the lawn or the garden, in a manner ~~which that~~ causes, or may cause, an inconvenience, ~~or~~ obstruction, ~~or hazard~~ to any person using a thoroughfare, the local government may give ~~written~~ notice to the owner or the occupier of the land abutting ~~on~~ the lawn or ~~the~~ garden, requiring them ~~the~~ ~~owner or the occupier or both~~ to move, ~~or~~ alter the direction of, ~~or otherwise adjust~~ the sprinkler or other watering equipment.

9.2 Hazardous plants

- (1) Where a plant in a garden creates, or may create, a hazard ~~or obstruction~~ for any person using a thoroughfare, the local government may give ~~written~~ notice to the owner or the occupier of the land abutting ~~on~~ the garden to remove, cut, move or otherwise deal with that plant so as to remove the hazard.
- (2) Subclause (1) does not apply where the plant was planted by the local government.

9.3 Notice to repair damage to thoroughfare

Where any portion of a thoroughfare has been damaged, the local government may, by ~~written~~ notice to the person who caused the damage, order ~~that~~ the person to repair or replace that portion of the thoroughfare to the satisfaction of the local government.

9.4 Notice to remove thing unlawfully placed on thoroughfare

Where any thing is placed on a thoroughfare in contravention of this local law, the local government may, by ~~written~~ notice ~~in writing~~ to

=

(a) ~~the~~ owner or the occupier of the property ~~which abuts~~ ~~on~~ abutting that portion of the thoroughfare; ~~or~~

(b) ~~any other~~ ~~where the thing has been placed, or such other~~ person who may be responsible for the thing being so placed.

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

—require the relevant person to remove the thing *within the time specified in the notice.*

PART 10

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 67 of 74

67

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and~~
~~Public Places~~ Local Law 2026

~~PART 11~~PART 10~~PART 10~~ – ENFORCEMENT*Division 1 - Notices given under this local law***10.1 Offence to fail to comply with notice**

Whenever the local government gives a notice under this local law requiring a person to do any-thing, if the person fails to comply with the notice, the person commits an offence.

10.2 Local government may undertake requirements of notice

Where a person fails to comply with a notice referred to in clause 10.1, the local government may do the thing specified in the notice and recover from that person, as a debt, the costs incurred in so doing.

*Division 2 - Offences and penalties**Subdivision 1 - General***10.3 Offences**

- (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which, under this local law, ~~the that~~ person is prohibited from doing, commits an offence.
- (2) Any person who commits an offence under this local law is liable, upon conviction, to a penalty not exceeding \$5,000, and, if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

Subdivision 2 - Infringement notices and modified penalties

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 68 of 74

68

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

10.4 Prescribed offences

- (1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1.
- (3) For the purpose of guidance only, before giving an infringement notice to a person in respect of ~~the commission of~~ a prescribed offence, an ~~authorized~~ authorised person should be satisfied that –
 - (a) commission of the prescribed offence is a relatively minor matter; and
 - (b) only straightforward issues of law and fact are involved ~~in determining whether the prescribed offence was committed,~~ and the facts in issue are readily ascertainable.

10.5 Forms

Unless otherwise specified, for the purposes of this local law ~~–~~

- (a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is ~~that of~~ Form 1 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*;
- (b) the form of the infringement notice given under section 9.16 of the Act is ~~that of~~ Form 2 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*; and
- (c) the form of the notice referred to in section 9.20 of the Act is ~~that of~~ Form 3 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 69 of 74

69

LOCAL GOVERNMENT ACT 1995Shire of Toodyay.Activities in Thoroughfares and Public Places and Trading Local Law 2026**PART 12PART 11**SCHEDULE 1**PRESCRIBED OFFENCES**

CLAUSE	DESCRIPTION	MODIFIED PENALTY \$
2.1(a)	Plant exceeding 0.75m in height within on thoroughfare within 106m of intersection or obstructing sight distance	125
2.1(b)	Damaging a lawn or garden	125
2.1(c)	Plant (except grasses) on thoroughfare within 2m of a carriageway	125
2.1(d)	Placing hazardous substance on footpath	125
2.1(e)	Damaging or interfering with signpost or structure on thoroughfare	350
2.1(f)	Playing games so as to impede vehicles or persons on thoroughfare	125
2.1(g)	Riding bicycle, skateboard, rollerblades, or similar device on mall or verandah of shopping centre in a prohibited place	125
2.2(1)(a)	Digging a trench through a kerb or footpath without a permit	125
2.2(1)(b)	Depositing material on verge without a permit	125
2.2(1)(c)	Causing obstruction to vehicle or person on thoroughfare without a permit	125
2.2(1)(d)	Causing obstruction to water channel/watercourse on thoroughfare without a permit	250
2.2(1)(e)	Placing or draining offensive/noxious/dangerous fluid on thoroughfare without a permit	250
2.2(1)(g)	Lighting a fire on a thoroughfare without a permit	350
2.2(1)(h)	Felling tree onto thoroughfare without a permit	125
2.2(1)(i)	Installing materials/structures onto a thoroughfare without a permit	125
2.2(1)(j)	Installing a hoist or other thing on a structure or land for use over a thoroughfare without a permit	350
2.2(1)(k)	Creating a nuisance on a thoroughfare without a permit	125
2.2(1)(l)	Placing a bulk rubbish container on a thoroughfare without a permit	125
2.2(1)(m)	Interfering with soil/anything on a thoroughfare without a permit	125
2.3(1)	Possessing or consuming liquor on thoroughfare contrary to local law	125



Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 71 of 74
 Gazette Date: 25/10/2001, page 5684

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

CLAUSE	DESCRIPTION	MODIFIED PENALTY \$
2.4(1)	Failure to obtain permit for temporary crossing	250
2.5(2)	Failure to comply with notice to remove redundant crossing	350
2.9(1)	Installation of non-permissible verge treatment	250
2.10	Failing to maintain permissible verge treatment or placement of obstruction on verge	125
2.11	Failing to comply with notice to rectify verge treatment	125
2.17(2)	Failing to comply with sign erected by local government	125
2.19(1)	Driving or taking a vehicle on a closed thoroughfare	350
3.2(1)	Placing advertising sign or affixing any advertisement on a thoroughfare without a permit	125
3.2(3)	Erecting or placing sign in a prohibited location	125
4.1(1)	Animal or vehicle obstructing a public place or local government property	125
4.2(2)(a)	Animal on thoroughfare when not led, ridden or driven	125
4.2(2)(b)	Animal with contagious disease in public place	125
4.2(2)(c)	Training or racing animal on thoroughfare	125
4.2(3)	Leading/Riding horse in built-up area without a permit	125
4.5	Leaving shopping trolley outside trolley bay	125
4.6(2)	Failing to remove abandoned trolley when notified	125
5.6(1)	Driving a vehicle other than on carriageway of a flora road	250
5.9	Planting in thoroughfare without a permit	250
5.11	Clearing within 1 m of property without a permit	500
5.13	Burning part of thoroughfare without a permit	500
5.17(1)	Constructing firebreak on thoroughfare without a permit	500
5.19	Commercial harvesting of native flora on thoroughfare	500
5.20(1)	Collecting seed from native flora on thoroughfare without a permit	350
6.2(1)	Conducting of stall in public place without a permit	350
6.3(1)	Trading without a permit	350
6.8(1)(a)	Failing to display or carry permit when required	125

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 72 of 74

72

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

~~Activities in Thoroughfares and Public Places and Trading in Thoroughfares and Public Places~~ Local Law 2026

CLAUSE	DESCRIPTION	MODIFIED PENALTY \$
6.8(1)(b)	Stallholder or trader not displaying valid permit	125
6.8(1)(c)	Stallholder or trader not carrying certified scales when selling goods by weight	125
6.8(2)	Stallholder or trader engaged in prohibited conduct	125
6.10	Performing in a public place without a permit	125
6.11(2)	Failure of performer to move onto another area when directed	125
6.14	Failure of performer to comply with obligations	125
6.16	Conducting outdoor eating facility without a permit	350
6.18	Failing to comply with obligations of outdoor eating facility	125
6.20(1)	Using outdoor eating facility without purchasing food or drink	60
6.20(2)	Failing to leave outdoor eating facility when requested	60
7.3(a)	Application fee – as per the schedule of fees and charges	
7.8(1)(b)	Transfer fee – equal to the fee imposed under 7.3(a)	
7.5	Failure to comply with a condition of a permit	125
7.9	Failing to produce permit when required	125
10.1	Failure to comply with notice given under local law	125

~~Activities in Thoroughfares and Public Places and Trading Local Law 2026~~ Page 73 of 74

~~73~~

LOCAL GOVERNMENT ACT 1995

~~The Municipality of the~~ Shire of Toodyay.

Activities ~~in~~ Thoroughfares and ~~Public Places and Trading in Thoroughfares and~~
~~Public Places~~ Local Law 2026

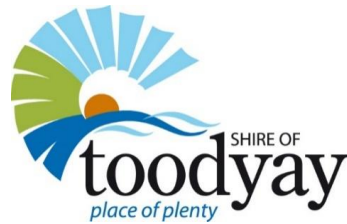
Dated this day of2026

The Common Seal of the }
Shire of Toodyay }
was affixed by authority of a }
resolution of the Council in the }
presence of: }

Cr ~~A.E. Henshaw~~ Michael McKeown
Shire President

_____ Mr ~~Aaron Bowman JP~~ A.D. Smith
Chief Executive Officer

Activities in Thoroughfares and Public Places and Trading Local Law 2026 Page 74 of 74
~~74~~



LOCAL GOVERNMENT ACT 1995

Shire of Toodyay Activities in Thoroughfares and Public Places and Trading Local Law 2026

The Shire of Toodyay proposes to make the abovementioned local law, the purpose and effect of which is:

Purpose

The purpose of this local law is to regulate the use of thoroughfares, public places and local government property in order to promote public safety, manage obstructions, protect the natural environment, ensure fair and orderly trading, and provide clear standards for activities such as verge treatments, signage, street trading, outdoor eating facilities, and other uses of public land within the Shire of Toodyay.

Effect

The effect of this local law is to provide a legal framework that:

- Prescribes the activities that require a permit,
- Sets conditions under which those activities may be conducted,
- Regulates trading, events and signage in public places,
- Manages vegetation, firebreaks, environmental protection and activities that may impact thoroughfares,
- Establishes offences for non-compliance, including prescribed modified penalties, and
- Enables the Shire to issue notices and take enforcement action to protect public health, amenity, safety and environmental values.

A copy of the proposed Local Law may be inspected at or obtained from the Shire's Administration Centre at 15 Fiennes Street, Toodyay between 8.30 am and 4.00 pm Monday to Friday or at the Toodyay Public Library during normal opening hours.

The Shire invites submissions by **4.00pm on Friday 29 May 2026**.

Please address your submissions to the Chief Executive Officer:

Via Email: at submissions@toodyay.wa.gov.au

Via Post: at Shire of Toodyay, PO Box 96, Toodyay WA 6566

In Person: At Shire Office, 15 Fiennes Street, Toodyay WA 6566

If you have any queries regarding the above please contact the Shire's Governance Coordinator on (08) 9574 9305.

Aaron Bowman
Chief Executive Officer

**SPECIAL AUDIT, RISK AND IMPROVEMENT COMMITTEE
MEETING MINUTES**

17 MARCH 2026

1.3 DISCLOSURE OF INTEREST

Nil.

2 OFFICER REPORTS

2.1 ARIC Request for Special Meeting to consider Reporting Framework and proposed 2026 Meeting Schedule

Date of Report:	16 March 2026
Applicant or Proponent:	Audit, Risk and Improvement Committee
File Reference:	COC2-02
Author:	M Rebane – Governance Coordinator
Responsible Officer:	A Hart – Executive Manager Finance and Corporate Services
Previously Before Council:	N/A
Author’s Disclosure of Interest:	Nil
Council’s Role in the matter:	Executive
Attachments:	<ol style="list-style-type: none"> 1. Memo from ARIC Chair including Notice of Meeting; 2. ARIC Reporting Framework & Meeting Schedule (Final Version)” – 12-page report; and 3. Email from CEO to ARIC Chair.

PURPOSE OF THE REPORT

To present to the Audit, Risk and Improvement Committee (ARIC), *without amendment*, the Reporting Framework and proposed 2026 Meeting Schedule received via email from the ARIC Chair together with the notice of meeting request (**Attachment 1 and 2**).

BACKGROUND

The CEO received correspondence from the ARIC Chair advising that:

- “The ARIC committee members and I have worked through the draft report and the proposed Reporting Framework”, and
- The final version is ready to be presented formally to ARIC, and the Chair requests a Special ARIC Meeting be convened for this purpose.

Clause 2.5 of the ARIC Charter requires the Committee to maintain an annual work plan, which the Chair advises relies on adopting the proposed Reporting Framework and meeting schedule.

Under *Standing Orders Local Law 2008, cl. 7.10*, the Presiding Member may call a committee meeting by written request to the CEO specifying the date and purpose. The Chair has issued such a request.

**SPECIAL AUDIT, RISK AND IMPROVEMENT COMMITTEE
MEETING MINUTES**

17 MARCH 2026

As required, the attached documents are presented unaltered, noting that report-writing is an administrative function of the CEO under section 5.41 of the *Local Government Act 1995*.

The Chair provided:

1. A formal request to convene a Special ARIC Meeting; and
2. Instructions that the Reporting Framework be “presented to the committee in its current form without any amendments”; and
3. A 12-page report proposing:
 - Monthly ARIC meetings (increasing from quarterly);
 - A comprehensive new structured reporting suite;
 - A 2026 meeting schedule; and
 - Substantial new reporting requirements across finance, governance, risk and operations.

COMMENTS AND DETAILS

The CEO provided a formal response to the ARIC Chair (**Attachment 3**) raising critical governance concerns.

Under Regulation 16 of the *Local Government (Audit) Regulations 1996*, ARIC’s functions relate to reviewing reports *provided by the CEO* and making *recommendations to Council*.

The *Local Government Act 1995 s.5.41* clearly places responsibility for administration, workforce management, systems, and reporting processes with the CEO—not ARIC.

Additional reporting requests must therefore be assessed for their administrative feasibility, resourcing needs, and legislative constraints before Council considers endorsement.

IMPLICATIONS TO CONSIDER**Consultative:**

Internal consultation across Governance, Finance, Risk, Executive Services and relevant business units is required to determine feasibility.

Strategic:

Oversight improvements must align with the Integrated Planning and Reporting Framework and maintain good governance principles.

Policy related:

Local Government Payments and Gifts to Members Policy

Financial:

Substantial increases in staffing and operational costs are likely. Detailed estimates require further analysis.

Legal and Statutory:

Local Government Act 1995 (incl. s.5.41 CEO functions)

Local Government (Audit) Regulations 1996 r.16

Local Government (Administration) Regulations 1996 r.14

**SPECIAL AUDIT, RISK AND IMPROVEMENT COMMITTEE
MEETING MINUTES**

17 MARCH 2026

*Standing Orders Local Law 2008 cl. 7.10**CCC Act 2003**Common law principles of apprehended bias.***Risk related:**

There are several governance, legal, operational and procedural risks associated with ARIC making this recommendation to Council in its current form.

Moving to monthly meetings and endorsing a complex reporting schedule would impose significant administrative demands.

Three of the dates proposed are Council Workshop dates where other council business gets done and so scheduling meetings on these days would affect operations considerably.

Further, three of the dates proposed are currently meeting dates for other committees which means that these dates are not available to add in other meetings for other committees.

Under Regulation 16 of the *Local Government (Audit) Regulations 1996*, ARIC's functions are expressly limited to reviewing reports provided by the CEO and making recommendations about improvements to systems and procedures.

ARIC has no delegated authority to design or impose administrative systems, workflows, or reporting processes, and doing so without CEO input presents a risk of breaching the statutory separation of powers under s.5.41 of the *Local Government Act 1995*, which vests responsibility for the Shire's administration, operational systems, workforce management, and reporting processes exclusively in the CEO.

Under s.5.41 of the *Local Government Act 1995*, the CEO alone determines systems, procedures, resourcing and staffing requirements. ARIC recommending operational commitments without CEO assessment risks contravening the CEO's exclusive statutory role, creating potential legal and procedural non-compliance.

Workforce related:

Significant workload increases for finance, governance, risk and administrative staff.

VOTING REQUIREMENTS

Simple Majority

The Audit, Risk and Improvement Committee requested that the following statement by the Chairperson, N Mills, at 10:42 am be recorded in the minutes of the meeting.

MOTION/ARC RESOLUTION NO.ARIC014/03/26**MOVED** Cr M Dival**SECONDED** Cr N Mills

That Chairperson, N Mills, made the following statement at 10:42 am:

"We have all read the communication from the CEO regarding this Special Meeting.

I want to be very clear - Clause 2.5 of the ARIC Charter explicitly mandates this Committee to prepare an annual work plan. This is a direct obligation placed on ARIC by Council.

The responsibility sits squarely with us.

**SPECIAL AUDIT, RISK AND IMPROVEMENT COMMITTEE
MEETING MINUTES**

17 MARCH 2026

To meet this obligation, members must be able to discuss priorities and what reporting is required for proper oversight. This is not 'non-compliant' behaviour - it is the performance of our duty.

Clause 3.2 of the ARIC Charter provides explicit authorisation from the Council for ARIC to obtain any information it requires (subject to legal obligations to protect information) for the purposes of fulfilling its duties. This is the intent of the Framework developed for the Work Plan.

The suggestion of apprehended bias is also misplaced. Participation in processes mandated by the Charter is not evidence of bias; it is a necessary component of fulfilling our statutory responsibilities.

Regarding the comments on resourcing: if the reports required by the Framework cannot be produced, that represents a material organisational risk. Identifying such risks is the reason why this Committee exists.

While it is disappointing that the Committee's integrity has been questioned, our focus remains on fulfilling the responsibilities assigned to us.

The CEO's comments and suggestions notwithstanding, ARIC is committed to moving from a reactive action to a proactive approach in addressing organisational risks.

With that context noted, I would like to move to our recommendation."

Voted For: Crs N Mills, S Rutter, K Barrack, Cr M Dival, Cr M McKeown, Cr J Prater and Cr S Van der Heyden

Voted Against: Nil

MOTION CARRIED 7/0

ARIC RECOMMENDATION ONE (1)/ARIC RESOLUTION NO.ARC015/03/26

MOVED Cr N Mills

SECONDED Cr J Prater

That the Audit, Risk and Improvement Committee resolves to:

1. Approve the Audit, Risk and Improvement Committee Reporting Framework as outlined in **Attachment 2**.
2. Approve the meeting dates for the Audit, Risk and Improvement Committee for 2026, with a starting time of 10.30am, as follows:
 - 9 April 2026
 - 14 May 2026
 - 11 June 2026
 - 9 July 2026
 - 13 August 2026
 - 10 September 2026
 - 8 October 2026
 - 12 November 2026
 - 10 December 2026
3. Requests the CEO to implement the Reporting Framework, as outlined in **Attachment 2** ensuring that:

**SPECIAL AUDIT, RISK AND IMPROVEMENT COMMITTEE
MEETING MINUTES**

17 MARCH 2026

- (a) all required reports are prepared in accordance with the specified frequency and content requirements; and
- (b) reports are provided in written, evidence-based form..

Voted For: Crs N Mills, S Rutter, K Barrack, M Dival, M McKeown, J Prater and S Van der Heyden

Voted Against: Nil

MOTION CARRIED 7/0

ARIC RECOMMENDATION TWO (2)/ARIC RESOLUTION NO.ARC016/03/26

MOVED Cr N Mills

SECONDED Ms K Barrack

The Audit, Risk and Improvement Committee recommends that Council:

1. Approves the change in the Audit, Risk and Improvement Committee meeting frequency from quarterly to monthly for the remainder of the 2026 calendar year.
2. Sets the meeting dates for the Audit, Risk and Improvement Committee for 2026, with a starting time of 10.30am, as follows:
 - a. 9 April 2026
 - b. 14 May 2026
 - c. 11 June 2026
 - d. 9 July 2026
 - e. 13 August 2026
 - f. 10 September 2026
 - g. 8 October 2026
 - h. 12 November 2026
 - i. 10 December 2026
3. Notes that the Reporting Framework has been developed in accordance with Section 2.5 of the Audit, Risk and Improvement Committee Charter, which requires the Committee to prepare an annual work plan outlining when it will perform key activities, in consultation with Council.
4. Endorses the Reporting Framework, as outlined in **Attachment 2**.
5. Notes that Audit, Risk and Improvement Committee has requested the required reports from the CEO in accordance with its Charter and statutory functions.

Voted For: Crs N Mills, S Rutter, K Barrack, M Dival, M McKeown, J Prater and S Van der Heyden

Voted Against: Nil

MOTION CARRIED 7/0

Attachment

Audit, Risk and Improvement Committee Reporting Framework and Meeting Schedule

Purpose of the Report

The purpose of this report is to present a proposed Reporting Framework for the Audit, Risk and Improvement Committee (ARIC) to consider which has been developed in accordance with Section 2.5 of the ARIC Charter, which states:

“The Committee will prepare an annual work plan that outlines when it will perform key activities, in consultation with Council.”

Section 2.5 places a clear responsibility on ARIC to determine, in advance, the information, reporting, and assurance it requires to fulfil its statutory functions. Preparing an annual work plan is not simply an administrative exercise - it is the mechanism through which ARIC defines the timing, frequency, and scope of the oversight activities it must undertake. To meet this obligation, ARIC must establish a structured and predictable reporting framework that ensures it receives the information necessary to monitor financial controls, compliance, risk management, and organisational performance throughout the year.

The proposed Reporting Framework provides this structure. It sets out a suite of standing reports, delivered at defined intervals, to ensure ARIC receives timely, evidence-based information that supports informed decision-making and effective oversight. By embedding these reporting requirements into ARIC’s annual work plan, the Committee strengthens its ability to operate proactively rather than reactively, ensures alignment with its legislative responsibilities, and provides clarity to the CEO and administration regarding ARIC’s expectations for ongoing assurance.

Background

The Local Government Act 1995 and associated regulations establish ARIC as a key governance body responsible for oversight of risk management, internal controls, financial management, compliance, and continuous improvement. These responsibilities expanded significantly with the 1 January 2026 legislative reforms, which strengthened ARIC’s mandate and increased expectations for transparency, assurance, and independent oversight.

Under the revised framework, ARIC must:

- monitor the effectiveness of financial controls and risk systems
- oversee compliance with legislation, regulations, and internal policies
- review the adequacy of governance processes

Attachment

- provide independent advice to Council on risk, integrity, and performance
- ensure continuous improvement across the organisation

To meet these obligations, ARIC requires regular, structured, and evidence-based reporting that provides visibility of emerging risks, control weaknesses, compliance exposures, and operational developments. Historically, ARIC has received reports on a quarterly basis; however, this cadence limits the Committee's ability to detect issues early, monitor trends, or intervene before risks escalate.

The proposed Reporting Framework is designed to align ARIC's oversight with contemporary public-sector practice, support the enhanced legislative requirements, and embed a proactive assurance culture across the organisation.

Comments and Details

1. Meeting Frequency

It is proposed that ARIC's meeting frequency increase from quarterly to monthly to ensure the Committee can exercise effective and timely oversight.

Quarterly meetings create extended periods in which operational, financial, and compliance issues may escalate before ARIC becomes aware of them, limiting the Committee's ability to identify emerging risks, monitor control effectiveness, or intervene early.

Monthly meetings would enable ARIC to monitor trends in real time, maintain consistent visibility over the organisation's control environment, and support a proactive governance approach rather than retrospective review. Increasing the frequency strengthens ARIC's capacity to respond to emerging issues, maintain continuous assurance, and uphold its statutory responsibilities.

Community members have also indicated that if the primary barrier to increased frequency is financial - specifically, member sitting fees - they are willing to maintain the current annual fee structure, equivalent to payment for four meetings per year, even if additional meetings are held. This reflects a shared commitment to strengthening oversight without imposing additional cost pressures on the Shire.

2. Operational Overview Summary

It is proposed that a written Operational Overview Summary be provided at each meeting to ensure the Committee maintains clear visibility over the organisation's operating environment. This summary would present a concise account of key activities, material changes, significant incidents, and any emerging risks that have arisen since the previous ARIC meeting.

Attachment

For the purposes of this report, a “material change” refers to any development that may affect the Shire’s risk profile, internal controls, compliance obligations, financial position, or service delivery. A “significant incident” refers to any event or control failure that has resulted in, or has the potential to result in, financial exposure, compliance breaches, service disruption, reputational harm, or the need for investigation or corrective action.

The purpose is to ensure ARIC receives timely, structured insight into matters that may influence risk exposure, internal controls, compliance obligations, or service delivery performance.

Regular operational reporting is essential for ARIC to identify shifts or patterns that may signal emerging risks before they escalate. Early awareness enables the Committee to assess whether controls are functioning as intended, whether risk treatments remain appropriate, and whether any issues require escalation or further assurance activity. This level of visibility is fundamental to ARIC’s statutory mandate to provide independent advice on risk management, internal control effectiveness, and continuous improvement across the organisation.

Embedding this written summary as a standing item strengthens ARIC’s ability to maintain proactive oversight and ensures that operational developments are consistently captured, monitored, and addressed within the governance framework.

3. Reconciliation Status Report (with Evidence)

It is proposed that ARIC receive a Reconciliation Status Report, supported by documentary evidence, at each meeting as part of the standing Financial Controls Reports. This report would confirm the completion, accuracy, and review status of all key financial reconciliations. At a minimum, this includes bank accounts, GST, payroll, rates, creditors, debtors, and asset registers; however, any additional reconciliations that are material to the Shire’s financial control environment are also to be included to ensure full visibility over the integrity of the financial records.

For each reconciliation, ARIC should receive a clear statement of status - completed, outstanding, or delayed - supported by appropriate evidence such as system-generated reconciliation reports, ledger extracts, and reviewer sign-offs. Where relevant, the evidence may also include the bank-statement page showing the closing balance used in the reconciliation, particularly where ARIC requires additional assurance or where historical issues have been identified. Full bank statements are not required; only the closing-balance page is necessary to verify the integrity of the reconciliation.

Reconciliations are a fundamental internal control that underpin the accuracy of financial reporting and the reliability of the organisation’s financial systems. Evidence-based reporting enables ARIC to independently confirm that reconciliations

Attachment

are current, properly reviewed, and free from material discrepancies. This approach reflects standard practice in strong financial governance environments and supports ARIC's oversight of financial controls, early detection of issues, and assurance that the organisation maintains disciplined financial stewardship.

4. Unreconciled Items Register

It is proposed that ARIC receive an Unreconciled Items Register at each meeting as part of the standing Financial Controls Reports. This register would provide a clear and structured overview of all outstanding unreconciled items across the Shire's key financial processes. For each item, the register would identify the age of the item, the underlying root cause, the responsible officer, the corrective action underway, and the expected resolution date. The register is intended to capture all unreconciled items that are material to the integrity of the Shire's financial records and internal controls, rather than a limited or predefined subset.

The intent is to ensure ARIC has full visibility of discrepancies that remain unresolved within the organisation's financial systems and to understand whether these items are isolated, recurring, or indicative of broader control issues.

Unreconciled items are often early indicators of weaknesses in internal controls, process failures, system configuration issues, or potential fraud exposure. By tracking ageing and analysing root causes, ARIC can distinguish between routine timing differences and systemic problems that require management attention or further assurance activity. This level of transparency supports ARIC's responsibility to oversee financial integrity, monitor the effectiveness of internal controls, and ensure that corrective actions are timely, appropriate, and properly assigned.

Embedding this register as a standing item strengthens ARIC's ability to detect emerging risks, assess whether financial controls are functioning as intended, and maintain a proactive oversight posture. It also reinforces accountability by ensuring that unresolved items are monitored until fully cleared, rather than remaining hidden within operational processes.

5. Aged Payables and Receivables Report (90+ Days, >\$10,000)

It is proposed that ARIC receive an Aged Payables and Receivables Report at each meeting as part of the standing Financial Controls Reports. This report would provide visibility over all aged balances within the organisation's financial systems by detailing any payables or receivables aged over 90 days and exceeding \$10,000. The scope would include debtors, creditors, GST payable and receivable, superannuation payable, PAYG withholding payable, accrued expenses, accrued income, and any other long-outstanding asset or liability balances where ageing is relevant. Each item should

Attachment

be accompanied by an explanation of its nature, the reason for delay, and the actions underway to resolve it.

Long-aged balances above material thresholds are often early indicators of weaknesses in financial controls, process failures, or emerging financial stress. Statutory liabilities such as superannuation, PAYG, and GST carry strict compliance obligations, and delays in payment can expose the organisation to penalties, audit findings, and reputational risk. Aged debtors may signal revenue leakage, system errors, or unresolved disputes requiring escalation, while aged creditors may point to cash-flow constraints, approval bottlenecks, or breakdowns in procurement or invoice processing. These patterns are not visible in high-level financial reports but become clear when aged balances are monitored systematically.

Providing this report as a standing item strengthens ARIC's oversight of financial controls and risk management by ensuring the Committee has timely visibility of materially aged balances and can assess whether internal controls are functioning effectively. It also supports early intervention, targeted assurance activity, and accountability for the timely resolution of outstanding items.

6. Grants Register

It is proposed that ARIC receive a complete Grants Register each quarter as part of the Compliance & Obligations Reports. This register would provide a consolidated view of all active grants, including the total grant amount, outstanding acquittals, outstanding receipts, and all associated deadlines and compliance obligations.

The purpose is to ensure ARIC has clear visibility over the organisation's grant-related commitments and can assess whether financial, reporting, and compliance requirements are being met in a timely and controlled manner.

Grant management is a frequent source of audit findings, compliance breaches, and financial exposure across the local government sector. Without a structured register, it is difficult to identify overdue acquittals, unclaimed revenue, or approaching deadlines that may place the organisation at risk. Visibility of acquittals, receipts, and compliance milestones enables ARIC to understand the organisation's exposure, monitor whether obligations are being fulfilled, and identify areas where processes may require strengthening.

Including the Grants Register as a standing quarterly report supports ARIC's oversight of compliance, financial integrity, and internal control effectiveness. It ensures that grant-related risks are monitored systematically, that emerging issues are identified early, and that the organisation maintains disciplined and transparent grant management practices.

Attachment

7. Compliance Breach Register

It is proposed that ARIC receive a Compliance Breach Register each quarter as part of the Compliance & Obligations Reports. This register would provide structured visibility over all suspected or confirmed compliance breaches, including matters currently under investigation, the outcomes of completed investigations, and the corrective actions arising from them. For each item, the register would outline the nature of the suspected breach, the status of the investigation, the findings where applicable, the responsible officers, and the implementation status of any required remedial actions.

A compliance breach, for the purposes of this register, refers to any instance where legislation, regulations, internal policies, procedures, contractual obligations, or statutory requirements have not been followed or may not have been followed. This includes suspected breaches that are still being assessed, confirmed breaches identified through investigation, and systemic issues that result in repeated non-compliance. Including suspected breaches is essential, as early-stage concerns often reveal emerging control weaknesses before they escalate into formal findings.

Oversight of compliance systems is a core responsibility of ARIC, and early visibility of suspected breaches is essential to maintaining organisational accountability and process integrity. Transparency around investigations supports timely remediation, reduces the risk of issues being minimised or overlooked, and enables ARIC to identify patterns that may indicate systemic weaknesses in internal controls, training, or governance processes. Monitoring corrective actions and their implementation status also allows ARIC to assess whether the organisation is responding effectively to compliance failures and embedding continuous improvement.

Including the Compliance Breach Register as a standing quarterly report strengthens ARIC's ability to oversee compliance, financial integrity, and internal control effectiveness. It ensures that breaches are identified, escalated, and resolved in a timely and accountable manner, and that the organisation maintains a disciplined approach to compliance management.

8. Corporate Risk Register (Full Version)

It is proposed that ARIC receive the full Corporate Risk Register each quarter as part of the Risk & Assurance Reporting suite. This would provide complete visibility of all strategic, operational, financial, compliance, and project-related risks recorded within the organisation's risk management system. The full register would include inherent and residual risk ratings, assessments of control effectiveness, treatment plans and progress updates, and the assigned risk owners with corresponding due dates. Providing the complete register ensures that ARIC is not reliant on summaries or dashboards that may omit important detail, mask deteriorating risks, or obscure stalled treatments.

Attachment

ARIC's ability to provide meaningful oversight depends on access to the underlying risk information rather than high-level extracts. Full visibility enables the Committee to challenge assumptions, identify gaps in control design or operation, and assess whether risk treatments are realistic, appropriately resourced, and progressing as planned. It also allows ARIC to detect emerging patterns - such as repeated control failures, overdue treatments, or clusters of high-risk items - that may indicate systemic issues requiring escalation or further assurance activity.

Receiving the full Corporate Risk Register supports ARIC's statutory responsibility to oversee risk management and internal control effectiveness. It strengthens the Committee's capacity to monitor the organisation's risk profile, ensure accountability for risk ownership, and provide informed, independent advice on the adequacy of the risk management framework. This level of transparency is essential for proactive governance and for ensuring that risks are managed consistently, systematically, and in alignment with the organisation's strategic objectives.

9. CEO's Statement of Assurance

It is proposed that ARIC receive a formal written CEO's Statement of Assurance each quarter as part of the Risk & Assurance Reporting suite. This written statement would provide an executive-level attestation on the effectiveness of the organisation's financial controls, risk management systems, and compliance processes. The CEO would confirm in writing whether these systems are operating effectively, identify any areas where they are not, outline key concerns or emerging issues that warrant ARIC's attention, and disclose any resourcing or capability constraints affecting governance, finance, or risk functions. The intent is to ensure ARIC receives a clear, attributable, and auditable assurance directly from the accountable officer.

Quarterly written CEO attestations are standard practice across local government and the broader public sector because they strengthen executive accountability and provide governance bodies with direct insight into systemic issues. A written assurance statement enables ARIC to understand the CEO's level of confidence in the organisation's internal controls, identify areas where controls may be deteriorating, and assess whether emerging risks are being escalated appropriately. It also ensures that material concerns - whether operational, financial, compliance-related, or cultural - are documented transparently and not left to informal reporting channels.

Including a formal written CEO's Statement of Assurance as a standing quarterly report supports ARIC's statutory responsibility to oversee risk management and internal control effectiveness. It reinforces a culture of transparency, early escalation, and continuous improvement, and ensures that ARIC has the information it needs to provide informed, independent oversight of the organisation's governance environment.

Attachment

10. Proposed Meeting Schedule

The following schedule will follow a standard agenda structure that incorporates the Committee's standing reporting requirements, ensuring consistent oversight across financial controls, compliance, risk, and operational matters. In addition to these standard reports, the CEO will present further information where emerging issues, material risks, statutory obligations, or significant organisational developments warrant ARIC's attention.

This approach provides a stable and predictable meeting rhythm while maintaining the flexibility needed to respond to new or evolving matters throughout the year.

9 April 2026

- Operational Overview Summary
- Reconciliation Status Report
- Unreconciled Items Register
- Aged Payables and Receivables Report

14 May 2026

- Operational Overview Summary
- Reconciliation Status Report
- Unreconciled Items Register
- Aged Payables and Receivables Report
- Grants Register
- Compliance Breach Register

11 June 2026

- Operational Overview Summary
- Reconciliation Status Report
- Unreconciled Items Register
- Aged Payables and Receivables Report
- Corporate Risk Register
- CEO's Statement of Assurance

9 July 2026

- Operational Overview Summary
- Reconciliation Status Report
- Unreconciled Items Register
- Aged Payables and Receivables Report

13 August 2026

- Operational Overview Summary

Page | 8 of 12

Attachment

- Reconciliation Status Report
- Unreconciled Items Register
- Aged Payables and Receivables Report
- Grants Register
- Compliance Breach Register

10 September 2026

- Operational Overview Summary
- Reconciliation Status Report
- Unreconciled Items Register
- Aged Payables and Receivables Report
- Corporate Risk Register
- CEO's Statement of Assurance

8 October 2026

- Operational Overview Summary
- Reconciliation Status Report
- Unreconciled Items Register
- Aged Payables and Receivables Report

12 November 2026

- Operational Overview Summary
- Reconciliation Status Report
- Unreconciled Items Register
- Aged Payables and Receivables Report
- Grants Register
- Compliance Breach Register
- Review 2027 calendar meeting schedule

10 December 2026

- Operational Overview Summary
- Reconciliation Status Report
- Unreconciled Items Register
- Aged Payables and Receivables Report
- Corporate Risk Register
- CEO's Statement of Assurance

Attachment

Implications to Consider

Consultative

The framework requires consultation with the CEO and senior management to ensure reporting expectations are understood, achievable, and embedded into governance processes. Monthly reporting will require coordination across business units to ensure timely preparation and review.

Strategic

The framework strengthens governance maturity and aligns ARIC's oversight with contemporary public-sector risk and assurance practices. Improved visibility of risks, controls, and compliance obligations enhances ARIC's ability to support strategic decision-making and provide informed advice to Council.

Policy Related

Implementation may require updates to internal reporting procedures, delegations, and document-management practices. The framework aligns with ARIC's Charter and the Shire's governance policies, reinforcing transparency and continuous improvement.

Financial

Financial impacts are minimised as community members have indicated willingness to maintain the current annual fee structure even with monthly meetings. Increased administrative workload will be offset by earlier risk detection and strengthened financial control effectiveness.

Legal and Statutory

The framework supports compliance with the *Local Government Act 1995* and the strengthened ARIC requirements effective 1 January 2026. Formalising reporting expectations enhances the Shire's ability to demonstrate due diligence and statutory oversight.

Risk Related

The reporting suite improves early detection of emerging risks, control failures, and compliance breaches. Regular, structured reporting reduces the likelihood of financial loss, audit findings, and reputational damage.

Workforce Related

The framework requires consistent reporting contributions from finance, governance, risk, and operational teams. Training or process improvements may be required to ensure reports are accurate, evidence-based, and delivered on schedule.

Attachment

Audit, Risk and Improvement Committee Recommendation 1

The Audit, Risk and Improvement Committee resolves to:

1. Approve the Audit, Risk and Improvement Committee Reporting Framework as outlined in the report.
2. Approve the meeting dates for the Audit, Risk and Improvement Committee for 2026, with a starting time of 10.30am, as follows:
 - 9 April 2026
 - 14 May 2026
 - 11 June 2026
 - 9 July 2026
 - 13 August 2026
 - 10 September 2026
 - 8 October 2026
 - 12 November 2026
 - 10 December 2026
3. Requests the CEO to implement the Reporting Framework, ensuring that:
 - a. all required reports are prepared in accordance with the specified frequency and content requirements; and
 - b. reports are provided in written, evidence-based form.

Audit, Risk and Improvement Committee Recommendation 2

The Audit, Risk and Improvement Committee recommends that Council:

1. Approves the change in the Audit, Risk and Improvement Committee meeting frequency from quarterly to monthly for the remainder of the 2026 calendar year.
2. Sets the meeting dates for the Audit, Risk and Improvement Committee for 2026, with a starting time of 10.30am, as follows:
 - a. 9 April 2026
 - b. 14 May 2026
 - c. 11 June 2026
 - d. 9 July 2026
 - e. 13 August 2026
 - f. 10 September 2026
 - g. 8 October 2026
 - h. 12 November 2026
 - i. 10 December 2026
3. Notes that the Reporting Framework has been developed in accordance with Section 2.5 of the Audit, Risk and Improvement Committee Charter, which

Attachment

requires the Committee to prepare an annual work plan outlining when it will perform key activities, in consultation with Council.

4. Endorses the Reporting Framework, as outlined in the report.
5. Notes that Audit, Risk and Improvement Committee has requested the required reports from the CEO in accordance with its Charter and statutory functions.

ARIC ANNUAL WORK PLAN

Prepared in accordance with ARIC Charter Clause 2.5 (Annual Work Plan Requirement)

OVERARCHING PURPOSE

Guide ARIC’s annual oversight of:

- Financial management;
- Internal controls;
- Risk management;
- Legislative compliance;
- Audit outcomes (OAG + internal); and
- s.7.12A actions ...in accordance with Regulation 16 of the *Local Government (Audit) Regulations 1996*.

Reports are prepared by the CEO which is consistent with s.5.41 of the Act.

Quarters	Focus Areas	Key oversight items
QUARTER 1 COMPLIANCE & GOVERNANCE FOUNDATIONS (Jan–Mar)	Compliance, Above-Appetite Risks, Governance Integrity	Annual Compliance Audit Return (CAR) review;
		Review Above-Appetite risks to assess whether exposures remain aligned with Council’s adopted risk appetite and whether proposed management responses are adequate: <ul style="list-style-type: none"> ○ FM2 (Expenditure Overruns); ○ FM8 (Inflation & Interest Exposure); ○ BC4 (Financial Instability); ○ BC8 (Human Resources Capacity). ARIC should check whether risk exposures remain aligned with Council's adopted appetite.
		GC11 (ARIC recommendations not reaching Council).
		OAG findings.
		Business Continuity & Disaster Recovery Plan update.
		CEO briefing on key governance and operational risks;
QUARTER 2 FINANCIAL CONTROLS & RISK DEEP DIVE (Apr–Jun)	Internal Controls, Strategic Risks, Assurance	Internal control effectiveness report: Review CEO-provided information on the effectiveness of internal controls, focusing on whether controls are operating as intended and remain appropriate to the Shire’s risk profile.
		Financial control visibility: <ul style="list-style-type: none"> ○ Reconciliations; ○ control accounts; ○ unusual transactions; ○ debtors/creditors aging.
		Strategic Risk Register (fraud, cyber, insurance, governance);
		Procurement & contract management oversight (OAG recurring focus);
		BCP/DRP assurance update;

ARIC ANNUAL WORK PLAN

Prepared in accordance with ARIC Charter Clause 2.5 (Annual Work Plan Requirement)

Quarters	Focus Areas	Key oversight items
		Annual review of assurance activities (as outlined in the Compliance Management Calendar), consistent with Charter clause 7.2(a)(iv).
		Regulatory environment updates (CCC, OAG, LGIS, LGIRS).
QUARTER 3 MID-YEAR ASSURANCE & OPERATIONAL RISK (Jul-Sep)	Operational Risks, Financial Sustainability, Audit Follow-Up	Mid-year financial governance report
		Workforce and capability risks (BC8)
		Operational risk register review
		Cyber & IT continuity posture
		Fraud & misconduct control updates (CEO-provided; confidentiality protected)
		Audit recommendation progress (OAG + internal)
		Regulation 17 Review (if scheduled during the cycle): Review CEO’s report on the appropriateness and effectiveness of systems and procedures, in accordance with Regulation 17, and consider whether any recommendations to Council are warranted relating to financial management, risk management, internal controls, and legislative compliance (Reg 16(b)(i)).
QUARTER 4 ANNUAL AUDIT & FORWARD PLANNING (Oct-Dec)	External Audit, Governance Maturity, Annual Assurance	Draft Annual Financial Statements review
		Meeting with OAG-appointed auditor
		CEO Annual Control & Compliance Assurance Statement
		Recordkeeping & information governance (OAG recurring finding)
		Annual governance health review (delegations, policies, frameworks)
		ARIC Annual Report to Council
		Charter Review (if due this year): Review ARIC Charter in accordance with Clause 12 and recommend amendments to Council.
		ARIC Annual Performance Assessment: Conduct annual evaluation of ARIC’s performance in accordance with Clause 10.
		Endorse ARIC Work Plan for next year (submitted to Council)

ARIC ANNUAL WORK PLAN

Prepared in accordance with ARIC Charter Clause 2.5 (Annual Work Plan Requirement)

Quarters	Focus Areas	Key oversight items
STANDING ITEMS FOR EVERY MEETING	Status Report	Action Register: Review progress against agreed actions and recommendations, including actions arising from audits and ARIC recommendations to Council.
	Risk Management	<ul style="list-style-type: none"> Major risk events / emerging issues; Compliance updates; BCP/DRP incidents (e.g., outages, cyber events).
STANDING ITEMS FOR EVERY MEETING	Audit Management	<ul style="list-style-type: none"> s.7.12A Action Monitoring: Standing oversight of mandatory audit responses and CEO actions required under s.7.12A.
		<ul style="list-style-type: none"> Audit findings (internal & external)
Items as required	Regulator correspondence (OAG, CCC, LGIS)	<ul style="list-style-type: none"> Relevant audit-related and financial governance matters arising during the year that fall within ARIC's statutory oversight functions.
	Financial control variations or anomalies (e.g. unusual, unexplained, or inconsistent items arising from the Shire's financial control processes, including reconciliations, journals, variances, aged balances, and other deviations from expected financial patterns).	<p>These items may indicate internal control weaknesses, process failures, errors, or potential fraud risks.</p> <ul style="list-style-type: none"> ARIC's role is to review these matters as part of its statutory oversight of financial management and internal controls, with the CEO providing explanations and corrective action.
DELIVERABLES BY YEAR-END	Charter requirement	ARIC Annual Report to Council
	Charter requirement	Recommendations on financial management, risk, compliance & internal controls
	Charter requirement	Advice on Annual Financial Statements
	Charter requirement	Audit implementation overview and monitoring.

The Work Plan identifies the timing and focus of ARIC's oversight activities and does not prescribe administrative reporting systems, which remain the responsibility of the Chief Executive Officer under section 5.41 of the *Local Government Act 1995*.

Our Ref: F26/66-02

17 April 2026

Simon Rutter
[REDACTED]



Administration Centre

15 Fiennes Street
PO Box 96
TOODYAY WA 6566

T (08) 9574 9300

E records@toodyay.wa.gov.au

W www.toodyay.wa.gov.au

Dear Simon,

RE: Resignation from the Audit, Risk and Improvement Committee (ARIC).

Thank you for your email dated 10 April 2026.

I would like to acknowledge receipt of your decision to step down from the ARIC.
[REDACTED]

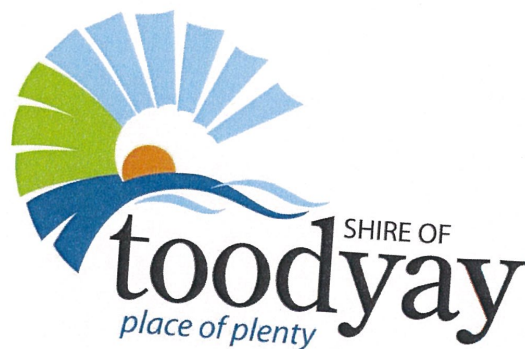
Your contribution to ARIC has been genuinely valued. Your insight, engagement, and sense of perspective have made a meaningful impact on the committee's work. As you so aptly put it, the shared experience of learning, reflection, and even a bit of laughter has been part of what makes participation worthwhile - and you have certainly contributed to that spirit.

I wish you the very best in your ongoing role and future endeavours,

Paul Nuttall
Acting Chief Executive Officer

SPONSORSHIP AGREEMENT SHIRE OF TOODYAY

Major Sponsor



Toodyay Agricultural Society (Inc)

Founded 1853

Toodyay Agricultural Show

Second Saturday in
October 2021 to October 2025

This Agreement is made on 2021.

Between:

THE SHIRE OF TOODYAY of PO Box 96, Toodyay in the State of Western Australia (the **Shire**);

and

TOODYAY AGRICULTURAL SOCIETY (INC) (ABN: 96 074 225 286) of C/- PO Box 362, Toodyay in the State of Western Australia (**TAS**).

RECITALS

- A. The agreement will recognise the Shire as a 'Major Sponsor' of the Toodyay Agricultural Shows from October 2021 to October 2025 inclusive.
- B. The benefits and permissions of a Major Sponsor are expressly outlined in the Terms and Conditions of this Agreement.
- C. This Agreement shall continue for a period of five years from the date of this Agreement to the conclusion of the Toodyay Agricultural Show in October 2025.

The Parties agree:

TERMS AND CONDITIONS

1.1 Benefits

The Shire will be entitled to the following permissions:

- (a) use of the Agricultural Society advertising and promotional material relating to the Agricultural Show; and
- (b) use of photographic material (including video) taken or arranged to be taken by the Shire for advertising and promotion.

TAS will provide the following benefits throughout the term of the contract:

- (a) Acknowledgement and exposure of the Shire as a Major Sponsor of the Toodyay Agricultural Show wherever and whenever possible and in all promotional material
- (b) including but not limited to:
 - (i) a Link from the Shire's logo on the Toodyay Agricultural Show website to the Shire's (www.toodyay.wa.gov.au) webpage;
 - (ii) a Link from the Shire's Visitor Centre Logo on the Toodyay Agricultural Show website to the Shire's (www.toodyay.com) webpage;
 - (iii) the opportunity for Shire signage to be placed within the Agricultural Show event site; and
 - (iv) the Shire's logo placement on promotional posters and programs.

1.2 Exposure During the Event

- (a) Acknowledgement of the Shire's sponsorship and involvement on Show Day by the official MC.
- (b) Shire signage displayed at the event (signage at Shire cost to be supplied to TAS by midday on the day before the Show).
- (c) TAS to provide the Shire with a copy of any research, surveys, statistics and any other relevant information about the Toodyay Agricultural Show that is undertaken.
- (d) TAS to provide the Shire with an electronic copy of any footage and photographs taken during the event.
- (e) TAS to provide the Shire with promotional material to be displayed in the Toodyay Visitor Centre in the lead up to and during the event.

1.3 Undertakings of TAS

- (a) TAS will ensure that the Shire logo and the Toodyay.com logo will be displayed in accordance with this Agreement and will ensure that the Shire logo and the Toodyay.com logo is incorporated into promotional

material under control of TAS in accordance with this Agreement.

- (b) TAS will use all reasonable endeavours to obtain media coverage of the Toodyay Agricultural Show.
- (c) TAS will provide four (4) family passes to the Show for use as Rates Incentive Prizes prior to 1 September each year.

1.4 Undertakings of the Shire

- (a) The Shire will only utilise the Toodyay Agricultural Society logo, when available, in accordance with this Agreement.
- (b) Written confirmation from TAS must be obtained for any use of the logo outside of this Agreement.
- (c) As a Major Sponsor of the Toodyay Agricultural Show, the Shire agrees to abide by all rules and regulations of the Toodyay Agricultural Society.

1.6 In-kind Sponsorship, Financial and Logistical Assistance from the Shire

The Shire will:

- (a) facilitate the use of the Youth Hall, Exhibition Hall, Lee Steere Pavilion, Sports Pavilion, poultry, pigeon, sheep, horse, cattle-yards and facilities, main oval and part of the hockey field where allowed.
- (b) waive all associated hall, oval and stallholder fees including food stalls;
- (c) make a payment of \$500.00 per annum within 30 days of receipt of an invoice from TAS as a contribution towards exhibit awards;
- (d) issue approval for the Toodyay Agricultural Show event upon receiving all relevant applications and supporting documentation 30 days prior to the event;
- (e) provide ongoing maintenance and preparation of the grounds for the annual Show Day including gravel areas around the grounds to be graded, repaired if required and watered for dust suppression subject to a water truck being available for that purpose;
- (f) provide Ranger Services on-site on Show Day to carry out normal Ranger duties subject to the Rangers not being required elsewhere;

- (g) continue to liaise with the nominated TAS committee representative regarding maintenance matters, repairs, upgrades and other such related aspects of the various facilities;
- (h) provide sufficient toilet facilities and waste management for the event;
- (i) provide a power outlet box with connector to three-phase power, to service the additional food stall operators on gravel areas and a generator provided for stalls on the hockey field;
- (j) provide a lighting tower to be placed in the parking area adjacent to the hockey field;
- (k) remove sections of railing between the car park and oval for pedestrian and emergency service access;
- (l) provide and install flagging, bunting, barrier mesh along Toodyay Street and Jubilee Street intersection;
- (m) provide 'parking', 'no parking', and 'overflow parking' signage with 'Event Ahead' signs installed as per the annual plan;
- (n) list the Event on the Shire's Community Newsletter, website and facebook page;
- (o) consider purchasing at the discretion of the Shire President and Chief Executive Officer the Shire's Art Acquisition from entries at the Toodyay Agricultural Show up to the value of \$500. Specific conditions are outlined in the Toodyay Agricultural Show Schedule relevant to the procedures for artists, the Shire of Toodyay and the Toodyay Agricultural Society Inc.

2. INSURANCE

- 2.1** TAS must take out a policy of insurance for \$20 million to cover any loss to any person that occurs as a result of attending or participating in the Toodyay Agricultural Show.
- 2.2** Public Liability Insurance for \$10 million must be in place for all stall holders including but not limited to rides, side shows, entertainment, service providers, food and catering.
- 2.3** TAS must provide the Shire with proof, in writing, of the insurances required at least 14 days prior to the event commencing.

The Shire agrees to become a Major Sponsor of the – 2021 – 2025 Toodyay Agricultural Shows inclusive.

Executed as an Agreement

The **COMMON SEAL** of the)
SHIRE OF TOODYAY)
was hereunto affixed by authority)
of a resolution of the Council)
in the presence of)



R. Madacsi
Shire President
ROSEMARY MADACSI
Name of Shire President
(PLEASE PRINT)
23 August 2021
Date

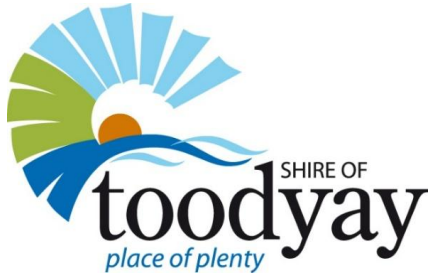
Suzie Haslehurst
Chief Executive Officer
SUZIE HASLEHURST
Name of Chief Executive Officer
(PLEASE PRINT)
23/8/21
Date

The **COMMON SEAL** of the **TOODYAY**)
AGRICULTURAL SOCIETY INC.)
was hereunto affixed by authority)
of a resolution of the Council)
in the presence of)



Alison Wroth
President
ALISON WROTH
Name of President
ALISON WROTH
20.8.21
Date

Lorraine Fretwell
Treasurer
LORRAINE FRETWELL
Name of Treasurer
LORRAINE FRETWELL
20/8/21
Date



Toodyay Agricultural Society (Inc)

Founded 1852

SPONSORSHIP AGREEMENT

MEMORANDUM OF UNDERSTANDING (MOU)

Between the

Shire of Toodyay (Sponsor / Shire)

ABN: 97 352 024 603

Address: 15 Fiennes Street, Toodyay WA 6566

AND


Toodyay Agricultural Society (Sponsored Organisation / TAS)

ABN: 96 074 225 286

Address: PO Box 362, Toodyay WA 6566

FOR

1 May 2026 to 31 April 2031



CONFIDENTIAL NOT FOR PUBLIC RELEASE

Shire of Toodyay File Reference	LEG 149-04 Record D26/8791: DRAFT Sponsorship Agreement SOT and TAS v.2
Date Signed	
Review Date	
Version	2.0

Sponsorship Agreement

[Shire of Toodyay and the Toodyay Agricultural Society](#)

Contents

1. BACKGROUND	1
2. TERM.....	1
3. DEFINITIONS	1
4. SPONSORSHIP AND FUNDING	2
5. TOODYAY AGRICULTURAL SOCIETY OBLIGATIONS.....	2
6. SHIRE OF TOODYAY OBLIGATIONS	3
7. IN-KIND SUPPORT	3
8. BRANDING AND ACKNOWLEDGEMENT.....	3
9. INSURANCE	4
10. REPORTING AND ACQUITTAL.....	4
11. GOVERNANCE AND MEETINGS.....	4
12. INDEMNITY	4
13. TERMINATION.....	4
14. DISPUTE RESOLUTION	5
15. GOVERNING LAW.....	5
SCHEDULES	6
1. SCHEDULE 1 – EVENT DESCRIPTION	6
2. SCHEDULE 2 – SPONSORSHIP FUNDING	6
3. SCHEDULE 3 – IN-KIND SUPPORT	7
4. SCHEDULE 4 – Shire manages the PIC.....	8
ANNEX A – YOUTH HALL USE PROTOCOL	10
1. PURPOSE AND STATUS.....	10
2. NATURE OF USE	10
3. ACCESS AND PRIORITY	11
4. KEYS AND SECURITY	11
5. STORAGE AND OFFICE USE.....	11
6. CLEANING AND PRESENTATION	12
7. MAINTENANCE AND REPAIRS	12
8. INSURANCE AND RISK	13
9. SHARED USE AND CONDUCT.....	13

Sponsorship Agreement

[Shire of Toodyay and the Toodyay Agricultural Society](#)



10. REVIEW AND VARIATION.....	13
11. RELATIONSHIP TO THE SPONSORSHIP AGREEMENT.....	13
12. ORDER OF PRECEDENCE	13
EXECUTION	14

CONFIDENTIAL NOT FOR PUBLIC RELEASE

Sponsorship Agreement

Shire of Toodyay and the Toodyay Agricultural Society

1. BACKGROUND

- 1.1 The Toodyay Agricultural Show is a long-established annual community event of regional significance, promoting agriculture, community participation, heritage and local economic activity. This Memorandum of Understanding does not constitute or create, and shall not be deemed to constitute, any legally binding or enforceable obligations on the part of any party.
- 1.2 The Toodyay Agricultural Society (Inc.) is responsible for the planning, management and delivery of the Toodyay Agricultural Show.
- 1.3 The Shire has historically supported the Toodyay Agricultural Show through a combination of financial sponsorship, in kind assistance and facilitation of access to Shire owned land and facilities.
- 1.4 The parties wish to formalise this support arrangement in a manner that provides clarity, transparency, accountability and alignment with contemporary local government governance and audit expectations, while recognising the long-standing partnership between the parties.

2. TERM

- 2.1 This Agreement commences on **1 May 2026** and continues for a period of **five (5) years**, concluding following delivery of the Toodyay Agricultural Show in **in the 2030/2031 financial year**, unless terminated earlier in accordance with this Agreement.

3. DEFINITIONS

In this Agreement:

- **Agreement** means this Sponsorship Agreement (Memorandum of Understanding).
- **Event** means the Toodyay Agricultural Show held annually during the Term.
- **Funding** means the financial sponsorship contribution set out in Schedule 2.

Sponsorship Agreement

Page 1 of 14

[Shire of Toodyay and the Toodyay Agricultural Society](#)

- **In-Kind Support** means non-financial assistance provided by the Shire as described in Schedule 4.
- **Acquittal Report** means a financial and activity report demonstrating use of the Funding and delivery of agreed outcomes.
- **“Youth Hall Use Annex”** means Annex A to this Agreement, which sets out the agreed arrangements for the use of the Youth Hall by the Toodyay Agricultural Society.

4. SPONSORSHIP AND FUNDING

- 4.1 The Shire agrees to provide sponsorship support to the Toodyay Agricultural Society for delivery of the Event during the Term, comprising:
- a. a **cash sponsorship contribution**; and
 - b. **limited and defined in-kind support**, subject to annual confirmation.
- 4.2 The annual cash sponsorship amount is set out in **Schedule 2** and is subject to:
- a. adoption of the Shire’s annual budget; and
 - b. satisfactory acquittal of the previous year’s Funding.
- 4.3 Funding must only be used for costs directly related to delivery of the Event.
- 4.4 The Parties acknowledge that access to and use of the Youth Hall forms part of the Shire’s in-kind sponsorship support. The specific arrangements governing such use are set out in the Youth Hall Use Annex.

5. TOODYAY AGRICULTURAL SOCIETY OBLIGATIONS


Toodyay Agricultural Society acknowledges it must:

- 5.1 plan, manage and deliver the Event competently and professionally;
- 5.2 obtain all approvals, permits and licences required for the Event;

Sponsorship Agreement

Page 2 of 14

[Shire of Toodyay and the Toodyay Agricultural Society](#)

- 
- 5.3 comply with all applicable legislation, local laws and Shire policies;
 - 5.4 maintain transparent financial records relating to use of the Funding;
 - 5.5 ensure the Event is inclusive, accessible and safe;
 - 5.6 promptly notify the Shire of any material risks, incidents or changes affecting the Event;
 - 5.7 make good any damage to Shire property arising from the Event; and
 - 5.8 acknowledge the Shire's sponsorship in accordance with this Agreement.

6. SHIRE OF TOODYAY OBLIGATIONS

The Shire of Toodyay acknowledges it will:

- 6.1 provide the Funding in accordance with this Agreement;
- 6.2 consider and process Event approvals in accordance with standard Shire procedures;
- 6.3 provide In-Kind Support as expressly set out in Schedule 3, subject to operational availability; and
- 6.4 nominate an officer liaison for coordination and governance discussions.

7. IN-KIND SUPPORT

- 7.1 In-Kind Support is **not guaranteed** and is subject to:
 - a. operational capacity;
 - b. competing Shire priorities; and
 - c. annual confirmation by the Shire.
- 7.2 Nothing in this Agreement creates an obligation on the Shire to provide in-kind support beyond that expressly listed in Schedule 3.

8. BRANDING AND ACKNOWLEDGEMENT

- 8.1 Toodyay Agricultural Society must acknowledge the Shire as a principal sponsor of the Event on all promotional material.

Sponsorship Agreement

Page 3 of 14

[Shire of Toodyay and the Toodyay Agricultural Society](#)

8.2 Acknowledgement must include:

- a. use of the Shire Logo; and
- b. the statement: “**Proudly supported by the Shire of Toodyay.**”

9. INSURANCE

9.1 Toodyay Agricultural Society must maintain, at its own cost:

- a. Public Liability Insurance of not less than **\$20 million** per occurrence;
- b. Workers Compensation Insurance (where applicable); and
- c. Volunteer insurance (if volunteers are engaged).

10. REPORTING AND ACQUITTAL

10.1 Toodyay Agricultural Society must submit an Acquittal Report within 30 days of the conclusion of each Event.

10.2 Continued funding in subsequent years is subject to the Shire’s acceptance of the Acquittal Report.

11. GOVERNANCE AND MEETINGS

11.1 The parties agree to hold **regular governance meetings** (at least annually, and more frequently if required) between the TAS President and the Shire CEO or delegate to discuss:

- a. event planning;
- b. infrastructure and maintenance matters; and
- c. risk and compliance issues.

12. INDEMNITY

TAS indemnifies the Shire against any claims, losses or liabilities arising from delivery of the Event, except to the extent caused by the Shire’s negligence.


13. TERMINATION

13.1 The Shire of Toodyay may terminate this agreement if Toodyay Agricultural Society:

Sponsorship Agreement

Shire of Toodyay and the Toodyay Agricultural Society

Page 4 of 14

- 
- a. materially breaches this Agreement and fails to remedy the breach within 20 business days; or
 - b. becomes insolvent.

13.2 On termination, any unspent Funding must be returned together with a final acquittal.

14. DISPUTE RESOLUTION

Disputes will be resolved through good-faith negotiation, followed by mediation before legal proceedings are commenced.

15. GOVERNING LAW

This Agreement is governed by the laws of **Western Australia**.

CONFIDENTIAL NOT FOR PUBLIC RELEASE

SCHEDULES

1. SCHEDULE 1 – EVENT DESCRIPTION

Event Name

Toodyay Agricultural Show

Event Description

The Toodyay Agricultural Show is a long-established annual community event of regional significance, celebrating agriculture, community participation, heritage and local economic activity.

Frequency

Annual

Timing

*Held on the **second Saturday in October** each year.*

Location

Toodyay Showgrounds and associated approved areas.

Purpose

To:

- showcase agricultural, horticultural, livestock, arts and craft exhibits;*
- promote community engagement and volunteer participation;*
- celebrate local heritage and rural industries; and*
- contribute to visitation and economic activity within the Shire of Toodyay.*

2. SCHEDULE 2 – SPONSORSHIP FUNDING

Funding of \$25,000 per annum for the duration of this agreement. To be confirmed by Council Resolution.

Sponsorship Agreement

[Shire of Toodyay and the Toodyay Agricultural Society](#)

Page 6 of 14

3. SCHEDULE 3 – IN-KIND SUPPORT

(facilitated access to grounds/buildings, approvals processing, limited operational assistance – subject to annual confirmation)

Indicative In-Kind Support

Subject to operational capacity, competing priorities and annual confirmation, the Shire may provide in-kind support to assist with the delivery of the Toodyay Agricultural Show, which may include:

- **Facilitated access** to Shire-owned land and facilities at the Showgrounds for approved Event purposes, including buildings, grounds and amenities;
- **Processing of approvals, fee waivers, and permits** required for the Event in accordance with Shire policies and statutory requirements, with all relevant permit applications to be submitted no later than four (4) weeks prior to the Event;
- **Operational assistance** including traffic and parking controls and on-site ranger presence, with the Shire responsible and installation of bunting and signage;
- **Grounds preparation** shall be undertaken by the Shire as part of ongoing maintenance of the site as a standard service. Shire Officers are to conduct a maintenance inspection no later than two (2) weeks prior to the Event;
- **Provision or facilitation of temporary infrastructure** to support public safety and amenity (including, but not limited to, signage, lighting working or not, and waste facilities). Shire Officers to conduct a maintenance check two weeks prior to the event. Toodyay Agricultural Society responsible for overseeing waste management during the Event;
- **Promotion of the Event** through Shire communication channels, subject to communication policies and capacity; and
- **Other support activities** such as advice with planning matters and stall holder permits agreed between the parties through annual planning discussions around planning matters such as stallholder permits.

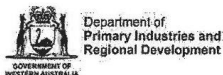
Sponsorship Agreement

Page 7 of 14

[Shire of Toodyay and the Toodyay Agricultural Society](#)

4. SCHEDULE 4 – Shire manages the PIC

OFFICIAL



Protect
Grow
Innovate

Date: 14/11/2025
Registered Owner ID: 53307
Certificate No: 164343

SHIRE OF TOODYAY (SHOWGROUND)
PO BOX 96
TOODYAY WA 6566

Certificate of registration as a non-farming property operator (NFOP)
Biosecurity and Agriculture Management (Identification and Movement of Stock & Apiaries) Regulations 2013

This is to certify that:

SHIRE OF TOODYAY (SHOWGROUND)
15 FIENNES STREET, TOODYAY WA 6566

Is a registered non-farming property operator for the period of three (3) years from the date of this certificate being issued, until and including **14/11/2028**.

Registered Details	
Property Identification Code (PIC)	Property Details
WKSG0209 TOODYAY SHOWGROUNDS	1 TOODYAY STREET, TOODYAY WA 6566 P088431 175, D049069 102, V CROWN LAND, CCLOSED ROAD, P183271 263, P088431 173, P088431 172, D049068 101, P003650 21, P003650 20, P003650 146, P003650 13, P003650 14, P003650 145, P003650 18, P003650 17, P003650 16, P003650 15, P003650 12, P003650 11, P003650 42, P003650 10, P003650 41, P003650 9, P003650 40, P003650 8, P003650 7, P003650 39, D009302 50, P073924 500

CO

Yours sincerely,

Brands Registration Office
Department of Primary Industries and Regional Development

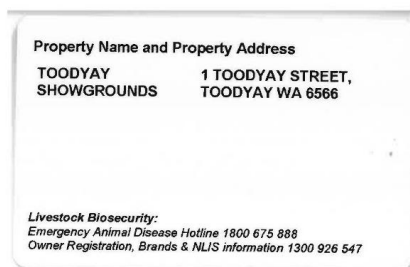
Enquiries: 1300 926 547
Email: brands.bunbury@dpird.wa.gov.au

Regulation 20 Approved Form – as of 30 July 2025
Page 1 of 2

Sponsorship Agreement

Shire of Toodyay and the Toodyay Agricultural Society

Page 8 of 14



Sponsorship Agreement

Shire of Toodyay and the Toodyay Agricultural Society

ANNEX A – YOUTH HALL USE PROTOCOL

This Annex forms part of, and must be read in conjunction with, the Sponsorship Agreement between the Shire of Toodyay and the Toodyay Agricultural Society.

This Annex does not create a lease, licence, tenancy or hire arrangement.

“The Youth Hall Use Annex is deliberately structured as an annex to the Sponsorship Agreement to reflect that the Agricultural Society’s use of the Youth Hall forms part of the Shire’s sponsorship and support for the Agricultural Show. A hire or licence agreement is not appropriate in this context, as it would be inconsistent with the sponsorship framework and long-standing operational use of the facility.”


(Toodyay Agricultural Society)


1. PURPOSE AND STATUS

- 1.1 This Annex sets out the agreed arrangements for the use of the Youth Hall at the Toodyay Showgrounds by the Toodyay Agricultural Society (Inc.).
- 1.2 This Annex:
 - a. forms part of, and must be read in conjunction with, the **Sponsorship Agreement** between the Shire of Toodyay and TAS; and
 - b. does **not** create a lease, licence, tenancy or hire arrangement.
- 1.3 This Annex sets out the agreed arrangements for the use of the Youth Hall at the Toodyay Showgrounds by the Toodyay Agricultural Society (Inc.).

2. NATURE OF USE

- 2.1 Toodyay Agricultural Society may use the Youth Hall for purposes directly related to:
 - a. administration and governance of the Toodyay Agricultural Society;
 - b. planning, coordination and delivery of the annual Toodyay Agricultural Show; and

- 
- c. associated meetings, record-keeping and operational activities.
- 2.2 Use under this Annex is recognised as part of the Shire's sponsorship and support of the Toodyay Agricultural Show and is not a commercial or fee-based hire.
- 3. ACCESS AND PRIORITY**
- 3.1 Toodyay Agricultural Society is granted **ongoing, non-exclusive access** to the Youth Hall for the purposes outlined in Clause 2.
- 3.2 Priority access for Toodyay Agricultural Society applies during:
- the lead-up period to the annual Toodyay Agricultural Show;
 - Show Week; and
 - immediate post-Show activities (including pack-down and acquittal).
- 3.3 Outside these periods, use of the Youth Hall remains subject to:
- reasonable coordination with other approved users; and
 - Shire operational requirements.
- 4. KEYS AND SECURITY**
- 4.1 The Shire will provide Toodyay Agricultural Society with access keys as reasonably required.
- 4.2 Toodyay Agricultural Society is responsible for:
- secure custody of keys;
 - ensuring the Youth Hall is opened and secured appropriately after use; and
 - not duplicated or providing keys to third parties without Shire approval.
- 5. STORAGE AND OFFICE USE**
- 5.1 The parties acknowledge that the Youth Hall includes a dedicated Toodyay Agricultural Society office and storage area, historically used for:

- 
- a. society records and archives;
 - b. show administration materials; and
 - c. essential equipment related to Show delivery.
5. 2 Toodyay Agricultural Society may continue to use this allocated area for those purposes.
5. 3 Storage outside the agreed Toodyay Agricultural Society area is not permitted without prior written agreement of the Shire.
5. 4 The Shire accepts no responsibility for the loss or damage of TAS property stored within the Youth Hall.
- 6. CLEANING AND PRESENTATION**
6. 1 Toodyay Agricultural Society is responsible for leaving the Youth Hall in a clean and orderly condition following its use.
6. 2 Additional or event-specific cleaning requirements associated with the Toodyay Agricultural Show will be managed in accordance with the Sponsorship Agreement and agreed event planning arrangements.
- 7. MAINTENANCE AND REPAIRS**
7. 1 The Shire of Toodyay remains responsible for:
- a. structural maintenance; and
 - b. statutory compliance of the Youth Hall.
7. 2 Toodyay Agricultural Society must promptly notify the Shire of:
- a. damage;
 - b. safety concerns; or
 - c. maintenance issues identified during use.
7. 3 Toodyay Agricultural Society must not undertake building works, alternations or permanent fixtures without the Shire's prior written approval.

8. INSURANCE AND RISK

8.1 Toodyay Agricultural Society must maintain insurance as required under the Sponsorship Agreement, including public liability insurance.

8.2 Toodyay Agricultural Society is responsible for managing risks associated with its activities within the Youth Hall.

9. SHARED USE AND CONDUCT

9.1 Toodyay Agricultural Society must:

- a. respect other approved users of the Youth Hall;
- b. cooperate in shared-use arrangements; and
- c. ensure its members and volunteers act in a responsible and lawful manner.

9.2 Toodyay Agricultural Society must not sub-allocate, sub-let or permit use of the Youth Hall by third parties without Shire approval.

10. REVIEW AND VARIATION

10.1 This Annex may be reviewed:

- a. periodically during the term of the Sponsorship Agreement; or
- b. where operational, safety or compliance requirements change.

10.2 Any variation must be agreed in writing by both parties.

11. RELATIONSHIP TO THE SPONSORSHIP AGREEMENT

11.2 In the event of any inconsistency between this Annex and the Sponsorship Agreement, the **Sponsorship Agreement prevails**.

12. ORDER OF PRECEDENCE

If there is any inconsistency between this Agreement and any Schedule or Annex, this Agreement prevails to the extent of the inconsistency.



EXECUTION

EXECUTED AS AN AGREEMENT on

SIGNED ON BEHALF OF)
THE SHIRE OF TOODYAY)
AND IN THE PRESENCE OF)

Paul Nuttall
Acting Chief Executive Officer

Witness

Name

Date

Date

SIGNED ON BEHALF OF)
THE TOODYAY AGRICULTURAL SOCIETY)
AND IN THE PRESENCE OF)

Signature

Witness Signature

Print name

Print name

Office Held

Office Held

Date

Date



SHIRE OF TOODYAY
MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 March 2026

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

TABLE OF CONTENTS

Statement of financial activity	2
Statement of financial position	3
Note 1 Basis of preparation	4
Note 2 Net current assets information	5
Note 3 Explanation of variances	6

SHIRE OF TOODYAY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
Note	(a) \$	(b) \$	(c) \$	(c) - (b) \$	((c) - (b))/(b) %	
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	8,484,161	8,484,161	8,274,006	(210,155)	(2.48%)	
Grants, subsidies and contributions	1,908,635	1,431,476	1,562,689	131,213	9.17%	
Fees and charges	2,180,588	1,635,441	1,760,062	124,621	7.62%	
Interest revenue	235,310	176,483	202,380	25,897	14.67%	
Other revenue	360,608	270,456	387,355	116,899	43.22%	▲
Profit on asset disposals	0	0	116,250	116,250	0.00%	
	13,169,302	11,998,017	12,302,742	304,725	2.54%	
Expenditure from operating activities						
Employee costs	(5,183,623)	(3,887,717)	(3,394,105)	493,612	12.70%	▲
Materials and contracts	(5,343,457)	(4,007,593)	(3,738,313)	269,280	6.72%	
Utility charges	(517,358)	(388,019)	(409,147)	(21,128)	(5.45%)	
Depreciation	(4,075,772)	(3,056,829)	(2,293,302)	763,527	24.98%	▲
Finance costs	(209,339)	(157,004)	(58,421)	98,583	62.79%	▲
Insurance	(432,981)	(324,736)	(430,284)	(105,548)	(32.50%)	▼
Other expenditure	(385,424)	(289,068)	(186,128)	102,940	35.61%	▲
Loss on asset disposals	0	0	(742,000)	(742,000)	0.00%	
	(16,147,954)	(12,110,966)	(11,251,700)	859,266	7.09%	
Non cash amounts excluded from operating activities	4,075,772	2,293,302	2,667,700	374,398	16.33%	▲
Amount attributable to operating activities	1,097,120	2,180,353	3,718,742	1,538,389	70.56%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	5,795,527	4,346,645	1,209,574	(3,137,071)	(72.17%)	▼
Proceeds from disposal of assets	2,925,000	2,437,500	1,523,130	(914,370)	(37.51%)	▼
	8,720,527	6,784,145	2,732,704	(4,051,441)	(59.72%)	
Outflows from investing activities						
Right of use assets recognised	(186,264)	0	206,326	206,326	0.00%	
Acquisition of property, plant and equipment	(5,995,736)	(4,996,447)	(1,713,411)	3,283,036	65.71%	▲
Acquisition of infrastructure	(5,738,598)	(4,782,165)	(2,701,403)	2,080,762	43.51%	▲
	(11,920,598)	(9,778,612)	(4,208,488)	5,570,124	56.96%	
Non-cash amounts excluded from investing activities	186,264	0	260,326	260,326	0.00%	
Amount attributable to investing activities	(3,013,807)	(2,994,467)	(1,215,458)	1,779,009	59.41%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Proceeds from new borrowings	659,382	0	0	0	0.00%	
Transfer from reserves	2,582,864	0	0	0	0.00%	
	3,242,246	0	0	0	0.00%	
Outflows from financing activities						
Payments for principal portion of lease liabilities	(133,422)	(124,466)	(124,466)	0	0.00%	
Repayment of borrowings	(347,909)	(146,772)	(146,772)	0	0.00%	
Transfer to reserves	(3,104,000)	0	(1,152,171)	(1,152,171)	0.00%	
	(3,585,331)	(271,238)	(1,423,409)	(1,152,171)	(424.78%)	
Amount attributable to financing activities	(343,085)	(271,238)	(1,423,409)	(1,152,171)	(424.78%)	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2,259,772	2,259,772	2,414,870	155,098	6.86%	
Amount attributable to operating activities	1,097,120	2,180,353	3,718,742	1,538,389	70.56%	▲
Amount attributable to investing activities	(3,013,807)	(2,994,467)	(1,215,458)	1,779,009	59.41%	▲
Amount attributable to financing activities	(343,085)	(271,238)	(1,423,409)	(1,152,171)	(424.78%)	▼
Surplus or deficit after imposition of general rates	0	1,174,421	3,494,745	2,320,325	197.57%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.

▲ Indicates a variance with a positive impact on the financial position.

▼ Indicates a variance with a negative impact on the financial position.

Refer to Note 3 for an explanation of the reasons for the variance.

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

**SHIRE OF TOODYAY
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MARCH 2026**

	Actual 30 June 2025	Actual as at 31 March 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	6,272,230	9,143,049
Trade and other receivables	1,967,457	2,224,483
Inventories	87,168	166,062
Other assets	14,321	15,197
TOTAL CURRENT ASSETS	8,341,176	11,548,791
NON-CURRENT ASSETS		
Trade and other receivables	318,598	310,625
Other financial assets	62,378	62,378
Property, plant and equipment	38,057,038	37,333,208
Infrastructure	153,143,416	153,839,876
Right-of-use assets	128,897	0
TOTAL NON-CURRENT ASSETS	191,710,327	191,546,087
TOTAL ASSETS	200,051,503	203,094,878
CURRENT LIABILITIES		
Trade and other payables	1,624,192	1,207,335
Capital grant/contributions liabilities	0	1,882,090
Other liabilities	1,603,168	1,442,285
Lease liabilities	47,778	0
Borrowings	295,769	295,769
Employee related provisions	245,111	(6,241)
TOTAL CURRENT LIABILITIES	3,816,018	4,821,238
NON-CURRENT LIABILITIES		
Lease liabilities	76,688	0
Borrowings	4,361,149	4,214,377
Employee related provisions	86,241	86,241
TOTAL NON-CURRENT LIABILITIES	4,524,078	4,300,618
TOTAL LIABILITIES	8,340,096	9,121,856
NET ASSETS	191,711,407	193,973,022
EQUITY		
Retained surplus	70,001,245	71,110,691
Reserve accounts	2,698,946	3,851,115
Revaluation surplus	119,011,216	119,011,216
TOTAL EQUITY	191,711,407	193,973,022

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

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 29 April 2026

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Assets held for sale
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease accounting

SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026

2 NET CURRENT ASSETS INFORMATION

	Adopted Budget Opening	Actual as at	Actual as at
Note	1 July 2025	30 June 2025	31 March 2026
	\$	\$	\$
(a) Net current assets used in the Statement of Financial Activity			
Current assets			
Cash and cash equivalents	5,449,027	6,272,230	9,143,049
Trade and other receivables	2,378,247	1,967,457	2,224,483
Inventories	89,362	87,168	166,062
Other assets	0	14,321	15,197
	7,916,636	8,341,176	11,548,791
Less: current liabilities			
Trade and other payables	(2,850,000)	(1,624,192)	(1,207,335)
Other liabilities	0	(1,603,168)	(3,324,375)
Lease liabilities	(133,422)	(47,778)	0
Borrowings	(347,909)	(295,769)	(295,769)
Employee related provisions	(90,792)	(245,111)	6,241
	(3,422,123)	(3,816,018)	(4,821,238)
Net current assets	4,494,513	4,525,158	6,727,553
Less: Total adjustments to net current assets	2(b) (2,234,741)	(2,110,288)	(3,232,808)
Closing funding surplus / (deficit)	2,259,772	2,414,870	3,494,745
(b) Current assets and liabilities excluded from budgeted deficiency			
Adjustments to net current assets			
Less: Reserve accounts	(2,872,852)	(2,698,946)	(3,851,117)
Less: Current assets not expected to be received at end of year			
- Other liabilities	(140,650)	0	77,429
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of lease liabilities	133,422	47,778	0
- Current portion of borrowings	347,909	295,769	295,769
- Current portion of employee benefit provisions held in reserve	297,430	245,111	245,111
Total adjustments to net current assets	2(a) (2,234,741)	(2,110,288)	(3,232,808)
(c) Non-cash amounts excluded from operating activities			
Adjustments to operating activities			
Less: Profit on asset disposals	0	0	(116,250)
Less: Movement in liabilities associated with restricted cash	0	0	(251,352)
Add: Loss on asset disposals	0	0	742,000
Add: Depreciation on fixed assets	4,075,772	2,293,302	2,293,302
- Non-Current Receivables	0	0	
- Pensioner deferred rates	0	0	
Total non-cash amounts excluded from operating activities	4,075,772	2,293,302	2,667,700
(d) Non-cash amounts excluded from investing activities			
Adjustments to investing activities			
Right of use assets received	186,264	0	260,326
Total non-cash amounts excluded from investing activities	186,264	0	260,326

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

**SHIRE OF TOODYAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2026**

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2025-26 year is \$10,000 and 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Other revenue	116,899	43.22%	▲
Extractive Industries YTD budget timing issue			
Expenditure from operating activities			
Employee costs	493,612	12.70%	▲
Salaries and wages under budget due to staff shortage			
Depreciation	763,527	24.98%	▲
Depreciation rates under review. Timing issue			
Finance costs	98,583	62.79%	▲
Leases paid out at commencement of financial year			
Insurance	(105,548)	(32.50%)	▼
Insurance costs over budget are due to unforeseen increase			

SHIRE OF TOODYAY
SUPPLEMENTARY INFORMATION

TABLE OF CONTENTS

1	Basis of preparation	1
2	Explanation of variances	2
3	Key information	4
4	Key information - graphical	5

BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF TOODYAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.26 M	\$2.26 M	\$2.41 M	\$0.16 M
Closing	\$0.00 M	\$1.17 M	\$3.49 M	\$2.32 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables		Receivables			
	\$	% of total		\$			%	
Unrestricted Cash	\$5.29 M	57.9%	Trade Payables	\$0.48 M		Rates Receivable	\$0.72 M	84.0%
Restricted Cash	\$3.85 M	42.1%	0 to 30 Days		96.1%	Trade Receivable	\$0.72 M	% Outstanding
			Over 30 Days		3.9%	Over 30 Days		72.8%
			Over 90 Days		0.0%	Over 90 Days		59.3%

Refer to 3 - Cash and Financial Assets Refer to 9 - Payables Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.10 M	\$2.18 M	\$3.72 M	\$1.54 M

Refer to Statement of Financial Activity

Rates Revenue			Grants and Contributions			Fees and Charges		
YTD Actual	YTD Budget	% Variance	YTD Actual	YTD Budget	% Variance	YTD Actual	YTD Budget	% Variance
\$8.27 M	\$8.48 M	(2.5%)	\$1.56 M	\$1.43 M	9.2%	\$1.76 M	\$1.64 M	7.6%

Refer to 13 - Grants and Contributions Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$3.01 M)	(\$2.99 M)	(\$1.22 M)	\$1.78 M

Refer to Statement of Financial Activity

Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	Adopted Budget	%	YTD Actual	Adopted Budget	% Spent	YTD Actual	Adopted Budget	% Received
\$1.52 M	\$2.93 M	(47.9%)	\$2.70 M	\$5.74 M	(52.9%)	\$1.21 M	\$5.80 M	(79.1%)

Refer to 6 - Disposal of Assets Refer to 5 - Capital Acquisitions Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.34 M)	(\$0.27 M)	(\$1.42 M)	(\$1.15 M)

Refer to Statement of Financial Activity

Borrowings		Reserves		Lease Liability	
Principal repayments	(\$0.15 M)	Reserves balance	\$3.85 M	Principal repayments	(\$0.12 M)
Interest expense	(\$0.07 M)	Net Movement	\$1.12 M	Interest expense	\$0.00 M
Principal due	\$4.51 M			Principal due	\$0.00 M

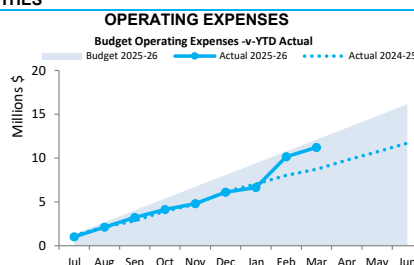
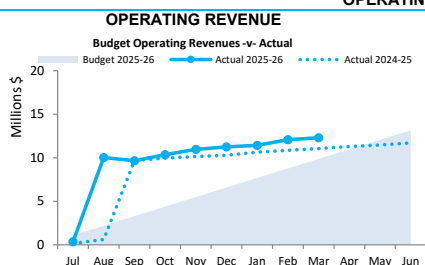
Refer to 10 - Borrowings Refer to 4 - Cash Reserves Refer to Note 11 - Lease Liabilities

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

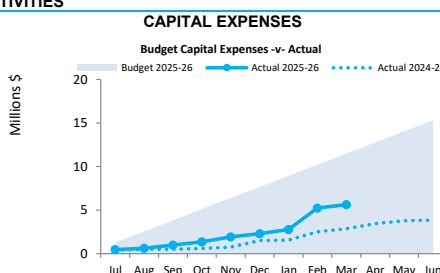
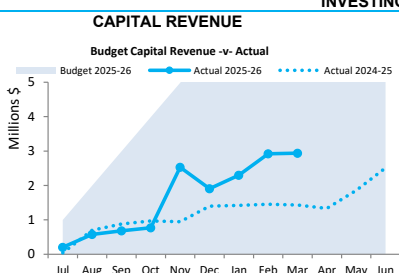
SHIRE OF TOODYAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026

2 KEY INFORMATION - GRAPHICAL

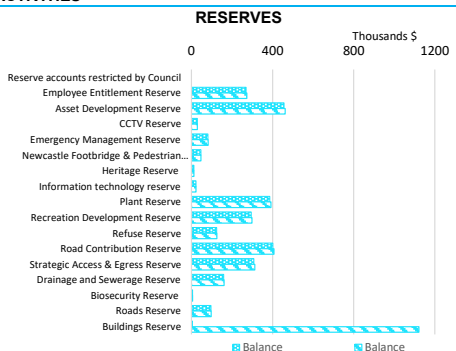
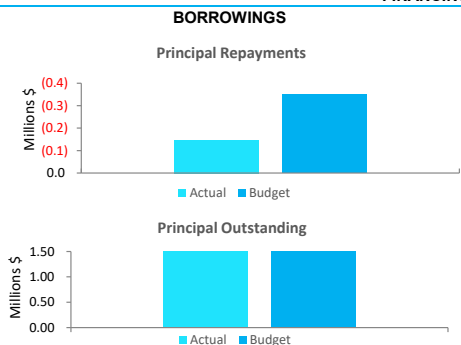
OPERATING ACTIVITIES



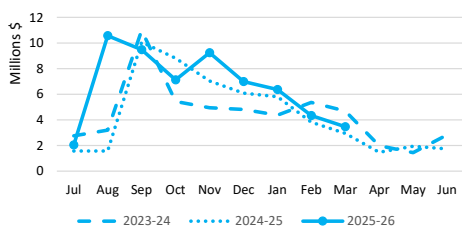
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF TOODYAY
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 MARCH 2026

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve	Total	Trust
			Accounts		
		\$	\$	\$	\$
Bank Account - Toodyay Shire Council - 110482809	Cash and cash equivalents	484,160		484,160	
Terminal Control	Cash and cash equivalents	(4,790)		(4,790)	
Cash on hand	Cash and cash equivalents	3,150		3,150	
EFTPOS Clearing	Cash and cash equivalents	172,922		172,922	
BPay Receipts	Cash and cash equivalents	154,162		154,162	
BPOINT Receipts	Cash and cash equivalents	9,263		9,263	
Terminal Control Visitor Centre	Cash and cash equivalents	(832)		(832)	
EFTPOS Clearing Visitor Centre	Cash and cash equivalents	982		982	
Bank Account - Toodyay Shire Council - At Call Account	Cash and cash equivalents	855,948		855,948	
EFTPOS Clearing Planning & Develop Dept	Cash and cash equivalents	(139,905)		(139,905)	
Bank Account - Reserve Restricted Account	Cash and cash equivalents	1	3,851,117	3,851,117	
Bank Account Trust Fund	Cash and cash equivalents	310,595		310,595	
Bank Account - Municipal Term Deposits	Cash and cash equivalents	908		908	
MUNICIPAL Savings Account	Cash and cash equivalents	(534,170)		(534,170)	
Term Deposit Account - T100 BGC	Cash and cash equivalents	151,827		151,827	
Term Deposit Account - T214 Toodyay Stone	Cash and cash equivalents	53,043		53,043	
Term Deposit Account - T4 Opal Vale - Sam Mangion	Cash and cash equivalents	134,113		134,113	
Term Deposit Account - T114 Vernice P/L	Cash and cash equivalents	223,419		223,419	
Term Deposit Account - T458 Boral Resources	Cash and cash equivalents	484,378		484,378	
Term Deposit Account - T797 Ironbridge Property	Cash and cash equivalents	35,258		35,258	
Term Deposit Account - T805 Vernice Pty Ltd	Cash and cash equivalents	26,336		26,336	
Term Deposit Account - T809 Opal Vale Landfill Bond	Cash and cash equivalents	133,413		133,413	
Term Deposit Account - T811 TAQWA Holdings-Land	Cash and cash equivalents	10,118		10,118	
Term Deposit Account - T820 Avon Earthworks	Cash and cash equivalents	10,760		10,760	
Term Deposit - Sale Lot 108 Stirling Terrace	Cash and cash equivalents	519,752		519,752	
Term Deposit - Sale 5 Piesse Street	Cash and cash equivalents	597,121		597,121	
Municipal Term Deposit - Investment	Cash and cash equivalents	1,600,000		1,600,000	
Total		5,291,933	3,851,117	9,143,049	0
Comprising					
Cash and cash equivalents		5,291,933	3,851,117	9,143,049	0
		5,291,933	3,851,117	9,143,049	0

KEY INFORMATION

Bank reconciliations have not been completed as at the date of compilation of these financial statements. Management is mitigating this risk by improving receipting processes and by engaging with the Shire's finance application provider. This includes, but is not limited to, transaction review to ensure the correct allocation of transactions in the system.

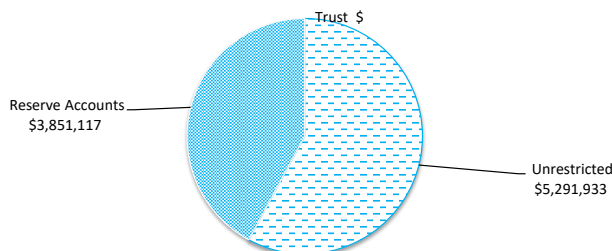
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid in- with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant r changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are p in Note 8 - Other assets.



SHIRE OF TOODYAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual					
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Interest In (+)	Transfers In (+)	Transfers Out (-)	Closing Balance	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Reserve accounts restricted by Council										
Employee Entitlement Reserve	275,425	8,628		284,053	269,533	3,455			272,988	
Asset Development Reserve	457,373	14,329		471,702	456,471	5,738			462,209	
CCTV Reserve	29,820	934	(30,754)	0	29,182				29,182	
Emergency Management Reserve	82,862	2,596		85,458	81,090	1,040			82,130	
Newcastle Footbridge & Pedestrian Overpass Re	47,695	1,494		49,189	46,675	598			47,273	
Heritage Reserve	12,278	385		12,663	12,016	154			12,170	
Information technology reserve	23,486	736	(24,250)	(28)	22,984				22,984	
Plant Reserve	407,159	799,755	(1,066,200)	140,714	386,604	5,108			391,712	
Recreation Development Reserve	300,605	9,417		310,022	294,723	3,771			298,494	
Refuse Reserve	126,882	3,975		130,857	124,168	1,592			125,760	
Road Contribution Reserve	469,788	14,717		484,505	401,024	5,894			406,918	
Strategic Access & Egress Reserve	369,780	21,584	(129,387)	261,977	307,647	4,639			312,286	
Drainage and Sewerage Reserve	162,175	5,081		167,256	159,372	2,035			161,407	
Biosecurity Reserve	6,073	190	(6,263)	0	6,109				6,109	
Roads Reserve	96,451	3,022		99,473	96,288	1,210			97,498	
Buildings Reserve	5,000	2,217,157	(1,326,010)	896,147	5,060	62	1,116,873		1,121,995	
	2,872,852	3,104,000	(2,582,864)	3,393,988	2,698,946	35,298	1,116,873	0	3,851,117	

SHIRE OF TOODYAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	2,186,944	1,822,453	33,958	(1,788,495)
Buildings	1,985,392	1,654,493	3,300	(1,651,193)
Furniture and equipment	160,000	133,333	43,183	(90,150)
Plant and equipment	1,663,400	1,386,167	1,632,970	246,803
Acquisition of property, plant and equipment	5,995,736	4,996,447	1,713,411	(3,283,036)
Infrastructure - roads	4,162,093	3,468,411	2,452,916	(1,015,495)
Infrastructure - drainage	30,000	25,000	0	(25,000)
Infrastructure - bridges	340,000	283,333	0	(283,333)
Infrastructure - other	1,206,505	1,005,421	248,487	(756,934)
Acquisition of infrastructure	5,738,598	4,782,165	2,701,403	(2,080,762)
Total capital acquisitions	11,734,334	9,778,612	4,414,814	(5,363,798)
Capital Acquisitions Funded By:				
Capital grants and contributions	5,795,527	4,346,645	1,209,574	(3,137,071)
Borrowings	659,382	0	0	0
Other (disposals & C/Fwd)	2,925,000	2,437,500	1,523,130	(914,370)
Reserve accounts				
CCTV Reserve	30,754	25,628	0	(25,628)
Information technology reserve	24,250	20,208	0	(20,208)
Plant Reserve	1,066,200	888,500	0	(888,500)
Strategic Access & Egress Reserve	129,387	107,823	0	(107,823)
Biosecurity Reserve	6,263	5,219	0	(5,219)
Buildings Reserve	1,326,010	1,105,008	0	(1,105,008)
Contribution - operations	(228,439)	842,080	1,682,110	840,030
Capital funding total	11,734,334	9,778,612	4,414,814	(5,363,798)

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

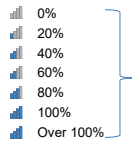
SHIRE OF TOODYAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

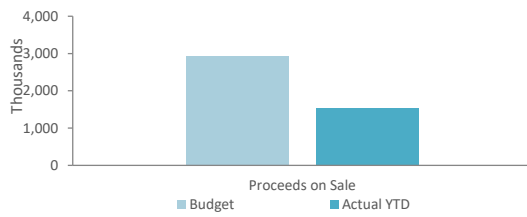
Work Order	Work Order Description	Adopted		YTD Actual	Variance (Under)/Over
		Budget	YTD Budget		
		\$	\$	\$	\$
Land					
WO.10003	Batty Pass Land Development	2,186,944	1,822,453	33,958	1,788,495
Buildings					
WO.10027	Key worker accommodation	600,000	500,000	3,300	496,700
WO.3250	Bejoording fire station replacement	885,392	737,827		737,827
	Buildings refurbishment - TBA	500,000	416,667		416,667
Furniture & Fittings					
	Recording equipment - Chambers	50,000	41,667		41,667
WO.10007	Replace main server - Admin	30,000	25,000	20,394	4,606
WO.10026	Replace server - Doctors surgery	30,000	25,000	22,789	2,211
	Library fittings	50,000	41,667		41,667
Plant & Equipment					
	Community amenities events trailer	20,000	16,667		16,667
	DFR - Emergency VBM trailers	58,400	48,667		48,667
WO.10010	Hino FS2844 - Water tank truck	150,000	125,000	167,060	(42,060)
WO.10018	Front end loader	400,000	333,333	375,800	(42,467)
WO.10057	Grader - carry over	0	0	407,273	(407,273)
	Zero turn mower (Trade in John Deere)	35,000	29,167		29,167
WO.10012	Isuzu D-Max Extra Cab (T0024)	50,000	41,667	46,975	(5,308)
WO.10013	Isuzu D-Max Extra Cab (1HPT112) - Reserves officer	50,000	41,667	45,981	(4,314)
WO.10016	Isuzu D-Max Extra Cab (T0020) - Coordinator Assets & Infra	50,000	41,667	56,865	(15,198)
	Isuzu D-Max Extra Cab (T0022)	50,000	41,667		41,667
	Isuzu MU-X (TO)- CEO (2 changeovers)	110,000	91,667		91,667
	Isuzu MU-X (TO)- EMFCS (2 changeovers)	110,000	91,667	58,125	33,542
WO.10019	Isuzu MU-X (TO)- EMCS (2 changeovers)	165,000	137,500	55,479	82,021
WO.10023	Isuzu MU-X (TO)- EMPR (2 changeovers)	110,000	91,667	56,813	34,854
WO.10024	Isuzu MU-X (TO)- EMAIS (2 changeovers)	110,000	91,667	57,778	33,889
WO.10041	Minor Plant Purchases for Works	15,000	12,500	10,921	1,579
WO.10055	JCB Backhoe 2025			293,900	(293,900)
	Skidsteer - Posittrak	180,000	150,000		150,000
Roads					
WO.10002	Regional Road Group - Bejoording Road	1,872,190	1,560,158	1,821,308	(261,150)
	Wheatbelt Secondary Freight Network - Bindoon Dewares Pool Road - Grant Funded WSN			2,050	(2,050)
WO.3051	Toodyay Bindi Bindi Rd - SLK 7.02 to 9.18 - RRG State Black Spot Project	700,000	583,333	321,746	261,587
WO.3214	Toodyay Bindi Bindi Rd - SLK8.52-SLK9.18 to 9.18 - RRG State Black Spot Project			192,061	(192,061)
WO.3258	Toodyay Bindi Bindi Rd - SLK 5.63 to 7.02 - Federal Black Spot Funding			104,529	(104,529)
WO.3213	Davies Road - SLK 0.00 - SLK 0.41 - Upgrade - Capital Works Roads Council Funded			162	(162)
WO.3241	Commodity Freight - Bejoording Road	484,903	404,086		404,086
	Western Secondary Freight N/Work - Bindoon Dewares Pool Rd	149,000	124,167		124,167
	Roads to Recovery - various projects (Gravel resheet)	956,000	796,667		796,667
WO.2975	Chitty Road - SLK 4.34 to 6.75 - Roads to Recovery - Capital Works Roads to Recovery			5,344	(5,344)
WO.2976	Julimar Road Upgrade - SLK 17.56 to 19.81 - RRG Funded - Capital Works Roads Regional Roads Group			5,716	(5,716)
Drainage					
WO.3245	Toodyay street drainage	30,000	25,000		25,000
Bridges					
	Urgent bridge repairs - various	250,000	208,333		208,333
	Slaughterhouse Bridge MRWA Design Bridge No - 4085	90,000	75,000		75,000
Other Infrastructure					
WO.3250	CCTV improvements	150,000	125,000		125,000
WO.949	Emergency water facilities	251,607	209,673	90,544	119,129
WO.10060	Evacuation Centre Power Redundancy	0	0	31,543	(31,543)
	Cemetery - replace niche wall	30,000	25,000	0	25,000
WO.10021	Newcastle Park - Accessible public toilet	210,000	175,000	100,000	75,000
	Dog exercise area - fencing	15,000	12,500		12,500
	Swimming pool - shade structures	15,000	12,500		12,500
WO.3244	Access/Egress Projects - road upgrades various (CFWD)	281,058	234,215	364	233,851
	Bejoording BFB - Community Water Supply - Fire Tanks	158,840	132,367		132,367
WO.10004	Standpipes upgrades/refurbishments	90,000	75,000	26,036	48,964
WO.3041	Visitors Centre - Security/duress alarm	5,000	4,167		4,167
		11,734,334	9,778,612	4,414,814	5,363,798

SHIRE OF TOODYAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Land								
	Various					742,000	0	0	(742,000)
	Buildings								
	Various	2,217,000	2,217,000	0	0	990,148	1,015,340	25,192	0
	Plant and equipment								
	Various	708,000	708,000	0	0	416,732	507,790	91,058	0
		2,925,000	2,925,000	0	0	2,148,880	1,523,130	116,250	(742,000)

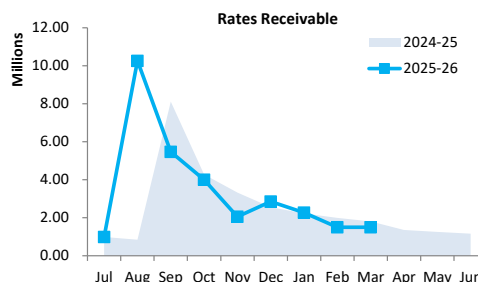


SHIRE OF TOODYAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable	30 June 2025	31 Mar 2026
	\$	\$
Opening arrears previous year	1,200,508	1,138,409
Levied this year	8,047,483	8,274,006
Less - collections to date	(8,109,582)	(7,909,724)
Gross rates collectable	1,138,409	1,502,691
Allowance for impairment of rates receivable	0	0
Net rates collectable	1,138,409	1,502,691
% Collected	87.7%	84.0%



Receivables - rates	Credit	Current	1 Year	2 Years	3 Years plus	Total
	\$	\$	\$	\$	\$	\$
Rates aged by year	0	748,822	267,133	102,231	384,505	1,502,691
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	42,932	13,745	7,541	93,501	157,719
Percentage	0.0%	27.2%	8.7%	4.8%	59.3%	
Balance per trial balance						
Trade and Other Receivables						157,719
GST receivable						301,349
Rates rebates receivable						262,724
Total receivables general outstanding						721,792

Amounts shown above include GST (where applicable)

KEY INFORMATION

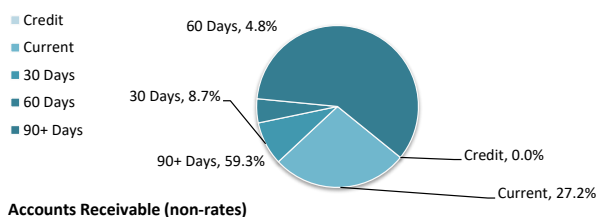
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



SHIRE OF TOODYAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 31 March 2026
	\$	\$	\$	\$
Inventory				
Stores and materials	53,361	78,894		132,255
Visitor centre	33,807			33,807
Other assets				
Prepayments	(554)		876	322
Accrued income	14,875			14,875
Total other current assets	101,489	78,894	876	181,259

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

SHIRE OF TOODYAY
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 MARCH 2026

OPERATING ACTIVITIES

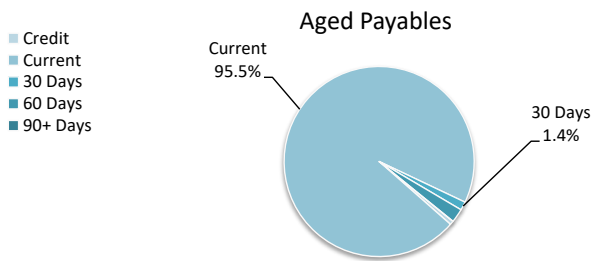
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(3,227)	467,153	7,070	11,499	0	482,495
Percentage	(0.7%)	96.8%	1.5%	2.4%	0.0%	
Balance per trial balance						
Sundry creditors						482,495
Accrued salaries and wages						127,861
ATO liabilities						129,774
Other payables						102,411
Accrued Expenses						96,668
Other payables						0
Total payables general outstanding						939,209

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



SHIRE OF TOODYAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026

FINANCING ACTIVITIES

10 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2025	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Depot stage 2	71	392,805			(41,354)	(45,085)	351,451	347,720	(8,053)	(17,251)
Land - Rec precinct	72	507,054			(26,732)	(54,058)	480,322	452,996	(38,014)	(21,969)
Bejoording fire station	73	0		659,382		(52,140)	0	607,242		(31,785)
Recreation precinct	75B	3,757,059			(78,686)	(196,626)	3,678,373	3,560,433	(24,469)	(85,492)
Total		4,656,918	0	659,382	(146,772)	(347,909)	4,510,146	4,968,391	(70,536)	(156,497)
Current borrowings		295,769					295,769			
Non-current borrowings		4,361,149					4,214,377			
		4,656,918					4,510,146			

All debenture repayments were financed by general purpose revenue.

New borrowings 2025-26

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Bejoording fire station	0	659,382	WATC	Fixed	10	179,870	5.00	0	(659,382)	0
	0	659,382				179,870		0	(659,382)	0

KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

SHIRE OF TOODYAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026

FINANCING ACTIVITIES

11 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars	Leasor	1 July 2025	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Hino Prime mover	SG Fleet	124,466			(124,466)	(133,422)	0	(8,956)		(52,842)
Total		124,466	0	0	(124,466)	(133,422)	0	(8,956)	0	(52,842)
Current lease liabilities		47,778					0			
Non-current lease liabilities		76,688					0			
		124,466					0			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

SHIRE OF TOODYAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2026

OPERATING ACTIVITIES

12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 March 2026
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Capital grant/contributions liabilities		1	0	0	0	1
Other liabilities - Bonds and Deposits		1,439,929	0	2,356	0	1,442,285
Other Liabilities [describe]		163,238	0	1,718,851	0	1,882,089
Total other liabilities		1,603,168	0	1,721,207	0	3,324,375
Employee Related Provisions						
Provision for annual leave		182,282	0	0	(179,373)	2,909
Provision for long service leave		62,829	0	0	(71,979)	(9,150)
Total Provisions		245,111	0	0	(251,352)	(6,241)
Total other current liabilities		1,848,279	0	1,721,207	(251,352)	3,318,134

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 14

KEY INFORMATION

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

SHIRE OF TOODYAY
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 MARCH 2026

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Grants, subsidies and contributions revenue					YTD
	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	Revenue Actual
	\$	\$	\$	\$	\$	\$
Grants and subsidies						
Various	1,908,635	1,431,476	1,908,635		1,908,635	1,338,542
	1,908,635	1,431,476	1,908,635	0	1,908,635	1,338,542
Contributions						
Emergency services						0 (7,400)
Other Welfare - Other grants						0 7,727
Transport - other grants						217,664
Transport - streets						0 6,156
	0	0	0	0	0	224,147
TOTALS	1,908,635	1,431,476	1,908,635	0	1,908,635	1,562,689

SHIRE OF TOODYAY
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 MARCH 2026

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grants, subsidies and contributions revenue					YTD Revenue Actual
	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	
	\$	\$	\$	\$	\$	\$
Capital grants and subsidies						
Various	5,795,527	4,346,645	5,795,527		5,795,527	1,209,574
	5,795,527	4,346,645	5,795,527	0	5,795,527	1,209,574
TOTALS	5,795,527	4,346,645	5,795,527	0	5,795,527	1,209,574

SHIRE OF TOODYAY
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 MARCH 2026

14 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Non Cash Adjustment \$	Increase in Available Cash \$	Decrease in Available Cash \$	Amended Budget Running Balance \$
Budget adoption to actual surplus b/fwd						155,098
				0	0	155,098