SHIRE OF toodyay
place of plenty

Ordinary Council Meeting

6 August 2026

Minutes

To: The President and Councillors.

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

Alan Hart

TEMPORARY CHIEF EXECUTIVE OFFICER

Our Vision, Purpose and Values

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

Our Vision

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

Our Purpose

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

Our Values

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

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

Community Aspirations

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

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

Disclaimer

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

Availability of Meeting Agenda and its Attachments

Information about Council Meetings is located on the website

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

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

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

Public copies are available by contacting the Shire on (08) 9574 9300.

CONTENTS

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS 1
2 RECORDS OF ATTENDANCE 1
2.1 APOLOGIES 1
2.2 LEAVE OF ABSENCES APPROVED 1
3 DISCLOSURE OF INTERESTS 1
4 PUBLIC QUESTIONS 1
4.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE 1
4.2 PUBLIC QUESTION TIME 2
5 APPLICATIONS FOR LEAVE OF ABSENCE 2
6 CONFIRMATION OF MINUTES 3
6.1 Ordinary Meeting of Council held on 2 July 2026 3
7 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS 3
7.1 PETITIONS 3
7.2 DEPUTATIONS 3
7.3 PRESENTATIONS 3
7.4 SUBMISSIONS 3
8 BUSINESS FROM PREVIOUS MEETING (IF ADJOURNED) 3
9 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION) 3
10 OFFICER REPORTS 4
10.1 PLANNING AND REGULATORY SERVICES 4
10.1.1 Retrospective Development Approval at 125 Stirling Terrace, Toodyay 4
10.1.2 Consent to advertise, dedication a portion of Burt Parkway, Nunile. 8
10.1.3 Consent to Advertise Revised Local Planning Policy 13 - Non-Habitable Structures 11
10.1.4 Adoption of Local Planning Policy 2 - Ancillary Dwellings Policy (2026) 16
10.1.5 Valuations of multiple properties for sale (OCM 2 April 2026) 22
10.1.6 Agency referral - Subdivision 35 Burt Parkway, Nunile 25
10.2 FINANCE AND CORPORATE SERVICES 28

10.2.1 2026/27 Differential General Rates and General Minimum Payments 28
10.2.2 List of Payments - June 2026 31
10.2.3 Monthly Financial Statements - June 2026 33
10.2.4 Adoption Of Shire Of Toodyay 2026/2027 Annual Budget 35
10.3 ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES 45
10.4 EXECUTIVE SERVICES 48
10.4.1 Stage Three: Activities in Thoroughfares and Public Places and Trading Local Law 2026 – Consideration of Submissions and Adoption 48
10.5 INFRASTRUCTURE, ASSETS AND SERVICES 52
10.6 COMMITTEE REPORTS 53
10.6.1 Audit Risk Improvement Committee Resolution No. ARIC053/07/026 53
11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN 55
12 NOTICES OF MOTION GIVEN AT THE MEETING FOR CONSIDERATION AT NEXT MEETING 55
13 QUESTIONS OF MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN 55
14 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING 55
14.1 MEMBERS 55
14.2 EMPLOYEES 56
14.2.1 WALGA 2026 Annual General Meeting - Voting Delegate and Proxy Registrations 56
15 CONFIDENTIAL BUSINESS 59
16 NEXT MEETINGS 59
17 CLOSURE OF MEETING 59

Preface

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

The "Confirmed" Minutes are then signed off by the Presiding Person.

Attachments that formed part of the Agenda, in addition to those tabled at the Council Meeting are put together as a separate attachment to these Minutes with the exception of Confidential Items.

Confidential Items or attachments that are confidential are compiled as separate Confidential Minuted Agenda Items.

Unconfirmed Minutes

These minutes were approved for distribution on 11 August 2026.

Alan Hart

TEMPORARY CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 3 September 2026.

Signed: .....

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

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Cr M McKeown, Shire President, declared the meeting open at 5.32pm and read aloud an Acknowledgement of Country:

"*I acknowledge the Ballardong Noongar people, the traditional custodians of the land where we meet today and the Yued and Whadjuk people, the traditional custodians of other lands in the Shire of Toodyay. I pay my respect to their Elders, past and present.*"

The Shire President read through other preliminaries.

2 RECORDS OF ATTENDANCE

Members

Cr M McKeown	Shire President
Cr M Dival	Deputy Shire President
Cr R Madacsi	Councillor
Cr S McCormick	Councillor
Cr R Mills	Councillor
Cr S Van der Heyden	Councillor

Staff

Mr A Hart	Temporary Chief Executive Officer
Mr P Nuttall	Executive Manager Planning and Regulatory Services
Ms C Delmage	Acting Executive Manager Finance and Corporate Services
Mr S Ambrose	Executive Manager Economic Development and Community Services
Mrs M Rebane	Governance Coordinator

Visitors

J Van Helsinger

2.1 APOLOGIES

Mr M Burgess	Executive Manager Infrastructure, Assets and Services
Cr J Prater	Councillor

2.2 LEAVE OF ABSENCES APPROVED

Cr M Dival – 30 July 2026 to 4 September 2026 inclusive.

3 DISCLOSURE OF INTERESTS

Nil.

4 PUBLIC QUESTIONS

4.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4.2 PUBLIC QUESTION TIME

J Van Helsinger

Question One

Ascentive held a workshop at the Old Depot Site on 8 April 2026 at which they said that it was part of developing the site as a community hub.

As an interested Shire Resident I attended the workshop and completed the questionnaire. I am interested in the progress following on from this community engagement as the site is not being used to its full potential.

On what date did the Shire receive the report from Ascentive?

Response from the Temporary Chief Executive Officer

We have not received the report yet.

Question Two

Do you know how many responses were received on the Old Depot Questionnaire?

Response from the Temporary Chief Executive Officer

I will take that question on notice.

Question Three

When will the Shire be releasing the report which is of public interest?

Response from the Temporary Chief Executive Officer

After the report has been received and considered by Council.

Question Four

How much has the Shire paid Ascentive for their consultation?

Response from the Temporary Chief Executive Officer

I will take that question on notice.

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

6 CONFIRMATION OF MINUTES

6.1 Ordinary Meeting of Council held on 2 July 2026

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM168/08/26

MOVED Cr R Mills

SECONDED Cr R Madacsi

That the Unconfirmed Minutes of the Ordinary Council Meeting held on 2 July 2026 be confirmed.

Voted For: Crs M McKeown, M Dival, R Madacsi, S McCormick, R Mills and S Van der Heyden

Voted Against: Nil

MOTION CARRIED 6/0

7 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

7.1 PETITIONS

Nil.

7.2 DEPUTATIONS

Nil.

7.3 PRESENTATIONS

Nil.

7.4 SUBMISSIONS

Nil.

8 BUSINESS FROM PREVIOUS MEETING (IF ADJOURNED)

Nil.

9 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

Nil.

10 OFFICER REPORTS

10.1 PLANNING AND REGULATORY SERVICES

10.1.1 Retrospective Development Approval at 125 Stirling Terrace, Toodyay

Date of Report:	1 July 2026
Applicant or Proponent:	Kym Dalrymple – BDEG Toodyay Pty Ltd T/as The Rec
File Reference:	A4350/301STIT
Author:	J Ngedup – Town Planner
Responsible Officer:	P Nuttall – Executive Manager Planning and Regulatory Services
Previously Before Council:	No
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Quasi-Judicial
Attachments:	1. Site Location Plan ⇨ 2. Drawing Details ⇨ 3. Heritage Impact Statement ⇨

PURPOSE OF THE REPORT

To consider a retrospective development application for works undertaken at 125 Stirling Terrace, Toodyay, comprising the construction of a pergola within the rear courtyard, the installation of a door opening onto the rear courtyard, and the erection of a wall enclosing the existing lean to roof adjacent to the rear kitchen. **(Attachment 1)**

BACKGROUND

A retrospective development approval for works comprising of construction of pergola, installation of door and erection of wall was received.

The works were undertaken without the required planning approvals. Consequently, the Shire advised the property owners that development approval was required and requested that a retrospective development application be submitted. In response, the applicant lodged a retrospective development application seeking approval for the completed works.

The premises at 125 Stirling Terrace, Toodyay are currently occupied and operated by BDEG Toodyay Pty Ltd, trading as *The Rec*.

The subject site is zoned *Commercial* under the Shire of Toodyay Local Planning Scheme No. 5 and has a site area of approximately 1,695m². The property is also located within Special Control Area 5 – Landscape Protection and Special Control Area 3 – Central Toodyay Heritage.

As the site is situated within Special Control Area 3 – Central Toodyay Heritage, officers do not have the delegated authority to determine an approval or refusal within this special control area. Accordingly, the application has been referred to Council for determination.

COMMENTS AND DETAILS

Site Visits

A site inspection was conducted by officers to assess the nature and extent of the proposal. During the site inspection, officers became aware that the works had been undertaken without the required development approval or building permit. As a result, the landowners were advised of the approval requirements and requested to submit a retrospective development application for the completed works.

Site Location

The subject site is located at 125 Stirling Terrace, Toodyay, within the town centre of Toodyay. The property is developed with an existing commercial building currently occupied by *The Rec*. The site has frontage to Stirling Terrace and is situated within the Central Toodyay Heritage Area. (Special Control Area 3).

Description of Works

The retrospective development application seeks approval for the following works undertaken at the site **(Attachment 2)**:

- Construction of a 90mm timber stud wall clad in weatherboard, enclosing part of the existing lean to roof adjacent to the rear kitchen. The wall measures approximately 4.33 metres in length and 2.67 metres in height.
- Installation of new glazed timber French doors providing access between the building and the rear courtyard area.
- Construction of two timber framed flat roof pergola structures within the rear courtyard area. The structures have a combined area of approximately 16.225m², with overall dimensions of approximately 5.5 metres by 2.95 metres and a maximum height of 2.9 metres.

Heritage Impact Statement

A heritage impact statement was also submitted along with the application since the proposed works were in SCA 3. **(Attachment 3)**

The retrospective works area assessed to have a minimal heritage impact, as they are located primarily at the rear of the building and do not alter the principal street facing façade or diminish the site's contribution to the Central Toodyay Heritage Area.

IMPLICATIONS TO CONSIDER

Retrospective Approval

Some of the development works had already commenced when they were identified by Shire officers. Consequently, the applicants were directed to stop works and apply for a retrospective development approval application with the Shire. Upon approval of this item, the applicant is required to apply for the appropriate building licences to recommence the completion of the stated works.

Local Planning Policy 20: Central Toodyay Heritage

The scale, form and materials of the additions are generally sympathetic to the existing building, and the works support the continued operation and maintenance of the premises.

Accordingly, the proposal is considered consistent with the objectives of Local Planning Policy No. 20 and is unlikely to adversely affect the heritage significance of the place or surrounding heritage streetscape.

Consultative:

Consultation with neighbouring lots was not deemed necessary as this proposal is deemed unlikely to cause any significant amenity impacts on neighbouring properties.

Strategic:

Outcome 5.1 – Provide Responsible Planning and Development

Policy related:

- *Local Planning Policy 20: Central Toodyay Heritage*

This policy provides guidance for development within the Central Toodyay Heritage Area to ensure that new buildings and works are sympathetic to the historic character of the precinct. It requires that development demonstrates a standard of design that responds to the scale, form, materials, and architectural detailing of the surrounding heritage context.

- *Special Control Area 3 – Toodyay Town Centre Precinct*

This control within the Town Planning Scheme No.5 sets out criteria for the assessment and management of development within the town centre to protect its heritage significance and character. This scheme requirement places a stronger level of responsibility on a developer to ensure that new development, alterations, and signage respect the historic streetscape, architectural integrity, and amenity of the precinct while promoting its role as the Town Centre of the Shire.

Financial:

Nil

Legal and Statutory:

Planning and Development Act 2005

Schedule 7 – Matters which may be dealt with by planning scheme.

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Toodyay Local Planning Scheme No. 5

Risk related:

Nil

Workforce related:

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council approve the Retrospective Development application at 125 Stirling Terrace which comprises the construction of a pergola within the rear courtyard, the installation of a door opening onto the rear courtyard, and the erection of a wall enclosing the existing lean to roof adjacent to the rear kitchen.

ALTERNATE MOTION/COUNCIL RESOLUTION NO. OCM169/08/26

MOVED Cr M Dival

SECONDED Cr S Van der Heyden

That Council:

In accordance with s164 of the *Planning and Development Act 2005* and under clause 65 of Schedule 2 of the *Planning and Development (Local Planning Scheme) Regulations 2015:*

1. approves the development already commenced at 125 Stirling Terrace Toodyay comprising the construction of pergolas and a screen wall in the rear courtyard; and
2. approves the installation of heritage style doors to suit the existing opening from the current dining room to the courtyard.

Voted For: Crs M McKeown, M Dival, R Madacsi, S McCormick, R Mills and S Van der Heyden

Voted Against: Nil

MOTION CARRIED 6/0

In accordance with regulation 11. Minutes, content of (Act s. 5.25(1)(f)) of the Local Government (Administration) Regulations 1996 regulation 11(da) requires that Council record in the minutes a written reason for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70 (but not a decision to only note the matter or to return the recommendation for further consideration).

Council's reason for choosing the Alternate Motion over the Officer's Recommendation was to ensure clarity of the legislation providing Council with the authority to consider the motion and which will, if supported, will become a standalone resolution. It also provide clarity that the installation of the doors has not commenced and the opening is an existing opening.

10.1.2 Consent to advertise, dedication a portion of Burt Parkway, Nunile.

Date of Report:	1 July 2026
Applicant or Proponent:	Shire of Toodyay
File Reference:	RV48170
Author:	P Nuttall – Executive Manager Planning and Regulatory Services
Responsible Officer:	P Nuttall – Executive Manager Planning and Regulatory Services
Previously Before Council:	Nil
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	Nil

PURPOSE OF THE REPORT

To request Council to commence advertising for the excision of land from Reserve 48170 to become a dedicated public road, known as Burt Parkway.

BACKGROUND

Reserve 48170 (C Class) is a reserve for *Public Recreation* vested to the Shire of Toodyay under a Management Order. While it is not unusual for a Crown Reserve to contain a road or carpark, in this case the land is proposed to form a new dedicated access route that connects the road network through the Foggarthorpe Structure Planning area.

There is no additional burden upon the Shire in supporting this change to land tenure, as the transfer of the carpark and roadway from the reserve to a public road, as they both will remain Shire responsibilities. As this formed carriageway is not dedicated, it creates complications for service authorities wishing to installation of service infrastructure. Also, it creates issues for the purposes of bushfire planning. currently this route requires an exemption, because it is not a public road.

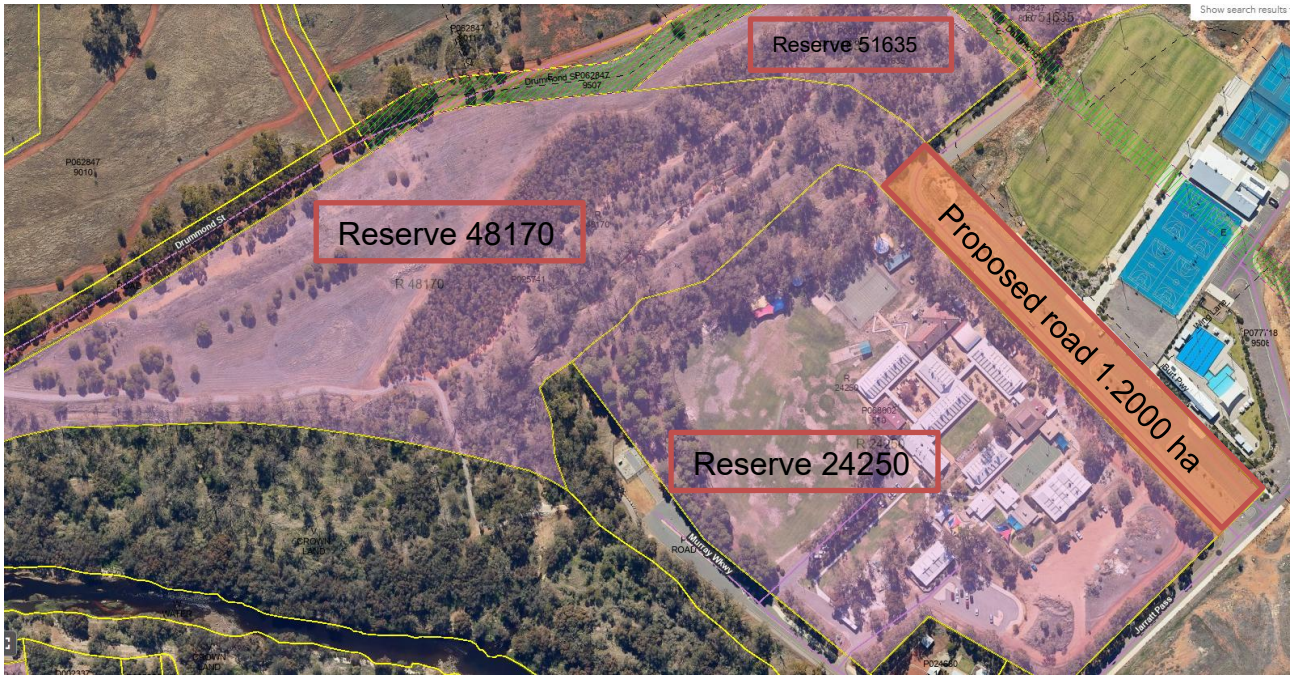
Within the original Foggarthorpe Structure Plan this land was intended as a parkland buffer between houses and the school. With the Amendment 1 to that Structure Plan and the use of the land as a recreation and aquatic centre, a perimeter road and carpark was constructed around the facility. The creation of Burt Parkway to form a perimeter road was not anticipated but now creates an informal trafficable road linking Drummond Street to the north and the River Hills Estate to the south. Dedication of this land thus supports a continuous public road network.

COMMENTS AND DETAILS

Reserve 48170 has an existing land area of about 9.2839 ha and is proposed to be reduced by about 1.2000 ha for the proposed road dedication. This is about 13% of the total reserve

area. It should be noted that Reserve 48170 is unsurveyed, and a Crown land Survey will be required to complete this action.

Without this portion of land being dedicated as a public Road, various service authorities will be hesitant in installing service infrastructure in this corridor, potentially creating easements and delays to future development to the north.



Actions

For the Shire to effectuate the dedication of this portion of road as a public road, we must request the Minister for Lands to dedicate a portion of Crown Reserve 48170 as a road pursuant to s.56 of the *Land Administration Act 1997*. This will require a modification to Reserve 48170 to reduce its area by this action.

IMPLICATIONS TO CONSIDER

Consultative:

Regulation 8 of the *Land Administration Act regulations 1998 - Part 2* sets out the procedures to be followed for advertising of this action. 30 days of public advertising is required to satisfy the Minister of Lands.

An advert requesting comment will be needed to be published in a local newspaper.

Strategic:

5.1 - Provide responsible planning and development.

6.1. Keep a persistent focus on building a safe, efficient road network.

Financial:

Nil. For this stage of the process.

After advertising, and consent of Council, the Shire will Indemnify the Minister for Lands against any claim for compensation related to the request, pursuant to s.56(4) of the *Land Administration Act 1997*.

Legal and Statutory:

Actions for the dedication of a Road and the modification of a Crown Reserve are conducted under the *Land Administration Act 1997* and its associated regulations.

Risk related:

The risk to the Shire is **Low** when the correct procedures are followed. The Risk in progressing this Crown Land Action is **Low** as the land is already deemed to be a public road, this action formalises correct procedures to dedicate a road.

Workforce related:

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM170/08/26

MOVED Cr M Dival

SECONDED Cr R Madacsi

That Council commence advertising for a period of no more than 30 days for the proposed dedication of Burt Parkway, Nunile as a public road.

Voted For: Crs M McKeown, M Dival, R Madacsi, S McCormick, R Mills and S Van der Heyden

Voted Against: Nil

MOTION CARRIED 6/0

10.1.3 Consent to Advertise Revised Local Planning Policy 13 - Non-Habitable Structures

Date of Report:	24 February 2026
Applicant or Proponent:	Shire of Toodyay
File Reference:	LPP13
Author:	J Ngedup – Town Planner
Responsible Officer:	P Nuttall – Executive Manager Planning and Regulatory Services
Previously Before Council:	07 May 2026
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Review
Attachments:	1. Current Local Planning Policy 13:Non-Habitable Structures ⇨ 2. Revised LPP13: Non-Habitable Structures (no Track Changes) ⇨ 3. Revised LPP13: Non-Habitable Structures (with Track Changes) ⇨

PURPOSE OF THE REPORT

To request consent to advertise the Draft Local Planning Policy 13: Non-Habitable Structures **(Attachment 2)** for relevant stakeholder and public consultation.

BACKGROUND

The current LPP13 Non-Habitable Structures was last reviewed and adopted on 22 February 2023. (**Attachment 1**)

The previous version of the policy was based on Local Planning Scheme No. 4. Since then, the Shire has adopted a revised updated scheme called the Shire of Toodyay Local Planning Scheme No. 5. As a result, the policy required further review to ensure it appropriately reflects the current scheme.

The review and subsequent update of the policy were also necessary to address contemporary needs and requirements.

COMMENTS AND DETAILS

There is an increasing need to review and update the current policy. As development trends evolve, the demand for non-habitable structures continues to change, including variations in their scale, dimensions, and visual appearance. It is therefore important for the Shire to ensure that its policy framework remains responsive to contemporary practices and reflects on-ground realities.

The Shire has also experienced a growing number of applications for outbuildings and similar structures that exceed the requirements set out in the policy. In many cases, the permitted standards such as wall height, ridge height, and floor area are not proportionate to the size of the proposed lot when assessing applications.

Even where proposals present reasonable justification, they are often required to be referred to Council for determination. In some instances, applications may also be refused at the officer level prior to a Council meeting due to significant variation to requirements in current policy. This outcome may not align with the Shire's objective of facilitating practical and community-responsive development outcomes.

The revised policy balances contemporary development demands with the need for consistent and equitable outcomes across the Shire of Toodyay, while preserving its local and cultural values.

Key elements of the revised policy are as follows:

1. Expanded zoning coverage to more zones ensuring consistency with current scheme.
2. Updated floor area and height limits.
3. Clarifications of exemption criteria tying them to R-Codes and Scheme Provisions.
4. Clarity on shipping containers and its conditions of approvals.
5. Explicit bond requirement retained and clarified.
6. Strengthening of visual amenity controls.

Introduction to more zones

As per current Shire of Toodyay Local Planning Policy No.5, there are a total of 14 developmental zones in Toodyay. A non-habitable structure is very common among all forms of development and therefore provisions are needed for all zones.

New zones that have been introduced to the policy include:

1. Mixed Used Zone
2. Environmental Conservation Zone
3. Rural Enterprise Zone
4. Commercial Zone
5. Service Commercial Zone
6. Industrial Zones

Increase in permitted floor area and structure heights

The revised policy introduces increased maximum floor area allowances and greater wall and ridge height limits across most zones when compared to the existing policy. These changes have been informed by observed development trends and assessment experience, particularly the increasing need to accommodate modern vehicles, caravans, boats, agricultural machinery and commercial equipment.

The previous policy often resulted in maximum floor areas being reached quickly, even on large lots, which did not reasonably reflect the scale or use of the land. The updated standards adopt a more proportional approach. This allows for functional and practical structures while ensuring that development remains subordinate to the primary land use and does not result in overdevelopment.

In addition, increased height limits allow for improved internal functionality of sheds and outbuildings without necessitating repeated applications for council approval. Height increases remain controlled through thresholds and are subject to visual amenity and siting considerations.

Relaxations and specific considerations.

The revised policy continues to allow for targeted relaxations and discretionary considerations where strict compliance is impractical or unnecessary. These include allowances for mono-pitched roof designs, sloping sites, and structures intended to accommodate larger vehicles such as caravans, boats and motorhomes in specific residential zones.

Importantly, the revised policy clearly articulates the circumstances under which such relaxations may be supported, providing greater certainty for applicants while maintaining appropriate development controls. This approach enables flexibility without undermining the policy's objectives or creating precedent-based outcomes.

Strengthened Policy Direction for Shipping Containers

The revised policy introduces clearer and more robust provisions that distinguish between temporary and longer-term installations.

Under the revised policy, shipping containers continue to require development approval, with explicit limitations on duration, number, size and location. Containers are clearly defined as temporary structures, generally limited to a maximum approval period of 24 months unless otherwise approved by Council. Conditions also restrict their use to storage purposes only and expressly prohibit habitation.

The revised policy strengthens visual amenity requirements by mandating low-visibility siting, prohibiting advertising signage, and clarifying when containers may be required to be visually modified through cladding, painting or screening. Importantly, containers that are permanently fixed to the ground are now clearly defined as outbuildings and must comply with the relevant outbuilding provisions of the policy.

The bond requirement of $2,000 has been retained and clarified to ensure compliance with approval conditions and secure the removal of containers if owners' default. This provides the Shire with an effective enforcement mechanism while offering transparency and certainty to applicants.

Previous Council Meeting

This item was presented to the Ordinary Council Meeting held on 07 May 2026. However, a Procedural Motion (Council Resolution No. OCM071/05/26) was carried to proceed to the next item of business, resulting in the matter being deferred without a determination.

Accordingly, this report is resubmitted for Council's consideration at this month's Ordinary Council Meeting. As the matter remains unresolved, a decision to grant approval or refusal has to be made by Council during this council meeting.

IMPLICATIONS TO CONSIDER

Consultative:

Councillors were invited to review and provide feedback on the revised Non-Habitable Structures Policy at a workshop held on 15 January 2026. During the session, several questions were raised regarding the proposed changes and their potential implications. The policy has since been refined to address this feedback.

Where a local government resolves to introduce or amend a local planning policy, the relevant Regulations require the proposed policy to be publicly advertised, unless otherwise agreed by the WAPC. Such advertising must be undertaken for a minimum period of twenty-one (21) days. In instances where a deemed-to-comply provision of the R-Codes is proposed to be amended or replaced, consultation with the WAPC is also required.

Strategic:

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

5.1. Provide responsible planning and development.

5.2. Enable access to affordable, sustainable, and diverse housing options.

Policy related:

- Clause 3, Division 2 of schedule 2(the deemed provisions)

  The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

- Local Planning Policy 13 – Non-Habitable Structures

  This local planning policy is subjected to currently being revised to adhere to modern standards and align with current Shire of Toodyay Local Planning Scheme No.5

Financial:

Local Planning Policies are required to undergo a formal public advertising process, which includes publication in a locally circulating newspaper. The cost to the Shire will be limited to a single advertisement.

Legal and Statutory:

Planning and Development Act 2005 – Part 5

Planning and Development (Local Planning Schemes) Regulations 2015 - Division 2 of Schedule 2

Local Planning Policies

Division 2 of Schedule 2 ('the deemed provisions') provides the statutory basis for local planning policies and outlines the procedure for making, amending, and revoking local planning policies.

Local planning policies are guidelines used to assist the local government in making decisions under the local planning scheme. Although local planning policies are not part of the local planning scheme, they must be consistent with, and cannot vary, the intent of the scheme provisions, including the R-Codes, unless otherwise permitted by the R-Codes and/or approved by the WAPC.

A local planning policy is not part of the local planning scheme and does not bind the local government in respect of any application for development approval, however, the local government is to have due regard to the provisions of the policy and the objectives which the policy is designed to achieve before making its determination.

Risk related:

Review of a policy is essential to good governance as it demonstrates the Shire's ability to adapt to changing circumstances to ensure that its policies remain contemporary and

relevant. The Shires risk is reduced to **Low** if the correct procedures are followed. However, there could be **Medium** risk to the Shire's reputation if procedures are not correctly followed.

There is a **Low** risk to the Council when new local planning policies are developed, and proper community consultation is undertaken.

Workforce related:

Reviews of this nature place additional yet necessary additional demands on workforce time and resources.

However, a benefit of successful and regular reviews of policies will ensure the Shire is operating as efficiently as possible by aligning these documents with the prevailing community expectations and state government frameworks of the day. This ultimately will reduce the burden on the workforce moving forward.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM171/08/26

MOVED Cr R Mills

SECONDED Cr S McCormick

That Council pursuant to Clause 4 of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to advertise the draft revised Local Planning Policy 13 – Non-Habitable Structures, as contained in **Attachment 2**, for public consultation.

Voted For: Crs R Madacsi and R Mills

Voted Against: Crs M McKeown, M Dival, S McCormick and S Van der Heyden

MOTION LOST 2/4

10.1.4 Adoption of Local Planning Policy 2 - Ancillary Dwellings Policy (2026)

Date of Report:	13 July 2026
Applicant or Proponent:	Shire of Toodyay
File Reference:	LPP2
Author:	P Nuttall – Executive Manager Planning and Regulatory Services
Responsible Officer:	P Nuttall – Executive Manager Planning and Regulatory Services
Previously Before Council:	18 December 2025 7 May 2026
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Legislative
Attachments:	1. Current Ancillary Accommodation Policy (2008); ⇨ 2. Revised LPP2 Draft Ancillary Dwellings Policy as advertised; ⇨ 3. Table of Submissions LPP2; and ⇨ 4. Final Ancillary Dwellings policy ⇨

PURPOSE OF THE REPORT

To consider adoption of a revised Local Planning Policy (**Attachment 4**) into the Local Planning Policy Suite of documents.

This final Ancillary Dwellings Policy is the result of community advertising and contains refinements made after community consultation and discussion with the Toodyay community stakeholders.

BACKGROUND

The current LPP2 Ancillary Accommodation policy was last reviewed 13 May 2010 and was presented to Council as an Ancillary Dwelling policy for advertisement in June 2022. This did not progress.

That version of policy predated the new planning Scheme No.5 which has required the policy to be reviewed again to consider the current Local Planning Scheme. The review of the current policy incorporated changes to State Government legislation that have occurred since 2008, as well as incorporating an alignment to Local Planning Scheme No.5 provisions approved in August 2024. This new policy proposes substantial changes to the way the Shire has previously assessed and assessed ancillary dwellings.

After community consultation, the final adjustments are being presented to Council for adoption.

COMMENTS AND DETAILS

After many conversations with rural landowners, and with the attached submissions (**Attachment 3**), it has become clear that many rural landowners are unaware of their housing options. These are existing options within the Scheme and within the new modified local planning policy 2.

These options fall under two general categories, those options available through rural land subdivision, and Shire of Toodyay scheme provisions and local planning policies.

Subdivision of rural land as an option – *State Planning Policy 2.5 Rural Planning and DC Policy 3.4 Subdivision of rural land.*

- General Subdivision

  The State government (WAPC) are the sole determiner of land subdivision in WA. They operate under the State Planning Policy 2.5 which sets the guidance of rural land Subdivision, with additional support from Development Control policy 3.4.

  This is also guided through the Shire of Toodyay Local Planning Scheme No.5 which sets the objectives for rural subdivision, Clause 32 (11-13). There is no stated minimum lot sizes for general subdivision in a Rural zone, unlike other zone objectives in Clause 16(2) of the scheme, State Planning Policy criteria therefore applies. However, the State is generally opposed to the fragmentation of rural land, as this reduces economies of scale and efficiency. There is a general acceptance that a 40ha minimum is the smallest size of a rural lot.

- Homestead Lots

  "A small lot generally ranging from one to four hectares but may be up to 20 hectares in size depending on site specific circumstances, which is excised from a larger farm holding for separate occupation, such as by a retiring farmer wishing to remain in an approved existing dwelling". Clause 6.6, DC Policy 3.4

  This approach to generational divestment of rural land has been available for a long time and has been used repeatedly across the Shire. With most lots being 4ha or less, the remaining farm is sold, and the land remains agriculturally productive. These divestments may be to family members and when this processes is complete permits an additional home to be built on the balance lot. This clause can only be utilised once.

Use of Local Planning Scheme No.5

The current scheme has many options to the local farming community in the Shire, but it was made clear in discussions that many of these options were not widely known. These options are unique to each farmers situation and may not be suitable in all cases.

- Second house clause

  The current and past local planning schemes have generously and considerately made provisions for up to two (2) dwellings to be built without subdivision under Clause 32 (11)1, for lots greater than 40 hectares.

- Farm accommodation for workers

  This can be achieved where there is a permanent or temporary need for workers accommodation on farm. There is a land use term called, caravan park or Tourist Accommodation that can be used to grant ongoing permission for a portion of the farm to be used seasonally or permanently for worker accommodation.

❖ Ancillary Dwellings Local Planning Policy (2026)

The new policy broadens the size of the ancillary dwellings permitted on a property, while removing the locational tie to the main house. There is also the removal of the cap on the number of bedrooms in those dwellings.

The new policy also permits an ancillary dwelling to be approved per main dwelling, leading to a possible situation where rural lots over 40ha (100 acres) will be able to have two main dwellings and two ancillary dwellings per property.

The New Ancillary Dwelling Policy

There have been a series of small changes to the advertised policy, many typographical, but the effect is to fine tune the policy provisions.

The key change is the flip of the proportionality to make the ancillary dwelling 60% of the size of the main house. This still clearly defines proportionality but in a less severe way.

Where	Clause as written	Changed to	Reason
1.2 (c)	Appropriate landscaping be provided to reduce the visual impact to the landscape of the area. (SCA5 and all other areas).	Appropriate landscaping may be required to reduce the visual impact to the landscape of the area. (SCA5 and all other areas).	Makes the need for landscaping discretionary
1.3 (a)	no more than 40% of the floorspace of the primary dwelling (lots over 4ha), or	no more than 60% of the floorspace of the primary dwelling (lots over 4ha), or	The ancillary dwelling is to be 40% smaller than the main dwelling rather than being only 40% of the size of the main dwelling
1.3 table	R-codes chapter 5.5	R-codes chapter 5.5, with exception to R5 or less codes 100m2	Allows large format residential lots to have larger homes
1.3 table	Rural Residential / Rural Enterprise <4ha <100m^2	Rural Residential / Rural Enterprise <4ha <100m^2 or <60% of the primary dwelling's area	Now adjusts for smaller lots with larger houses
1.5	All the examples have been recalculated		This reduces the size differences particularly for smaller homes becoming ancillary
1.6	A new clause to reduce the risk of inadvertently approving a Grouped Dwelling		Required to reduce planning risk or approval by stealth.
1.7	Relationship with the R-Codes		Clarification of the use of performance criteria

Recommended change table

From comments made and submissions received the proportionality issue was most discussed. While there is a need to clearly set parameters for proportionality, what was advertised was deemed too severe. By changing the proportionality ratio to 60% of the main dwelling size, there is still a clear difference in dwelling sizes, and this change will consequently support larger ancillary dwellings.

New Clause 1.6

This clause has been added to clarify the differentiation between a “grouped dwelling” and a right to an ancillary dwelling. If proportionality between two houses cannot be made, then applications will be considered a grouped dwelling. There is a need to clarify in the policy that where proportionality cannot be demonstrated, a refusal can be issued.

In most cases Grouped Dwellings are not permitted in Rural zones, except for the use of Clause 32 (11)1.

New Clause 1.7

Toodyay has many areas that are zoned residential but are low density codes. Without clarification and a new exemption, many of these lots would be limited in dwelling size to that mandated by the R-Codes.

This clause will now permit these low density R2, R2.5 & R5 lots to have larger dwellings, under performance criteria. This now widens the number of “near town” lots that can have larger dwellings.

IMPLICATIONS TO CONSIDER

Consultative:

Any changes to a Local Planning Policy which proposes to amend or replace a deemed-to-comply provision of the R-Codes must be given consent by the Western Australian Planning Commission. Local Law, which will be effectively superseded by this amended Local Planning Policy.

Consultation has been received from the department, and no negative comment has been received.

Public advertisement of this local Planning Policy commenced 23 December 2025 and closed 2 March 2026, being a total of **69** days. The extended period reflected the need to cover the Christmas and New year local government shutdown. This far exceeds the required advertising period for a local planning policy.

Strategic:

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

5.1. Provide responsible planning and development.

5.2. Enable access to affordable, sustainable, and diverse housing options.

Policy related:

Pursuant to Clause 3, Division 2 of Schedule 2 (‘the deemed provisions’), the local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.

However, with regards to any matters where the R-Codes are involved, there is a caveat. A local planning policy local planning policy, will only be a relevant consideration in the exercise of judgement where it is:

(a) specifically sanctioned by a provision of the R-Codes Volume 1;

(b) consistent with the design principles of the R-Codes Volume 1; and

(c) consistent with the objectives of the R-Codes Volume 1.

Consultation has been received from the department, and no negative comment has been received in this regard.

Financial:

It is a requirement that Local Planning Policies undergo a formal advertising process which includes publication in a locally circulating newspaper. Cost to the Shire will relate to one advertisement and this has been allocated for in the Shire's adopted budget.

Legal and Statutory:

Planning and Development Act 2005 – Part 5

Planning and Development (Local Planning Schemes) Regulations 2015 - Division 2 of Schedule 2

Local Planning Policies

Division 2 of Schedule 2 ('the deemed provisions') provides the statutory basis for local planning policies and outlines the procedure for making, amending, and revoking local planning policies.

Local planning policies are guidelines used to assist the local government in making decisions under the local planning scheme. Although local planning policies are not part of the local planning scheme, they must be consistent with, and cannot vary, the intent of the scheme provisions, including the R-Codes, unless otherwise permitted by the R-Codes and/or approved by the WAPC.

A local planning policy is not part of the local planning scheme and does not bind the local government in respect of any application for development approval, however, the local government is to have due regard to the provisions of the policy and the objectives which the policy is designed to achieve before making its determination.

Risk related:

Review of a policy is essential to good governance as it demonstrates the Shire's ability to adapt to changing circumstances to ensure that its policies remain contemporary and relevant. The Shires risk is reduced to **Low** if the correct procedures are followed. However, there could be **Medium** risk to the Shire's reputation if procedures are not correctly followed.

There is a **Low** risk to the Council when new local planning policies are developed and proper community consultation is undertaken.

The addition of clause 1.6 reduces the risk of the Shire inadvertently approving a Grouped Dwelling by stealth, reducing that risk to **Low**.

Workforce related:

Reviews of this nature place additional yet necessary additional demands on workforce time and resources.

However, a benefit of successful and regular reviews of policies will ensure the Shire is operating as efficiently as possible by aligning these documents with the prevailing community expectations and state government frameworks of the day. This ultimately will reduce the burden on the workforce moving forward.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM172/08/26

MOVED Cr R Mills

SECONDED Cr R Madacsi

That Council

1. Receives the table of submissions as presented (**Attachment 3**);
2. Adopt the final Ancillary Dwellings Policy No.2 (**Attachment 4**) into the Shires suite of policy documents; and
3. Authorises the Chief Executive Officer to make any typographical amendments prior to publication.

Voted For: Cr R Mills

Voted Against: Crs M McKeown, M Dival, R Madacsi, S McCormick and S Van der Heyden

MOTION LOST 1/5

10.1.5 Valuations of multiple properties for sale (OCM 2 April 2026)

Date of Report:	15 July 2026
Applicant or Proponent:	Shire of Toodyay
File Reference:	PLA1
Author:	P Nuttall – Executive Manager Planning and Regulatory Services
Responsible Officer:	P Nuttall – Executive Manager Planning and Regulatory Services
Previously Before Council:	OCM 22 March 2023 OCM 22 June 2022 OCM 22 June 2021 OCM 26 July 2016 OCM 24 November 2015 OCM 2 April 2026 (Item 10.1.4)
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Review
Attachments:	1. Valuation report (confidential) *Section 5.23(4) (g) (Reg.4A (a)) prescribed information as per Regulation 4A of the Local Government (Administration) Regulations 1996 that for the purposes of section 5.23(4)(g) the following is prescribed: r.4A (a) the price, or potential price, for the sale or purchase of property by the local government and any information relating to the price or potential price.* 2. Valuation Properties (confidential) *Section 5.23 (4) (g) (Reg.4A (a)) prescribed information as per Regulation 4A of the Local Government (Administration) Regulations 1996 that for the purposes of section 5.23(4)(g) the following is prescribed: r.4A (a) the price, or potential price, for the sale or purchase of property by the local government and any information relating to the price or potential price.*

PURPOSE OF THE REPORT

To provide Council with valuations of properties approved for sale at an Ordinary Council Meeting (OCM) held on April 2026 and to also provide valuations on two other properties that are required for administrative purposes.

BACKGROUND

A report to Council was presented on 2 April 2026 to inform Council on the progress made in selling a selection of properties, which included some properties made from previous resolutions. An additional 6 properties were added to the disposal list.

The reasons for requiring the valuation of these properties is to understand the expected market sale price.

COMMENTS AND DETAILS

Attached to this report are the valuations of several properties that have been identified for sale. The valuation report also includes two properties not for disposal, but are required for administrative purposes. Obtaining the valuations on these properties that Council have previously authorised to be sold now enables the sale process to commence as per the requirements of the Local Government Act.

IMPLICATIONS TO CONSIDER

Consultative:

Nil

Strategic:

9.2. Govern Shire finances, assets, and operations responsibly.

Policy related:

Nil

Financial:

A fee of $10,800 (ex GST) was charged for the valuation of the properties listed in this report.

Legal and Statutory:

Section 3.58 of the Local Government Act (1995) as amended

Risk related:

For the sale of properties, a valuation is required so that the Shire can understand if the asset is being sold at a fair price. Having a valuation report reduces the risk to the Shire as **LOW** as proper processes have been undertaken.

The risk to the Shire of selling a property below market valuation is reduced to **LOW** as this report now informs the fair market price for the properties.

Workforce related:

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM173/08/26

MOVED Cr M Dival

SECONDED Cr S Van der Heyden

That Council:

1. Notes the independent valuations undertaken for the properties as detailed in the Valuation and Risk Advisory Valuation Report dated 2 June 2026 in **Confidential Attachment 1.**
2. Pursuant to section 3.58(4)(c)(ii) of the *Local Government Act 1995 (WA)*, determines that the valuation(s) referred to above continue to represent a true indication of the current market value of the property/properties at the time of the proposed disposition.
3. Adopts the market value(s) for the purpose of the proposed sale of the properties authorised for disposal as detailed in the Valuation and Risk Advisory Valuation Report dated 2 June 2026 in **Confidential Attachment 1.**

Voted For: Crs M McKeown, M Dival, R Madacsi, S McCormick, R Mills and S Van der Heyden

Voted Against: Nil

MOTION CARRIED 6/0

10.1.6 Agency referral - Subdivision 35 Burt Parkway, Nunile

Date of Report:	22 July 2026
File Reference:	WAPC 203661
Author:	P Nuttall – Executive Manager Planning and Regulatory Services
Responsible Officer:	P Nuttall – Executive Manager Planning and Regulatory Services
Previously Before Council:	Nil
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Review
Attachments:	1. WAPC 2023661 application plan ⇨ 2. WAPC referral request letter ⇨

SUMMARY

Applicant: **Shire of Toodyay**

Owner: **Shire of Toodyay**

Proposal: **Subdivision of land to create 19 lots and associated road reserves.**

Location: **35 Burt Parkway, Nunile**

PURPOSE OF THE REPORT

To review officer recommendations

BACKGROUND

The responsibility of processing of subdivision referrals from the Western Australian Planning Commission in the Shire of Toodyay is not delegated to officers, where there are more than 10 lots created.

Delegation PRS13

CONDITIONS

Subject to consistency with the Scheme, relevant Local Planning Policies, and/or WAPC/State Planning Policies, applications that were they approved by the WAPC, might result in a net increase of more than 10 lots, a recommendation to the WAPC may only be made under delegated authority if-

a) *The application is consistent with a structure plan approved by the WAPC, a local development plan approved by Council, or other plan endorsed by Council, or which forms part of the Scheme and/or a Local Planning Policy; and/or*

b) *The application is for amended plans for an application that has been considered by Council within the last two years and the amendments are, in the opinion of the delegated officer, of a minor nature.*

COMMENTS AND DETAILS

Referrals from the WAPC are sent to relevant agencies for comments. Only authorised planning codes can be used, and the referral agency is not the determining body for subdivisions.www.wa.gov.au/system/files/2025-12/model_subdivision_conditions_schedule_dec2025_210521.pdf

Requests for planning enhancements and responsibilities are determined by the WAPC and there are no appeal rights for agencies.

As most of the subdivision conditions relate to the Local Government's responsibilities no planning codes will be entered into the online portal for the WAPC referral.

IMPLICATIONS TO CONSIDER

Consultative:

Consultation is undertaken solely by the WAPC

Strategic:

5.1. Provide responsible planning and development.

Policy related:

Nil

Financial:

Nil

Legal and Statutory:

Planning and Development Act 2005

Model Subdivision Conditions Schedule (December 2025)

Shire of Toodyay Delegation PRS13

Risk related:

Referrals to the WAPC are **Low** Risk, as the Shire is not the determining body for subdivisions. If officers diligently undertake their responsibilities, then the Risk is also **Low**

Workforce related:

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/

MOVED Cr S McCormick

That Council:

1. Not impose any subdivision conditions for this application.
2. Enter this response into the Planning Online Portal for subdivision applications.

MOTION LOST FOR WANT OF A SECONDER

ALTERNATE MOTION/COUNCIL RESOLUTION NO. OCM174/08/26

MOVED Cr R Madacsi

SECONDED Cr M Dival

That the matter be deferred to a Workshop prior to the 20th August 2026 to allow a Special Council Meeting to follow the workshop and be scheduled at a date and time set by the Shire President within the statutory comment period.

Voted For: Crs M McKeown, M Dival, R Madacsi, S McCormick, R Mills and S Van der Heyden

Voted Against: Nil

MOTION CARRIED 6/0

10.2 FINANCE AND CORPORATE SERVICES

10.2.1 2026/27 Differential General Rates and General Minimum Payments

Date of Report:	12 June 2026
Applicant or Proponent:	N/A
File Reference:	FIN36
Author:	C Delmage – Acting Executive Manager Finance and Corporate Services
Responsible Officer:	C Delmage – Acting Executive Manager Finance and Corporate Services
Previously Before Council:	18 June 2026 Item No. 6.1.1
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	1. Statement of Object and Reasons for Differential Rates 2026/27 Financial Year ⇨

PURPOSE OF THE REPORT

For Council to consider any submissions received from the advertising of the Shire's Intention to Impose Differential Rates for the 2026/2027 Financial Year.

BACKGROUND

At its meeting held 18 June 2026, Council resolved:

That Council:

1. *Approves the proposed 2026/2027 differential rate categories, rate in the dollar and minimum payments for advertising prior to adoption of the 2026/2027 Annual Budget as follows:*

Basis of Rating	***Current 2025/2026 Rate in $***	***Proposed 2026/2027 Rate in $***
GRV Residential	*0.122530*	*0.129230*
GRV Commercial	*0.124950*	*0.167060*
GRV Industrial	*0.117740*	*0.131820*
GRV Rural	*0.126300*	*0.124210*
GRV Rural Residential	*0.158350*	*0.118820*
UV General	*0.010628*	*0.010096*

Basis of Rating	*Current 2025/2026 Rate in $*	*Proposed 2026/2027 Rate in $*
UV Rural	*0.005380*	*0.005290*
MINIMUM RATES		
GRV Residential	*1,495.00*	*1,577.00*
GRV Commercial	*1,495.00*	*1,577.00*
GRV Industrial	*1,495.00*	*1,577.00*
GRV Rural	*1,495.00*	*1,577.00*
GRV Rural Residential	*1,495.00*	*1,577.00*
UV General	*1,495.00*	*1,577.00*
UV Rural	*1,495.00*	*1,577.00*

2. *Endorses the Objects and Reasons for proposed differential rates for the 2026/2027 financial year to be published on the Shire's website. (Attachment 1); and*
3. *Approves advertising for public comment of the differential rates, and minimum payments, as per the requirements of section 6.36 of the Local Government Act 1995.*

COMMENTS AND DETAILS

As of 15 July 2026, no submissions were received.

IMPLICATIONS TO CONSIDER

Consultative:

Advertising occurred via the West Australian Newspaper, the Toodyay Herald, the Shire's Website and Shire Facebook Page.

Strategic:

Differential rates represent a strategic approach to rating. Rates are a major revenue source of Council, used to achieve the objectives of the Shire's Council Plan. The purpose of levying rates is to meet the Shire's budget requirements to deliver services and projects each financial year.

Shire of Toodyay Plan for the Future – Council Plan 2023-2033

Outcome 9. Responsible and effective leadership and governance

9.1 Provide strong, clear, and accountable leadership.

9.2 Govern Shire finances, assets, and operations responsibly.

Policy related:

Significant Accounting Policy

Financial:

There are no Financial related implications at the time of writing this report.

Legal and Statutory:

Sections 6.33, 6.34 and 6.36 of the *Local Government Act 1995* apply.

Risk related:

There are no Risk related implications at the time of writing this report.

Workforce related:

There are no Workforce related implications at the time of writing this report.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM175/08/26

MOVED Cr M Dival

SECONDED Cr R Mills

That Council notes that no submissions were received from the advertising of the Shire of Toodyay's Intention to Impose Differential Rates for 2026/2027.

Voted For: Crs M McKeown, M Dival, R Madacsi, S McCormick, R Mills and S Van der Heyden

Voted Against: Nil

MOTION CARRIED 6/0

10.2.2 List of Payments - June 2026

Date of Report:	6 July 2026
Applicant or Proponent:	Shire of Toodyay
File Reference:	FIN32
Author:	U Prill – Accounts Payable Officer
Responsible Officer:	C Delmage – Acting Executive Manager Finance and Corporate Services
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Legislative
Attachments:	1. List of Payments - June 2026 ⇨

PURPOSE OF THE REPORT

For Council to receive the list of payments for the months of June 2026.

BACKGROUND

This information is provided to Council on a monthly basis in accordance with provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996.* A local government is to develop procedures for the authorisation of any payment of accounts to ensure that there is effective security for which money or other benefits may be obtained.

COMMENTS AND DETAILS

The schedule of payments has been compiled for the month of June 2026 and is attached. These payments have already occurred, and Council are not making a decision as to whether payments are to be made.

IMPLICATIONS TO CONSIDER

Consultative:

Nil

Strategic:

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

Outcome 9. Responsible and effective leadership and governance.

O9.1: Govern Shire finances, assets, and operations responsibly.

Policy related:

Purchasing Policy and Delegation CS1.

Financial:

Expenditure is in accordance with s6.8(1) (a) of the *Local Government Act 1995*.

Legal and Statutory:

Local Government Act 1995

s.5.42 allows the local government to delegate its powers to the Chief Executive Officer.

s.6.8(1)(a) states a local government must not incur expenditure for an additional purpose except where it is incurred before the adoption of the annual budget.

Local Government (Financial Management) Regulations 1996

r.13 states that if the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared for each month and presented to Council.

Risk related:

There is a legislative requirement to present the list of payments to Council. Failure to do so would pose a minor compliance risk. This report and its attachments help to mitigate this risk.

Workforce related:

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM176/08/26

MOVED Cr R Mills

SECONDED Cr R Madacsi

That Council receives the list of accounts as presented and listed below, for the month of June 2026:

Description	Amount $
Municipal Cheques	$519.15
Electronic Funds Transfer Payments	$1,515,882.95
Payroll	$261,837.18
Credit Cards	$6,110.28
Other (Including Direct Debits)	$206,386.32
Total	**$1,990,735.88**

Voted For: Crs M McKeown, M Dival, R Madacsi, S McCormick, R Mills and S Van der Heyden

Voted Against: Nil

MOTION CARRIED 6/0

10.2.3 Monthly Financial Statements - June 2026

Date of Report:	15 July 2026
Applicant or Proponent:	Shire of Toodyay
File Reference:	FIN32
Author:	C Delmage – Acting Executive Manager Finance and Corporate Services
Responsible Officer:	C Delmage – Acting Executive Manager Finance and Corporate Services
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil.
Council's Role in the matter:	Legislative
Attachments:	1. EOM Financial Statements - June 2026 ⇨

PURPOSE OF THE REPORT

To present to Council the Monthly Financial Statements for June 2026.

BACKGROUND

Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* requires a local government to prepare each month a statement of financial activity including the sources and applications of funds, comparing actuals against annual budget and year-to-date budget.

A statement of financial activity and any accompanying documents are to be presented at an ordinary meeting of the Council within two months after the end of the month to which the statement relates.

COMMENTS AND DETAILS

Local governments are required to present to Council the Statement of Financial Activity to comply with Australian Accounting Standards (AAS) and the amended *Local Government (Financial Management) Regulations 1996.*

The Statement of Financial Activity, contained within the monthly financial statements, summarises the Shire's operating and capital activities and provides an indication of the Shire's financial performance as the year progresses. Officers have also provided additional supplementary information.

IMPLICATIONS TO CONSIDER

Consultative:

Nil

Strategic:

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

Outcome 9. Responsible and effective leadership and governance.

9.2 Govern Shire finances, assets and operations responsibly.

Policy related:

Financial Governance

Financial:

Financial implications are reported in accordance with the approved material variances reporting threshold as adopted by Council; (+) or (-) $10,000 or 10%, whichever is the greater.

Workforce related:

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM177/08/26

MOVED Cr M Dival

SECONDED Cr R Mills

That Council receives the Monthly Financial Statements for June 2026 **(Attachment 1)**.

Voted For: Crs M McKeown, M Dival, R Madacsi, S McCormick, R Mills and S Van der Heyden

Voted Against: Nil

MOTION CARRIED 6/0

10.2.4 Adoption Of Shire Of Toodyay 2026/2027 Annual Budget

Date of Report:	16 July 2026
Applicant or Proponent:	N/A
File Reference:	FIN34
Author:	C Delmage – Acting Executive Manager Finance and Corporate Services
Responsible Officer:	A Hart – Temporary Chief Executive Officer
Previously Before Council:	Nil
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	1. 2026/27 Annual Budget ⇨ 2. Final Draft 2026/2027 Capital Expenditure ⇨ 3. 2026/27 Schedule of Fees and Charges ⇨

PURPOSE OF THE REPORT

For Council to consider and adopt the 2026/2027 Annual Budget for the Shire of Toodyay.

BACKGROUND

Section 6.2(1) of the *Local Government Act 1995* requires each local government to prepare and adopt by 'Absolute majority' a budget for the following financial year. The Act prescribes this must be done between 1 June and 31 August for the financial year ending 30 June.

The 2026/2027 Budget includes:

- Statutory financial statements, incorporating:
  - Statement of comprehensive Income;
  - Statement of cash flows;
  - Statement of financial activity; and
  - Notes to and forming part of the budget.
- Schedule of Fees and charges
- Capital Works Projects

COMMENTS AND DETAILS

The 2026/2027 Annual Budget is presented in its statutory form for Council adoption Pursuant to the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* and the Australian Accounting Standards.

The 2026/2027 Annual Budget is a balanced budget developed to consider the Shire's overall financial position, asset maintenance requirements resulting from ageing infrastructure, continued supply chain challenges and inflationary pressure pushing up cost of materials and contracts.

Capital Projects

The significant capital expenditure projects included in the 2026/2027 Budget are:

Project	Budget $
Road Construction - Various Roads	3,769,419
Julimar Fire Station Replacement x 2 Water Tanks	108,753
Key Worker Accommodation	596,700
Batty Pass Land Development	2,146,944
Standpipe – Upgrades / Refurbishments	160,000
Newcastle Park Accessible Public Toilet	110,000
Toodyay Cemetery – Replace Niche Wall	30,000

Rates

At a Special Meeting of Council held 18 June 2026, Council resolved to approve differential rates and minimum payment for 2026/2027 for advertising by public notice.

The proposed differential rates were calculated using the following parameters.

- An increase in the rate in the dollar from 2026/2027 of 5.5%

The advertised minimum payment was $1,577.00 being an increase of $82 from 2025/2026.

The 2026/2027 Annual Budget as presented for consideration and adoption has been created with a total rate revenue increase of 5% with minimum payment of $1,570.

Rates in the dollar have been adjusted accordingly.

Fees and Charges

Increases to fees and charges have been kept to a minimum of 4.8%.

Additional fees have been included as required and some fees deleted for services no longer offered.

Statutory fees and charges have been changed as required.

IMPLICATIONS TO CONSIDER

Consultative:

A total of 3 budget workshops/briefing were held with Councillors.

Strategic:

Plan for the future: Shire of Toodyay Council Plan 2023-2033

Outcome 9 Responsible and effective leadership and governance

9.1 Provide, strong, clear and accountable leadership

9.2 Govern Shire finances, assets and operations responsibility.

Statutory implications

Section.6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year, or such extended time as the minister allows, each local government is to prepare and adopt, (absolute majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the following 30 June.

Section.5.63(1)(b) of the *Local Government Act 1995* specifically excludes the need for Elected members to 'declare a financial interest' in imposing a rate, charge or fee.

Division 5 and 6 *Local Government Act 1995* refers to the setting of budgets and raising of rates and charges. *The Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The Draft 2024/2025 Municipal Budget as presented is considered to meet statutory requirements.

There are no legislative requirements to re-advertise differential rates, even if they are changed from the advertised figures.

Section.6.35 of the *Local Government Act 1995* – Council imposing on any rateable land, a minimum payment greater than the general rate otherwise payable.

Regulations 34(5) *Local Government (Financial Management) Regulations 1996* requires each financial year, a local government is to adopt a percentage or value, calculated in accordance with the Australian Accounting Standards, to be used in statements of financial activity for reporting material variances.

Sections.6.33 and 6.36 of the *Local Government Act 1995* – Council's intention to levy differential rates for 2026/2027 financial year, as per it's published Statement of Objects and Reasons for Differential Rating.

Policy related:

Local Government Payments and Gifts to Members Council Policy

Financial:

The financial implications of the 2026/2027 Budget are based upon the objective of achieving a balanced budget on 30 June 2027 after carrying out normal operational requirements and an extensive capital program.

Legal and Statutory:

Section.6.2, section.6.33, section.6.35 and section.6.36 of the *Local Government Act 1995*.

Risk related:

There are significant financial, compliance and reputational risks to be considered when developing the annual budget. By not adopting the budget incorporating rates and minimum payments, cashflow implications would more than likely arise and Council operations and capital projects proposed for 2026/2027 could be jeopardised. The risk would be major (4), which would be between a moderate (8) risk rating to a high rating of (16). This report mitigates the risk.

Workforce related:

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM178/08/26

MOVED Cr S McCormick

SECONDED Cr M Dival

That Council:

2. For the purpose of yielding the deficiency disclosed by the municipal fund budget adopted at part 2 above, Council, pursuant to section 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995*, impose the following differential general and minimum rates on Gross Rental and Unimproved Values

General Rates

Gross rental valuations	**Rate in the Dollar**	**Minimum**
GRV Residential	0.128120	1,570.00
GRV Commercial	0.159567	1,570.00
GRV Industrial	0.131057	1,570.00
GRV Rural	0.123655	1,570.00
GRV Rural Residential	0.117645	1,570.00
Unimproved valuations		
UV General	0.010046	1,570.00
UV Rural	0.005260	1,570.00

Voted For: Crs M McKeown, M Dival, R Madacsi, S McCormick, R Mills and S Van der Heyden

Voted Against: Nil

MOTION CARRIED BY ABSOLUTE MAJORITY 6/0

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM179/08/26

MOVED Cr R Mills

SECONDED Cr S McCormick

That Council:

3. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, adopt the following due dates for the payment in full and by instalments.

Option 1 – payment in full		**Option 2 – payment by instalments**	
Due Date	30 September 2026	1st Instalment Due	30 September 2026
		2nd Instalment Due	1 December 2026
		3rd Instalment	1 February 2027
		4th Instalment	1 April 2027

Voted For: Crs M McKeown, R Madacsi, S McCormick, R Mills and S Van der Heyden

Voted Against: Cr M Dival

MOTION CARRIED BY ABSOLUTE MAJORITY 5/1

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM180/08/26

MOVED Cr S McCormick

SECONDED Cr R Mills

That Council:

4. That Council resolves to impose:

   (a) In accordance with section 6.45(3) of the *Local Government Act 1995*, an additional charge of $10.00 per instalment notice and interest rate of 5.5% applicable to rates and charges paid by the four instalments payment option.

   (b) In accordance with section 6.13 of the *Local Government Act 1995*, a rate of interest of 11% applicable to any amount owing to the local government (other than rates or services charges) with interest calculated from the due date, which is 35 days from the date of issue shown on the account for payment.

   (c) In accordance with section 6.51(1) of the *Local Government Act 1995*, a rate of interest of 11% applicable to overdue and unpaid rates, with interest calculated from the due date, which is 35 days from the date of issue shown on the account for payment.

   (d) In accordance with Section 67 of the *Waste Avoidance and Resource Recovery Act 2007* (as amended) an annual rubbish and recycling charge is imposed:

   $382.00 Domestic Service - once per week single bin pickup and once per fortnight single recycle bin pickup

   $105.00 Domestic - additional fortnightly recycle bin pickup

   $285.00 Domestic - additional mobile garbage pin pickup

   $446.25 Commercial/Light Industrial - once per week single bin pickup and once per fortnight single recycle bin pickup

   $129.00 Commercial/Light Industrial - additional fortnightly recycle bin pickup

   $343.74 Commercial/Light Industrial - additional mobile garbage pin pickup

   (e) In accordance with Section 66 of the Waste Avoidance and Resource Recovery Act 2007 (as amended) impose the following differential waste transfer levy and minimum on Gross Rental and Unimproved Values:

Gross rental valuations	**Rate in the Dollar**	**Minimum**
GRV Residential	0.0040257	111.00
GRV Commercial	0.0040257	111.00
GRV Industrial	0.0040257	111.00
GRV Rural	0.0040257	111.00
GRV Rural Residential	0.0040257	111.00
Unimproved valuations		
UV General	0.0000124	111.00
UV Rural	0.0000124	111.00

Voted For: Crs M McKeown, M Dival, R Madacsi, S McCormick, R Mills and S Van der Heyden

Voted Against: Nil

MOTION CARRIED BY ABSOLUTE MAJORITY 6/0

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM181/08/26

MOVED Cr R Mills

SECONDED Cr M Dival

That Council:

5. Pursuant to section 6.16 of the *Local Government Act 1995*, adopt the Schedule of Fees and Charges included in the 2026/2027 Budget as attached effective 1 July 2026 subject to a change to the Toodyay Recreation Centre fee for Toodyay Tennis Club to be $575 to align with other clubs.

Voted For: Crs M McKeown, M Dival, R Madacsi, S McCormick, R Mills and S Van der Heyden

Voted Against: Nil

MOTION CARRIED BY ABSOLUTE MAJORITY 6/0

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM182/08/26

MOVED Cr M Dival

SECONDED Cr R Mills

That Council:

6. Grant a rates concession of 100% of the 2026/2027 year to the following properties:

   A202037 – 101 Stirling Terrace, Toodyay

   A203276 – 15 Anzac Terrace, Toodyay

   A202509 – 2 Henry Street, Toodyay

   A201983 – 1A D Harper Road, Toodyay

   A9017, 7 Clinton Street, Toodyay

   A3020, 120A C Stirling Terrace, Toodyay

   (Note: the ratepayer is responsible for the payment of all rubbish charges, ESL levies and Waste Transfer Levies)

Voted For: Crs M McKeown, M Dival, R Madacsi, S McCormick, R Mills and S Van der Heyden

Voted Against: Nil

MOTION CARRIED BY ABSOLUTE MAJORITY 6/0

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM183/08/26

MOVED Cr S Van der Heyden

SECONDED Cr R Mills

That Council:

7. In accordance with regulation 34 (5) of the *Local Government (Financial Management) Regulations 1996* and AASB 1031 Materiality, the level to be used in statements of financial activity in 2026/2027 for reporting material variances shall be 10% or greater or $10,000 of the current budget, whichever is the greater. In addition, the material variance limit be applied to total revenue and expenditure for each nature and type classification and capital income and expenditure in the Statement of Financial Activity.

Voted For: Crs M McKeown, M Dival, R Madacsi, S McCormick, R Mills and S Van der Heyden

Voted Against: Nil

MOTION CARRIED BY ABSOLUTE MAJORITY 6/0

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM184/08/26

MOVED Cr S McCormick

SECONDED Cr S Van der Heyden

That Council:

1. Pursuant to the provision of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopt the 2026/2027 Municipal Budget as attached, which includes the following:

   (i) Statement of comprehensive income;
   (ii) Statements of cash flows;
   (iii) Rates setting statement by type;
   (iv) Notes to and forming part of the budget; and
   (v) Capital expenditure program;

Voted For: Crs M McKeown, M Dival, S McCormick, R Mills and S Van der Heyden

Voted Against: Cr R Madacsi

MOTION CARRIED BY ABSOLUTE MAJORITY 5/1

10.2.5 Sale of land – rates and charges outstanding for more than three (3) years

Date of Report:	4 June 2026
Applicant or Proponent:	N/A
File Reference:	RAT9
Author:	K Christiansen – Rates Officer
Responsible Officer:	C Delmage – Acting 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:	1. Local Government Operational Guidelines No. 22 - Possession Of Land For Recovery Of Rates ⇨ 2. Sale of Land - Rates & Charges Outstanding For More Than Three Years (confidential) *Section 5.23(4) (b) information relating to the personal affairs of an individual;*

PURPOSE OF THE REPORT

To consider the sale of land under the *Local Government Act 1995*, section 6.56 or 6.64 – recovery of rates in arrears for a period of three (3) or more years.

BACKGROUND

Local governments may take action to sell land to recover rates and/or service charges outstanding for at least three years. The three years are calculated from the date they became due. There is a legislative process that must be followed to comply with the requirements of the *Local Government Act 1995*. This includes giving public notice, advertising the sale and allocation of the sale proceeds. It is anticipated the process will take approximately six to eighteen months for sale of land. It is important to note at any time to the point of sale the owners may pay their rates and charges in full, and all further action will cease. This report has been prepared using the Department of Local Government, Sport and Cultural Industry's Guideline: Possession of Land for recovery of rates and service charges (Attachment 1).

COMMENTS AND DETAILS

Recovery of these property debts has been unsuccessful using all available resources and information at hand by AMPAC, then checked and attempted by Cloud Payment Group. External searches have occurred, and field agents have attempted to contact rate payers, but there has been avoidance with little contact made from these rate payers. These properties are at risk of becoming four years and more in arrears, when legislation allows for the sale at three years in arrears.

Council must be seen to be proactive in debt recovery action to ensure all ratepayers are responsible and treated equally. Unrecoverable debts need to be cleared as early as possible to lessen the financial implication on ratepayers. Section 6.64 of the *Local Government Act 1995* has given three years to rate payers, which is enough time to apply for hardship, early release of superannuation or to set up a payment arrangement with the Shire. Rate payers who do not pay their rates, has a negative impact on the provision of services to those that do.

It is proposed that Council utilise Cloud Payment Group to sell the following parcel of lands for overdue council rates exceeding three years in arrears in accordance with the Section 6.64 of the *Local Government Act 1995*.

IMPLICATIONS TO CONSIDER

Consultative

Cloud Payment Group

Strategic

Plan for the future: Council Plan 2023-2033

Outcome 9. Responsible and effective leadership and governance.

9.2. Govern Shire finances, assets, and operations responsibly.

Policy related

Debt Collection

Financial Governance

Financial Hardship

Financial

At the time of writing this report, the sale of these properties will result in a decrease in of outstanding rates and charges of approximately **$91,853.46**.

Additional interest and charges will continue to accrue until such time as the property is sold and the debt paid in full.

Legal and Statutory

The proposed action must be made in strict accordance with Part 6, Subdivision 6 and Schedule 6.3 of the *Local Government Act 1995*.

6.56. Rates or service charges recoverable in court

(1) If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.

(2) Rates or service charges due by the same person to the local government may be included in one writ, summons, or other process.

6.64. Actions to be taken

(1) If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and — (a) from time to time lease the land; or (b) sell the land; or (c) cause the land to be transferred to the Crown; or (d) cause the land to be transferred to itself.

(2) On taking possession of any land under this section, the local government is to give to the owner of the land such notification as is prescribed and then to affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.

(3) Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land and may withdraw caveats so lodged by it.

6.69. Right to pay rates, service charges and costs, and stay proceedings

(1) Up to 7 days prior to the time of the actual sale of any land for non-payment of rates or service charges a person having an estate or interest in the land may pay the rates or service charges and the costs and expenses incurred to that time in proceedings relating to the proposed sale.

(2) At any time after the 7 days referred to in subsection (1) but prior to the time of the actual sale of any land the local government may, upon such terms and conditions as are agreed between the parties, accept payment of the outstanding rates or service charges.

(3) On payment being made under subsection (1) or (2) the proceedings relating to the proposed sale are stayed and the local government is required to make such notifications and take such measures as are prescribed in relation to the payment and the cancellation of the proposed sale.

Risk related

This matter has a risk score of Moderate (3) being a reputational risk for the Shire related to handling of these types of matters. The risk is High (12) regardless of the action taken in this matter. This report mitigates that risk.

Workforce related

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM185/08/26

MOVED Cr M Dival

SECONDED Cr R Madacsi

That Council:

1. Resolves, in accordance with the *Local Government Act 1995* and pursuant to sections 6.56 or 6.64 to proceed to sell A407, A1852, A1873, A1937, A1508, A2493 which have rates and charges in arrears for three (3) or more years and recover from the proceeds the outstanding balance which currently totals $91,853.46.
2. Authorises the Temporary Chief Executive Officer to act on Council's behalf to commence proceedings to sell properties A407, A1852, A1873, A1937, A1508, A2493 to recover outstanding monies owed to the Shire.

Voted For: Crs M McKeown, M Dival, R Madacsi, S McCormick, R Mills and S Van der Heyden

Voted Against: Nil

MOTION CARRIED 6/0

10.3 ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES

10.3.1 Shire of Toodyay Community Funding Program 2026/27

Date of Report:	22 July 2026
Applicant or Proponent:	Shire of Toodyay
File Reference:	CSD13
Author:	S Ambrose – Executive Manager Economic Development and Community Services
Responsible Officer:	A Hart – Temporary Chief Executive Officer
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	1. Community Funding Program Applications (confidential) *Section 5.23(4) (b) information relating to the personal affairs of an individual;*

PURPOSE OF THE REPORT

To consider applications received under the Shire of Toodyay Community Funding Program for 2026/27 and determine funding allocations in accordance with the Community Funding Policy.

BACKGROUND

The Community Funding Policy provides a framework for allocating financial assistance to initiatives that deliver social, cultural, environmental and economic benefits to the Toodyay community. The 2026/27 funding round opened on 9 March 2026 and closed on 20 April 2026. Eleven applications were received under the Community Funding Program. Of these, one application was determined to be ineligible, and one application was withdrawn prior to assessment. A further two applications, from the Toodyay Race Club and the Toodyay Club, were requests for capital purchases and/or improvement of Council facilities, which will be considered for inclusion in Council's 2026/27 Annual Budget. The remaining seven eligible applications were assessed against the criteria contained within the Community Funding Policy. This report presents the outcome of the assessment process and seeks Council determination on funding allocations for inclusion in the 2026/27 Annual Budget.

COMMENTS AND DETAILS

A total of eleven applications were received during the 2026/27 funding round.

- One application was determined to be ineligible
- One application was withdrawn by the applicant
- two applications were referred for consideration in Council's 2026/27 Annual Budget
- seven applications proceeded to assessment

Applications were assessed against eligibility requirements, demonstrated community benefit, alignment with Council Plan priorities and value for money.

Applications Recommended for Funding

Applicant	Project	Funding
Arts Toodyay	Avon Valley Arts Trail	$3,000
Arts Toodyay	Toodyay Art Prize Exhibition	$2,500
Arts Toodyay	Community Workshop Program	$3,000
Noongar Kaartdijin Aboriginal Corporation	Targeted vegetation management along the Noongar Trail – focusing on Boyagerring Learning Space	$6,200
Toodyay Naturalists Club	Julimar Wildflower Brochure	$2,000
Toodyay Race Club	Heritage Race Picnic Day	$2,500
Ad-hoc funding	Requests during the financial year	$5,000
Total Recommended Funding		**$24,200**

Ad-Hoc Community Funding

An allocation of $5,000 is recommended for ad-hoc funding requests during the financial year, administered by the CEO under delegation.

IMPLICATIONS TO CONSIDER

Consultative:

The funding round was promoted through Shire communications and information sessions. Assessment outcomes were discussed at a Council Workshop on 21 May 2026.

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 3 A strong, diverse and sustainable economy

Outcome 8 Toodyay is a popular tourism destination.

Policy related:

Community Funding Policy.

Financial:

Total proposed allocation for Community Grant Funding is $22,200.

Legal and Statutory

Funded projects must comply with relevant legislative and approval requirements.

Risk related:

Risk is considered low. Successful applicants will be subject to acquittal and reporting requirements.

Workforce related:

Administration and monitoring will be undertaken within existing resources.

OPTIONS

Council may approve, amend or decline the recommended allocations.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM186/08/26

MOVED Cr S McCormick

SECONDED Cr R Madacsi

That Council

1. Approve a total allocation of $24,200 for the 2026/27 Community Funding Program as follows:
    - Arts Toodyay –Avon Valley Arts Trail - $3,000
    - Arts Toodyay – Toodyay Art Prize Exhibition - $2,500
    - Arts Toodyay – Community Workshop Program - $3,000
    - Noongar Kaartdijin Aboriginal Corporation – Noongar trail - $6,200
    - Toodyay Naturalists Club – Julimar Wildflower Brochure - $2,000
    - Toodyay Race Club – Heritage Race Picnic Day - $2,500
    - Ad-Hoc Community Funding under CEO delegation - $5,000
2. Note that approved activities must be completed within the 2026/27 financial year and recipients must comply with acquittal requirements.

Voted For: Crs M McKeown, M Dival, R Madacsi, S McCormick, R Mills and S Van der Heyden

Voted Against: Nil

MOTION CARRIED 6/0 BY ABSOLUTE MAJORITY

10.4 EXECUTIVE SERVICES

10.4.1 Stage Three: Activities in Thoroughfares and Public Places and Trading Local Law 2026 – Consideration of Submissions and Adoption

Date of Report:	15 July 2026
Applicant or Proponent:	Shire of Toodyay
File Reference:	F26/49-08 (D26/5922)
Author:	M Rebane – Governance Coordinator
Responsible Officer:	A Hart – Temporary Chief Executive Officer
Previously Before Council:	05/03/2026
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	1. Schedule of Submissions; ⇨ 2. Activities in Thoroughfares and Public Places and Trading Local Law (track changed). ⇨

PURPOSE OF THE REPORT

That Council, pursuant to section 3.12(4) of the Local Government Act 1995:

1. *Considers the submission received during the public consultation period for the proposed Activities in Thoroughfares and Public Places and Trading Local Law 2026;*
2. *Notes that the submission has been considered and minor drafting amendments have been made that do not alter the intent or effect of the local law (and are not significantly different from what was proposed);*
3. *Resolves to make the Activities in Thoroughfares and Public Places and Trading Local Law 2026 as attached (Attachment 2); and*
4. *Authorises the Chief Executive Officer to arrange execution under the Common Seal and publish notice of the making of the local law in the Government Gazette in accordance with statutory requirements.*

BACKGROUND

Under section 3.12 of the *Local Government Act 1995*, Council is required to advertise a proposed local law and consider submissions prior to making the local law.

At the Ordinary Council Meeting held on 7 May 2026, Council resolved to advertise the proposed *Activities in Thoroughfares and Public Places and Trading Local Law 2026*.

The proposed local law was developed to:

- replace the existing *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001*; and

- provide a contemporary and enforceable framework for regulating activities on thoroughfares and public places within the Shire.

The proposed local law was advertised for a minimum period of six (6) weeks, during which submissions were invited.

COMMENTS AND DETAILS

One submission was received during the advertising period (**Attachment 1**).

Council is requested to consider the submission, note the matters raised, and proceed to make the local law with minor drafting amendments only.

The submission primarily raised:

- formatting and presentation matters (e.g. headings, numbering and layout);
- drafting inconsistencies (e.g. clause numbering and terminology); and
- minor grammatical and typographical errors.

These matters have been reviewed and addressed where appropriate. The amendments made improve clarity, consistency and usability and do not alter the intent, scope or operation of the local law.

Importantly no submissions raised objections to the intent or operation of the local law.

Where suggested changes would have introduced inconsistency within the local law or limited the effectiveness of provisions, they were not supported.

The amendments incorporated into the final version are administrative and are not considered “significantly different” for the purposes of section 3.12(4) of the *Local Government Act 1995*.

Accordingly, the local law is considered suitable for Council to resolve to make.

IMPLICATIONS TO CONSIDER

Consultative:

Public advertising (Stage Two of the Local Law Process) was undertaken in accordance with statutory requirements. One submission was received and has been considered.

Strategic:

The Shire regulates compliance with legislation, regulations, local laws and policies.

Outcome 5. High quality town planning complements our rural ambience and heritage.

5.1. Provide responsible planning and development.

Outcome 9. Responsible and effective leadership and governance.

9.1. Provide strong, clear, and accountable leadership.

Policy related:

Nil.

Financial:

Nil.

Legal and Statutory:

Section 3.12 of the *Local Government Act 1995*

Section 3.12(4) – Consideration of submissions and making of local law

Section 3.12(4) of the *Local Government Act 1995* provides that, after the last day for submissions, the local government is to consider any submissions made and may make the local law as proposed or make a local law that is not significantly different from what was proposed. Accordingly, Council may proceed to make the local law under section 3.12(4).

Section 3.12(5)(a) – Publication in the Government Gazette

Section 3.12(5)(a) requires that, after making a local law, the local government must publish the local law in the Government Gazette.

Section 3.12(5)(b)(i) – Notification to the Departmental CEO (LGIRS)

Section 3.12(5)(b)(i) requires that, after making a local law, the local government must give a copy of the local law to the Departmental CEO (Director General of the Department of Local Government, Industry Regulation and Safety).

Section 3.12(5)(b)(ii) – Notification to other relevant Departments

Where a department of the Public Service other than LGIRS assists in the administration of an Act under which the local law is made, section 3.12(5)(b)(ii) requires that a copy of the local law also be provided to the CEO of that department.

Section 3.12(6) – Public notice after gazettal

Section 3.12(6) requires that, after publication in the Gazette, the local government must give public notice stating the title of the local law; a summary of its purpose and effect (including commencement date); and where the local law may be inspected or obtained.

Risk related:

Minor amendments to a local law correct drafting errors; resolve inconsistencies; and improve clarity and enforceability without altering intent, scope or operation.

Such amendments are not considered “significantly different” and do not require re-advertising.

Failure to update this local law may result in regulatory gaps; reduced enforcement capability; and inconsistency with current legislation. This report mitigates these risks.

Workforce related:

Nil.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM187/08/26

MOVED Cr M Dival

SECONDED Cr R Mills

That Council:

1. Notes the submission received during the public consultation period for the proposed *Activities in Thoroughfares and Public Places and Trading Local Law 2026;*
2. Determines that the submission has been duly considered **(Attachment 1)**;
3. Notes that minor drafting amendments have been made to the *Activities in Thoroughfares and Public Places and Trading Local Law 2026* as presented (**Attachment 2**) to improve clarity and consistency, and that these amendments do not alter the intent or effect of the local law (and are not significantly different from the proposed *Activities in Thoroughfares and Public Places and Trading Local Law 2026* that was advertised); and
4. **Makes** the *Activities in Thoroughfares and Public Places and Trading Local Law 2026* pursuant to section 3.12 of the *Local Government Act 1995* as attached (**Attachment 2**); and
5. Authorises the Temporary Chief Executive Officer to:
   (a) affix the Common Seal of the Shire to the *Activities in Thoroughfares and Public Places and Trading Local Law 2026* ;
   (b) arrange publication of the local law in the Government Gazette in accordance with section 3.12(5)(a);
   (c) notify the Director General of the Department of Local Government, Industry Regulation and Safety and any other relevant Department or Minister in accordance with section 3.12(5)(b); and
   (d) give public notice of the local law in accordance with section 3.12(6) of the *Local Government Act 1995*.

Voted For: Crs M McKeown, M Dival, R Madacsi, S McCormick, R Mills and S Van der Heyden

Voted Against: Nil

MOTION CARRIED 6/0 BY ABSOLUTE MAJORITY

10.5 INFRASTRUCTURE, ASSETS AND SERVICES

Nil.

10.6 COMMITTEE REPORTS

10.6.1 Audit Risk Improvement Committee Resolution No. ARIC053/07/026

Date of Report:	15 July 2026
Applicant or Proponent:	ARIC
File Reference:	COC2
Author:	C Delmage – Acting Executive Manager Finance and Corporate Services
Responsible Officer:	C Delmage – Acting Executive Manager Finance and Corporate Services
Previously Before Council:	2 April 2026 & 7 May 2026
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	1. Updated ARIC Workplan ⇨

PURPOSE OF THE REPORT

To present the Audit, Risk and Improvement Committee (ARIC) Resolution No. ARIC53/07/26 to Council.

BACKGROUND

At its meeting held 9 July 2026, a Notice of Motion was presented to ARIC along with an updated ARIC Work Plan and Schedule for review and consideration.

COMMENTS AND DETAILS

Nil

IMPLICATIONS TO CONSIDER

Consultative:

Nil

Strategic:

Shire of Toodyay Council Plan 2023-2033

Outcome 9. Responsible and effective leadership and governance.

9.1. Provide strong, clear and accountable leadership

Policy related:

Nil

Financial:

Nil implications at the time of writing this report.

Legal and Statutory:

Local Government Act 1995

Risk related:

Nil implications at the time of writing this report.

Workforce related:

Nil implications at the time of writing this report.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM188/08/26

MOVED Cr R Mills

SECONDED Cr S Van der Heyden

That Council receives the updated Audit, Risk and Improvement Committee Work Plan and Schedule as endorsed by the Audit, Risk and Improvement Committee on 9 July 2026.

Voted For: Crs M McKeown, M Dival, R Madacsi, S McCormick, R Mills and S Van der Heyden

Voted Against: Nil

MOTION CARRIED 6/0

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

12 NOTICES OF MOTION GIVEN AT THE MEETING FOR CONSIDERATION AT NEXT MEETING

Nil.

13 QUESTIONS OF MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil.

14 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

14.1 MEMBERS

Nil.

14.2 EMPLOYEES

14.2.1 WALGA 2026 Annual General Meeting - Voting Delegate and Proxy Registrations

Date of Report:	3 August 2026
Applicant or Proponent:	Western Australian Local Government Association (WALGA)
File Reference:	WAL1
Author:	M Rebane – Governance Coordinator
Responsible Officer:	A Hart – Temporary Chief Executive Officer
Previously Before Council:	No.
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Executive
Attachments:	Nil

PURPOSE OF THE REPORT

To appoint Voting Delegates and Proxies to represent the Shire of Toodyay at the 2026 Western Australian Local Government Association (WALGA) Annual General Meeting (AGM).

BACKGROUND

The Western Australian Local Government Association (WALGA) has advised member local governments that the 2026 Annual General Meeting will be held on Thursday, 17 Sept 2026 at the Perth Convention and Exhibition Centre.

WALGA has advised that each member local government is entitled to nominate:

- up to two Voting Delegates, each entitled to one vote; and
- up to two Proxies who may vote in the absence of a Voting Delegate.

Voting Delegates and Proxies may be either elected members or authorised officers.

Registrations for Voting Delegates and Proxies must be submitted by 5.00pm on Tuesday, 1 September 2026.

Council is therefore required to nominate its representatives to ensure the Shire is able to participate in voting on motions and other business considered at the AGM.

COMMENTS AND DETAILS

The WALGA Annual General Meeting provides member local governments with an opportunity to participate in sector-wide advocacy and decision-making by voting on motions that affect the local government sector throughout Western Australia.

Voting at the 2026 AGM will be conducted electronically through the WALGA event application, with access details to be provided by WALGA to registered delegates and proxies.

In previous years it has been common practice for Council to appoint elected members to these positions.

Appointment of Voting Delegates and Proxies ensures that the Shire of Toodyay is represented during WALGA voting processes and enables participation in decisions affecting the Western Australian local government sector.

Failure to appoint delegates may result in the Shire being unable to exercise its voting entitlements at the AGM

IMPLICATIONS TO CONSIDER

Consultative:

Was only presented to Councillors via a Councillor Workshop – 16 July 2026

Strategic:

Participation in the WALGA Annual General Meeting supports Council's advocacy role and engagement with the local government sector.

Policy related:

Nil.

Financial:

Attendance costs associated with the AGM will be met from existing Council professional development and conference budgets where applicable.

Legal and Statutory:

The matter relates to the governance arrangements established by WALGA for member local governments attending and participating in the Annual General Meeting.

Risk related:

If delegates are not appointed by the registration deadline, the Shire may lose the opportunity to exercise its voting entitlement at the AGM.

Workforce related:

Nil.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM189/08/26

MOVED Cr M Dival

SECONDED Cr R Mills

That Council considers Item 14.2.1 WALGA 2026 Annual General Meeting – Voting Delegate and Proxy Registrations as new business of an urgent nature.

Voted For: Crs M McKeown, M Dival, R Madacsi, S McCormick, R Mills and S Van der Heyden

Voted Against: Nil

MOTION CARRIED 6/0

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION NO. OCM190/08/26

MOVED Cr R Mills

SECONDED Cr M Dival

That Council:

1. Appoints Cr Mills as Voting Delegate 1 for the 2026 WALGA Annual General Meeting to be held on 17 September 2026;
2. Appoints Cr Dival as Voting Delegate 2 for the 2026 WALGA Annual General Meeting to be held on 17 September 2026;
3. Appoints Cr Madacsi as Proxy 1 for the 2026 WALGA Annual General Meeting to be held on 17 September 2026;
4. Appoints Cr McKeown as Proxy 2 for the 2026 WALGA Annual General Meeting to be held on 17 September 2026; and
5. Authorises the Temporary Chief Executive Officer to complete and submit the required WALGA registration documentation on behalf of the Shire of Toodyay prior to the registration closing date of 1 September 2026.

Voted For: Crs M McKeown, M Dival, R Madacsi, S McCormick, R Mills and S Van der Heyden

Voted Against: Nil

MOTION CARRIED 6/0

15 CONFIDENTIAL BUSINESS

Nil.

16 NEXT MEETINGS

Meeting	Date	Time
Ordinary Council Meeting	3 September 2026	5.30pm
Audit & Risk Committee Meeting	13 August 2026	10.30am
Bushfire Advisory Committee Meeting	10 September 2026	5.30pm
Infrastructure & Works Committee Meeting	13 August 2026	5.30pm
Local Emergency Management Committee Meeting	10 September 2026	10.30am

17 CLOSURE OF MEETING

The Shire President declared the meeting closed at 7.11pm.



ATTACHMENTS MINUTES

Ordinary Council Meeting

Thursday, 6 August 2026

Table of Contents

10.1.1 Retrospective Development Approval at 125 Stirling Terrace, Toodyay
Attachment 1 Site Location Plan; 5
Attachment 2 Drawing Details; 6
Attachment 3 Heritage Impact Statement 8
10.1.3 Consent to Advertise Revised Local Planning Policy 13 - Non-Habitable Structures
Attachment 1 Current Local Planning Policy 13:Non-Habitable Structures 9
Attachment 2 Revised LPP13: Non-Habitable Structures (no Track Changes)....21
Attachment 3 Revised LPP13: Non-Habitable Structures (with Track Changes) ...32
10.1.4 Adoption of Local Planning Policy 2 - Ancillary Dwellings Policy (2026)
Attachment 1 Current Ancillary Accomodation Policy (2008); 43
Attachment 2 Revised LPP2 Draft Ancillary Dwellings Policy as advertised; 45
Attachment 3 Table of Summissions LPP2; and 51
Attachment 4 Final Ancillary Dwellings policy 56
10.1.6 Agency referral - Subdivision 35 Burt Parkway, Nunile
Attachment 1 WAPC 2023661 application plan 63
Attachment 2 WAPC referal request letter 64
10.2.1 2026/27 Differential General Rates and General Minimum Payments
Attachment 1 Statement of Object and Reasons for Differential Rates 2026/27 Financial Year 66
10.2.2 List of Payments - June 2026
Attachment 1 List of Payments - June 2026....68
10.2.3 Monthly Financial Statements - June 2026
Attachment 1 EOM Financial Statements - June 2026....77
10.2.4 Adoption Of Shire Of Toodyay 2026/2027 Annual Budget
Attachment 1 2026/27 Annual Budget....100
Attachment 2 Final Draft 2026/2027 Capital Expenditure 126
Attachment 3 2026/27 Schedule of Fees and Charges....130
10.2.5 Sale of land – rates and charges outstanding for more than three (3) years
Attachment 1 Local Government Operational Guidelines No. 22 - Possession Of Land For Recovery Of Rates 156
10.4.1 Stage Three: Activities in Thoroughfares and Public Places and Trading Local Law 2026 – Consideration of Submissions and Adoption
Attachment 1 Schedule of Submissions; 187
Attachment 2 Activities in Thoroughfares and Public Places and Trading Local Law (track changed)....195

10.6.1 Audit Risk Improvement Committee Resolution No. ARIC053/07/026

Attachment 1 Updated ARIC Workplan 247

Report Title: 10.1.1. Retrospective Development Approval at 125 Stirling Terrace, Toodyay WA 6566

FENIX STRUCTURAL ENGINEERS
FSE

Jason Nguyen
MIEAust NER
Professional Structural Engineer
Membership No. 2564985
Engineers Australia

NER

APPROVED FOR TWO EXISTING TIMBER PATIOS ONLY
25/05/2026



N

AERIAL VIEW SHOWING WATER AND SEWER SERVICES. NOT TO SCALE

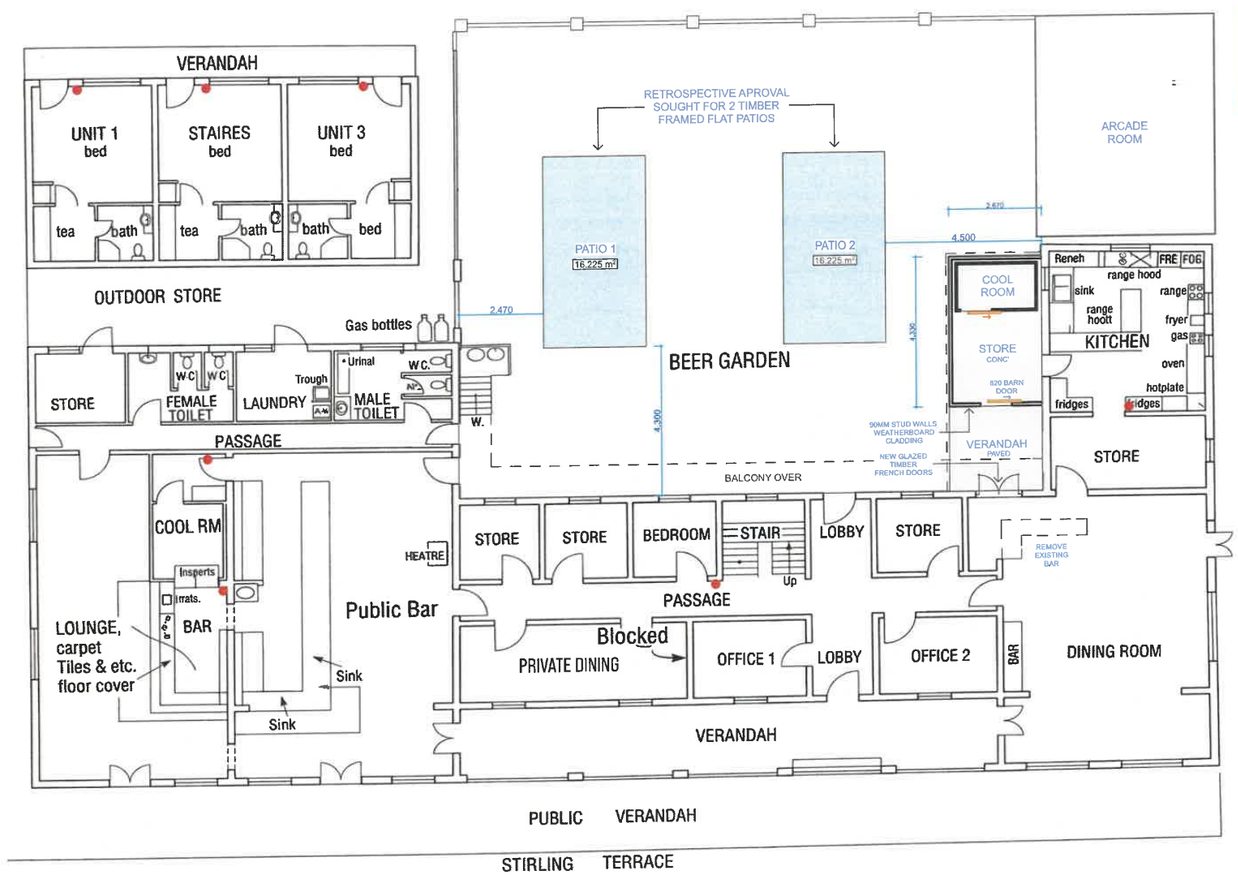


SIDE STREET VIEW SHOWING THE EXISTING REAR ALFRESCO AREA

BDEG BOULDER DASH ENTERTAINMENT GROUP PTY LTD	Thompson Design	118 Cambridge Street West Leederville WA 6007 www.thompsondesign.com.au	PROPOSED ALFRESCO AREA. THE OLD TOODYAY/FREEMASONS HOTEL 125 STIRLING TERRACE, TOODYAY WA 6566	ISSUED FOR COUNCIL APPROVAL MUNICIPALITY - THE SHIRE OF TOODYAY	Modified by **Vance** 13 May 2026 Checked by **Kym / Troy** 13 May 2026 Project **Stirling 125** Revision **B**

Attachment 1 - Site Location Plan

FENIX STRUCTURAL ENGINEERS
FSE
Jason Nguyen
MIEAust NER
Professional Structural Engineer
Membership No. 2564985
Engineers Australia
NER
APPROVED FOR TWO EXISTING TIMBER PATIOS ONLY
25/05/2026



TERMITE TREATMENT TO A.S. 3660.1 - 2014

TIMBER FRAMING TO A.S. 1684.2 - 2021

N

● = FIRE EXTINGUISHER

SITE / GROUND FLOOR PLAN. SCALE 1 : 150

BDEG BOULDER DASH ENTERTAINMENT GROUP PTY LTD

Thompson Design
118 Cambridge Street
West Leederville WA 6007
www.thompsondesign.com.au

PROPOSED ALFRESCO AREA. THE OLD TOODYAY/FREEMASONS HOTEL 125 STIRLING TERRACE, TOODYAY WA 6566

ISSUED FOR COUNCIL APPROVAL MUNICIPALITY - THE SHIRE OF TOODYAY

Modified by **Vance** 13 May 2026
Checked by **Kym / Troy** 13 May 2026

Project **Stirling 125**
Revision **B**

Attachment 2 Drawing Details

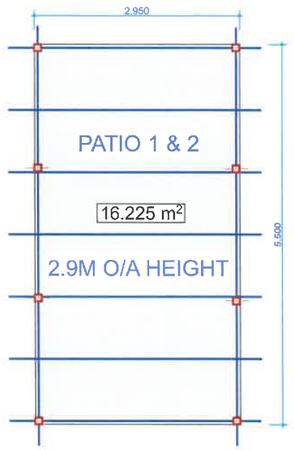
FENIX STRUCTURAL ENGINEERS
FSE

Jason Nguyen
MIEAust NER
Professional Structural Engineer
Membership No. 2564985
Engineers Australia

NATIONAL ENGINEERING REGISTER
NER

APPROVED FOR TWO EXISTING TIMBER PATIOS ONLY
25/05/2026

100 X 100 POSTS ON MS SHOES
300X 300 X 600 DEEP
CONC' FOOTINGS
190X45 RING BEAM
140X45 RAFTERS AT 900CTS
75X50 BATTENS AT 900 CTS





MEMBER SCHEDULE FOR PATIOS
SCALE 1:75

BEER GARDEN VIEW SHOWING THE TWO TIMBER FRAMED PATIOS

BDEG BOULDER DASH ENTERTAINMENT GROUP PTY LTD

Thompson Design
118 Cambridge Street
West Leederville WA 6007
www.thompsondesign.com.au

PROPOSED ALFRESCO AREA. THE OLD TOODYAY/FREEMASONS HOTEL 125 STIRLING TERRACE, TOODYAY WA 6566

ISSUED FOR COUNCIL APPROVAL MUNICIPALITY - THE SHIRE OF TOODYAY

Modified by **Vance** 13 May 2026
Checked by **Kym / Troy** 13 May 2026

Project **Stirling 125**
Revision **B**

Attachment 2 Drawing Details

HERITAGE IMPACT STATEMENT
125 Stirling Terrace, Toodyay WA 6566
The Rec Toodyay (Former Freemasons Hotel)

This Heritage Impact Statement has been prepared in support of a Development Application for works undertaken at 125 Stirling Terrace, Toodyay, a heritage building located within the Central Toodyay Heritage Area and subject to the provisions of the Shire of Toodyay Local Planning Policy No. 20 (LPP20).

The proposed works comprise:

- Two timber pergola/patio structures within the existing rear beer garden;
- Conversion of part of an existing rear verandah into a cool room and store;
- Installation of replacement timber doors; and
- Minor internal alterations associated with hotel operations.

The building will continue to operate as a hotel/tavern, with no change of use proposed.

The works are located predominantly at the rear of the building and are not visible, or only minimally visible, from Stirling Terrace. As such, they do not affect the principal heritage façade or the building's contribution to the heritage streetscape.

The proposal is consistent with the objectives of LPP20 by supporting the continued use and maintenance of a significant heritage building while preserving its heritage values. No significant heritage fabric is removed, and no alterations are proposed to the primary street-facing elevation.

The pergolas are lightweight, open-sided structures that remain visually subordinate to the existing building. The cool room and store conversion occurs within an established service area and does not materially alter the building's form, scale or presentation.

Materials proposed include timber framing, timber doors and weatherboard cladding, all of which are sympathetic to the character of the existing building and surrounding heritage precinct. Importantly, the replacement doors are reclaimed heritage timber doors over 100 years old, salvaged from another historic hotel, ensuring compatibility with the age and significance of the place.

The proposal involves minimal intervention to heritage fabric and is largely reversible. The original hotel building will remain the dominant heritage element on the site, with all additions clearly identifiable as secondary structures.

The proposed works improve the functionality and long-term viability of the hotel, supporting the ongoing conservation and active use of the building, which is a key objective of LPP20.

Conclusion

We consider the proposed development to have a **low heritage impact** and is consistent with the objectives and intent of Local Planning Policy No. 20. The works preserve the heritage significance of the building, maintain the historic character of Stirling Terrace, utilise sympathetic materials and design, and support the continued conservation and operation of this important heritage place.

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, gazeboes, 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.

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;

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

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 *Planning and Development Act 2005*, 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.

	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

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.

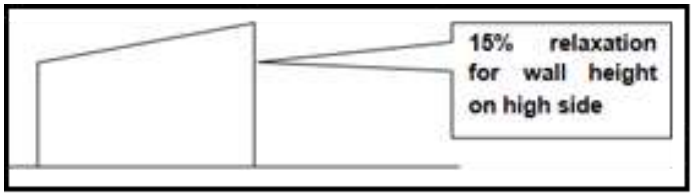
2) Approval will be conditional upon:

   (i) A Building Permit for a dwelling being issued by the Shire; and

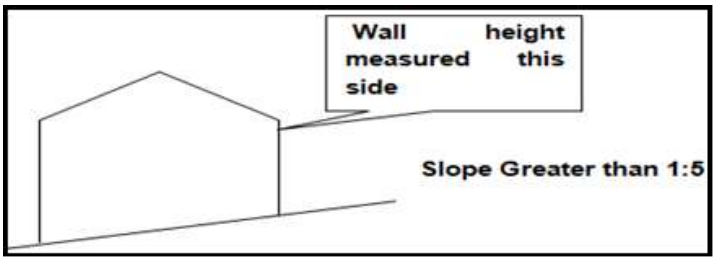
   (ii) Referral to neighbours (neighbours comments). Screening by planting trees or shrubs or by any other methods may be required to reduce the visual impact of the non-habitable structure on the vacant lot.

   (a) Where development varies from standards defined in Table 1 and the following provisions (i-iv):

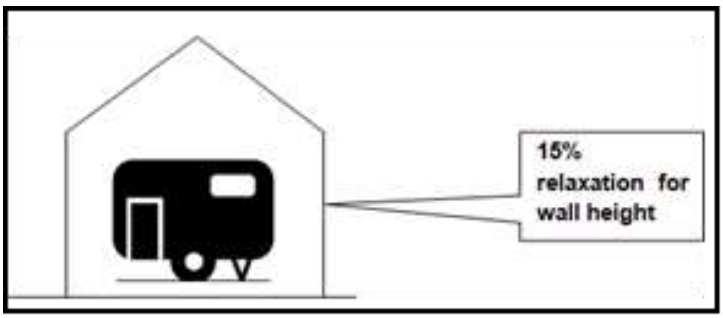
      (i) For mono-pitched (skillion) roofed non-habitable structures (not ridged roofs), a relaxation of the height of the wall (on high side - up to 15%) may be supported; or



      (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



(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.

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.

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.

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	100m²
Residential Zone (Lots 1000m^2 – 2000m²)	3 metres	4.2 metres	120m²
Residential Zone (Lots 2000m^2 – 4000m²)	3 metres	5.0 metres	150m²
Residential Zone (Lots > 4000m²)	3.5 metres	5.0 metres	170m²
Special Residential Zone (Lots < 4000m²)	4.2 metres	4.8 metres	150m²
Special Residential (Lots > 4000m2)	4.2 metres	4.8 metres	170m²

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	200m²
Rural Residential Zone (Lots 2ha to 4ha)	4.2 metres	4.8 metres	220m²
Rural Residential Zone (Lots 4ha to 6ha)	4.2 metres	4.8 metres	240m²
Rural Residential Zone (Lots > 6ha)	4.2 metres	4.8 metres	300m²
Rural Living Zone (Lots < 1ha)	4.2 metres	4.8 metres	220m²
Rural Living Zone (Lots 1 - 4ha)	4.2 metres	4.8 metres	240m²
Rural Living Zone (Lots > 4ha)	4.2 metres	4.8 metres	300m²
Rural Zone (Lots < 2ha)	4.2 metres	4.8 metres	220m²
Rural Zone (Lots 2ha to 3.99ha)	4.2 metres	5.0 metres	300m²

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

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

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

a) To support the use of non-habitable structures in a way that does not affect the amenity, character and visual integrity of the locality.

b) 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

1. 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.
2. Garden structures (i.e., structures without a solid roof - pergolas with shade cloth and arbors) are exempt from the provisions of the policy.
3. 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.
4. Setbacks for non-habitable structures in the following zones:
    a. Residential.
    b. Mixed Use Zone; and
    c. Commercial Zone are to conform to either Clause 26(4)(5)(6) of the Local Planning Scheme No.5 or Table 1, 2a or 2b of State Planning Policy 7.3 – Residential Design Codes (R Codes).
5. Setbacks for non-habitable structures in the following zones:
    a. Rural Residential.
    b. Rural Smallholdings; and
    c. Rural Enterprise
    d. Light Industry
    e. Rural zones are to comply with the provisions listed in the Local Planning scheme applicable to each zone.
6. 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.
7. 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.

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;

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	Class 10a structures which include outbuildings, sheds, gazebos, carports, shade houses and shipping containers.
Outbuilding	An enclosed non-habitable structure that is detached from any dwelling. *(Ref: State Planning Policy 7.3 Residential Design Codes (R Codes)*
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

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 *Planning and Development Act 2005*, 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.

	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.

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 development in Residential Zone to comply with Clause 26(4)(5)(6) of the Shire of Toodyay Local Planning Scheme No.5

b) 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)**
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			
Lots < 2000m^2	5 metres	6 metres	No greater than 20% of the lot area.
Lots 2000m^2 – 4000m²	5.5 metres	6.5 metres	No greater than 20% of the lot area
Lots > 4000m²	7 metres	8 metres	No greater than 20% of the lot area
ALL INDUSTRIAL ZONES			
All lots	9 metres	10 metres	As per BCA.

c) 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.

d) 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.

e) A development application is required if an outbuilding is a large structure situated on a lot exceeding 50 hectares will be assessed as follows:

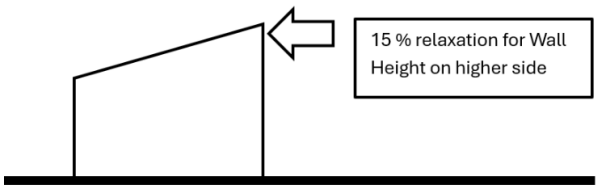
   i. The assessment will be discretionary and will focus on ensuring the outbuilding's size is appropriate and proportional to the lot.

   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

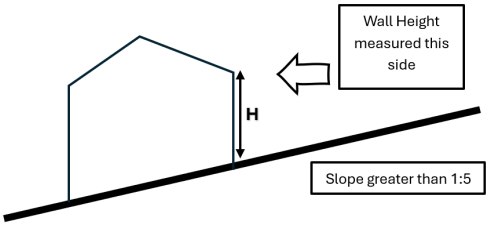
   iii. The height and size of the outbuilding must not adversely impact the local character or visual amenity of the place, as determined by the Shire of Toodyay.

f) Where development varies with the standards set out in Table 1, the following provisions shall apply:

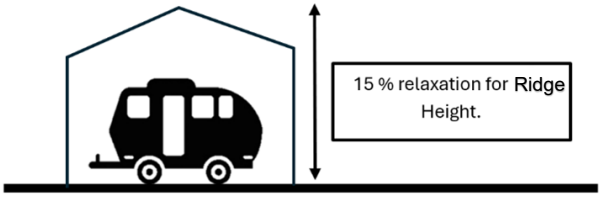
   i. For mono-pitched (skillion) roofed non-habitable structures (not ridged roofs), relaxation of the height of the wall (on higher side - up to 15%) may be supported.



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.



g) 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.

h) 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:

a) The sea container will be used primarily for storage purposes, with any use as workshops or offices being strictly ancillary to the main dwelling.

b) Shipping Containers are not to be used for habitation purposes.

c) The structure does not impact pedestrian or vehicle movements in any way or obstruct vehicle sight lines.

d) Shipping containers are to be used as temporary structures on a site and only for a maximum period of 24 months.

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.

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 will be classified as outbuildings and assessed in accordance with Clause 1 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. 5

Associated documents

State Planning Policy 7.3 - Residential Design Codes – Volume 1
State Planning Policy 7.3 - Residential Design Codes - explanatory guidelines

Document control information	
Document Category	Land Use Planning – 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
Initial Council Adoption *(including Date and Resolution No.)*	22 February 2023 (CRN: OCM017/02/23)
Last Council Review *(including Date and Resolution No.)*	22 February 2023 (CRN: OCM017/02/23)
Date of Approval	Yet to be approved
Approving authority	Council
Absolute or Simple Majority Decision:	Yet to be approved
Access restrictions	Nil
Date Published	Yet to be published
Date of next review	As required

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

a) To support the use of non-habitable structures in a way that does not affect the amenity, character and visual integrity of the locality.

b) 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

1. 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.
2. Garden structures (i.e., structures without a solid roof - pergolas with shade cloth and arbors) are exempt from the provisions of the policy.
3. 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.
4. Setbacks for non-habitable structures in the following zones:
   a. Residential.
   b. ~~Special Residential~~Mixed Use Zone; and
   c. ~~Town Centre~~Commercial Zone are to conform to either Clause 26(4)(5)(6) of the Local Planning Scheme No.5 or Table 1, 2a or 2b of State Planning Policy 7.3 – Residential Design Codes (R Codes).
5. Setbacks for non-habitable structures in the following zones:
   a. Rural Residential.
   b. Rural Smallholdings; and
   c. Rural Enterprise
   d. Light Industry
   e. Rural zones are to comply with the provisions listed in the Local Planning scheme applicable to each zone.
   ~~c. zones are to comply with the provisions listed in the Local Planning scheme applicable to each zone.~~
6. 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.
7. 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

Formatted: Not Expanded by / Condensed by

assessed in accordance with the non-habitable structure Policy

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;

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	Class 10a structures which include outbuildings, sheds, gazebos, carports, shade houses and shipping containers.
Outbuilding	An enclosed non-habitable structure that is detached from any dwelling. *(Ref: State Planning Policy 7.3: Residential Design Codes (R Codes))*
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

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 *Planning and Development Act 2005*, 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.

	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.

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 development in Residential Zone to comply with Clause 26(4)(5)(6) of the Shire of Toodyay Local Planning Scheme No.5

~~a)~~b) 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 – 2000m²	2.4 metres	4.2 metres	<60m^2 in area
Lots 2000m^2 – 4000m²	3 metres	3.8 metres	150m²
Lots > 4000m²	3.6 metres	4.6 metres	170m²
RURAL RESIDENTIAL, RURAL SMALLHOLDING, AND RURAL ENTERPRISE ZONE			
Lots < 2ha	4.2 metres	4.8 metres	220m²
Lots 2ha - 6ha	4.8 metres	5.2 metres	240m²
Lots > 6ha	5 metres	6 metres	300m²
RURAL ZONE			
Lots < 2ha	4.6 metres	5 metres	220m^2
Lots 2ha to 4ha	5 metres	5.6 metres	300m²
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			
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)~~c) 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)~~d) 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)~~e) A development application is required if an outbuilding is a large structure situated on a lot exceeding 50 hectares will be assessed as follows:

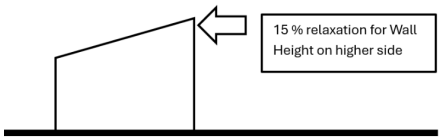
i. The assessment will be discretionary and will focus on ensuring the outbuilding's size is appropriate and proportional to the lot.

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

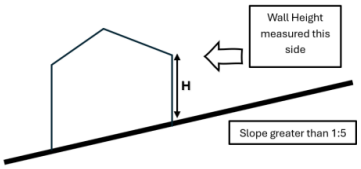
iii. The height and size of the outbuilding must not adversely impact the local character or visual amenity of the place, as determined by the Shire of Toodyay.

~~e)~~f) Where development varies with the standards set out in Table 1, the following provisions shall apply:

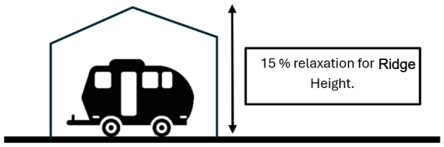
i. For mono-pitched (skillion) roofed non-habitable structures (not ridged roofs), relaxation of the height of the wall (on higher side - up to 15%) may be supported.



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)~~g) 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)~~h) 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:

a) The sea container will be used primarily for storage purposes, with any use as workshops or offices being strictly ancillary to the main dwelling.

b) Shipping Containers are not to be used for habitation purposes.

c) The structure does not impact pedestrian or vehicle movements in any way or obstruct vehicle sight lines.

d) Shipping containers are to be used as temporary structures on a site and only for a maximum period of 24 months.

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.

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 will be classified as outbuildings and assessed in accordance with Clause 1 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. 5

Associated documents

State Planning Policy 7.3 - Residential Design Codes – Volume 1
State Planning Policy 7.3 - Residential Design Codes - explanatory guidelines

Document control information	
Document Category	Land Use Planning – 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
Initial Council Adoption *(including Date and Resolution No.)*	22 February 2023 (CRN: OCM017/02/23)
Last Council Review *(including Date and Resolution No.)*	22 February 2023 (CRN: OCM017/02/23)
Date of Approval	Yet to be approved
Approving authority	Council
Absolute or Simple Majority Decision:	Yet to be approved
Access restrictions	Nil
Date Published	Yet to be published
Date of next review	As required

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.

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 70m^2;

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 doe 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 neem 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	*Planning and Development Act 2005*
Dwelling Separation	The distance from the primary house to the ancillary dwelling in rural areas
Heritage-protected place	As defined under the *Planning and Development (Local Planning Schemes) Regulations 2015.*
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.

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 70m^2 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 70m^2 may be applied when dealing with the proportionality criteria.

Example 1 – 20ha rural zoned lot, main house 320m^2.

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 160m^2.

The 4ha sized lot and zone would use the 100m^2 base cap, because the main house is 160m^2, the 40% provision would not enlarge the cap (160x0.4=64m2) the new cap is larger.

Example 3 – 32ha Rural zoned lot, 120m^2 main house

The 32ha sized lot and zone would use the 130m^2 base cap. In this case the main house is only 120m^2 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 300m^2 to meet this policy requirement, or

(b) The new proposed ancillary house must be less than 40% of the main dwelling = 48m^2. In this case a default 70m^2 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.

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 *(including Date and Resolution No.)*	18/09/2008
Last Council Review *(including Date and Resolution No.)*	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

SUBMISSIONS FOR UPDATED ANCILLARY ACCOMMODATION POLICY					
NUMBER	**SUBMITTER**	**ADDRESS ROAD**	**OBJECT OR SUPPORT ?**	**COMMENT**	**OFFICER RESPONSE**
1	RESIDENT	FAWELL ROAD COONDLE	**SUPPORT**	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. 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. 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. 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.	Noted Noted Noted Noted
				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. 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. <u>1. Size Restrictions Limit Efficiency, Workforce Stability, and Succession</u> 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)	Noted Noted 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.

2	TOODYAY AGRICULTURAL ALLIANCE	LOCAL ACTION GROUP	OBJECT	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 <u>2. Policy Does Not Support Efficiency Gains or Workforce Accommodation</u> 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. <u>3. Succession Planning Is Critical to Farm Survival</u> 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. <u>4. Proportionality Requirements Create Unnecessary Costs</u> 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 <u>5. Policy Does Not Support Diversification or Remote Work</u> 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. <u>6. The 70m² Default Cap Is Unworkable and Economically Inefficient</u>	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. Currently within the Scheme other land use designations exist that can support this type of accommodation, such as caravan park and tourist development. Not supported. There are enough clauses and options within the scheme and updated policy to support these outcomes without adding another justification. 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 70m^2 cap to resolve that delema. This policy seeks to define that proportionality more generously than past policies. This policy will support these objectives.

				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. <u>7. Need for a Separate Rural Ancillary Dwelling Category.</u> 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 <u>Conclusion</u> 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.	Agreed. This policy will provide greater options, and larger anciliary dwellings in most cases. Not supported , these matters are addressed in policy, rather than land use cattegory. A new land use category is the domain of State Government and difficult to justify and enact. Within current Scheme provissions and this updated policy, many of these objectives can be met.
3	Resident Farmer	HALL ROAD NUNILE	**OBJECT**	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. I’m asking the Shire to: · 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. 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.	The proportionality definition has been adjusted to be more generous to applicants supporting greater options. Not Supported Not Supported Not Supported This is already an option limited to 2 dwellings Supported. Not understood Not Supported - State Legislation Within current Scheme provissions and this updated policy, many of these objectives can be met.
				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.	Noted

4	Resident	PARKLAND DRIVE JULIMAR	OBJECT	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."	Noted there is no reference to 100m setbacks in the current Scheme.
				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.	Correct
				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.	Concessions to the setback requirements under Clause 32(2) *Table 6* do not require consultation.
				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.	All of these matters are within the *Local Planning Scheme No.5* and the *Register of Delegations 2025* are publically available on the Shire's website.
				We respectfully submit that the revised Local Planning Policy 2 should:	
				• Reinforce minimum setback requirements appropriate to rural expectations	Refer to the *Register of Delegations (2025)* PRS8
				• Include explicit privacy and overlooking protections for ancillary accommodation	There is no requirement for any of the Rural zoned lots to considder overlooking in the assesment of development applications.
				• Require siting within approved building envelopes wherever possible	The majority of lots within the Shire do not have building envelopes, but those that do must contain an ancilliary dwelling within that envelope.
				• Clearly define the circumstances under which setback variations may be considered	Refer to the *Register of Delegations (2025)* PRS8
				• Require documented planning justification where rural setbacks are varied	Refer to the *Register of Delegations (2025)* PRS8
				• Mandate formal consultation with directly affected adjoining landowners where variations materially impact privacy or amenity	Refer to the *Register of Delegations (2025)* PRS8
				• Clarify that ancillary accommodation is not to be used for short-stay or commercial accommodation purposes unless separately assessed and approved.	The Shire of Toodyay cannot overide State legislation such as the *Short-Term Rental Accomodation Act 2024* which sets the rules.
				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.	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.

				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.	Noted

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 supporting 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) 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	*Planning and Development Act 2005*
Dwelling Separation	The distance from the primary house to the ancillary dwelling in rural areas
Heritage-protected place	As defined under the Planning and Development (Local Planning Schemes) Regulations 2015.
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
Refer to the Corporate Documents Glossary	https://www.toodyay.wa.gov.au/documents/470/corporate-documents-glossary-(definitions)

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) 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 floor space (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 floor area of the primary dwelling (lots over 4ha); or

(b) have a floor area 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

Land Use / Lot Size	Dwelling Size	Dwelling Separation	Maximum Dwellings
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

(d) 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.

** 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).

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 zones with the exception for Rural Zone with Clause 32(11)as a consideration which states that:

"In the Rural zone, the local government may, at its discretion, approve the erection of one (1) additional dwelling on a rural lot provided that –

(a) the total number of dwellings on the lot will not exceed two (2) dwellings;

(b) the lot has an area of not less than 40 hectares;

(c) it can be demonstrated that the additional dwelling is for workers or family members employed for agricultural activities on that lot;

(d) adequate provision of a sustainable water supply and disposal of sewage from the additional dwelling can be demonstrated;

(e) the additional dwelling will not adversely detract from the rural character and amenity of the area or conflict with agricultural production on the subject lot or adjoining land;

(f) access to the existing road network is to be provided for any additional dwelling and shared with any existing dwelling where practicable;

(g) the existence of more than one dwelling on a lot in the Rural zone shall not be considered by itself to be sufficient grounds for subdivision."

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.

Flow Charts (if necessary)

N/A.

Reference Information

- State Planning Policy 2.5: Rural Planning
- Local Planning Scheme No. 5

Legislation

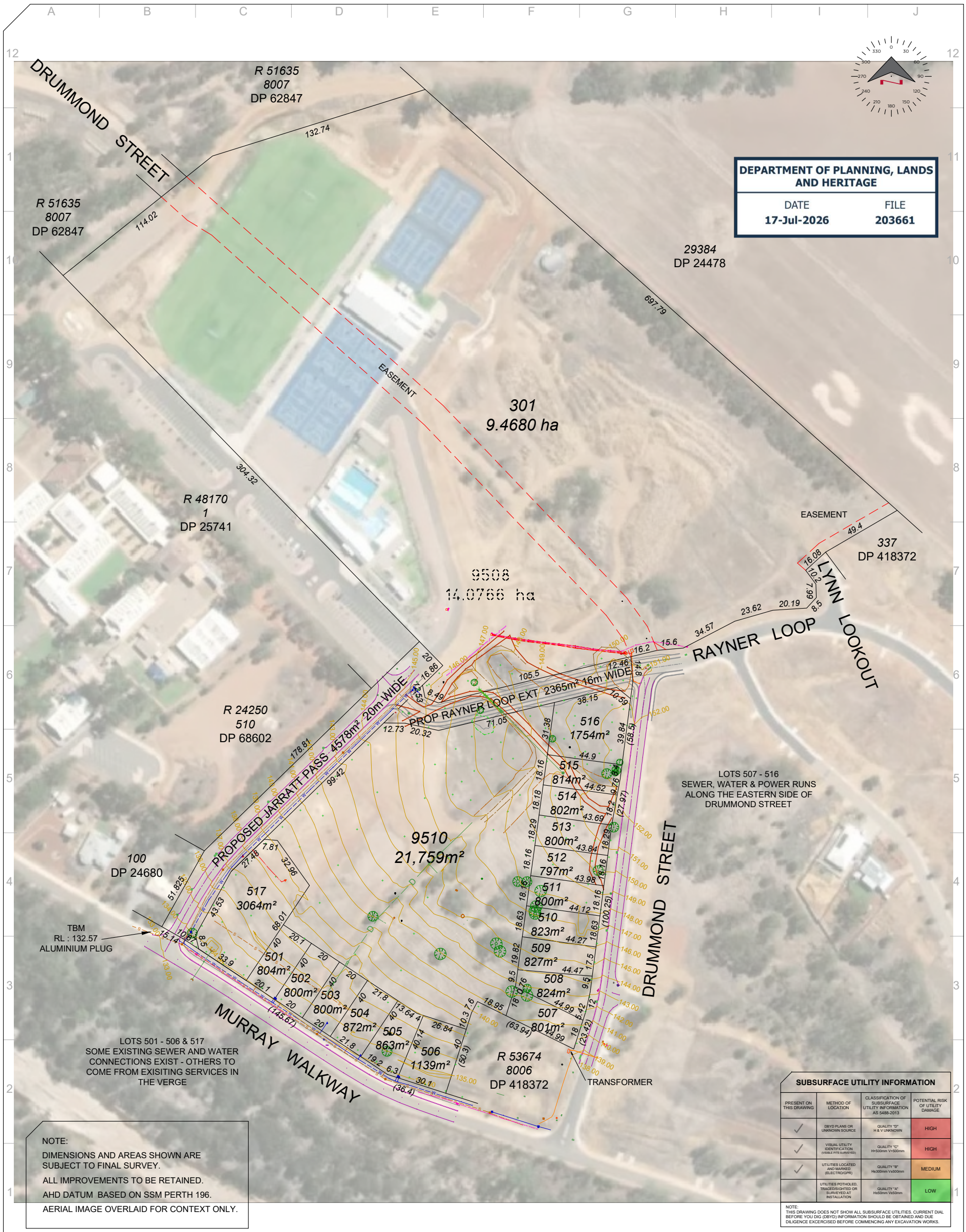
Use links to parliamentary website and list (remove this)

- *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 *(including Date and Resolution No.)*	18/09/2008
Last Council Review *(including Date and Resolution No.)*	22 June 2022 (CRN: 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



RM SURVEYS
PHONE: 08 9457 7900 EMAIL: INFO@RMSURVEYS.COM.AU WEBSITE: RMSURVEYS.COM.AU

0 20 40 60 80 100 120 140 160
SCALE 1:2000
ALL DISTANCES IN METRES
PAPER SIZE A3

Endorsed by

CLIENT: SHIRE OF TOODYAY

© THIS DRAWING IS COPYRIGHT. THE USE OR COPYING OF THIS DRAWING IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF RM SURVEYS CONSTITUTES A COPYRIGHT INFRINGEMENT.

SURVEYOR	DP				
SURVEY DATE	16/04/2026				
VERTICAL DATUM	AHD				
HORIZONTAL DATUM	AGLIME94				

REV	DESCRIPTION	DRN	CKD	APP	DATE
1	SERVICES ADDED	AC	AK	AK	12/06/2026
0	INITIAL ISSUE	AC	DP	AK	03/06/2026

APPLICATION FOR SUBDIVISION
LOT 9508 on DEPOSITED PLAN 77718
35 BURT PARKWAY, NUNILE
C/T VOL 2823 FOL 852

JOB No.	DRAWING No.	REV
SOT-BATT	SOT-BATT-DW-001	1

WAPC Western Australian Planning Commission

OFFICIAL

Our Ref: 203661
Previous Ref:
Your Ref: SOT-BATT
Enquiries: Katya Tripp (6551 9942)

Application No: 203661 - 35 Burt Parkway, Nunile

The Western Australian Planning Commission has received an application for planning approval as detailed below. Plans and documentation relating to the proposal are attached. The Commission intends to determine this application within 90 days from the date of lodgement.

Please provide any information, comment or recommended conditions pertinent to this application by 01 September 2026 being 42 days from the date of this letter. The Commission will not determine the application until the expiry of this time unless all responses have been received from referral agencies. If your response cannot be provided within that period, please provide an interim reply advising of the reasons for the delay and the date by which a completed response will be made or if you have no comments to offer.

Referral agencies are to use the Model Subdivision Conditions Schedule (December 2025) in providing a recommendation to the Commission. Non-standard conditions are discouraged, however, if a non-standard condition is recommended additional information will need to be provided to justify the condition. The condition will need to be assessed for consistency against the validity test for conditions. A copy of the Model Subdivision Conditions Schedule can be accessed: http://www.dplh.wa.gov.au

Please send responses via Planning Online Portal here: https://planningonline.dplh.wa.gov.au/.

This proposal has also been referred to the following organisations for their comments:
Department of Health, DBCA - Swan, DWER - Swan Region, Western Power, Department of Education, Water Corporation, Toodyay, Shire of, Department of Education and LG Toodyay, Shire of.

Yours sincerely

Jonathan Mesnard
Secretary

21 July 2026

APPLICATION DETAILS

Application Type	Subdivision	***Application No***	203661
Applicant(s)	RM SURVEYS PTY LTD		
Owner(s)	SHIRE OF TOODYAY		
Locality	35 Burt Parkway, Nunile		
Lot No(s).	9508	***Purpose***	Subdivision
Location		***Local Gov. Zoning***	EDUCATION, PUBLIC OPEN SPACE, URBAN DEVELOPMENT, LOCAL ROAD, RESIDENTIAL
Volume/Folio No.	2823/852	***Local Government***	Toodyay, Shire of
Plan/Diagram No.	77718	***Tax Sheet***	
Centroid Coordinates			
Other Factors	THREATENED ECOLOGICAL COMMUNITY BUFFER, BUSHFIRE PRONE AREA, FLOODPLAIN DEVELOPMENT CONTROL AREA, EDUCATION - EXTERNAL REFERRAL		

140 William Street, Perth, Western Australia 6000, Locked Bag 2506 Perth, 6001
Tel: (08) 6551 8002; Fax: (08) 6551 9001; Infoline: 1800 626 477
e-mail: info@dplh.wa.gov.au; web address http://www.dplh.wa.gov.au
ABN 35 482 341 493

Shire of Toodyay

Statement of Objects and Reasons for Differential Rating

In accordance with Sections 6.33 & 6.36 of the *Local Government Act 1995* and the Council's intention to continue levying differential rates for the 2025/2026 Financial Year, the Shire is required to publish its Objects and Reasons for implementing the differential rates categories.

All land, except exempt land, in the Shire of Toodyay is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) as determined by the Valuer General's Office, and in accordance with the requirements of section 6.28 of the *Local Government Act 1995*.

The proposed rates in the dollar ($) for the various differential rates are calculated to provide the shortfall in income required to enable the Shire to provide necessary works and services in the 2026/2027 financial year for each category after taking into account all non-rate sources of income.

GRV – Residential

The objective of the GRV Residential differential rate is to apply a base differential general rate to residential land, zoned for non-business purposes. It acts as the Shire's benchmark differential rate by which all other GRV rated properties are assessed. The reason for this rate is to ensure that all ratepayers make a reasonable contribution towards the ongoing maintenance and provision of works, services, and facilities throughout the Shire of Toodyay.

The rate in the $ of **0.12923** has been set to ensure that the proportion of total rate revenue derived from residential property remains consistent with previous years and in recognition of the above.

GRV – Commercial

The objective of the GRV Commercial rate is to ensure that all properties within the Shire used for business or commercial purposes, within the town centre or local centres, contribute fairly and equitably towards Shire services. The reason for this rate in the dollar is set to ensure that the rates derived from commercial land recognises the specific demands on the Shire's infrastructure and services.

The rate in the $ of **0.16706** has been set to ensure that the proportion of total rate revenue derived from commercial property remains consistent with previous years and in recognition of the above.

GRV – Industrial

The objective of the GRV Industrial differential rate is to ensure that all properties used for industrial purposes within the Shire, contribute fairly and equitably towards Shire services. The reason for this rate in the dollar is set to ensure that the rates derived from industrial land recognises the specific demands on the Shire's infrastructure and services.

The rate in the $ of **0.13182** of has been set to ensure that the proportion of total rate revenue derived from industrial property remains consistent with previous years and in recognition of the above.

GRV – Rural

The GRV Rural rate applies to properties that are zoned for rural proposes such as broad-scale or intensive agriculture, rural pursuits, and some tourist related activities. The objective of this rate is to recognise the specific demands on the Shire's infrastructure and services arising from these land uses.

The rate in the $ of **0.12421** has been set to ensure that the proportion of total rate revenue derived from rural properties remains consistent with previous years and in recognition of the above.

GRV - Rural Residential

This rate applies to those properties in local residential centres such as Morangup, Dumbarton and Bejoording that provide for a range of lifestyle opportunities with a rural character and amenity.

The rate in the $ of **0.11882** has been set to ensure that the proportion of total rate revenue derived from rural residential properties remains consistent with previous years and recognises the demand on Shire infrastructure and services from the activity on GRV Rural Residential properties.

UV – General

The rate in the $ of **0.010096** has been set to ensure that the proportion of total rate revenue derived from rural small holdings remain consistent with previous years and recognises the demand on Shire infrastructure and services from the activity on UV General properties.

UV – Rural

The rate in the $ of **0.00529** has been set to ensure that broadacre farming properties, those over 100 hectares and used for grazing or cropping, are not adversely affected by the valuation changes of small rural holdings.

Differential Minimum Payment

A minimum payment of **$1,577.00** is applied to lower valued GRV & UV properties in recognition that every property receives some minimum level of benefit from works and services provided. The minimum payment helps encourage development and discourage speculation.

Creditor Payment Report - Warrant Listing
01 June 2026 to 30 June 2026

Cheque Payments

Payment Number	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.395	25/06/2026	PC 2026_02 chq.13116	SHIRE OF TOODYAY	Petty Cash admin recoup	519.15
				Cheque Total	**519.15**

Electronic Funds Transfer Payments

Payment Number	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.391	4/06/2026	1014771032	Australia Post	Postage May 2026	378.81
CP.391	4/06/2026	24629	Avon Skip Bins	empty skip bin - Sports Oval - May 2026	140.00
CP.391	4/06/2026	24675	Avon Skip Bins	empty skip bin - Depot - May 2026	70.00
CP.391	4/06/2026	INV-0275	Bongers Bees Enterprises Pty Ltd	Goods/products to sell at Visitor Centre	631.00
CP.391	4/06/2026	7127	Brightmark Group Pty Ltd	Contract Cleaning May 2026	13,861.47
CP.391	4/06/2026	7129	Brightmark Group Pty Ltd	Contractor Cleaning - Servicing of Sanitary Disposal Units - May 2026	288.20
CP.391	4/06/2026	7131	Brightmark Group Pty Ltd	19A Clinton Street - Contract Cleaning	475.20
CP.391	4/06/2026	7128	Brightmark Group Pty Ltd	Contractor Cleaning - Community Depot Toilets - May 2026	415.80
CP.391	4/06/2026	7130	Brightmark Group Pty Ltd	Sports Pavillion - Contract Cleaning	297.00
CP.391	4/06/2026	INV-8359	Cloud Collections Pty Ltd	Debt recovery costs 2025/26	2,788.78
CP.391	4/06/2026	I0005527	CSS Tech	Mobile Phones	2,838.00
CP.391	4/06/2026	INV-3471	CSS Tech	Shire Phone Message On Hold June 2026	154.00
CP.391	4/06/2026	INV-0154	D.E.C Contracting Pty Ltd	One Man Rd - Tree Pruning	20,736.39
CP.391	4/06/2026	INV1796064	Datacom Solutions (AU) Pty Ltd	Datacom Pay Processing fee and direct access for 2025 - 2026	348.48
CP.391	4/06/2026	2026_5	Department of Local Government, Industry Regulation and Safety	BS Levies May 2026	8,259.49
CP.391	4/06/2026	6176	EAG Electrical Air-Conditioning & Gas	Toodyay Medical Group - Lights Maintenance	379.50
CP.391	4/06/2026	6172	EAG Electrical Air-Conditioning & Gas	Memorial Hall - repair lights	1,048.85
CP.391	4/06/2026	89979	Frontline Fire & Rescue Equipment	(LGGS) BFB - Thottle actuator Coondle-Nunile 3.4 (T8035)	1,074.34
CP.391	4/06/2026	1592091	Landgate	Copy of Certificate of Title/Survey May 2026	97.80
CP.391	4/06/2026	INV-4201	Leyland Engineering Services	Essential Service-T0001	615.00
CP.391	4/06/2026	INV-4205	Leyland Engineering Services	Essential service-T0010	3,995.00
CP.391	4/06/2026	INV-0263	Mandy Wynne	Preparation of Monthly Financial Statement	2,314.40
CP.391	4/06/2026	BJ84-5	Market Creations	Website Refresh/Redesign - claim 1	8,686.92
CP.391	4/06/2026	151904	Mcleods Barristers & Solicitors	Legal Advice - imposition of differential rates	4,657.40
CP.391	4/06/2026	151910	Mcleods Barristers & Solicitors	Legal Advice - HR matter	5,605.60
CP.391	4/06/2026	55629	North Star Security Nominees Pty Ltd	Security Monitoring Jul-Sep 2026 Pavillion and Aquatic Centre	343.20
CP.391	4/06/2026	629885999	Officeworks	office equipment	461.50
CP.391	4/06/2026	629886120	Officeworks	office equipment	116.00
CP.391	4/06/2026	1952641	Omnicom Media Group Australia Pty Ltd	Advert for Activities in Thoroughfares,Public Places /Trading Local Law 2026	956.75
CP.391	4/06/2026	P284892	Pentanet Limited	mthly NBN for Shire Office - June 2026	850.38
CP.391	4/06/2026	39698	Professional PC Support Pty Ltd (XL2)	Microsoft surface tablet	3,517.80
CP.391	4/06/2026	INV-39732	Professional PC Support Pty Ltd (XL2)	Ubiquiti POE Rack Mounted Switch and shelf	771.38

Electronic Funds Transfer Payments					
Payment Number	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.391	4/06/2026	CD_001447143	Ringcentral Australia Pty Ltd	phone charges May 2026	1,679.70
CP.391	4/06/2026	2526546	Shred-X Pty Ltd	Paper Shredding May 2026	353.47
CP.391	4/06/2026	81694	Sprayline Spraying Equipment	Depot consumables May 2026	48.40
CP.391	4/06/2026	0646-S587470	Team Global Express Pty Ltd	(LGGS) BFS - PPC/PPE freight charges	44.90
CP.391	4/06/2026	INV0027	Temara Thomson	Water Cart Hire - Various Locations	4,269.38
CP.391	4/06/2026	5147	Timber Insight Pty Ltd	Bridge 4081 - maintenance works	4,059.00
CP.391	4/06/2026	5148	Timber Insight Pty Ltd	Bridge 0697 - maintenance works	7,084.00
CP.391	4/06/2026	5149	Timber Insight Pty Ltd	Bridge 4089 - maintenance works	28,534.00
CP.391	4/06/2026	5156	Timber Insight Pty Ltd	Bridge 0702 - maintenance works	19,464.50
CP.391	4/06/2026	648	TLCWA Pty Ltd	Works Manager - prepare a budget for the 26/27 financial year	13,937.00
CP.391	4/06/2026	10757945	Toodyay Hardware & Farm	Depot consumables June 2026	17.65
CP.391	4/06/2026	INV20516	Total Green Recycling	e-waste recycling May 2026	1,060.99
CP.391	4/06/2026	463667	Total Tools Midland	Depot - Diesel Pump Nozzle freight	20.00
CP.391	4/06/2026	463667AA	Total Tools Midland	Depot - Diesel Pump Nozzle	310.00
CP.391	4/06/2026	22000073	Uniforms @ Work	staff workwear	253.20
CP.391	4/06/2026	38000052	Uniforms @ Work	staff workwear	32.14
CP.391	4/06/2026	INV-3431	Vapour Plumbing And Gas	Rec Centre - Solar Hot water repairs	478.50
CP.391	4/06/2026	10038	Vernice Pty Ltd	gravel supply	2,643.17
CP.391	4/06/2026	10037	Vernice Pty Ltd	gravel supply	2,488.20
CP.391	4/06/2026	IN-229214	Wheatbelt Office & Business Machines	lease for Library Photocopier 2025/2026	117.59
CP.391	4/06/2026	229286	Wheatbelt Office & Business Machines	copy cost May 2026 - Library	442.14
CP.391	4/06/2026	INV-0074	Xcell Talent Pty Ltd	Staff hire - depot support officer	577.50
CP.391	4/06/2026	INV-0077	Xcell Talent Pty Ltd	Staff hire - depot support officer	866.25
CP.391	4/06/2026	INV-0089	Xcell Talent Pty Ltd	Staff hire - depot support officer	577.50
CP.392	11/06/2026	VC-May2026	Alison Barbara Downie	VC Consignment - May 2026	42.70
CP.392	11/06/2026	VC-May2026	Anne Jeffreys	VC Consignment - May 2026	21.00
CP.392	11/06/2026	4031	Auscoinwest	Goods/products to sell at Visitor Centre	453.20
CP.392	11/06/2026	VC-May2026	Barry Graham Keens	VC Consignment - May 2026	17.50
CP.392	11/06/2026	7186	Brightmark Group Pty Ltd	Cleaning Contract - Consumables - May 2026	1,739.34
CP.392	11/06/2026	569	Broderick Waste Solutions	Cartage of E-Waste to Perth May 2026	660.00
CP.392	11/06/2026	558_1	Broderick Waste Solutions	Management of waste transfer station f/e 28/4/26 - final payment	1,210.00
CP.392	11/06/2026	562_1	Broderick Waste Solutions	Waste cartage Toodyay transfer station to Northam Apr 2026 - final payment	1,581.58
CP.392	11/06/2026	563_1	Broderick Waste Solutions	Cartage of E-waste to Perth Apr 2026 - final payment	132.00
CP.392	11/06/2026	564_1	Broderick Waste Solutions	Management of waste transfer station f/e 12/5/26 - final payment	1,210.00
CP.392	11/06/2026	INV-00052533	Carrington's (WA) Pty Ltd	Traffic Management - Toodyay Bindi Bindi Rd 18/5/26-28/5/26	20,641.92
CP.392	11/06/2026	VC-May2026	Cindy May Harders	VC Consignment - May 2026	144.04
CP.392	11/06/2026	INV-1094	Cloud Collections Pty Ltd	Court filing fees	375.00
CP.392	11/06/2026	229302	Country Copiers	CRC Printer Meter Reading May 2026	192.05
CP.392	11/06/2026	INV-8858	Creighan Holdings Pty Ltd	NCC Compliance Assessment & Issue of CDC & Building Permit	2,145.00
CP.392	11/06/2026	INV-8825	Creighan Holdings Pty Ltd	NCC Compliance Assessment & Issue of CDC & Building Permit	2,145.00
CP.392	11/06/2026	INV-8901	Creighan Holdings Pty Ltd	NCC Compliance Assessment & Issue of CDC & Building Permit	2,640.00
CP.392	11/06/2026	6187	EAG Electrical Air-Conditioning & Gas	Toodyay Heartlands Vet - A/C maintenance	209.00
CP.392	11/06/2026	VC-May2026	Glenoran Leather	VC Consignment - May 2026	61.58
CP.392	11/06/2026	260609	I.P. Cameras Australia Pty Ltd	CCTV Cameras Supply and Installation	44,581.52
CP.392	11/06/2026	VC-May2026	Ian Gregory Mcgillivray	VC Consignment - May 2026	290.50
CP.392	11/06/2026	4782	Information Proficiency	Content Manager new Outlook integration	3,960.00

Electronic Funds Transfer Payments					
Payment Number	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.392	11/06/2026	INV-26665	Interfire Agencies Pty Ltd	(LGGS) BFB - Julimar 1.4 (T7861) Hose reel replacement	2,586.72
CP.392	11/06/2026	INV-26666	Interfire Agencies Pty Ltd	(LGGS) BFB - Morangup 1.4 (T7851) - hose reel replacement	2,586.72
CP.392	11/06/2026	INV-26667	Interfire Agencies Pty Ltd	(LGGS) BFB - Toodyay Central 1.4 (T7853) - hose reel replacement	2,586.72
CP.392	11/06/2026	INV-26668	Interfire Agencies Pty Ltd	(LGGS) BFB - Coondle 1.4 (T7852) - hose reel replacement	2,586.72
CP.392	11/06/2026	VC-May2026	Isobel Winifred Roberts	VC Consignment - May 2026	41.00
CP.392	11/06/2026	VC-May2026	Joanne Crowe	VC Consignment - May 2026	40.00
CP.392	11/06/2026	78117473	Landgate	Valuations FY 2025/26	25.84
CP.392	11/06/2026	INV-4211	Leyland Engineering Services	Trailer brake check T0012	169.00
CP.392	11/06/2026	926	Linkwest Incorporated	Linkwest CRC Membership for FY 2026/2027	437.00
CP.392	11/06/2026	VC-May2026	Ma Ochre	VC Consignment - May 2026	40.00
CP.392	11/06/2026	VC-May2026	Martina Hubackova	VC Consignment - May 2026	85.00
CP.392	11/06/2026	IV00000001514	Michael Stanley King	Road Sweeper maintenance	150.00
CP.392	11/06/2026	IV00000001513	Michael Stanley King	T009 antenna	109.98
CP.392	11/06/2026	VC-May2026	Natural Intentions Beauty Range - Gina Large	VC Consignment - May 2026	90.58
CP.392	11/06/2026	55710	North Star Security Nominees Pty Ltd	Monitoring Admin Building Jul-Sep 2026	171.60
CP.392	11/06/2026	VC-May2026	Oztrology Pty Ltd	VC Consignment - May 2026	15.00
CP.392	11/06/2026	VC-May2026	Patricia Rose	VC Consignment - May 2026	15.00
CP.392	11/06/2026	VC-May2026	Quilts By Robyn	VC Consignment - May 2026	50.00
CP.392	11/06/2026	VC-May2026	Regan Woolcock	VC Consignment - May 2026	33.60
CP.392	11/06/2026	104738	Richquest Investments Pty Ltd	supply/install blockout roller blinds VC	3,538.00
CP.392	11/06/2026	INV329042	S & F Unit Trust	Business cards	258.50
CP.392	11/06/2026	VC-May2026	Sandra Rose Wessley	VC Consignment - May 2026	190.45
CP.392	11/06/2026	VC-May2026	Sara Louise Whincup	VC Consignment - May 2026	20.00
CP.392	11/06/2026	VC-May2026	Southern Sharpening Services	VC Consignment - May 2026	38.50
CP.392	11/06/2026	VC-May2026	Tammar Publications	VC Consignment - May 2026	55.95
CP.392	11/06/2026	VC-May2026	Tanya Michelle Stuart	VC Consignment - May 2026	13.44
CP.392	11/06/2026	INV0028	Temara Thomson	Water Cart Hire - Various Locations	7,033.13
CP.392	11/06/2026	VC-May2026	The Toodyay Historical Society Inc	VC Consignment - May 2026	65.00
CP.392	11/06/2026	658	TLCWA Pty Ltd	Works Manager - prepare a budget for the 26/27 financial year	4,004.00
CP.392	11/06/2026	660	TLCWA Pty Ltd	Works Manager - prepare a budget for the 26/27 financial year	5,929.00
CP.392	11/06/2026	INV-10585	Toodyay Tyre & Exhaust	T4623 - new battery	150.00
CP.392	11/06/2026	INV-10593	Toodyay Tyre & Exhaust	Batteries	650.00
CP.392	11/06/2026	INV-3457	Vapour Plumbing And Gas	Duke St toilets - unblock	110.00
CP.392	11/06/2026	INV-3458	Vapour Plumbing And Gas	Butterly cottages - gas connection	269.50
CP.392	11/06/2026	112	Wex Australia Pty Ltd	(LGGS) SES fuel card fees May 2026	322.52
CP.392	11/06/2026	2026-01	William John Fletcher	(LGGS) BFB reimbursement travel cost	345.80
CP.392	11/06/2026	INV-0091	Xcell Talent Pty Ltd	Staff hire - depot support officer	433.13
CP.393	19/06/2026	INV-0404	Ascentive Pty Ltd	Reserve 33931 - Old Depot Site Engagement and Concept Masterplan - Claim 2	3,217.94
CP.393	19/06/2026	BAS May26	Australian Taxation Office - Albury	BAS Return May 2026	71,785.00
CP.393	19/06/2026	567	Broderick Waste Solutions	Management of Waste Transfer Station F/E 9/6/26	6,050.00
CP.393	19/06/2026	INV-368018-M9N9R9	Building & Construction Industry Training Fund	BCITF LEVY 2025/2026	6,525.22
CP.393	19/06/2026	26-00005615	Cadds Fashions Sportfirst Northam	staff workwear	215.99
CP.393	19/06/2026	INV-00052573	Carrington's (WA) Pty Ltd	Traffic Management - Toodyay Bindi Bindi Rd - Jun 2026	4,935.26
CP.393	19/06/2026	INV-8947	Creighan Holdings Pty Ltd	NCC Compliance Assessment & Issue of CDC & Building Permit	1,320.00
CP.393	19/06/2026	CINS3202993	CTI Security	Alarm monitoring Jul-Sep 2026 Visitor Centre	210.83
CP.393	19/06/2026	CINS3202964	CTI Security	Alarm monitoring Jul-Sep 2026 Community Centre	210.83

Electronic Funds Transfer Payments					
Payment Number	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.393	19/06/2026	INV1800818	Datacom Solutions (Au) Pty Ltd	Review and consolidate Shire Fixed Asset Register	3,410.00
CP.393	19/06/2026	1012940	Department of the Premier & Cabinet	Bush fire brigade local law publication	1,170.96
CP.393	19/06/2026	DISHIRTO 05.2026	Dunning Investments Pty Ltd	fuel/fuel cards May 2026	1,791.56
CP.393	19/06/2026	6217	EAG Electrical Air-Conditioning & Gas	Supply and install A/C to server room	3,246.38
CP.393	19/06/2026	5133	Galapagos Pty Ltd	iPlatinum / iArchive Annual Licence Fee 2026/2027	3,102.00
CP.393	19/06/2026	INFO-204663	Infocouncil Pty Ltd	Infocouncil Subscription 2026/2027	15,278.55
CP.393	19/06/2026	INV-26746	Interfire Agencies Pty Ltd	(LGGS) BFB helmet stickers	1,161.60
CP.393	19/06/2026	56688	Jason Signmakers	(LGGS) BFB Coondle-Nunile - Fire Plates and Sticker	332.78
CP.393	19/06/2026	78183349	Landgate	Valuations FY 2025/2026	13,913.87
CP.393	19/06/2026	78183348	Landgate	Valuations FY 2025/2026	616.15
CP.393	19/06/2026	78175922	Landgate	Valuations FY 2025/2026	193.92
CP.393	19/06/2026	78163389	Landgate	Valuations FY 2025/2026	96.96
CP.393	19/06/2026	78158240	Landgate	Valuations FY 2025/2026	449.12
CP.393	19/06/2026	INV-4224	Leyland Engineering Services	Essential service T0023	465.00
CP.393	19/06/2026	INV-4228	Leyland Engineering Services	Essential service T00	300.00
CP.393	19/06/2026	INV-4229	Leyland Engineering Services	Essential service T020	585.00
CP.393	19/06/2026	47559	Mayberry Hammond & Co	withdrawal of caveat - legal fees	734.26
CP.393	19/06/2026	INV034553	Metrocount Traffic Data Specialists	Traffic Monitoring Equipment	21,895.50
CP.393	19/06/2026	IV00000001505	Michael Stanley King	Maintenance T0017	168.70
CP.393	19/06/2026	IV00000001504	Michael Stanley King	repairs T0019	258.00
CP.393	19/06/2026	IV00000001503	Michael Stanley King	maintenance T4500	564.90
CP.393	19/06/2026	IV00000001512	Michael Stanley King	T0024 new radio/antenna	1,068.21
CP.393	19/06/2026	IV00000001511	Michael Stanley King	T0014 new radio/antenna	824.26
CP.393	19/06/2026	DINV-38030	Officeasy Pty Ltd	office desk	599.00
CP.393	19/06/2026	80867	Overwatch Traffic Services Pty Ltd	Sep2025 Bejooording Road, Planning - Site Specific TMP	1,404.04
CP.393	19/06/2026	39890M	Professional Pc Support Pty Ltd (XI2)	Agreement managed ICT support July 2026	9,463.45
CP.393	19/06/2026	INV-25078	Scavenger Supplies Pty Ltd	(LGGS) BFB - PPE & Equipment	9,763.60
CP.393	19/06/2026	34037	Shire of Northam	Old Quarry Tipping Fees - May 2026	31,031.10
CP.393	19/06/2026	130804	Sling Lift and Rigging Pty Ltd	Depot lifting gear	56.76
CP.393	19/06/2026	SIN-4296747	Stewart & Heaton Clothing Co Pty Ltd	(LGGS) BFB - Personal Protective Clothing	323.64
CP.393	19/06/2026	SIN-4299314	Stewart & Heaton Clothing Co Pty Ltd	(LGGS) BFB - Personal Protective Clothing	2,265.48
CP.393	19/06/2026	INV0029	Temara Thomson	Water Cart Hire - Various Locations	1,361.25
CP.393	19/06/2026	5166	Timber Insight Pty Ltd	Attwells Bridge (BR4083) - Woodendale Rd - Emergency Repairs - claim 1	23,221.00
CP.393	19/06/2026	INV-7209	Toodyay Bakery & Cafe	Catering WALGA Avon-Midland Zone Meeting 19/6/26	246.00
CP.393	19/06/2026	10759439	Toodyay Hardware & Farm	Depot consumables Jun 2026	46.45
CP.393	19/06/2026	10759464	Toodyay Hardware & Farm	Depot consumables Jun 2026	39.50
CP.393	19/06/2026	10760136	Toodyay Hardware & Farm	Depot consumables Jun 2026	208.65
CP.393	19/06/2026	760122	Toodyay Hardware & Farm	Depot consumables Jun 2026	20.50
CP.393	19/06/2026	10760284	Toodyay Hardware & Farm	Depot consumables Jun 2026	26.75
CP.393	19/06/2026	30081	Toodyay Herald	Advertising Jun 2026	1,078.65
CP.393	19/06/2026	104002771	Toodyay Traders	(LGGS) SES - Chainsaws and Pole top Saw	6,022.00
CP.393	19/06/2026	104002240	Toodyay Traders	Depot consumables June 2026	21.10
CP.393	19/06/2026	104001907	Toodyay Traders	Depot consumables May 2026	36.90
CP.393	19/06/2026	104002211	Toodyay Traders	Depot consumables Jun 2026	55.95
CP.393	19/06/2026	104002986	Toodyay Traders	Depot consumables Jun 2026	53.00
CP.393	19/06/2026	104003053	Toodyay Traders	Depot consumables Jun 2026	72.75

Electronic Funds Transfer Payments					
Payment Number	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.393	19/06/2026	22000069-2	Uniforms @ Work	staff workwear	77.55
CP.393	19/06/2026	2010015233	University of Western Australia	Year 3 Payment for UWA Urban research Future Climate Future Home project	7,150.00
CP.393	19/06/2026	Refund	Vicki Joan Haggarty	Refund overpayment hall hire	64.50
CP.393	19/06/2026	145357	WA Library Supplies	Library book trolley	659.10
CP.393	19/06/2026	145990	WA Library Supplies	book trolleys for library	1,436.20
CP.393	19/06/2026	INV-0463	WA Rangers Association	Ranger shoulder badges	209.70
CP.393	19/06/2026	9050707263	Winc Australia P/L	Stationery / Office Supplies	817.54
CP.393	19/06/2026	INV-0101	Xcell Talent Pty Ltd	Staff hire - depot support officer	577.50
CP.393	19/06/2026	INV-1905	Zone 50 Engineering Surveys Pty Ltd	Boundary Survey and cadastral Toodyay Bindi Bindi Laydown	5,266.80
CP.393	19/06/2026	INV-1911	Zone 50 Engineering Surveys Pty Ltd	Design requirements - Raynor loop extension, Nunile - claim 2	1,848.00
CP.393	19/06/2026	INV-1912	Zone 50 Engineering Surveys Pty Ltd	Nunile Rd - Raynor Loop Extension - Peg Road Alignment	2,953.50
CP.394	19/06/2026	PM409073	Telstra Corporation Ltd	Damage to Telstra property (opp 129 Toodyay West Rd)	1,287.90
CP.395	25/06/2026	3108524	Afgri Equipment Australia Pty Ltd	Essential service - T0007	2,585.01
CP.395	25/06/2026	IV00000001741	Avon Earthworks	Grader hire - Toodyay Bindi Bindi Rd shoulder work	10,285.00
CP.395	25/06/2026	76848	Avon Waste - Stondon Pty Ltd	rubbish collection 4/5/26-15/5/26	19,246.79
CP.395	25/06/2026	77033	Avon Waste - Stondon Pty Ltd	rubbish collection 18/5/26-29/5/26	19,046.82
CP.395	25/06/2026	77426	Avon Waste - Stondon Pty Ltd	rubbish collection 1/6/26-12/6/26	19,048.82
CP.395	25/06/2026	32579	Bartco Traffic Equipment	Annual Subscription 2026/2027 - Data Feed Electronic Fire Danger Rating Sign	346.50
CP.395	25/06/2026	8504	Bitutek Pty Ltd	Toodyay-Bindi Bindi Road - Full seal - SLK 0 - 8.53	458,413.65
CP.395	25/06/2026	568	Broderick Waste Solutions	Waste cartage Toodyay Transfer Station to Northam - May 2026	8,778.00
CP.395	25/06/2026	571	Broderick Waste Solutions	Management of Waste Transfer Station f/e 23/6/26	6,050.00
CP.395	25/06/2026	26-00005328	Cadds Fashions Sportfirst Northam	Staff workwear	1,260.62
CP.395	25/06/2026	479654	Conplant Pty Ltd	Roller Hire	3,798.03
CP.395	25/06/2026	480327	Conplant Pty Ltd	Roller Hire - June 2026	1,621.13
CP.395	25/06/2026	104991	Corsign (WA) Pty Ltd	Roads - Signage	980.10
CP.395	25/06/2026	INV1802821	Datacom Solutions (Au) Pty Ltd	Datascape monthly SaaS fee June 2026	3,936.94
CP.395	25/06/2026	35WA1470810	Dormakaba Australia Pty Ltd	Duke Street Toilets - Door Repairs	848.52
CP.395	25/06/2026	1423840	Dunning Investments Pty Ltd	distillate bulk	19,104.03
CP.395	25/06/2026	6234	EAG Electrical Air-Conditioning & Gas	Heartland Vet - maintenance lights	132.00
CP.395	25/06/2026	6249	EAG Electrical Air-Conditioning & Gas	Train station - streetlight installation	1,881.00
CP.395	25/06/2026	INV005785	Esri Australia	Fire-break inspection app subscription 2026/2027	2,840.20
CP.395	25/06/2026	062-219663	JLT Risk Solutions Pty Ltd	LGIS Regional Risk Coordinator Program Contribution Jan-Jun 2026	9,138.80
CP.395	25/06/2026	Q1 2026/2027 EM IT	John Anthony Prater	Jul-Sep 2026 Elected Member IT Allowance	250.00
CP.395	25/06/2026	Q1 2026/2027 EM SF	John Anthony Prater	Jul-Sep 2026 Elected Member Sitting Fees	4,032.61
CP.395	25/06/2026	78204949	Landgate	Valuations FY 2025/2026	480.65
CP.395	25/06/2026	8024556	Main Roads WA	Toodyay Bindi Bindi Rd - Linemarking	9,657.67
CP.395	25/06/2026	8024555	Main Roads WA	Toodyay Bindi Bindi Rd - Linemarking	2,921.77
CP.395	25/06/2026	Q1 2026/2027 EM IT	Michael Vincent McKeown	Jul-Sep 2026 Elected Member IT Allowance	250.00
CP.395	25/06/2026	Q1 2026/2027 SP SF	Michael Vincent McKeown	Jul-Sep 2026 Shire President Sitting Fee	6,243.04
CP.395	25/06/2026	Q1 2026/2027 SP AA	Michael Vincent McKeown	Jul-Sep 2026 Shire President Allowance	9,102.86
CP.395	25/06/2026	Q1 2026/2027 EM IT	Michelle Louise Dival	Jul-Sep 2026 Elected Member IT Allowance	250.00
CP.395	25/06/2026	Q1 2026/2027 DP AA	Michelle Louise Dival	Jul-Sep 2026 Deputy President Allowance	2,275.72
CP.395	25/06/2026	Q1 2026/2027 EM SF	Michelle Louise Dival	Jul-Sep 2026 Elected Member Sitting Fees	4,032.61
CP.395	25/06/2026	5168	Moore Australia (WA) Pty Ltd	2026 Tax GST Workshop	1,045.00
CP.395	25/06/2026	5112	Moore Australia (WA) Pty Ltd	2026 Nuts & Bolts Tax Workshop	2,530.00
CP.395	25/06/2026	29266	Natural Area Consulting Management Services	Chitty Rd SLK4.34-6.34 - Mitigation Planting	1,386.00

Electronic Funds Transfer Payments					
Payment Number	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.395	25/06/2026	29267	Natural Area Consulting Management Services	Julimar Rd SLK17.56-19.81 - Mitigation Planting	1,386.00
CP.395	25/06/2026	F122-29634	NNPA Pty Ltd	Printing and artwork	641.03
CP.395	25/06/2026	630287478	Officeworks	stationery and office consumables	461.80
CP.395	25/06/2026	456682	PT Hydraulics Australia Pty Ltd	Toodyay SES Hydraulic Equipment	6,587.22
CP.395	25/06/2026	Q1 2026/2027 EM IT	Raymond Laurie Mills	Jul-Sep 2026 Elected Member IT Allowance	250.00
CP.395	25/06/2026	Q1 2026/2027 EM SF	Raymond Laurie Mills	Jul-Sep 2026 Elected Member Sitting Fees	4,032.61
CP.395	25/06/2026	125	Rebus Restrooms	Newcastle Park Public Toilet - 3rd instalment	77,002.97
CP.395	25/06/2026	Q1 2026/2027 EM IT	Rosemary June Madacsi	Jul-Sep 2026 Elected Member IT Allowance	250.00
CP.395	25/06/2026	Q1 2026/2027 EM SF	Rosemary June Madacsi	Jul-Sep 2026 Elected Member Sitting Fees	4,032.61
CP.395	25/06/2026	146499	Securus	CRC system maintenance	85.00
CP.395	25/06/2026	15130	Sepmar Pty Ltd	Waste Transfer Station - safety equipment testing	701.80
CP.395	25/06/2026	15132	Sepmar Pty Ltd	Test all Safety Equipment at the Aquatic Centre	460.90
CP.395	25/06/2026	15131	Sepmar Pty Ltd	Test all Safety Equipment at Depot	506.00
CP.395	25/06/2026	Q1 2026/2027 EM SF	Simon Andre Van Der Heyden	Jul-Sep 2026 Elected Member Sitting Fees	4,032.61
CP.395	25/06/2026	Q1 2026/2027 EM IT	Simon Andre Van Der Heyden	Jul-Sep 2026 Elected Member IT Allowance	250.00
CP.395	25/06/2026	Q1 2026/2027 EM IT	Steven John Mccormick	Jul-Sep 2026 Elected Member IT Allowance	250.00
CP.395	25/06/2026	Q1 2026/2027 EM SF	Steven John Mccormick	Jul-Sep 2026 Elected Member Sitting Fees	4,032.61
CP.395	25/06/2026	0647-S587470	Team Global Express Pty Ltd	(LGGS) / Depot freight charges	129.70
CP.395	25/06/2026	INV0030	Temara Thomson	Water Cart Hire - Various Locations	2,041.88
CP.395	25/06/2026	INV-2064	Tom's Hydraulics Pty Ltd	Maintenance T4500	1,038.33
CP.395	25/06/2026	INV-2065	Tom's Hydraulics Pty Ltd	Maintenance Auger T0019	1,242.20
CP.395	25/06/2026	INV-1951	Tom's Hydraulics Pty Ltd	Maintenance T0010	520.22
CP.395	25/06/2026	10760980	Toodyay Hardware & Farm	Depot consumables Jun 2026	67.60
CP.395	25/06/2026	2026_05	Toodyay IGA	Purchases May 2026	461.05
CP.395	25/06/2026	10030	Vernice Pty Ltd	gravel supply	2,863.82
CP.395	25/06/2026	14006	Wacwil Landscaping & Earthworks Pty Ltd	Topsoil - Town Oval	550.00
CP.395	25/06/2026	INV-1564	Woodlands Distributors & Agencies	Compostable dog waste bags	915.20
CP.395	25/06/2026	INV-0111	Xcell Talent Pty Ltd	Staff hire - depot support officer	433.13
CP.395	25/06/2026	INV-1923	Zone 50 Engineering Surveys Pty Ltd	Bindoon-Dewars Pool Rd - Survey works	11,747.45
CP.396	30/06/2026	3503522749	Adobe	Adobe subscriptions 2026/2027	2,474.51
CP.396	30/06/2026	25102	Avon Skip Bins	skip bin hire - Depot - Apr-Jun 2026	120.00
CP.396	30/06/2026	25103	Avon Skip Bins	skip bin hire - Rec Centre - Apr-Jun 2026	240.00
CP.396	30/06/2026	25101	Avon Skip Bins	skip bin hire - Sports Oval - Apr-Jun 2026	120.00
CP.396	30/06/2026	77459	Avon Waste - Stondon Pty Ltd	rubbish collection 15//6/26-26/6/26	19,004.30
CP.396	30/06/2026	Bond	BGC (Australia) Pty Ltd	Bond refund	96,000.00
CP.396	30/06/2026	7189	Brightmark Group Pty Ltd	Contract Cleaning Jun 2026	13,861.47
CP.396	30/06/2026	7290	Brightmark Group Pty Ltd	Contractor Cleaning - Community Depot Toilets - Jun 2026	415.80
CP.396	30/06/2026	7291	Brightmark Group Pty Ltd	Contractor Cleaning - Servicing of Sanitary Disposal Units - Jun 2026	288.20
CP.396	30/06/2026	7310	Brightmark Group Pty Ltd	Contract cleaning - CRC carpet	737.00
CP.396	30/06/2026	INV-9464	Choices By Dalimores	VC carpet installation	1,848.00
CP.396	30/06/2026	36996	Commercial Aquatics Australia	supply/install air-release valve at pool	2,192.30
CP.396	30/06/2026	INV-8989	Creighan Holdings Pty Ltd	NCC Compliance Assessment & Issue of CDC & Building Permit	1,320.00
CP.396	30/06/2026	INV-9039	Creighan Holdings Pty Ltd	NCC Compliance Assessment & Issue of CDC & Building Permit	2,365.00
CP.396	30/06/2026	1013175	Department of the Premier & Cabinet	Advertising -Dog and Cat Local Law 2026	3,110.47
CP.396	30/06/2026	53334747	Hays Specialist Recruitment (Aust) Pty Ltd	Staff hire - senior finance officer	3,060.79
CP.396	30/06/2026	78248611	Landgate	Valuations FY 2025/2026	339.36

Electronic Funds Transfer Payments					
Payment Number	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
CP.396	30/06/2026	78256460	Landgate	Valuations FY 2025/2026	570.35
CP.396	30/06/2026	INV-4240	Leyland Engineering Services	Major service - T0012	4,645.00
CP.396	30/06/2026	3919	Little Farm-Toodyay	Reserves - Grading Works	1,140.00
CP.396	30/06/2026	INV-17994	Merchandising Libraries Pty Ltd	Library signage	5,137.39
CP.396	30/06/2026	29348	Natural Area Consulting Management Services	Chitty Rd quarterly Weed control - 2025/26	460.85
CP.396	30/06/2026	2606	Noongar Kaartdijin Aboriginal Coporation Inc	Brochure development/print to compliment Newcastle Gaol Museum installation	400.00
CP.396	30/06/2026	13924	Northstar Asset Trust	Screening of Movie - Youth Engagement Program	176.00
CP.396	30/06/2026	STY5147	PMSI Pty Ltd	Design and build Management Reporting System in Power BI	1,759.45
CP.396	30/06/2026	40145	Professional PC Support Pty Ltd (XL2)	office equipment	1,653.30
CP.396	30/06/2026	40160	Professional PC Support Pty Ltd (XL2)	office equipment	5,189.80
CP.396	30/06/2026	40161	Professional PC Support Pty Ltd (XL2)	office equipment	2,907.30
CP.396	30/06/2026	122025	Quantum Library Supplies	stationary	88.75
CP.396	30/06/2026	CD_001474953	Ringcentral Australia Pty Ltd	phone charges Jun 2026	1,679.70
CP.396	30/06/2026	INV329440	S & F Unit Trust	stationary	258.50
CP.396	30/06/2026	4020938	Sonic Healthplus Pty Ltd	pre-employment health assessment	264.00
CP.396	30/06/2026	T-8342	Station Motors (1974) Pty Ltd	Isuzu MUX T0000 (incl trade-in)	6,105.00
CP.396	30/06/2026	24_06_26	Toodyay Garden & Outdoor Centre - Alan Renner	Parks & Gardens - Plants	489.52
CP.396	30/06/2026	10761179	Toodyay Hardware & Farm	Depot consumables Jun 2026	33.90
CP.396	30/06/2026	10761090	Toodyay Hardware & Farm	Depot consumables Jun 2026	5.75
CP.396	30/06/2026	10761082	Toodyay Hardware & Farm	Depot consumables Jun 2026	24.95
CP.396	30/06/2026	10761591	Toodyay Hardware & Farm	Depot consumables Jun 2026	44.90
CP.396	30/06/2026	I-00016877	Tourism Council of WA	staff training	230.00
CP.396	30/06/2026	INV-3536	Vapour Plumbing And Gas	sewer issue near Goomalling Bridge	220.00
CP.396	30/06/2026	INV-0066	Western Chain Picket and Panel Pty Ltd	Fence repair Visitors Centre	1,983.30
CP.396	30/06/2026	9050767259	Winc Australia P/L	stationary	45.90
				EFT Total	**1,515,882.95**

Payroll					
Payment Number	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
	3/06/2026		Payroll	Payroll PPE 03/06/2026	105,707.88
	4/06/2026		Super Choice	Payroll PPE 03/06/2026	22,495.24
	17/06/2026		Payroll	Payroll PPE 17/06/2026	110,579.38
	17/06/2026		Super Choice	Payroll PPE 17/06/2026	23,054.68
				Payroll Total	**261,837.18**

Direct Debit					
Payment Number	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
	4/06/2026		Department of Transport	license renewal	449.55
	4/06/2026		Department of Transport	license renewal	86.80
	4/06/2026		Department of Transport	license renewal	388.80
	4/06/2026		Department of Transport	license renewal	449.55
	23/06/2026		Department of Transport	license renewal	45.60
	23/06/2026		Department of Transport	license renewal	582.70
	24/06/2026		Department of Transport	license renewal	6,433.40
	4/06/2026		Water Corporation	TRC - 9025407668 - Trade Waste Permit 63339 - 50 Burt Pwy, Nunile	1,364.42
	1/06/2026		BPAY	monthly biller fee	353.43

Direct Debit					
Payment Number	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
	26/06/2026		Shire of Toodyay	Petty Cash-recoup	519.15
	15/06/2026		Bpoint	transaction fees	31.73
	2/06/2026		QPC Group	photocopier lease May 2026	4,205.54
	3/06/2026		QPC Group	freight charges toner	33.00
	5/06/2026		QPC Group	freight charges toner	33.00
	2/06/2026		Bendigo Bank	bank fees	2.70
	3/06/2026		Bendigo Bank	bank fees	5.72
	4/06/2026		Bendigo Bank	bank fees	3.96
	11/06/2026		Bendigo Bank	bank fees	5.17
	17/06/2026		Bendigo Bank	bank fees	5.83
	19/06/2026		Bendigo Bank	bank fees	4.73
	22/06/2026		Bendigo Bank	bank fees	.11
	25/06/2026		Bendigo Bank	bank fees	4.73
	30/06/2026		Bendigo Bank	bank fees	3.63
	3/06/2026		CBA	merchant fees	13.49
	3/06/2026		CBA	merchant fees	18.99
	1/06/2026		HPE Financial Services	photocopier lease	1,116.84
	29/06/2026		Paymate	paymate subscription fee Jun 2026	88.00
	12/06/2026		Superloop	nbn service at shire depot Jun 2026	95.00
	4/06/2026		Synergy	Electricity Usage Lot 301 Railway Rd - 149993610 8/4/26-12/5/26	538.32
	12/06/2026		Synergy	Electricity Usage Recreation Centre - 450458120 - 16/4/26-20/5/26	5,609.25
	18/06/2026		Synergy	Electricity 802970900 Group Account Mar-Apr 2026	1,309.64
	25/06/2026		Synergy	Electricity UsageStreet lights - 25/4/26-24/5/26	4,829.20
	24/06/2026		Telstra	phone/internet charges Jun 2026 - 0293288400	4,177.64
	9/06/2026		Tyro	EFTPOS fees	583.06
	15/06/2026		WA Treasury Corporation	loan repayment	31,168.06
	23/06/2026		WA Treasury Corporation	loan repayment	141,059.00
	26/06/2026		Water Corporation	water charges pool May 2026	726.58
	1/06/2026		Bendigo Bank	bank fees	15.00
	1/06/2026		Bendigo Bank	bank fees	15.00
	1/06/2026		Bendigo Bank	bank fees	10.00
				Direct Debit Total	**206,386.32**

Credit Card					
Payment Number	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
	3/06/2026		Credit Card - EMFCS - A Hart - June 2026	Segals Outdoor Furniture-Library outdoor furniture	867.00
	3/06/2026			Spectator Australia-Library magazine subscription	98.99
	3/06/2026			internl transaction fee	2.97
	14/06/2026			Bunnings-Office equipment	7.50
	14/06/2026			Safety Culture Subscription 2025/26	31.90
	15/06/2026			Starlink-internet June 2026	179.00
	16/06/2026			Smartsheet subscription	103.11
	16/06/2026			internl transaction fee	3.09
	16/06/2026			Caltex/PUMA-fuel	100.00
	18/06/2026			Supacentre-driving lights, harness	128.95
	20/06/2026			Toodyay Traders-Depot consumables	61.95

Credit Card					
Payment Number	Date	Invoice No	Creditor Name	Invoice Description	Inclusive Amount
	22/06/2026			Ampol-fuel	110.08
	23/06/2026			Arteil-office furniture	395.34
	24/06/2026			SP UN Tech-Office Docking Stations	416.00
	25/06/2026			Supacentre-driving lights, harness	98.95
	28/06/2026			Department of Transport-license renewal	409.35
	28/06/2026			Supacentre-driving lights	20.00
	29/06/2026			Caltex-fuel	112.37
	29/06/2026			Bendigo Bank-card fee	4.00
	29/06/2026		Credit Card - CEO - A Bowman - June 2026	Bendigo Bank-card fee	4.00
	6/06/2026		Credit Card - MPRS - P Nuttall - June 2026	JBHiFi-Office equipment	503.99
	11/06/2026			Starlink-internet June 2026	80.00
	12/06/2026			Kmart-SOCK Week activities	480.00
	13/06/2026			Kmart-SOCK Week activities	-15.00
	13/06/2026			Spotlight-SOCK Week activities	627.20
	24/06/2026			State Law Publisher-advert	111.93
	24/06/2026			EHA Ellenbrook-membership subscription	420.00
	24/06/2026			Aldi-SOCK Week-School Holiday activities	200.59
	24/06/2026			Reject Shop-SOCK Week activities	61.25
	24/06/2026			Red Dot-SOCK Week activities	258.54
	24/06/2026			Red Dot-SOCK Week activities	17.94
	24/06/2026			Reject Shop-SOCK Week activities	11.00
	25/06/2026			Woolworths-SOCK Week activities	86.09
	29/06/2026			Bendigo Bank-card fee	4.00
	3/06/2026		Credit Card - CESM - S Roberts - June 2026	Department of Transport-plate change	52.10
	3/06/2026			Department of Transport-plate change	52.10
	29/06/2026			Bendigo Bank-card fee	4.00
				Credit CardTotal	**6,110.28**
				Grand Total	**1,990,735.88**

SHIRE OF TOODYAY

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 30 June 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 30 JUNE 2026

	Note	Adopted Budget Estimates (a) $	Amended Budget Estimates	YTD Budget Estimates (b) $	YTD Actual (c) $	Variance* $ (c) - (b)	Variance* % ((c) - (b))/(b) %	Var.
OPERATING ACTIVITIES								
Revenue from operating activities								
General rates		8,484,161	8,484,161	8,484,161	**8,275,485**	(208,676)	(2.46%)	
Grants, subsidies and contributions		1,908,635	1,779,517	1,779,517	**3,115,857**	1,336,340	75.10%	▲
Fees and charges		2,180,588	2,180,588	2,180,588	**2,682,088**	501,500	23.00%	▲
Interest revenue		235,310	270,310	270,310	**364,932**	94,622	35.00%	▲
Other revenue		360,608	488,381	488,381	**510,692**	22,311	4.57%	
Profit on asset disposals		0	0	0	**89,751**	89,751	0.00%	
		13,169,302	**13,202,957**	**13,202,957**	**15,038,805**	**1,835,848**	13.90%	
Expenditure from operating activities								
Employee costs		(5,183,623)	(5,233,623)	(5,233,623)	**(4,538,964)**	694,659	13.27%	▲
Materials and contracts		(5,343,457)	(5,283,792)	(5,283,792)	**(5,310,914)**	(27,122)	(0.51%)	
Utility charges		(517,358)	(517,358)	(517,358)	**(583,025)**	(65,667)	(12.69%)	▼
Depreciation		(4,075,772)	(4,075,772)	(4,075,772)	**(3,057,893)**	1,017,879	24.97%	▲
Finance costs		(209,339)	(209,339)	(209,339)	**(104,233)**	105,106	50.21%	▲
Insurance		(432,981)	(432,981)	(432,981)	**(430,556)**	2,425	0.56%	
Other expenditure		(385,424)	(580,424)	(580,424)	**(271,904)**	308,520	53.15%	▲
Loss on asset disposals		0	0	0	**(561,462)**	(561,462)	0.00%	
		(16,147,954)	**(16,333,289)**	**(16,333,289)**	**(14,858,951)**	**1,474,338**	9.03%	
Non cash amounts excluded from operating activities	2(c)	4,075,772	4,075,772	4,075,772	**3,253,611**	(822,161)	(20.17%)	▼
Amount attributable to operating activities		**1,097,120**	**945,440**	**945,440**	**3,433,465**	**2,488,025**	263.16%	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions		5,795,527	6,836,770	6,836,770	**1,963,343**	(4,873,427)	(71.28%)	▼
Proceeds from disposal of assets		2,925,000	2,463,000	2,463,000	**1,576,571**	(886,429)	(35.99%)	▼
		8,720,527	**9,299,770**	**9,299,770**	**3,539,914**	**(5,759,856)**	(61.94%)	
Outflows from investing activities								
Right of use assets recognised		(186,264)	(186,264)	(186,264)	**0**	186,264	100.00%	▲
Acquisition of property, plant and equipment		(5,995,736)	(5,569,444)	(5,569,444)	**(1,843,758)**	3,725,686	66.90%	▲
Acquisition of infrastructure		(5,738,598)	(6,713,772)	(6,713,772)	**(3,206,420)**	3,507,352	52.24%	▲
		(11,920,598)	**(12,469,480)**	**(12,469,480)**	**(5,050,178)**	**7,419,302**	59.50%	
Non-cash amounts excluded from investing activities	2(d)	186,264	186,264	186,264	**0**	(186,264)	(100.00%)	▼
Amount attributable to investing activities		**(3,013,807)**	**(2,983,446)**	**(2,983,446)**	**(1,510,264)**	**1,473,182**	49.38%	
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new borrowings		659,382	0	0	**0**	0	0.00%	
Transfer from reserves		2,582,864	2,556,327	2,556,327	**0**	(2,556,327)	(100.00%)	▼
		3,242,246	**2,556,327**	**2,556,327**	**0**	**(2,556,327)**	(100.00%)	
Outflows from financing activities								
Payments for principal portion of lease liabilities		(133,422)	(133,422)	(133,422)	**(124,466)**	8,956	6.71%	
Repayment of borrowings		(347,909)	(295,769)	(295,769)	**(175,564)**	120,205	40.64%	▲
Transfer to reserves		(3,104,000)	(2,504,000)	(2,504,000)	**(1,201,030)**	1,302,970	52.04%	▲
		(3,585,331)	**(2,933,191)**	**(2,933,191)**	**(1,501,060)**	**1,432,131**	48.83%	
Amount attributable to financing activities		**(343,085)**	**(376,864)**	**(376,864)**	**(1,501,060)**	**(1,124,196)**	(298.30%)	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year	2(a)	2,259,772	2,414,870	2,414,870	**2,414,870**	0	0.00%	
Amount attributable to operating activities		1,097,120	945,440	945,440	**3,433,465**	2,488,025	263.16%	▲
Amount attributable to investing activities		(3,013,807)	(2,983,446)	(2,983,446)	**(1,510,264)**	1,473,182	49.38%	▲
Amount attributable to financing activities		(343,085)	(376,864)	(376,864)	**(1,501,060)**	(1,124,196)	(298.30%)	▼
Surplus or deficit after imposition of general rates		**0**	**0**	**0**	**2,837,011**	**2,837,011**	0.00%	

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 30 JUNE 2026

	Actual 30 June 2025	Actual as at 30 June 2026
	$	$
CURRENT ASSETS		
Cash and cash equivalents	6,272,230	8,807,005
Trade and other receivables	1,967,457	2,212,850
Inventories	87,168	195,979
Other assets	14,321	15,164
TOTAL CURRENT ASSETS	8,341,176	11,230,998
NON-CURRENT ASSETS		
Trade and other receivables	318,598	286,723
Other financial assets	62,378	62,378
Property, plant and equipment	38,057,038	37,980,828
Infrastructure	153,143,416	153,722,705
Right-of-use assets	128,897	74
TOTAL NON-CURRENT ASSETS	191,710,327	192,052,708
TOTAL ASSETS	200,051,503	203,283,706
CURRENT LIABILITIES		
Trade and other payables	1,624,192	1,145,789
Capital grant/contributions liabilities	0	1,882,090
Other liabilities	1,603,168	1,443,035
Lease liabilities	47,778	0
Borrowings	295,769	196,893
Employee related provisions	245,111	(62,757)
TOTAL CURRENT LIABILITIES	3,816,018	4,605,050
NON-CURRENT LIABILITIES		
Lease liabilities	76,688	0
Borrowings	4,361,149	4,206,113
Employee related provisions	86,241	86,241
TOTAL NON-CURRENT LIABILITIES	4,524,078	4,292,354
TOTAL LIABILITIES	8,340,096	8,897,404
NET ASSETS	**191,711,407**	**194,386,302**
EQUITY		
Retained surplus	70,001,245	71,475,107
Reserve accounts	2,698,946	3,899,979
Revaluation surplus	119,011,216	119,011,216
TOTAL EQUITY	**191,711,407**	**194,386,302**

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 30 JUNE 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 10 July 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 30 JUNE 2026

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Note	Adopted Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 30 June 2026
Current assets		$	$	$
Cash and cash equivalents		5,449,027	6,272,230	8,807,005
Trade and other receivables		2,378,247	1,967,457	2,212,850
Inventories		89,362	87,168	195,979
Other assets		0	14,321	15,164
		7,916,636	8,341,176	11,230,998
Less: current liabilities				
Trade and other payables		(2,850,000)	(1,624,192)	(1,145,789)
Other liabilities		0	(1,603,168)	(3,325,125)
Lease liabilities		(133,422)	(47,778)	0
Borrowings		(347,909)	(295,769)	(196,893)
Employee related provisions		(90,792)	(245,111)	62,757
		(3,422,123)	(3,816,018)	(4,605,050)
Net current assets		4,494,513	4,525,158	6,625,948
Less: Total adjustments to net current assets	2(b)	(2,234,741)	(2,110,288)	(3,788,937)
Closing funding surplus / (deficit)		**2,259,772**	**2,414,870**	**2,837,011**

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets				
Less: Reserve accounts		(2,872,852)	(2,698,946)	(3,899,976)
Less: Current assets not expected to be received at end of year				
- Other liabilities		(140,650)	0	(23,097)
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	196,893
- Current portion of employee benefit provisions held in reserve		297,430	245,111	(62,757)
Total adjustments to net current assets	2(a)	**(2,234,741)**	**(2,110,288)**	**(3,788,937)**

(c) Non-cash amounts excluded from operating activities

	Adopted Budget Estimates 30 June 2026	YTD Budget Estimates 30 June 2026	YTD Actual 30 June 2026
	$	$	$
Adjustments to operating activities			
Less: Profit on asset disposals	0	0	(89,751)
Less: Movement in liabilities associated with restricted cash	0	0	(307,868)
Add: Loss on asset disposals	0	0	561,462
Add: Depreciation on fixed assets	4,075,772	3,057,893	3,057,893
- Pensioner deferred rates	0	0	31,875
Total non-cash amounts excluded from operating activities	**4,075,772**	**3,057,893**	**3,253,611**

(d) Non-cash amounts excluded from investing activities

Adjustments to investing activities			
Right of use assets received	186,264	0	0
Total non-cash amounts excluded from investing activities	**186,264**	**0**	**0**

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 30 JUNE 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			
Grants, subsidies and contributions Approximate 80% 2026/2027 Financial Assistance Grant Advance Payment	1,336,340	75.10%	▲
Fees and charges Planning & Building Fees, Licences, Permits up; leases monitored & maintained; admissions up	501,500	23.00%	▲
Interest revenue Increased Term Deposit investments & higher short term interest rates	94,622	35.00%	▲
Expenditure from operating activities			
Employee costs Salaries and wages under budget due to staff shortage	694,659	13.27%	▲
Utility charges Water charges for swimming pool & standpipes currently under budget	(65,667)	(12.69%)	▼
Depreciation Depreciation rates under review.	1,017,879	24.97%	▲
Finance costs Leases paid out at commencement of financial year	105,106	50.21%	▲
Other expenditure	308,520	53.15%	▲
Non cash amounts excluded from operating activities Depreciation corrections required in Datascape Fixed Asset Register; awaiting Datacom support	(822,161)	(20.17%)	▼
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions Less capital works undertaken, less funding received / claimed.	(4,873,427)	(71.28%)	▼
Proceeds from disposal of assets Not all original budgeted property disposals occurred.	(886,429)	(35.99%)	▼
Right of use assets recognised Leases paid out. No further payments.	186,264	100.00%	▲
Acquisition of property, plant and equipment Significant capital projects still at commencement stage.	3,725,686	66.90%	▲
Acquisition of infrastructure Less capital works undertaken.	3,507,352	52.24%	▲
Non-cash amounts excluded from investing activities	(186,264)	(100.00%)	▼
Inflows from financing activities			
Transfer from reserves Reserve transfers transactions for EOFY26 still to occur.	(2,556,327)	(100.00%)	▼
Outflows from financing activities			
Repayment of borrowings Originally budgeted new loan not taken.	120,205	40.64%	▲
Transfer to reserves Reserve transfers transactions for EOFY26 still to occur.	1,302,970	52.04%	▲

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 30 JUNE 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	$2.41 M	$2.41 M	$0.00 M
Closing	$0.00 M	$0.00 M	$2.84 M	$2.84 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$8.81 M	% of total
Unrestricted Cash	$4.91 M	55.7%
Restricted Cash	$3.90 M	44.3%

Refer to 3 - Cash and Financial Assets

Payables

	$0.72 M	% Outstanding
Trade Payables	$0.20 M	
0 to 30 Days		101.7%
Over 30 Days		(1.7%)
Over 90 Days		(1.7%)

Refer to 9 - Payables

Receivables

	$1.14 M	% Collected
Rates Receivable	$1.07 M	88.6%
Trade Receivable	$1.14 M	% Outstanding
Over 30 Days		28.8%
Over 90 Days		8.1%

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	$0.95 M	$3.43 M	$2.49 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$8.28 M	% Variance
YTD Budget	$8.48 M	(2.5%)

Grants and Contributions

YTD Actual	$3.12 M	% Variance
YTD Budget	$1.78 M	75.1%

Refer to 13 - Grants and Contributions

Fees and Charges

YTD Actual	$2.68 M	% Variance
YTD Budget	$2.18 M	23.0%

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)	($2.98 M)	($1.51 M)	$1.47 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$1.58 M	%
Adopted Budget	$2.46 M	(36.0%)

Refer to 6 - Disposal of Assets

Asset Acquisition

YTD Actual	$3.21 M	% Spent
Adopted Budget	$6.71 M	(52.2%)

Refer to 5 - Capital Acquisitions

Capital Grants

YTD Actual	$1.96 M	% Received
Adopted Budget	$5.80 M	(66.1%)

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)	($0.38 M)	($1.50 M)	($1.12 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	($0.18 M)
Interest expense	($0.08 M)
Principal due	$4.48 M

Refer to 10 - Borrowings

Reserves

Reserves balance	$3.90 M
Net Movement	$1.12 M

Refer to 4 - Cash Reserves

Lease Liability

Principal repayments	($0.12 M)
Interest expense	$0.00 M
Principal due	$0.00 M

Refer to Note 11 - Lease Liabilites

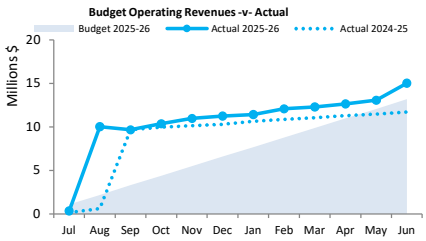
This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF TOODYAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2026

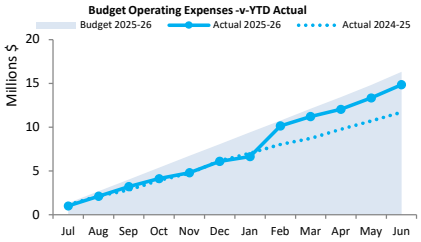
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

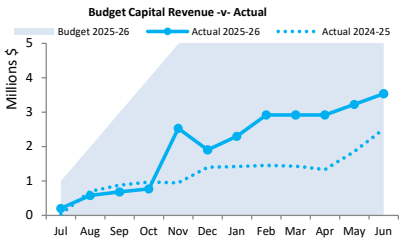


OPERATING EXPENSES

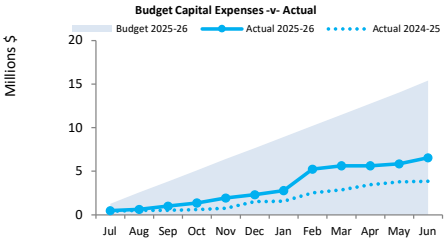


INVESTING ACTIVITIES

CAPITAL REVENUE

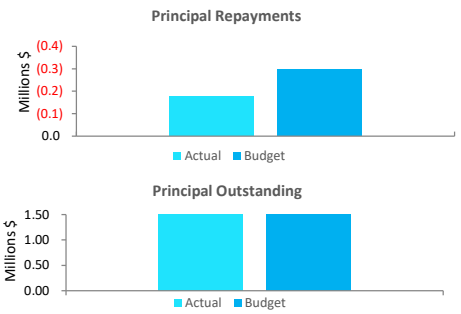


CAPITAL EXPENSES

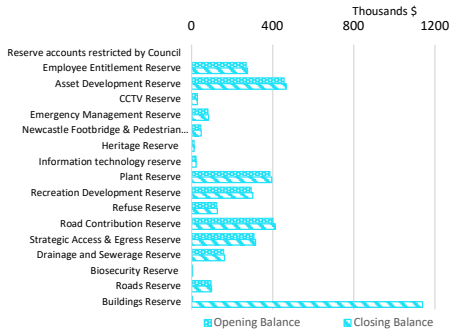


FINANCING ACTIVITIES

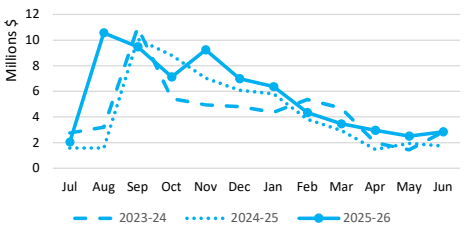
BORROWINGS



RESERVES



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 30 JUNE 2026

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

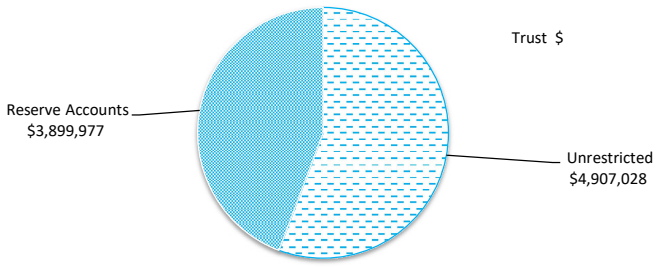
Description	Classification	Unrestricted	Reserve Accounts	Total	Trust
		$	$	$	$
Bank Account - Toodyay Shire Council - 110482809	Cash and cash equivalents	3,409,375		3,409,375	
Terminal Control	Cash and cash equivalents	(4,790)		(4,790)	
Cash on hand	Cash and cash equivalents	3,150		3,150	
EFTPOS Clearing	Cash and cash equivalents	166,897		166,897	
BPay Receipts	Cash and cash equivalents	5,915		5,915	
BPOINT Receipts	Cash and cash equivalents	714		714	
Terminal Control Visitor Centre	Cash and cash equivalents	(832)		(832)	
EFTPOS Clearing Visitor Centre	Cash and cash equivalents	3,878		3,878	
Bank Account - Toodyay Shire Council - At Call Acco	Cash and cash equivalents	27,581		27,581	
EFTPOS Clearing Planning & Develop Dept	Cash and cash equivalents	(139,905)		(139,905)	
Bank Account - Reserve Restricted Account	Cash and cash equivalents	(0)	2,765,527	2,765,527	
Bank Account Trust Fund	Cash and cash equivalents	(878)		(878)	
Bank Account - Municipal Term Deposits	Cash and cash equivalents	908		908	
MUNICIPAL Savings Account	Cash and cash equivalents	114,056		114,056	
Term Deposit Account - T100 BGC	Cash and cash equivalents	159,175		159,175	
Term Deposit Account - T214 Toodyay Stone	Cash and cash equivalents	55,610		55,610	
Term Deposit Account - T4 Opal Vale - Sam Mangior	Cash and cash equivalents	138,543		138,543	
Term Deposit Account - T114 Vernice P/L	Cash and cash equivalents	234,232		234,232	
Term Deposit Account - T458 Boral Resources	Cash and cash equivalents	507,820		507,820	
Term Deposit Account - T797 Ironbridge Property	Cash and cash equivalents	36,964		36,964	
Term Deposit Account - T805 Vernice Pty Ltd	Cash and cash equivalents	27,585		27,585	
Term Deposit Account - T809 Opal Vale Landfill Bonc	Cash and cash equivalents	139,743		139,743	
Term Deposit Account - T811 TAQWA Holdings-Lanc	Cash and cash equivalents	10,374		10,374	
Term Deposit Account - T820 Avon Earthworks	Cash and cash equivalents	10,913		10,913	
Term Deposit - Sale Lot 108 Stirling Terrace	Cash and cash equivalents	(0)	527,932	527,932	
Term Deposit - Sale 5 Piesse Street	Cash and cash equivalents	0	606,518	606,518	
Total		**4,907,028**	**3,899,977**	**8,807,005**	**0**
Comprising					
Cash and cash equivalents		4,907,028	3,899,977	8,807,005	0
		4,907,028	**3,899,977**	**8,807,005**	**0**

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid i with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant 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 in Note 8 - Other assets.



SHIRE OF TOODYAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2026

4 RESERVE ACCOUNTS

	Amended Budget			Budget	Actual				Actual
Reserve account name	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	6,518			276,051
Asset Development Reserve	457,373	14,329		471,702	456,471	10,824			467,295
CCTV Reserve	29,820	934	(30,754)	0	29,182	0			29,182
Emergency Management Reserve	82,862	2,596		85,458	81,090	1,961			83,051
Newcastle Footbridge & Pedestrian Overpass Re	47,695	1,494		49,189	46,675	1,129			47,804
Heritage Reserve	12,278	385		12,663	12,016	291			12,307
Information technology reserve	23,486	736	(24,250)	(28)	22,984	0			22,984
Plant Reserve	407,159	799,755	(1,066,200)	140,714	386,604	9,635			396,239
Recreation Development Reserve	300,605	9,417		310,022	294,723	7,114			301,837
Refuse Reserve	126,882	3,975		130,857	124,168	3,003			127,171
Road Contribution Reserve	469,788	14,717		484,505	401,024	11,118			412,142
Strategic Access & Egress Reserve	369,780	21,584	(129,387)	261,977	307,647	8,751			316,398
Drainage and Sewerage Reserve	162,175	5,081		167,256	159,372	3,838			163,210
Biosecurity Reserve	6,073	190	(6,263)	0	6,109	0			6,109
Roads Reserve	96,451	3,022		99,473	96,288	2,283			98,571
Buildings Reserve	5,000	1,617,157	(1,299,473)	322,684	5,060	17,695	1,116,873		1,139,628
	2,872,852	**2,504,000**	**(2,556,327)**	**2,820,525**	**2,698,946**	**84,157**	**1,116,873**	**0**	**3,899,976**

SHIRE OF TOODYAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2026

5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended Budget Budget	YTD Budget	YTD Actual	YTD Variance
	$	$	$	$
Land	1,940,652	1,617,210	41,633	(1,899,019)
Buildings	1,985,392	1,654,493	10,588	(1,974,804)
Furniture and equipment	160,000	133,333	43,183	(116,817)
Plant and equipment	1,483,400	1,236,167	1,748,354	264,954
Acquisition of property, plant and equipment	**5,569,444**	**4,641,203**	**1,843,758**	**(3,725,686)**
Infrastructure - roads	5,137,267	4,281,056	2,917,404	(2,219,863)
Infrastructure - drainage	30,000	25,000	0	(30,000)
Infrastructure - bridges	340,000	283,333	0	(340,000)
Infrastructure - other	1,206,505	1,005,421	289,016	(917,489)
Acquisition of infrastructure	**6,713,772**	**5,594,810**	**3,206,420**	**(3,507,352)**
Total capital acquisitions	**12,283,216**	**10,236,013**	**5,050,178**	**(7,233,038)**
Capital Acquisitions Funded By:				
Capital grants and contributions	5,795,527	5,795,527	1,963,343	(3,832,184)
Borrowings	659,382	0	0	(659,382)
Other (disposals & C/Fwd)	2,925,000	2,463,000	1,576,571	(1,348,429)
Reserve accounts				0
CCTV Reserve	30,754	25,628	0	(30,754)
Information technology reserve	24,250	20,208	0	(24,250)
Plant Reserve	1,066,200	888,500	0	(1,066,200)
Strategic Access & Egress Reserve	129,387	107,823	0	(129,387)
Biosecurity Reserve	6,263	5,219	0	(6,263)
Buildings Reserve	1,299,473	1,082,894	0	(1,299,473)
Contribution - operations	346,980	(152,786)	1,510,264	1,163,284
Capital funding total	**12,283,216**	**10,236,013**	**5,050,178**	**(7,233,038)**

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 30 JUNE 2026

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total
Level of completion indicators

0%
20%
40%
60%
80%
100%
Over 100%

Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

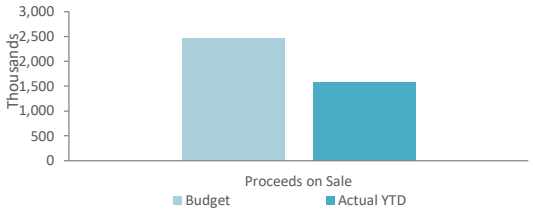
Work Order	Work Order Description	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
		$	$	$	$
Land					
WO.10003	Batty Pass Land Development	1,940,652	1,617,210	41,633	(1,899,019)
Buildings					
WO.10027	Key worker accommodation	600,000	500,000	10,588	(589,412)
WO.3250	Beejording fire station replacement	885,392	737,827		(885,392)
	Buildings refurbishment - TBA	500,000	416,667		(500,000)
Furniture & Fittings					
	Recording equipment - Chambers	50,000	41,667		(50,000)
WO.10007	Replace main server - Admin	30,000	25,000	20,394	(9,606)
WO.10026	Replace server - Doctors surgery	30,000	25,000	22,789	(7,211)
	Library fittings	50,000	41,667		(50,000)
Plant & Equipment					
	Community amenities events trailer	20,000	16,667		(20,000)
	DFR - Emergency VBM trailers	58,400	48,667		(58,400)
WO.10010	Hino FS2844 - Water tank truck	150,000	125,000	167,060	17,060
WO.10018	Front end loader	400,000	333,333	375,800	(24,200)
WO.10057	Grader - carry over		0	407,273	407,273
	Zero turn mower (Trade in John Deere)	35,000	29,167		(35,000)
WO.10012	Isuzu D-Max Extra Cab (T0024)	50,000	41,667	46,975	(3,025)
WO.10013	Isuzu D-Max Extra Cab (1HPT112) - Reserves officer	50,000	41,667	45,981	(4,019)
WO.10016	Isuzu D-Max Extra Cab (T0020) - Coordinator Assets & Infra	50,000	41,667	56,865	6,865
	Isuzu D-Max Extra Cab (T0022)	50,000	41,667		(50,000)
	Isuzu MU-X (TO)- CEO (2 changeovers)	110,000	91,667		(110,000)
WO.10017	Isuzu MU-X (TO)- EMFCS (2 changeovers)	110,000	91,667	116,613	6,613
WO.10019	Isuzu MU-X (TO)- EMCS (2 changeovers)	165,000	137,500	55,479	(109,521)
WO.10023	Isuzu MU-X (TO)- EMPR (2 changeovers)	110,000	91,667	113,709	3,709
WO.10024	Isuzu MU-X (TO)- EMAIS (2 changeovers)	110,000	91,667	57,778	(52,222)
WO.10041	Minor Plant Purchases for Works	15,000	12,500	10,921	(4,079)
WO.10055	JCB Backhoe 2025	0	0	293,900	293,900
Roads					
WO.10002	**Regional Road Group - Bejoording Road**	2,847,364	2,372,803	1,821,736	(1,025,628)
WO.3051	Wheatbelt Secondary Freight Network - Bindoon Dewars Pool Road - Grant Funded WSFN	0	0	12,730	12,730
WO.3214	Toodyay Bindi Bindi Rd - SLK 7.02 to 9.18 - RRG State Black Spot Project	700,000	583,333	321,898	(378,102)
WO.3258	Toodyay Bindi Bindi Rd - SLK8.52-SLK9.18 to 9.18 - RRG State Black Spot Project	0	0	192,106	192,106
WO.3213	Toodyay Bindi Bindi Rd - SLK 5.63 to 7.02 - Federal Black Spot Funding	0	0	125,274	125,274
WO.3241	Davies Road - SLK 0.00 - SLK 0.41 - Upgrade - Capital Works Roads Council Funded	0	0	162	162
	Commodity Freight - Bejoording Road	484,903	404,086		(484,903)
WO.10050	Western Secondary Freight N/Work - Bindoon Dewares Pool Rd	149,000	124,167	505	(148,495)
WO.10053	Toodyay Bindi Bindi Road SLK 0.00 to SLK 8.58 - Regional Road Group (RRG) Project			428,176	
	Roads to Recovery - various projects (Gravel resheet)	956,000	796,667		(956,000)
WO.2975	Chitty Road - SLK 4.34 to 6.75 - Roads to Recovery - Capital Works Roads to Recovery	0	0	7,442	7,442
WO.2976	Julimar Road Upgrade - SLK 17.56 to 19.81 - RRG Funded - Capital Works Roads Regional Roads Group	0	0	7,375	7,375
Drainage		0	0		0
WO.3245	Toodyay street drainage	30,000	25,000		(30,000)
Bridges					0
	Urgent bridge repairs - various	250,000	208,333		(250,000)
	Slaughterhouse Bridge MRWA Design Bridge No - 4085	90,000	75,000		(90,000)
Other Infrastructure					
WO.3250	CCTV improvements	150,000	125,000	40,529	(109,471)
WO.949	Emergency water facilities	251,607	209,673	90,544	(161,063)
WO.10060	Evacuation Centre Power Redundancy	0	0	31,543	31,543
	Cemetery - replace niche wall	30,000	25,000	0	(30,000)
WO.10021	Newcastle Park - Accessible public toilet	210,000	175,000	100,000	(110,000)
	Dog exercise area - fencing	15,000	12,500		(15,000)
	Swimming pool - shade structures	15,000	12,500		(15,000)
WO.3244	Access/Egress Projects - road upgrades various (CFWD)	281,058	234,215	364	(280,694)
	Bejoording BFB - Community Water Supply - Fire Tanks	158,840	132,367		(158,840)
WO.10004	Standpipes upgrades/refurbishments	90,000	75,000	26,036	(63,964)
WO.3041	Visitors Centre - Security/duress alarm	5,000	4,167		(5,000)
		12,283,216	**10,236,013**	**5,050,178**	**(7,661,214)**

SHIRE OF TOODYAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2026

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Amended Budget Net Book Value	Amended Budget Proceeds	Amended Budget Profit	Amended Budget (Loss)	YTD Actual Net Book Value	YTD Actual Proceeds	YTD Actual Profit	YTD Actual (Loss)
		$	$	$	$	$	$	$	$
	Land								
	Various					507,000	0	0	(507,000)
	Buildings								
	Various	1,755,000	1,755,000	0	0	526,964	472,502	0	(54,462)
	Plant and equipment								
	Various	708,000	708,000	0	0	471,481	561,232	89,751	0
	Unrealised	0	0	0	0	542,837	542,837	0	0
		2,463,000	**2,463,000**	**0**	**0**	**2,048,282**	**1,576,571**	**89,751**	**(561,462)**

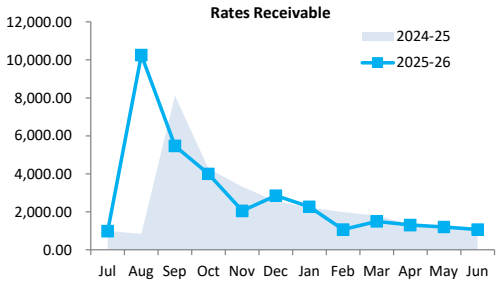


SHIRE OF TOODYAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2026

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable	30 June 2025	30 Jun 2026
	$	$
Opening arrears previous year	1,200,508	1,138,409
Levied this year	8,047,483	8,275,485
Less - collections to date	(8,109,582)	(8,344,674)
Gross rates collectable	**1,138,409**	**1,069,220**
Allowance for impairment of rates receivable	0	0
Net rates collectable	**1,138,409**	**1,069,220**
% Collected	87.7%	88.6%



Receivables - rates	Credit	Current	1 Year	2 Years	3 Years plus	Total
	$	$	$	$	$	$
Rates aged by year	0	414,775	203,589	82,526	368,330	1,069,220
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	477,941	134,433	4,518	54,538	671,430
Percentage	0.0%	71.2%	20.0%	0.7%	8.1%	

Balance per trial balance	
Trade and Other Receivables	671,430
GST receivable	374,964
Rates rebates receivable	97,236
Total receivables general outstanding	**1,143,630**

Amounts shown above include GST (where applicable)

KEY INFORMATION

Council's software reports the rates aged information once the year end data is rolled over in the ledger. Year to date accruals on a yearly basis , including rates paid which are in arrears, are not reported correctly in the current year and therefore, the rates information aged by year is adjusted in the current category to match the rates outstanding in the general ledger.

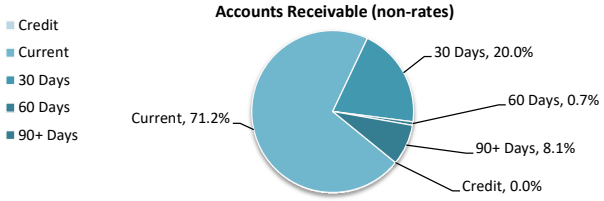
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 30 JUNE 2026

8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 30 June 2026
	$	$	$	$
Inventory				
Stores and materials	53,361	108,811		162,172
Visitor centre	33,807			33,807
Other assets				
Prepayments	(554)	843		289
Accrued income	14,875			14,875
Total other current assets	**101,489**	**109,654**	**0**	**211,143**
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 30 JUNE 2026

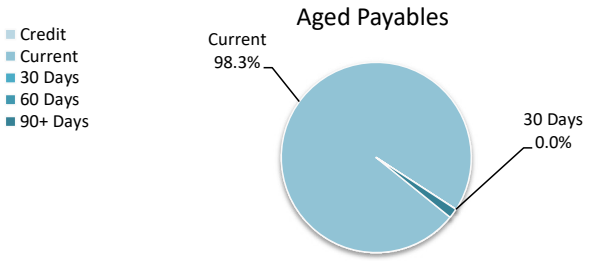
OPERATING ACTIVITIES

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	0	204,160	20	0	(3,453)	200,727
Percentage	0.0%	101.7%	0.0%	0.0%	-1.7%	
Balance per trial balance						
Sundry creditors						200,727
Accrued salaries and wages						127,861
ATO liabilities						155,167
Other payables						96,020
Accrued Expenses						137,178
Total payables general outstanding						**716,953**

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 30 JUNE 2026

10 BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2025	Actual	Amended 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			(54,058)	(54,058)	452,996	452,996	(48,701)	(21,969)
Bejoording fire station	73	0			0	0	0	0	0	(31,785)
Recreation precinct	75B	3,757,059			(80,152)	(196,626)	3,676,907	3,560,433	(24,469)	(85,492)
Total		**4,656,918**	**0**	**0**	**(175,564)**	**(295,769)**	**4,481,354**	**4,361,149**	**(81,223)**	**(156,497)**
Current borrowings		295,769					196,893			
Non-current borrowings		4,361,149					4,284,461			
		4,656,918					**4,481,354**			

All debenture repayments were financed by general purpose revenue.

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 30 JUNE 2026

11 LEASE LIABILITIES

Movement in carrying amounts

Information on leases			New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	**Leasor**	**1 July 2025**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**
		$	$	$	$	$	$	$	$	$
Hino Prime mover	SG Fleet	124,466			(124,466)	(133,422)	0	(8,956)	0	(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 30 JUNE 2026

12 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 June 2026
		$	$	$	$	$
Other liabilities						
Capital grant/contributions liabilities		1	0	0	0	1
Other liabilities - Bonds and Deposits		1,439,929	0	3,106	0	1,443,035
Other Liabilities [describe]		163,238	0	1,718,851	0	1,882,089
Total other liabilities		1,603,168	0	1,721,957	0	3,325,125
Employee Related Provisions						
Provision for annual leave		182,282	0	0	(221,534)	(39,252)
Provision for long service leave		62,829	0	0	(86,334)	(23,505)
Total Provisions		245,111	0	0	(307,868)	(62,757)
Total other current liabilities		**1,848,279**	**0**	**1,721,957**	**(307,868)**	**3,262,368**

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 30 JUNE 2026

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Adopted Budget Revenue	Amended Budget Revenue	YTD Budget	Current Budget	Expected	YTD Revenue Actual
	Grants, subsidies and contributions revenue					
	$		$	$	$	$
Grants and subsidies						
Various	1,908,635	1,779,517	1,779,517	1,779,517	1,779,517	2,891,710
	1,908,635	**1,779,517**	**1,779,517**	**1,779,517**	**1,779,517**	**2,891,710**
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**	**224,147**
TOTALS	**1,908,635**		**1,779,517**	**1,779,517**	**1,779,517**	**3,115,857**

SHIRE OF TOODYAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2026

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Adopted Budget Revenue	Amended Budget Revenue	YTD Budget	Current Budget	Expected	YTD Revenue Actual
	$		$	$	$	$
Capital grants and subsidies						
Various	5,795,527	6,836,770	6,836,770	6,836,770	6,836,770	1,963,343
	5,795,527	**6,836,770**	**6,836,770**	**6,836,770**	**6,836,770**	**1,963,343**
TOTALS	**5,795,527**	**6,836,770**	**6,836,770**	**6,836,770**	**6,836,770**	**1,963,343**

Capital grants, subsidies and contributions revenue

SHIRE OF TOODYAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2026

15 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
Grants, subsidies and contributions	SCM010/03/26	Operating revenue			(129,118)	25,980
Interest revenue	SCM010/03/26	Operating revenue		35,000		60,980
Other revenue	SCM010/03/26	Operating revenue		127,773		188,753
Employee costs	SCM010/03/26	Operating expenses			(50,000)	138,753
Materials and contracts	SCM010/03/26	Operating expenses		59,665		198,418
Other expenditure	SCM010/03/26	Operating expenses			(195,000)	3,418
Capital grants	SCM010/03/26	Capital revenue		1,041,243		1,044,661
Proceeds from disposal of assets	SCM010/03/26	Capital revenue			(462,000)	582,661
Acquisition of property plant and equipment	SCM010/03/26	Capital expenses		426,292		1,008,953
Acquisition of infrastructure	SCM010/03/26	Capital expenses			(975,174)	33,779
Proceeds from new borrowings	SCM010/03/26	Capital revenue			(659,382)	(625,603)
Transfer from reserves	SCM010/03/26	Capital revenue			(26,537)	(652,140)
Repayment of borrowings	SCM010/03/26	Capital expenses		52,140		(600,000)
Transfers to reserves	SCM010/03/26	Capital revenue		600,000		0
				2,342,113	**(2,497,211)**	**0**

SHIRE OF TOODYAY

ANNUAL BUDGET

FOR THE YEAR ENDED 30 JUNE 2027

LOCAL GOVERNMENT ACT 1995

TABLE OF CONTENTS

Statement of Comprehensive Income	2
Statement of Cash Flows	3
Statement of Financial Activity	4
Index of Notes to the Budget	5
Schedule of Fees and Charges	27

The Shire of Toodyay a Class 3 local government conducts the operations of a local government with the following community vision:

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

SHIRE OF TOODYAY
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2027

	Note	2026/27 Budget	2025/26 Actual	2025/26 Budget
Revenue		$	$	$
Rates	2(a)	8,656,035	8,273,998	8,484,161
Grants, subsidies and contributions		1,002,949	3,723,566	1,908,635
Fees and charges	15	2,056,060	1,973,514	2,180,588
Interest revenue	10(a)	280,745	326,925	235,310
Other revenue		341,143	465,877	360,608
		12,336,932	14,763,880	13,169,302
Expenses				
Employee costs		(5,319,829)	(4,506,085)	(5,183,623)
Materials and contracts		(5,681,441)	(5,259,009)	(5,343,457)
Utility charges		(562,249)	(558,467)	(517,358)
Depreciation	6	(3,254,356)	(3,054,356)	(4,075,772)
Finance costs	10(c)	(115,480)	(156,497)	(209,339)
Insurance		(443,700)	(468,556)	(432,981)
Other expenditure		(384,153)	(486,350)	(385,424)
		(15,761,208)	(14,489,320)	(16,147,954)
		(3,424,276)	274,560	(2,978,652)
Capital grants, subsidies and contributions		5,063,149	1,778,746	5,795,527
Profit on asset disposals	5	8,168	565,856	0
Loss on asset disposals	5	(243,814)	(1,037,567)	0
		4,827,503	1,307,035	5,795,527
Net result for the period		**1,403,227**	**1,581,595**	**2,816,875**
Total other comprehensive income for the period		**0**	**0**	**0**
Total comprehensive income for the period		**1,403,227**	**1,581,595**	**2,816,875**

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF TOODYAY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2027

CASH FLOWS FROM OPERATING ACTIVITIES	Note	2026/27 Budget	2025/26 Actual	2025/26 Budget
Receipts		$	$	$
Rates		8,656,033	8,273,998	8,484,161
Grants, subsidies and contributions		417,708	2,834,321	1,908,635
Fees and charges		2,056,060	1,973,514	2,180,588
Interest revenue		280,745	326,925	235,310
Goods and services tax received		326,481	570,545	716,313
Other revenue		341,143	465,877	360,608
		12,078,170	14,445,180	13,885,615
Payments				
Employee costs		(5,269,829)	(4,491,670)	(5,137,923)
Materials and contracts		(6,723,222)	(4,347,172)	(5,827,368)
Utility charges		(562,249)	(558,467)	(517,358)
Finance costs		(115,480)	(156,497)	(209,339)
Insurance paid		(443,700)	(468,556)	(432,981)
Goods and services tax paid		(760,964)	(570,545)	(716,313)
Other expenditure		(384,153)	(486,350)	(385,424)
		(14,259,597)	(11,079,257)	(13,226,706)
Net cash provided by (used in) operating activities	4	(2,181,427)	3,365,923	658,909
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	5(a)	(4,668,644)	(1,927,472)	(6,612,343)
Payments for construction of infrastructure	5(b)	(4,138,172)	(3,144,004)	(5,121,991)
Proceeds from capital grants, subsidies and contributions		5,063,149	1,778,746	5,795,527
Proceeds from disposal of property, plant and equipment	5(a)	1,431,000	1,639,129	2,925,000
Net cash (used in) investing activities		(2,312,667)	(1,653,601)	(3,013,807)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	8(a)	(304,822)	(295,769)	(347,909)
Proceeds from new borrowings	8(a)	0	0	659,382
Payments for principal portion of lease liabilities	7	0	(124,466)	(133,422)
Net cash provided by (used in) financing activities		(304,822)	(420,235)	178,051
Net increase (decrease) in cash held		(4,798,916)	1,292,087	(2,176,847)
Cash at beginning of year		8,422,254	7,130,167	5,449,027
Cash and cash equivalents at the end of the year	4	**3,623,338**	**8,422,254**	**3,272,180**

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF TOODYAY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2027

	Note	2026/27 Budget	2025/26 Actual	2025/26 Budget
OPERATING ACTIVITIES				
Revenue from operating activities		$	$	$
General rates	2(a)(i)	7,558,605	7,206,050	7,408,596
Rates excluding general rates	2(a)	1,097,430	1,067,948	1,075,565
Grants, subsidies and contributions		1,002,949	3,723,566	1,908,635
Fees and charges	15	2,056,060	1,973,514	2,180,588
Interest revenue	10(a)	280,745	326,925	235,310
Other revenue		341,143	465,877	360,608
Profit on asset disposals	5	8,168	565,856	0
		12,345,100	15,329,736	13,169,302
Expenditure from operating activities				
Employee costs		(5,319,829)	(4,506,085)	(5,183,623)
Materials and contracts		(5,681,441)	(5,259,009)	(5,343,457)
Utility charges		(562,249)	(558,467)	(517,358)
Depreciation	6	(3,254,356)	(3,054,356)	(4,075,772)
Finance costs	10(c)	(115,480)	(156,497)	(209,339)
Insurance		(443,700)	(468,556)	(432,981)
Other expenditure		(384,153)	(486,350)	(385,424)
Loss on asset disposals	5	(243,814)	(1,037,567)	0
		(16,005,022)	(15,526,887)	(16,147,954)
Non cash amounts excluded from operating activities	3(c)	3,490,002	3,526,067	4,075,772
Amount attributable to operating activities		**(169,920)**	**3,328,916**	**1,097,120**
INVESTING ACTIVITIES				
Inflows from investing activities				
Proceeds from capital grants, subsidies and contributions		5,063,149	1,778,746	5,795,527
Proceeds from disposal of property, plant and equipment	5(a)	1,431,000	1,639,129	2,925,000
		6,494,149	3,417,875	8,720,527
Outflows from investing activities				
Right of use assets received - non cash	5(c)	0	0	(186,264)
Acquisition of property, plant and equipment	5(a)	(4,668,644)	(1,927,472)	(6,612,343)
Acquisition of infrastructure	5(b)	(4,138,172)	(3,144,004)	(5,121,991)
		(8,806,816)	(5,071,476)	(11,920,598)
Non-cash amounts excluded from investing activities	3(d)	0	0	186,264
Amount attributable to investing activities		**(2,312,667)**	**(1,653,601)**	**(3,013,807)**
FINANCING ACTIVITIES				
Inflows from financing activities				
Proceeds from new borrowings	8(a)	0	0	659,382
Transfers from reserve accounts	9(a)	1,836,700	1,274,336	2,582,864
		1,836,700	1,274,336	3,242,246
Outflows from financing activities				
Repayment of borrowings	8(a)	(304,822)	(295,769)	(347,909)
Payments for principal portion of lease liabilities	7	0	(124,466)	(133,422)
Transfers to reserve accounts	9(a)	(1,939,000)	(2,179,044)	(3,104,000)
		(2,243,822)	(2,599,279)	(3,585,331)
Non-cash amounts excluded from financing activities	3(e)	0	0	0
Amount attributable to financing activities		**(407,122)**	**(1,324,943)**	**(343,085)**
MOVEMENT IN SURPLUS OR DEFICIT				
Surplus remaining at the start of the financial year	3	2,889,709	2,539,337	2,259,772
Amount attributable to operating activities		(169,920)	3,328,916	1,097,120
Amount attributable to investing activities		(2,312,667)	(1,653,601)	(3,013,807)
Amount attributable to financing activities		(407,122)	(1,324,943)	(343,085)
Surplus remaining after the imposition of general rates	3	**0**	**2,889,709**	**0**

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF TOODYAY
FOR THE YEAR ENDED 30 JUNE 2027
INDEX OF NOTES TO THE BUDGET

Note 1	Basis of Preparation	6
Note 2	Rates and Service Charges	7
Note 3	Net Current Assets	11
Note 4	Reconciliation of cash	13
Note 5	Property, Plant and Equipment	14
Note 6	Depreciation	15
Note 7	Lease Liabilities	16
Note 8	Borrowings	17
Note 9	Reserve Accounts	19
Note 10	Other Information	20
Note 11	Council Members Remuneration	21
Note 12	Trust Funds	22
Note 13	Revenue and Expenditure	23
Note 14	Program Information	25
Note 15	Fees and Charges	26

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

1 BASIS OF PREPARATION

The annual budget of the Shire of Toodyay which is a Class 3 local government is a forward looking document and 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 199¢* prescribe that the annual budget 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 199¢* 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 Leases* which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this annual budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the annual budget 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.

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 annual budget.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 12 to the annual budget.

2025/26 actual balances
Balances shown in this budget as 2025/26 Actual are estimates as forecast at the time of preparation of the annual budget and are subject to final adjustments.

Budget comparative figures
Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

Comparative figures
Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

Rounding off figures
All figures shown in this statement are rounded to the nearest dollar.

Statement of Cashflows
Investing and financing transactions that do not require the use of cash or cash equivalents shall be excluded from a statement of cash flows. Such transactions shall be disclosed elsewhere in the financial statements in a way that provides all the relevant information about these investing and financing activities.

Initial application of accounting standards
During the budget year, the below revised Australian Accounting Standards and Interpretations are expected to be compiled, become mandatory and be applicable to its operations.
• *AASB 2026-1 Amendments to Australian Accounting Standards – Disclosures about Uncertainties in the Financial Statements*
• *AASB 2024-2 Amendments to Australian Accounting Standards - Classification and Measurement of Financial Instruments*
• *AASB 2024-3 Amendments to Australian Accounting Standards - Standards – Annual Improvements Volume 11*
• *AASB 2025-1 Amendments to Australian Accounting Standards – Contracts Referencing Nature-dependent Electricity*
It is not expected these standards will have an impact on the annual budget on initial application.

New accounting standards for application in future years
The following new accounting standards will have application to local government in future years:
• *AASB 2014-10 Amendments to Australian Accounting Standards - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture*
• *AASB 2024-4b Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]*
It is not expected these standards will have an impact on the annual budget on initial application.
• *AASB 18 Presentation and Disclosure in Financial Statements*
• *AASB 18 (NFP/super) Presentation and Disclosure in Financial Statements - (Appendix D) [for not-for-profit and superannuation entities]*
These accounting standards will materially change the presentation of the annual financial report and annual budget

Critical accounting estimates and judgements
The preparation of the annual budget 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 that are 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.

The annual budget is a forward-looking statement and is comprised of management estimates. As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the annual budget.

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
• Expected credit losses on financial assets
• Assets held for sale
• Impairment losses of non-financial assets
• Investment property
• Estimated useful life of intangible assets
• Measurement of employee benefits
• Measurement of provisions

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

2. RATES AND SERVICE CHARGES

(a) Rating Information

Rate Description	Basis of valuation	Rate in dollar	Number of properties	Rateable value*	2026/27 Budgeted rate revenue	2026/27 Budgeted interim rates	2026/27 Budgeted total revenue	2025/26 Actual total revenue	2025/26 Budget total revenue
				$	$	$	$	$	$
(i) General rates									
GRV Residential	Gross rental valuation	0.128120	638	11,780,347	1,509,298		1,509,298	1,433,768	1,664,408
GRV Commercial	Gross rental valuation	0.159567	28	1,515,253	241,784		241,784	232,696	230,259
GRV Industrial	Gross rental valuation	0.131057	22	530,277	69,497		69,497	66,258	66,262
GRV Rural	Gross rental valuation	0.123655	119	2,098,537	259,495		259,495	245,217	244,120
GRV Rural Residential	Gross rental valuation	0.117645	1,047	19,065,735	2,242,988		2,242,988	2,116,321	2,101,264
UV General (Inc Mining)	Unimproved valuation	0.010046	486	139,186,000	1,398,263		1,398,263	1,341,081	1,333,090
UV Rural	Unimproved valuation	0.005260	186	352,605,000	1,854,702		1,854,702	1,770,709	1,769,193
Total general rates			2,526	526,781,149	7,576,027	0	7,576,027	7,206,050	7,408,596
		Minimum							
(ii) Minimum payment		$							
GRV Residential	Gross rental valuation	1570	170	892,085	266,900		266,900	260,130	267,605
GRV Commercial	Gross rental valuation	1570	5	25,490	7,850		7,850	8,970	7,475
GRV Industrial	Gross rental valuation	1570	8	43,200	12,560		12,560	11,960	11,960
GRV Rural	Gross rental valuation	1570	24	217,880	37,680		37,680	37,375	37,375
GRV Rural Residential	Gross rental valuation	1570	365	2,446,245	573,050		573,050	571,090	578,565
UV General (Inc Mining)	Unimproved valuation	1570	102	8,334,661	160,140		160,140	158,470	161,460
UV Rural	Unimproved valuation	1570	25	4,931,000	39,250		39,250	37,375	37,375
Total minimum payments			699	16,890,561	1,097,430	0	1,097,430	1,085,370	1,101,815
Total general rates and minimum payments			3,225	543,671,710	8,673,457	0	8,673,457	8,291,420	8,510,411
(iii) Specified area rates									
The Shire did not raise specified area rates for the year ended 30 June 2027.									
Concessions (Refer note 2(d))					(17,422)		(17,422)	(17,422)	(26,250)
Total rates					8,656,035	0	8,656,035	8,273,998	8,484,161
Instalment plan charges							17,200	18,810	15,590
Instalment plan interest							20,000	22,342	13,430
Late payment of rate or service charge interest							120,000	123,998	81,880
							157,200	165,150	110,900

The Shire did not raise specified area rates for the year ended 30th June 2027.

*Rateable Value at time of adopting budget.

All rateable properties within the district used predominately for non-rural purposes are rated according to their Gross Rental Valuation (GRV), all other properties are rated according to their Unimproved Valu

The general rates detailed for the 2026/27 financial year have been determined by Council on the basis of raising the revenue required to meet the estimated deficiency between the total estimated expenditu proposed in the budget and the estimated revenue to be received from all sources other than general rates and also considering the extent of any increase in rating over the level adopted in the previous year

The minimum payments have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

2. RATES AND SERVICE CHARGES (CONTINUED)

(b) Interest Charges and Instalments - Rates and Service Charges

The following instalment options are available to ratepayers for the payment of rates and service charges.

Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
		$	%	%
Option one				
Single full payment	30/09/2026	0	0.0%	11.0%
Option two				
First instalment	30/09/2026	0	0.0%	11.0%
Second instalment	1/12/2026	10	5.5%	11.0%
Third instalment	28/01/2027	10	5.5%	11.0%
Fourth instalment	30/03/2027	10	5.5%	11.0%

(c) Objectives and Reasons for Differential Rating

To provide equity in the rating of properties across the Shire the following rate categories have been determined for the implementation of differential rating.

Differential general rate

Description	Characteristics	Objects	Reasons
GRV Residential	The rate in the $ of 0.128120 has been set to ensure that the proportion of total rate revenue derived from residential property remains consistent with previous years. This is based on the total raised from all properties now rated as Residential.		
GRV Commercial	The rate in the $ of 0.159567 has been set to ensure that the proportion of total rate revenue derived from commercial property remains consistent with previous years and recognises the higher demand on Shire infrastructure and services from the activity on Commercial property.		
GRV Industrial	The rate in the $ of 0.131057 has been set to ensure that the proportion of total rate revenue derived from industrial property remains consistent with previous years and recognises the higher demand on Shire infrastructure and services from the activity on Industrial property.		
GRV Rural	The rate in the $ of 0.123655 has been set to ensure that the proportion of total rate revenue derived fron these properties remains consistent with previous years.		
GRV Rural Residential	The rate in the $ of 0.117645 has been set to ensure that the proportion of total rate revenue derived from these properties remains consistent with previous years, notwithstanding that in previous years these properties have been rated as UV General.		
UV General	The rate in the $ of 0.010046 has been set to ensure that the portion of total rate revenue derived from small holdings remains consistent with previous years.		
UV Rural	The rate in the $ of 0.005260 has been set to ensure that broadacre farming properties, those above 100 hectares and used for grazing or cropping, are not adversely affected by the valuation changes resulting from preponderance of small rural holdings.		

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

2. RATES AND SERVICE CHARGES (CONTINUED)

(d) Variation in Adopted Differential Rates to Local Public Notice

The following rates and minimum payments were previously set out in the local public notice giving notice of the intention to charge differential rates.

Differential general rate or general rate	Proposed Rate in $	Adopted Rate in $	Reasons for the difference
GRV Residential	0.129230	0.128120	To reflect 5% increase in total rate revenue
GRV Commercial	0.167060	0.159567	To reflect 5% increase in total rate revenue
GRV Industrial	0.131820	0.131057	To reflect 5% increase in total rate revenue
GRV Rural	0.124210	0.123655	To reflect 5% increase in total rate revenue
GRV Rural Residential	0.118820	0.117645	To reflect 5% increase in total rate revenue
UV General (Inc Mining)	0.010096	0.010046	To reflect 5% increase in total rate revenue
UV Rural	0.005290	0.005260	To reflect 5% increase in total rate revenue

Minimum payment	Proposed Minimum $	Adopted Minimum $	Reasons for the difference
GRV Residential	1,577	1,570	To reflect 5% increase in total rate revenue
GRV Commercial	1,577	1,570	To reflect 5% increase in total rate revenue
GRV Industrial	1,577	1,570	To reflect 5% increase in total rate revenue
GRV Rural	1,577	1,570	To reflect 5% increase in total rate revenue
GRV Rural Residential	1,577	1,570	To reflect 5% increase in total rate revenue
UV General (Inc Mining)	1,577	1,570	To reflect 5% increase in total rate revenue
UV Rural	1,577	1,570	To reflect 5% increase in total rate revenue

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

2. RATES AND SERVICE CHARGES (CONTINUED)

(d) Waivers or concessions

Rate, fee or charge to which the waiver or concession is granted	Type	Waiver/ Concession	Discount %	Discount ($)	2026/27 Budget	2025/26 Actual	2025/26 Budget	Circumstances in which the waiver or concession is granted	Objects and reasons of the waiver or concession
					$	$	$		
General rates	Rate	Concession	100.0%		17,422	17,422	21,250	Concessions grants to charitable groups as approved by Council	To encourage charitable groups to support the community
Rates written off	Rate	Concession	100.0%		0	0	5,000	Concessions grants to charitable groups as approved by Council	To encourage charitable groups to support the community
					17,422	17,422	26,250		

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

3. NET CURRENT ASSETS

(a) Composition of estimated net current assets

	Note	2026/27 Budget 30 June 2027 Carried forward	2025/26 Actual 30 June 2026 Carried forward	2025/26 Budget 30 June 2026 Carried forward
		$	$	$
Current assets				
Cash and cash equivalents	4	3,623,338	8,422,254	3,272,180
Receivables		3,281,315	2,696,072	2,378,247
Inventories		204,753	204,753	89,362
		7,109,406	11,323,079	5,739,789
Less: current liabilities				
Trade and other payables		(3,486,066)	(4,527,847)	(2,366,089)
Long term borrowings	8	(249,999)	(148,997)	(659,382)
Employee provisions		(309,526)	(259,526)	(136,718)
		(4,045,591)	(4,936,370)	(3,162,189)
Net current assets		3,063,815	6,386,709	2,577,600
Less: Total adjustments to net current assets	3(b)	(3,063,815)	(3,497,000)	(2,577,600)
Net current assets used in the Statement of Financial Activity		0	2,889,709	0

(b) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets				
Less: Reserve accounts	9	(3,702,461)	(3,600,161)	(3,393,988)
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings		249,999	148,997	659,382
- Other liabilities		107,110	(305,362)	(118,419)
Add: Current liabilities covered by funds held in reserve account				
- Current portion of employee benefit provisions		281,537	259,526	275,425
Total adjustments to net current assets		(3,063,815)	(3,497,000)	(2,577,600)

EXPLANATION OF DIFFERENCE IN SURPLUS/(DEFICIT)

Items excluded from calculation of budgeted deficiency
When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

(c) Amounts excluded from operating activities

	Note	2026/27 Budget 30 June 2027 Carried forward	2025/26 Actual 30 June 2026 Carried forward	2025/26 Budget 30 June 2026 Carried forward
		$	$	$
Less: Profit on asset disposals	5	(8,168)	(565,856)	0
Add: Loss on asset disposals	5	243,814	1,037,567	0
Add: Depreciation	6	3,254,356	3,054,356	4,075,772
Non cash amounts excluded from operating activities		3,490,002	3,526,067	4,075,772

(d) Amounts excluded from investing activities

Right of use assets recognised	5(c)	0	0	186,264
Non cash amounts excluded from investing activities		0	0	186,264

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

3. NET CURRENT ASSETS (CONTINUED)

(e) MATERIAL ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION
The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

TRADE AND OTHER PAYABLES
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year 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.

PREPAID RATES
Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

INVENTORIES
General
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.

INVENTORY - LAND HELD FOR RESALE
Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Inventory - land held for resale is classified as current except where it is held as non-current based on the Shire's intentions to release for sale.

SUPERANNUATION
The Shire contributes to a number of superannuation funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

GOODS AND SERVICES TAX (GST)
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

TRADE AND OTHER RECEIVABLES
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for grants, contributions, reimbursements, and goods sold and services performed in the ordinary course of business.

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

Trade 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.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

PROVISIONS
Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

EMPLOYEE BENEFITS
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 determination of the net current asset position.
The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the determination of the net current asset position.

Other long-term employee benefits
Long-term employee benefits provisions 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.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

4. RECONCILIATION OF CASH

(a) Reconciliation of cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

	Note	2026/27 Budget	2025/26 Actual	2025/26 Budget
		$	$	$
Cash and cash equivalents		3,623,338	8,422,254	3,272,180
Restrictions				
The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:				
Cash and cash equivalents		(79,123)	4,822,093	(121,808)
Restricted financial assets at amortised cost - term deposits		3,702,461	3,600,161	3,393,988
		3,623,338	8,422,254	3,272,180
The restricted financial assets are a result of the following specific purposes to which the assets may be used:				
Reserve accounts	9	3,702,461	3,600,161	3,393,988
Total restricted financial assets		3,702,461	3,600,161	3,393,988

(b) Reconciliation of net cash provided by operating activities

Net result		1,403,227	1,581,595	2,816,875
Non-cash items:				
Depreciation	6	3,254,356	3,054,356	4,075,772
Loss on sale of assets	5	235,646	471,711	0
Changes in assets and liabilities:				
(Increase) in receivables		(585,243)	(889,245)	0
Decrease in inventories		0	6,881	0
(Increase) in other assets		(434,483)	(124,466)	0
(Increase)/decrease in trade and other payables		(1,041,781)	1,029,422	(483,911)
Decrease in employee related provisions		50,000	14,415	45,700
Capital grants, subsidies and contributions		(5,063,149)	(1,778,746)	(5,795,527)
Net cash provided by/(used in) operating activities		(2,181,427)	3,365,923	658,909

MATERIAL ACCOUNTING POLICES

CASH AND CASH EQUIVALENTS
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Term deposits are presented as cash equivalents if they have a maturity of three months or less from the date of acquisition and are repayable with 24 hours notice with no loss of interest.

Bank overdrafts are shown as short term borrowings in current liabilities in Note 3 - Net Current Assets.

FINANCIAL ASSETS AT AMORTISED COST
The Shire 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.

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

5. PROPERTY, PLANT AND EQUIPMENT

The following assets are budgeted to be acquired and/or disposed of during the year.

	2026/27 Budget					2025/26 Actual					2025/26 Budget				
	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Disposals - Loss	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Disposals - Loss	Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Disposals - Loss
(a) Property, Plant and Equipment	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$
Land - freehold land	0	0	0	0	0	40,000	(507,000)	0	0	(507,000)	2,186,944	0	0	0	0
Buildings - non-specialised	2,868,644	(342,018)	539,000	0	196,982	103,300	(1,003,069)	472,502	0	(530,567)	2,451,999	(2,217,000)	2,217,000	0	0
Furniture and equipment	480,000	0	0	0	0	43,183	0	0	0	0	1,973,400	(708,000)	708,000	0	0
Plant and equipment	1,320,000	(837,000)	892,000	8,168	46,832	1,740,989	(600,771)	1,166,627	565,856	0	0	0	0	0	0
Total	4,668,644	(1,179,018)	1,431,000	8,168	243,814	1,927,472	(2,110,840)	1,639,129	565,856	(1,037,567)	6,612,343	(2,925,000)	2,925,000	0	0
(b) Infrastructure															
Infrastructure - roads	3,769,419				0	2,921,320				0	4,941,991			0	0
Infrastructure - drainage	0				0	0				0	30,000			0	0
Infrastructure - other	368,753				0	222,684				0	150,000			0	0
Total	4,138,172	0	0	0	0	3,144,004	0	0	0	0	5,121,991	0	0	0	0
(c) Right of Use Assets															
Right of use - plant and equipment					0					0	186,264				0
	0	0	0	0	0	0	0	0	0	0	186,264	0	0	0	0
Total	8,806,816	(1,179,018)	1,431,000	8,168	243,814	5,071,476	(2,110,840)	1,639,129	565,856	(1,037,567)	11,920,598	(2,925,000)	2,925,000	0	0

MATERIAL ACCOUNTING POLICIES

RECOGNITION OF ASSETS
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 *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.

GAINS AND LOSSES ON DISPOSAL
Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

6. DEPRECIATION

	2026/27 Budget	2025/26 Actual	2025/26 Budget
	$	$	$
By Class			
Buildings - non-specialised	10,995	10,995	239,685
Buildings - specialised	12,355	12,355	592,200
Furniture and equipment	262	262	19,095
Plant and equipment	432,363	432,363	182,170
Infrastructure - roads	2,624,370	2,424,370	1,988,119
Infrastructure - footpaths	0	0	28,779
Infrastructure - drainage	0	0	72,817
Infrastructure - bridges	0	0	277,478
Infrastructure - parks and ovals	104,162	104,162	604,959
Infrastructure - other	69,849	69,849	70,470
	3,254,356	3,054,356	4,075,772
By Program			
Governance	12,355	12,355	147,399
Health	262	262	0
Community amenities	104,162	104,162	1,339,499
Recreation and culture	69,849	69,849	437,766
Transport	2,624,370	2,424,370	891,847
Economic services	10,995	10,995	0
Other property and services	432,363	432,363	1,259,261
	3,254,356	3,054,356	4,075,772

MATERIAL ACCOUNTING POLICIES

DEPRECIATION
The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Major depreciation periods used for each class of depreciable asset are:

Buildings - non-specialised	30 to 50 years
Buildings - specialised	50 to 80 years
Buildings - heritage	50 to 80 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Infrastructure - roads	20 years to indefinite
Infrastructure - footpaths	50 to 75 years
Infrastructure - drainage	75 years to indefinite
Infrastructure - bridges	60 to 100 years
Infrastructure - parks and ovals	16 to 60 years
Infrastructure - other	15 to 70 years
Right of use - plant and equipment	Based on the remaining lease term

AMORTISATION
The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The assets residual value of intangible assets is considered to be zero and useful live and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

7. LEASE LIABILITIES

Purpose	Institution	Lease Interest Rate	Lease Term	Budget Lease Principal 1 July 2026	2026/27 Budget New Leases	2026/27 Budget Lease Principal Repayments	Budget Lease Principal outstanding 30 June 2027	2026/27 Budget Lease Interest Repayments	Actual Principal 1 July 2025	2025/26 Actual New Leases	2025/26 Actual Lease Principal repayments	Actual Lease Principal outstanding 30 June 2026	2025/26 Actual Lease Interest repayments	Budget Principal 1 July 2025	2025/26 Budget New Leases	2025/26 Budget Lease Principal repayments	Budget Lease Principal outstanding 30 June 2026	2025/26 Budget Lease Interest repayments
				$	$	$	$	$	$	$	$	$	$	$	$	$	$	$
Komatsu WA320-6	Gear Select	1.5%	60 months	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(11,264)
Hino Prime Mover	SG Fleet	2.1%	60 months	0	0	0	0	0	124,466	0	(124,466)	0	0	133,422	0	(133,422)	0	(41,578)
				0	0	0	0	0	124,466	0	(124,466)	0	0	133,422	0	(133,422)	0	(52,842)

MATERIAL ACCOUNTING POLICIES

LEASES

At the inception of a contract, the Shire assesses whether the contract is, or contains, 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 a lease liability at the present value of the lease payments that are not paid at 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.

LEASE LIABILITIES

The present value of future lease payments not paid at the reporting date discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

8. BORROWINGS

(a) Borrowing repayments

Movement in borrowings and interest between the beginning and the end of the current financial year.

Purpose	Loan Number	Institution	Interest Rate	Budget Principal 1 July 2026	2026/27 Budget New Loans	2026/27 Budget Principal Repayments	Budget Principal outstanding 30 June 2027	2026/27 Budget Interest Repayments	Actual Principal 1 July 2025	2025/26 Actual New Loans	2025/26 Actual Principal Repayments	Actual Principal outstanding 30 June 2026	2025/26 Actual Interest Repayments	Budget Principal 1 July 2025	2025/26 Budget New Loans	2025/26 Budget Principal Repayments	Budget Principal outstanding 30 June 2026	2025/26 Budget Interest Repayments
				$	$	$	$	$	$	$	$	$	$	$	$	$	$	$
Land - Rec precinct	72	WATC	4.5%	452,996		(56,491)	396,505	(19,357)	507,054		(54,058)	452,996	(8,053)	507,054		(54,058)	452,996	(21,969)
Recreational precinct	75B	WATC	2.3%	3,560,432		(201,185)	3,359,247	(80,933)	3,757,058		(196,626)	3,560,432	(48,701)	3,757,058		(196,626)	3,560,432	(85,492)
Depot Stage 2	71	WATC	4.5%	347,720		(47,146)	300,574	(15,190)	392,805		(45,085)	347,720	(24,469)	392,805		(45,085)	347,720	(17,251)
Beejording Fire Station	73	WATC	5.0%	0		0	0	0	0		0	0	0	0	659,382	(52,140)	607,242	(31,785)
				4,361,148	0	(304,822)	4,056,326	(115,480)	4,656,917	0	(295,769)	4,361,148	(81,223)	4,656,917	659,382	(347,909)	4,968,390	(156,497)
				4,361,148	0	(304,822)	4,056,326	(115,480)	4,656,917	0	(295,769)	4,361,148	(81,223)	4,656,917	659,382	(347,909)	4,968,390	(156,497)

All borrowing repayments will be financed by general purpose revenue.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

8. BORROWINGS (CONTINUED)

The Shire does not intend to undertake any new borrowings for the year ended 30th June 2027

(c) Unspent borrowings

The Shire had no unspent borrowing funds as at 30th June 2026 nor is it expected to have unspent borrowing funds as at 30th June 2027.

(d) Credit Facilities

	2026/27 Budget	2025/26 Actual	2025/26 Budget
	$	$	$
Undrawn borrowing facilities credit standby arrangements			
Bank overdraft limit	700,000	700,000	700,000
Bank overdraft at balance date	0	0	0
Credit card limit	37,000	37,000	37,000
Credit card balance at balance date	0	0	0
Total amount of credit unused	737,000	737,000	737,000
Loan facilities			
Loan facilities in use at balance date	4,056,326	4,361,148	4,968,390
Unused loan facilities at balance date	0	0	0

Overdraft details	Purpose overdraft was established	Year overdraft established	Amount b/fwd 1 July 2026	2026/27 Budgeted Increase/ (Decrease)	Amount as at 30th June 2027
			$	$	$
Overdraft facility	Cashflow	2,001	0	0	0
			0	0	0

MATERIAL ACCOUNTING POLICIES

BORROWING COSTS
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.
Borrowings fair values are based on discounted cash flows using a current borrowing rate.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

9. RESERVE ACCOUNTS

(a) Reserve Accounts - Movement

	2026/27 Budget					2025/26 Actual				2025/26 Budget			
	Opening Balance	Interest Transfer to	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance
	$	$	$	$	$	$	$	$	$	$	$	$	$
Restricted by council													
(a) Employee entitlement reserve	274,670	6,867			281,537	266,042	8,628		274,670	275,425	8,628		284,053
(b) Asset development reserve	470,800	11,770			482,570	456,471	14,329		470,800	457,373	14,329		471,702
(c) CCTV reserve	378	10			388	29,182	934	(29,738)	378	29,820	934	(30,754)	0
(d) Emergency management reserve	83,686	2,092			85,778	81,090	2,596		83,686	82,862	2,596		85,458
(e) Newcastle footbridge and pedestrian overpas	48,169	1,204	200,000		249,373	46,675	1,494		48,169	47,695	1,494		49,189
(f) Heritage reserve	12,401	310			12,711	12,016	385		12,401	12,278	385		12,663
(g) Information technology reserve	3,326	83			3,409	22,984	736	(20,394)	3,326	23,486	736	(24,250)	(28)
(h) Plant reserve	64,381	1,609	1,000,000	(393,000)	672,990	386,604	799,755	(1,121,978)	64,381	407,159	799,755	(1,066,200)	140,714
(i) Recreation development reserve	304,140	7,603			311,743	294,723	9,417		304,140	300,605	9,417		310,022
(j) Refuse reserve	128,143	3,203			131,346	124,168	3,975		128,143	126,882	3,975		130,857
(k) Road contributions reserve	575,085	14,376	100,000	(300,000)	389,461	401,024	174,061		575,085	469,788	14,717		484,505
(l) Strategic access reserve	329,231	8,230	10,000	(47,000)	300,461	403,647	21,584	(96,000)	329,231	369,780	21,584	(129,387)	261,977
(m) Drainage and sewerage reserve	164,452	4,111			168,563	159,371	5,081		164,452	162,175	5,081		167,256
(n) Biosecurity reserve	73	2			75	6,109	190	(6,226)	73	6,073	190	(6,263)	0
(o) Roads reserve	120,670	3,017			123,687	288	120,382		120,670	96,451	3,022		99,473
(p) Buildings reserve	1,020,556	25,513	539,000	(1,096,700)	488,369	5,059	1,015,497		1,020,556	5,000	2,217,157	(1,326,010)	896,147
	3,600,161	90,000	1,849,000	(1,836,700)	3,702,461	2,695,453	2,179,044	(1,274,336)	3,600,161	2,872,852	3,104,000	(2,582,864)	3,393,988
	3,600,161	90,000	1,849,000	(1,836,700)	3,702,461	2,695,453	2,179,044	(1,274,336)	3,600,161	2,872,852	3,104,000	(2,582,864)	3,393,988

(b) Reserve Accounts - Purposes

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Anticipated date of use	Purpose of the reserve
Restricted by council		
(a) Employee entitlement reserve	Ongoing	Funds set aside to provide payments for employee entitlement liabilities
(b) Asset development reserve	Ongoing	Funds set aside for the future purchase and/or development of assets
(c) CCTV reserve	Ongoing	Funds set aside for the replacement, expansion and maintenance of CCTV
(d) Emergency management reserve	Ongoing	Funds set aside to assist in emergency management and recovery
(e) Newcastle footbridge and pedestrian overpas	Ongoing	Funds set aside for the maintenance and upkeep of the Newcastle Footbridge and the Duke Street Pedestrian Overpass
(f) Heritage reserve	Ongoing	Funds set aside for the preservation and/or purchase of built heritage assets of significance within the Shire of Toodyay
(g) Information technology reserve	Ongoing	Funds set aside for the replacement and maintenance of computer hardware
(h) Plant reserve	Ongoing	Funds set aside for the ongoing upgrade and replacement of Council owned fleet
(i) Recreation development reserve	Ongoing	Funds set aside for the development of recreational facilities
(j) Refuse reserve	Ongoing	Funds set aside for the development and maintenance of the Shire of Toodyay Waste Transfer Station
(k) Road contributions reserve	Ongoing	Funds set aside from contributions given towards particular roads to assist in the ongoing maintenance and preservation of these roads These funds cannot be used on roads other than those identified in that contribution
(l) Strategic access reserve	Ongoing	Funds set aside for the implementation and maintenance of strategic access and egress tracks on reserves
(m) Drainage and sewerage reserve	Ongoing	Funds set aside for drainage improvements
(n) Biosecurity reserve	Ongoing	Funds set aside for biosecurity risks
(o) Roads reserve	Ongoing	Funds set aside to fund future road maintenance, renewals and upgrades
(p) Buildings reserve	Ongoing	Funds set aside for the construction and purchase of Council buildings

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

10. OTHER INFORMATION

The net result includes as revenues	2026/27 Budget	2025/26 Actual	2025/26 Budget
	$	$	$
(a) Interest earnings			
Investments	140,745	180,585	140,000
Other interest revenue	140,000	146,340	95,310
	280,745	326,925	235,310
The net result includes as expenses			
(b) Auditors remuneration			
Audit services	90,000	96,839	43,500
	90,000	96,839	43,500
(c) Interest expenses (finance costs)			
Borrowings (refer Note 8(a))	115,480	81,223	156,497
Interest on lease liabilities (refer Note 7)	0	0	52,842
Other finance costs	0	75,274	0
	115,480	156,497	209,339
(d) Write offs			
General rate	5,000	4	
	5,000	4	0

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

11. COUNCIL MEMBERS REMUNERATION

	2026/27 Budget	2025/26 Actual	2025/26 Budget
	$	$	$
President			
President's allowance	42,837	42,837	35,179
Meeting attendance fees	29,379	29,379	24,126
Annual allowance for ICT expenses	1,000	1,000	1,000
	73,216	73,216	60,305
Deputy President			
Deputy President's allowance	10,709	10,709	8,794
Meeting attendance fees	18,977	18,977	15,580
Annual allowance for ICT expenses	1,000	1,000	1,000
	30,686	30,686	25,374
Other councillors			
Meeting attendance fees	75,908	75,908	79,905
Annual allowance for ICT expenses	5,000	4,988	3,000
	80,908	80,896	82,905
Total Council Member Remuneration	184,810	184,798	168,584
President's allowance	42,837	42,837	35,179
Deputy President's allowance	10,709	10,709	8,794
Meeting attendance fees	124,264	124,264	119,611
Annual allowance for ICT expenses	7,000	6,988	5,000
	184,810	184,798	168,584

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

12. TRUST FUNDS

Funds which are required by legislation to be credited to the trust fund and which are not included in the financial statements are to be held in a separate bank account.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

13. REVENUE AND EXPENDITURE

(a) Revenue and Expenditure Classification

REVENUES

RATES
All rates levied under the *Local Government Act 1995*. Includes general, differential, specific area rates, minimum payment, interim rates, back rates, ex-gratia rates, less discounts offered.
Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

GRANTS, SUBSIDIES AND CONTRIBUTIONS
All amounts received as grants, subsidies and contributions that are not capital grants.

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS
Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS
Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES
Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.
Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES
Service charges imposed under *Division 6 of Part 6 of the Local* Government Act 1995. Regulation 54 of the Local Government *(Financial Management) Regulations 1996* identifies the charges which can be raised. These are television and radio broadcasting, underground electricity and neighbourhood surveillance services and water.
Exclude rubbish removal charges which should not be classified as a service charge. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST REVENUE
Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE
Other revenue, which cannot be classified under the above headings, includes dividends, discounts, rebates etc.

PROFIT ON ASSET DISPOSAL
Gain on the disposal of assets including gains on the disposal of long-term investments.

EXPENSES

EMPLOYEE COSTS
All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.
Note: *AASB 119 Employee Benefits* provides a definition of employee benefits which should be considered.

MATERIALS AND CONTRACTS
All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses (such as telephone and internet charges), advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc.
Local governments may wish to disclose more detail such as contract services, consultancy, information technology and rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER)
Expenditures made to the respective agencies for the provision of power, gas or water.
Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE
All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL
Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS
Depreciation and amortisation expenses raised on all classes of assets.

FINANCE COSTS
Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE
Statutory fees, taxes, provision for bad debts, member's fees or levies including DFES levy and State taxes. Donations and subsidies made to community groups.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

13. REVENUE AND EXPENDITURE (CONTINUED)

(b) Revenue Recognition

Recognition of revenue from contracts with customers is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/ Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of Revenue recognition
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	Adopted by council annually	Based on timing of entry to facility	Not applicable	On entry to facility
Airport landing charges	Permission to use facilities and runway	Single point in time	Monthly in arrears	None	Adopted by council annually	Applied fully on timing of landing/take-off	Not applicable	On landing/departure event
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Adopted by council annually, set by mutual agreement	Applied fully based on timing of provision	Returns limited to repayment of transaction price	Output method based on goods

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

14. PROGRAM INFORMATION

Key Terms and Definitions - Reporting Programs

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Shire's Community Vision, and for each of its broad activities/programs.

OBJECTIVE	ACTIVITIES
Governance	
To provide a decision making process for the efficient allocation of scarce resources	Administration and operation of facilities and services to members of Council, other costs that relate to the tass of assisting elected members on matters which do not concern specific council services. Development of policies, strategic planning and long term financial plans.
General purpose funding	
To collect revenue to allow for provision of services.	Rates, general purpose government grants and interest revenue.
Law, order, public safety	
To provide services to help ensure a safer community.	Supervision of various local laws, fire prevention, emergency services and animal control.
Health	
To provide an operational framework for good community health.	Food quality, pest control and operation of the medical centre.
Education and welfare	
To provide an operational framework for high quality education and welfare services.	Administration and support of welfare services such as senior citizens, disabled persons and associated grants and contributions.
Housing	
Ensure adequate housing.	Maintenance of staff housing and other rental properties.
Community amenities	
Provide services required by the community.	Rubbish collection services, operation of the waste transfer station, environmental protection, administration of the local planning scheme, community sponsorship and maintenance of cemeteries.
Recreation and culture	
To establish and manage effectively infrastructure and resources which will help the social wellbeing of the community.	Maintenance of halls, recreation centres and various reserves, operations of library, heritage facilities and cultural activities.
Transport	
To provide effective and efficient transport services to the community.	Construction and maintenance of roads and bridges, street lighting and depot maintenance.
Economic services	
To help promote the Shire and improve economic wellbeing.	The regulation and provisions of tourism, area promotion, economic development, building control, weed control and water standpipes.
Other property and services	
Administration of pooled works and services costs.	Private works, Public works overheads, Plant operation costs and other unclassified items.

SHIRE OF TOODYAY
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2027

15. FEES AND CHARGES

	2026/27 Budget	2025/26 Actual	2025/26 Budget
	$	$	$
By Program:			
Governance	27,461	29,944	17,085
General purpose funding	62,199	50,599	60,860
Law, order, public safety	55,932	60,969	54,728
Health	0	0	18,743
Education and welfare	44,036	37,330	24,344
Community amenities	1,274,590	1,269,028	1,364,558
Recreation and culture	106,005	100,820	201,877
Transport	292	3,415	286
Economic services	465,545	415,363	438,107
Other property and services	20,000	6,046	0
	2,056,060	1,973,514	2,180,588

The subsequent pages detail the fees and charges proposed to be imposed by the local government.

SHIRE OF TOODYAY
CAPITAL EXPENDITURE SUMMARY 2026/27 YEAR

			Expenditure	Income					
Program	Work Order (Job)	Description	2026/2027 Proposed Budget	Proposed Budget Grant Funding	Reserve Funded	Proceeds from Disposal	Loan Funding	Total Funding (Budget)	Budget Municipal Funding
Governance									
Administration									
	WO.10005	Recording Equipment-Chambers	0					0	0
	WO.10027	Key Worker Accomodation	596,700		(596,700)			(596,700)	0
	NEW	Replacement of Councils ERP (Datascape)	400,000					0	400,000
		Total Administration	**996,700**	**0**	**(596,700)**	**0**	**0**	**(596,700)**	**400,000**
Law, Order, Public Safety									
	WO.3250	CCTV Improvements	40,000		0			0	40,000
		Total Law Order and Public Safety	**40,000**	**0**	**0**	**0**		**0**	**40,000**
Emergency Services									
		Julimar Fire Station Replace 2 existing Tanks	108,753	(76,127)				(76,127)	32,626
		Total Emergency Services	**108,753**	**(76,127)**	**0**	**0**	**0**	**(76,127)**	**32,626**
Building Maintenance									
		Sale of Properties - Vet Building-98 Stirling Terrace	0			(539,000)		(539,000)	(539,000)
		Toodyay Club- electrical Upgrade (Lighting and Airconditioning)	15,000					0	15,000
		Total Building Maintenance	**15,000**	**0**	**0**	**(539,000)**	**0**	**(539,000)**	**(524,000)**
Library & Museum									
		Furniture and Equipment-Internal refurbishment	50,000					0	50,000
		Replace Damaged Media Player & Projection System at Museum	7,500					0	7,500
		AV System for Recreation Centre	15,000					0	15,000
		Total Library, Museum & Recreation Centre	**72,500**	**0**	**0**	**0**	**0**	**0**	**72,500**
Community Services									
		Events Trailer	20,000	(5,000)				(5,000)	15,000
		Replace Meeting Room Chairs at CRC (60 Chairs)	7,500					0	7,500
		Total Community Services	**27,500**	**(5,000)**	**0**	**0**	**0**	**(5,000)**	**22,500**
Cemetery									
		Replace Niche Wall	30,000					0	30,000
		Total Toodyay Cemetery	**30,000**	**0**	**0**	**0**	**0**	**0**	**30,000**

SHIRE OF TOODYAY
CAPITAL EXPENDITURE SUMMARY 2026/27 YEAR

			Expenditure	Income					
Program	Work Order (Job)	Description	2026/2027 Proposed Budget	Proposed Budget Grant Funding	Reserve Funded	Proceeds from Disposal	Loan Funding	Total Funding (Budget)	Budget Municipal Funding
Newcastle Park									
	WO.10021.1544	Accessable Public Toilet Construction	110,000	(110,000)				(110,000)	0
		Total Newcastle Park	**110,000**	**(110,000)**	**0**	**0**	**0**	**(110,000)**	**0**
Swimming Pool									
		Swimming Pool /Parks and Gardens Shade Structures	30,000					0	30,000
		Total Swimming Pool	**30,000**	**0**	**0**	**0**	**0**	**0**	**30,000**
Regional Road Group									
		Toodyay Bindi-Bindi Road Reconstruction SLK 31.63 to SLK 29.87	1,008,386	(675,619)				(675,619)	332,767
		Sub-total Regional Road Group	***1,008,386***	***(675,619)***	***0***	***0***	***0***	***(675,619)***	***332,767***
Black Spot -State Funded									
	WO.3258	Toodyay Bindi-Bindi Road (Carried Forward)	778,340	(518,893)				(518,893)	259,447
		Sub-total Black Spot - State Funded	***778,340***	***(518,893)***	***0***	***0***	***0***	***(518,893)***	***259,447***
Bridges									
	WO.10035	Urgent Bridge Repairs (Various Bridges)	170,000					0	170,000
		Sub-total - Bridges	***170,000***	***0***	***0***	***0***	***0***	***0***	***170,000***
Wheatbelt Secondary Freight Network									
	WO.3051	Bindoon Dewars Pool Road	279,000	(260,000)				(260,000)	19,000
		Sub-total - WSFN	***279,000***	***(260,000)***	***0***	***0***	***0***	***(260,000)***	***19,000***
Roads to Recovery									
	NEW	Gravel Resheet-Telegraph Road	84,475	(84,475)				(84,475)	0
	NEW	Gravel Resheet-Red Gully Road	178,070	(178,070)				(178,070)	0
	NEW	Gravel Resheet-Picnic Hill Road	127,745	(127,745)				(127,745)	0
	NEW	Gravel Resheet-Old Plains Road	138,045	(138,045)				(138,045)	0
	NEW	Gravel Resheet-Chatcup Road	129,923	(129,923)				(129,923)	0
	NEW	Bitumen Seal-Salt Valley Road	367,320	(367,320)				(367,320)	0
	NEW	Bitumen Seal-Fernie Road	49,115	(49,115)				(49,115)	0
		Sub-total - Roads to Recovery	***1,074,693***	***(1,074,693)***	***0***	***0***	***0***	***(1,074,693)***	***0***

SHIRE OF TOODYAY
CAPITAL EXPENDITURE SUMMARY 2026/27 YEAR

			Expenditure	Income					
Program	Work Order (Job)	Description	2026/2027 Proposed Budget	Proposed Budget Grant Funding	Reserve Funded	Proceeds from Disposal	Loan Funding	Total Funding (Budget)	Budget Municipal Funding
Extractive Industry Contributions Funding									
		Fernie Road and Salt Valley Road	300,000		(300,000)			(300,000)	0
		Sub-total - Extractive Industry Contributions funding	***300,000***	***0***	***(300,000)***			***(300,000)***	***0***
Drainage									
	WO.3245	Toodyay Street Drainage	30,000					0	30,000
		Sub-total - Drainage	***30,000***	***0***	***0***	***0***	***0***	***0***	***30,000***
Other Infrastructure									
	WO.3244	Access and Egress Projects-Road Upgrades -Fitzgerald Road	94,000	(47,000)	(47,000)			(94,000)	0
		Convert 2 Parking Bays to Alfreco seating in Stirling Tce	20,000					0	20,000
		Toodyay Race Club - Cattleyards for Arena	15,000					0	15,000
		Sub-total - Other Infrastructure	***129,000***	***(47,000)***	***(47,000)***	***0***	***0***	***(94,000)***	***35,000***
		TOTAL ROAD CONSTRUCTION	**3,769,419**	**(2,576,205)**	**(347,000)**	**0**	**0**	**(2,923,205)**	**846,214**
Economic Services									
Standpipe									
	WO.10004	Standpipe Upgrades/Refurbishments	160,000	(100,000)				(100,000)	60,000
		Total Standpipes	**160,000**	**(100,000)**	**0**	**0**	**0**	**(100,000)**	**60,000**
Land Development									
	WO.10003	Batty Pass Land Development	2,146,944	(2,146,944)				(2,146,944)	0
		Total Land Development	**2,146,944**	**(2,146,944)**	**0**	**0**	**0**	**(2,146,944)**	**0**
Other Property & Services									
Fleet and Plant									
	WO.10009	Hino FS2844-Tipper	150,000		(73,000)	(77,000)		(150,000)	0
	WO.10011	Zero Turn Mower (Trade in John Deere)	35,000		(25,000)	(10,000)		(35,000)	0
	WO.10012	Isuzu D-Max Extra Cab (T0024)	50,000		(5,000)	(45,000)		(50,000)	0
	WO.10013	Isuzu D-Max Extra Cab (T0003)	50,000		(5,000)	(45,000)		(50,000)	0
	WO.10014	Isuzu D-Max Dual Cab (T0022) Works Coordinator (2 Changeovers)	110,000		(10,000)	(100,000)		(110,000)	0
	WO.10015	Isuzu D-Max Extra Cab (T0020)-Leading Hand	50,000		(5,000)	(45,000)		(50,000)	0
	New	Isuzu D-Max Extra Cab -Ranger (T0001)	55,000		(35,000)	(20,000)		(55,000)	0
	New	Isuzu D-Max Extra Cab -Ranger (T0002)	55,000		(35,000)	(20,000)		(55,000)	0
	WO.10016	Isuzu MU-X (T0)-CEO (2 Changeovers)	110,000		(10,000)	(100,000)		(110,000)	0

SHIRE OF TOODYAY
CAPITAL EXPENDITURE SUMMARY 2026/27 YEAR

				Expenditure	Income					
Program	Work Order (Job)	Description		2026/2027 Proposed Budget	Proposed Budget Grant Funding	Reserve Funded	Proceeds from Disposal	Loan Funding	Total Funding (Budget)	Budget Municipal Funding
	WO.10017	Isuzu MU-X (T00)-EMFCS (2 Changeovers)		110,000		(10,000)	(100,000)		(110,000)	0
	WO.10019	Isuzu MU-X (T000)-EMCS (2 Changeovers)		110,000		(10,000)	(100,000)		(110,000)	0
	WO.10023	Isuzu MU-X (T0000)-EMPR (2 Changeovers)		110,000		(10,000)	(100,000)		(110,000)	0
	WO.10024	Isuzu MU-X (T0003)-EMAIS (2 Changeovers)		110,000		(10,000)	(100,000)		(110,000)	0
	WO.10041	Minor Plant Purchases for Works		15,000					0	15,000
	WO.10025	Skidsteer - Positrak		180,000		(150,000)	(30,000)		(180,000)	0
		Total Plant Operations		**1,300,000**	**0**	**(393,000)**	**(892,000)**	**0**	**(1,285,000)**	**15,000**
			Total Capital Expenditure	**8,806,816**	**(5,014,276)**	**(1,336,700)**	**(1,431,000)**	**0**	**(7,781,976)**	**1,024,840**

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
GENERAL PURPOSE FUNDING				
RATES				
Rates Charges				
Rating Information Statement & Reprints - per assessment (current year free)	(c)	***	11.60	12.00
Property Title Search (per title)	(c)	Exempt	41.00	43.00
Property File Search (includes copies of building plans only)	(c)	***	35.20	37.00
Settlement Enquiry - Rates Only	(c)	***	70.60	74.00
Settlement Enquiry - Zoning Orders and Requisitions	(c)	***	129.60	136.00
Settlement Enquiry - Rates, Orders and Requisitions (Building, Planning, Health & Works)	(c)	***	177.50	186.00
Ownership Enquiries (per assessment)	(c)	***	11.60	12.00
Administration Fee - Rate Instalments (per notice excluding first notice)	(c)	Exempt	10.00	10.00
Rate Book - Owner Listing	(c)	***	176.90	185.00
Electoral Roll (electronic) including Owners & Occupiers Roll	(c)	***	58.80	62.00
Electoral Roll (hard copy) including Owners & Occupiers Roll	(c)	***	82.40	86.00
Rates Legal Fees				
Legal Fees for Rates Recovery	(s)	***	At Cost	At Cost
Debt Paid Confirmation Letter (per assessment, per enquiry)	(c)	***	23.40	24.50
Caveat Lodgement Fee	(s)	***	At Cost	At Cost
Caveat Withdrawal Fee (prepared & lodged by Debt Collection Agency)	(s)	***	At Cost	At Cost
Caveat Withdrawal Fee (prepared by Shire staff & lodged by applicant)	(s)	***	At Cost	At Cost
Dishonoured cheque fee	(s)	***	At Cost	At Cost
Notice of Discontinuance	(s)	***	At Cost	At Cost
Notice of Discontinuance (for each additional Owner)	(s)	***	At Cost	At Cost
GOVERNANCE AND ADMINISTRATION				
ADMINISTRATION, VISITORS CENTRE AND LIBRARY				
Council Documents - Bound				
Annual Budget	(c)	***	34.90	36.50
Annual Report	(c)	***	34.90	36.50
Council Agenda (Including Attachments)	(c)	***	34.90	36.50
Council Minutes (Including Attachments)	(c)	***	34.90	36.50
Delegation Register	(c)	***	34.90	36.50
Local Laws	(c)	***	34.90	36.50
Policy Manual	(c)	***	34.90	36.50

NOTE: All documents are available and free to download from the Shire of Toodyay website @ www.toodyay.wa.gov.au

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
Freedom of Information Charges				
Application Fee	(s)	Exempt	30.00	30.00
Hourly charge for time taken by staff dealing with the application	(s)	Exempt	30.00	30.00
Photocopying - per page	(s)	Exempt	0.20	0.20
Advanced Deposit	(s)	Exempt	25%	25%
Further deposit may be required under Section 18(4) for other services related to the application.	(s)	Exempt	75%	75%
Photocopying Fees				
A4 Black & White S/S	(c)	***	0.30	0.30
A4 Coloured S/S	(c)	***	1.20	1.20
A4 Black & White D/S	(c)	***	0.50	0.50
A4 Laminating per page	(c)	***	3.30	3.30
A4 Coloured D/S	(c)	***	2.20	2.20
A3 Black & White S/S	(c)	***	1.20	1.20
A3 Coloured S/S	(c)	***	3.60	3.60
A3 Black & White D/S	(c)	***	1.80	1.80
A3 Coloured D/S	(c)	***	4.90	5.00
A3 Laminating per page A3	(c)	***	5.70	5.70
Binding - spiral (each)	(c)	***	17.40	18.00
Elections				
Election Candidates - Nomination Deposit (per Local Government Election Regulations 1997 26(1)	(s)	Exempt	100.00	100.00
Professional Fees (hourly rate)				
Administration Officer	(c)	***	58.80	61.00
Qualified/Certified Officer (Ranger, EHO, SBS, Planner, Mechanic)	(c)	***	140.90	148.00
Executive Management	(c)	***	176.40	185.00
External professional consultancy	(s)	***	At Cost	At Cost

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
TOODYAY COMMUNITY RESOURCE CENTRE				
Photocopying Fees				
A4 Laminating per page	(c)	***	3.10	3.20
A3 Laminating per page	(c)	***	4.10	4.20
Binding - up to 50 pages	(c)	***	5.20	5.40
Binding - over 50 pages	(c)	***	10.50	11.00
A5 Black and White Single Sided	(c)	***	0.20	0.20
A5 Colour Single Sided	(c)	***	0.30	0.30
A5 Black and White Double Sided	(c)	***	0.30	0.30
A5 Colour Double Sided	(c)	***	0.40	0.40
A4 Black and White Single Sided	(c)	***	0.40	0.40
A4 Colour Single Sided	(c)	***	0.80	0.80
A4 Black and White Double Sided	(c)	***	0.70	0.70
A4 Colour Double Sided	(c)	***	1.50	1.50
A3 Black and White Single Sided	(c)	***	0.70	0.70
A3 Colour Single Sided	(c)	***	1.50	1.50
A3 Colour/Black and White Double Sided	(c)	***	1.00	1.00
A3 Colour Double Sided	(c)	***	2.00	2.00
CRC Member Discount				
A4 Black and White Single Sided	(c)	***	0.30	0.30
A4 Colour Single Sided	(c)	***	0.70	0.70
A4 Black and White Double Sided	(c)	***	0.60	0.60
A4 Colour Double Sided	(c)	***	1.40	1.40
A3 Black and White Single Sided	(c)	***	0.60	0.60
A3 Colour Single Sided	(c)	***	1.40	1.40
A3 Colour/Black and White Double Sided	(c)	***	0.90	0.90
A3 Colour Double Sided	(c)	***	1.90	1.90
Photocopying - A4 120gsm paper				
A4 120gsm Black and White Single Sided	(c)	***	0.70	0.70
A4 120gsm Colour Single Sided	(c)	***	0.80	0.80
A4 120gsm Black and White Double Sided	(c)	***	0.90	0.90
A4 120gsm Colour Double Sided	(c)	***	1.70	1.70
A4 200gsm Black and White Single Sided	(c)	***	0.80	0.80
A4 200gsm Colour Single Sided	(c)	***	0.90	0.90
A4 200gsm Black and White Double Sided	(c)	***	1.00	1.00
A4 200gsm Colour Double Sided	(c)	***	1.80	1.80

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
CRC Annual Memberships				
Individual Membership	(c)	***	36.90	38.00
Family Membership	(c)	***	42.30	45.00
Pensioner/HCC Membership	(c)	***	21.10	22.00
NFP/Community Membership	(c)	***	47.60	49.00
Business Membership	(c)	***	63.40	66.00
CRC Newsletter Advertising				
Quarter Page Black and White	(c)	***	4.10	4.20
Quarter Page Colour	(c)	***	6.30	6.50
Advertising Half Page B/W	(c)	***	8.30	8.50
Half Page Colour	(c)	***	10.50	11.00
Full Page Black and White	(c)	***	10.50	11.00
Full Page Colour	(c)	***	15.80	16.50
CRC Room and Facility Hire				
Hot Office	(c)	***	26.40	28.00
Conference Room Hire	(c)	***	31.60	33.00
Hot Office Hire Member Discount	(c)	***	21.10	22.00
Conference Room Hire Member Discount	(c)	***	26.40	28.00
Kids Club - per visit	(c)	***	2.00	2.00
Kids Club Canteen - item-based	(c)	***	up to $2.50	up to $2.50
CRC Services and Equipment Hire				
Scanning and Emailing - per document	(c)	***	2.00	2.00
Miscellaneous Assistance - base rate	(c)	***	5.20	5.50
Public Computer Use - per 15 minutes	(c)	***	2.00	2.00
Secretarial Services - per hour (pro rata - minimum 15 minutes)	(c)	***	42.30	44.00
Resume Package	(c)	***	63.40	66.00
Resume Update	(c)	***	15.80	16.50
Poster Designing	(c)	***	63.40	66.00
CRC - USB	(c)	***	8.30	9.00
Plastic Sleeves	(c)	***	0.50	0.50
Laptop Hire - per day	(c)	***	52.90	55.00
Digital Projector Hire - per day	(c)	***	52.90	55.00
Yamaha Speakers Hire - per day	(c)	***	105.80	110.00

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
LAW ORDER AND PUBLIC SAFETY				
ANIMAL CONTROL				
Dog Registrations				
Registration - Unsterilised				
Dog 1 Year UnSterilised	(s)	Exempt	50.00	50.00
Dog 3 Year UnSterilised	(s)	Exempt	120.00	120.00
Dog Life UnSterilised	(s)	Exempt	250.00	250.00
Registration - Sterilised				
Dog 1 Year Sterilised	(s)	Exempt	20.00	20.00
Dog 3 Year Sterilised	(s)	Exempt	42.50	42.50
Dog Life Sterilised	(s)	Exempt	100.00	100.00
Working Dogs - Unsterilised				
Dog 1 Year UnSterilised Working	(s)	Exempt	12.50	12.50
Dog 3 Year Sterilised Working	(s)	Exempt	30.00	30.00
Dog Life UnSterilised Working	(s)	Exempt	62.50	62.50
Working Dogs - Sterilised				
Dog 1 Year Working Sterilised	(s)	Exempt	5.00	5.00
Dog 3 Year Sterilised Working	(s)	Exempt	10.60	10.60
Dog Life Sterilised Working	(s)	Exempt	25.00	25.00
Registration - Unsterilised - with Concession Card				
Dog 1 Year UnSterilised Pensioner	(s)	Exempt	25.00	25.00
Dog 3 Year UnSterilised Pensioner	(s)	Exempt	60.00	60.00
Dog Life UnSterilised Pensioner	(s)	Exempt	125.00	125.00
Registration - Sterilised - with Concession Card				
Dog 1 Year Sterilised Pensioner	(s)	Exempt	10.00	10.00
Dog 3 Year Sterilised Pensioner	(s)	Exempt	21.25	21.25
Dog Life Sterilised Pensioner	(s)	Exempt	50.00	50.00
Registrations after the 31 May in any year, registration year				
May 31 Dog 1 Year Sterilised	(s)	Exempt	10.00	10.00
May 31 Dog 1 Year UnSterilised	(s)	Exempt	25.00	25.00
Guide Dogs	(s)		Nil	Nil
Kennels				
Kennel Licence Fees	(s)	Exempt	200.00	200.00
Planning Approval Fee for application of a Kennel Establishment	(s)	Exempt	147.00	147.00
Inspection - Issue or Renewal of a Kennel Licence annually	(c)	Exempt	186.00	195.00
Lodging an application for the transfer of a valid Kennel Licence	(c)	Exempt	74.00	78.00
Foxhounds Bona Fide kept together in kennelled pack not less than ten (per pack)	(s)	Exempt	40.00	40.00
Other				
Inspection Of Register	(c)	***	6.10	6.50
Certified Copy Of An Entry In Register – per request	(c)	***	6.10	6.50
Replacement Tag Fee	(c)	***	6.10	6.50

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
Cat Registrations				
Registration - Sterilised - Cat				
- One Year	(s)	Exempt	20.00	20.00
- Three Years	(s)	Exempt	42.50	42.50
Cat Life Sterilised	(s)	Exempt	100.00	100.00
Registration - Sterilised Cat - with Concession Card				
- One Year	(s)	Exempt	10.00	10.00
- Three Years	(s)	Exempt	21.25	21.25
- Lifetime	(s)	Exempt	50.00	50.00
Registrations after the 31 May in any registration year i.e. Nov-Oct	(s)	Exempt	10.00	10.00
Application For A Cattery Permit/Approved Breeder				
Planning Approval Fee - Application to use premises as a Cattery	(s)	Exempt	147.00	147.00
Application fee - Cattery Permit/Approved Breeder (application to breed cats) per breeding cat	(c)	Exempt	124.00	129.00
Application for a permit to use a premise as a cattery	(c)	Exempt	124.00	129.00
Renewal of approved cattery permit – per renewal	(c)	Exempt	124.00	129.00
Impound & Other Fees - Cats & Dogs				
Impound Fee	(c)	***	125.90	132.00
Care & Sustenance (per day)	(c)	***	31.60	33.00
Surrender (including Care and Sustenance for 72 hours)	(c)	***	95.20	100.00
Release of Dog or Cat outside Facility Opening hours	(c)	***	124.00	129.00
Dog Yard Inspection - (3 to 6 dog application)	(c)	***	111.00	116.00
Dog Yard Inspection (Restricted Breeds, Dangerous Dogs and Declared Dangerous Dogs)	(c)	***	167.00	175.00
First Aid Treatment of Dog or Cat	(c)	***	Cost Recovery plus $100	Cost Recovery plus $100
Bond for Animal Trap	(c)	Exempt	100.00	100.00
Impound & Other Fees - Dog & Cats (Other Shires)				
Impound Fee	(c)	***	156.00	163.00
Care & Sustenance (per day)	(c)	***	30.00	31.00
Surrender (including Care and Sustenance for 72 hours)	(c)	***	105.00	110.00
Release of Dog or Cat outside Facility Opening hours	(c)	***	122.00	127.00
Impounding fees - Other Animals - per head				
Impounding of rams, wethers, ewes, lambs, goats (After 6.00 am but before 6.00 pm)				
1 - 5 animals	(c)	Exempt	150.00	157.00
6 - 10 animals	(c)	Exempt	179.00	187.00
Over 10 animals	(c)	Exempt	240.00	251.00

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
Impounding of rams, wethers, ewes, lambs, goats (After 6.00 pm but before 6.00 am)				
1 - 5 animals	(c)	Exempt	270.00	282.00
6 - 10 animals	(c)	Exempt	301.00	315.00
Over 10 animals	(c)	Exempt	390.00	408.00
Impounding of horses, mules, asses, camels, bulls, boars, mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves or pigs (After 6.00 am but before 6.00 pm)				
First Animal - Initial charge is the same irrespective of impoundings	(c)	Exempt	179.00	187.00
2- 5 Animals	(c)	Exempt	301.00	315.00
6-10 Animals	(c)	Exempt	390.00	408.00
Over 10 Animals	(c)	Exempt	451.00	472.00
Impounding of horses, mules, asses, camels, bulls, boars, mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves or pigs (After 6.00pm but before 6.00am)				
First Animal - Initial charge is the same irrespective of impoundings	(c)	Exempt	240.00	251.00
2- 5 Animals	(c)	Exempt	421.00	441.00
6-10 Animals	(c)	Exempt	542.00	568.00
Over 10 Animals	(c)	Exempt	631.00	661.00
Charges for Sustenance of Stock Impounded – per 24 hours or part thereof Horses, mules, asses, camels, bulls, mares, geldings, colts,				
Fillies, foals, oxen, cows, steers, heifers or calves	(c)	Exempt	17.90	19.00
Pigs of any description	(c)	Exempt	17.90	19.00
Rams, wethers, ewes, lambs or goats	(c)	Exempt	17.90	19.00
Poundage Fees for Stock – per 24hrs or part thereof				
Horses, mules, asses, camels, bulls or boars	(c)	Exempt	25.30	26.00
Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs	(c)	Exempt	12.30	13.00
Wethers, ewes, lambs or goats	(c)	Exempt	12.30	13.00
There are no fees payable for a suckling animal under the age of six months running with its mother				
Rates for Damage by Livestock and Cattle Trespassing enclosed or unenclosed land				
Per head	(c)	Exempt	55.00	57.00
Transportation Fees for Stock Impounded				
For each vehicle load or part thereof for transportation over 3km (per every 1.5km)	(c)	Exempt	2.20	2.30
Staff Time for Transportation of Stock Impounded (per hour)	(c)	***	114.00	119.00

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
OTHER LAW ORDER AND PUBLIC SAFETY				
Vehicle Impound Fees				
Removal of abandoned vehicle	(c)	***	At Cost	At Cost
Storage of Abandoned Vehicle per week or part thereof	(c)	***	17.50	18.00
Release of Vehicle	(c)	***	58.00	60.00
Release of Impounded Signage	(c)	***	22.00	23.00
Fines and Penalties				
Authorised Officer's may issue fines and penalties, per Shire of Toodyay Local Laws and prescribed fines/penalties in relevant legislation				
SCHEDULE 7 - HEALTH				
PUBLIC HEALTH				
Food Act 2008 (S6.2) Shire of Toodyay Thoroughfares and Trading Local Law				
Notification Fee	(c)	Exempt	57.00	59.00
Transfer Fee	(c)	Exempt	57.00	59.00
Annual Risk Assessment/Inspection Fee – Primary Classification				
High Risk	(c)	Exempt	302.00	316.00
Medium Risk	(c)	Exempt	218.00	228.00
Low Risk	(c)	Exempt	114.00	119.00
Very Low Risk	(c)	Exempt	57.00	59.00
Additional Classification – For premises with multiple food business categories				
High and Medium Risk	(c)	Exempt	114.00	119.00
Low Risk	(c)	Exempt	57.00	59.00
Very Low Risk	(c)	Exempt	Nil	Nil
Application Fee for Construction and Establishment of food premises – includes a one off notification fee				
High & Medium Risk	(c)	Exempt	505.00	529.00
Low Risk	(c)	Exempt	270.00	282.00
Very Low Risk	(c)	Exempt	57.00	59.00
Application Fee for Amended or Refurbished food premises				
Minor	(c)	Exempt	176.00	184.00
Major	(c)	Exempt	344.00	360.00
Freezer Breakdown – Food Condemnation				
Minimum Charge	(c)	Exempt	176.00	184.00
Hourly Rate	(c)	Exempt	114.00	119.00

Fees for Food Act 2008 requirements will be waived for local not for profit groups

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
TRADING PERMITS AND STALLHOLDERS FEES				
These fees are based on the Shire of Toodyay Thoroughfares and Trading in Thoroughfares and Public Places Local Law				
Obstruction (Clause 4.6(2))				
Failure to remove shopping trolley upon being advised of location	(c)	***	122.00	127.00
Stallholders (Clauses 6.2 & 7.1)				
Daily Stallholders Fee	(c)	***	47.00	49.00
Retrospective Approval Fee	(c)	***	63.00	66.00
Six Month Stallholders Fee	(c)	***	616.00	645.00
Annual Stallholders Fee	(c)	***	1164.00	1219.00
Stallholders Fee - per event (excluding Food Stalls)	(c)	***	183.00	191.00
Farmers Market Stalls (per stall, per event)	(c)	***	23.00	24.00
Traders (Clauses 6.3 & 7.1)				
Daily Traders Permit	(c)	***	47.00	49.00
Six Month Traders Permit	(c)	***	616.00	645.00
Annual Traders Permit	(c)	***	1164.00	1219.00
Performers Permit Application Fee	(c)	***	10.00	10.00
Facility Permit Application Fee	(c)	***	49.00	51.00
Outdoor Eating Facilities (Clause 6.16) - Alfresco Dining (on Shire vested land or Road Reserve)				
Annual fee - per table with 4 chairs	(c)	***	61.00	65.00
Annual fee - each additional chair	(c)	***	11.00	11.00
Public Events (other than those run by Local Community Groups)	(c)	***	189.00	198.00
Bond for Public Events on Council Reserves (Amount up to maximum to be set at the CEO discretion)	(c)	***	Up to $10,000	Up to $10,000
HEALTH ACT (Miscellaneous Provisions Act 1911)				
Licence/Registration Fee – Offensive Trades				
Transfer of Licence Fee	(s)	Exempt	40.00	40.00
Application for consent to establish an Offensive Trade	(s)	Exempt	270.00	270.00

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
Offensive Trade Licence				
(per property, per annum, pro rata ending 30 June)				
Slaughterhouses	(s)	Exempt	298.00	298.00
Piggeries	(s)	Exempt	298.00	298.00
Artificial Manure Depots	(s)	Exempt	211.00	211.00
Bone Mills	(s)	Exempt	171.00	171.00
Places for Storing, Drying or Preserving Bones	(s)	Exempt	171.00	171.00
Fat Melting, Fat Extracting or Tallow Melting Establishment - Butcher shops and similar	(s)	Exempt	171.00	171.00
Fat Melting, Fat Extracting or Tallow Melting Establishment - Larger establishments	(s)	Exempt	298.00	298.00
Blood Drying	(s)	Exempt	171.00	171.00
Gut Scrapping, preparation of sausage skins	(s)	Exempt	171.00	171.00
Fellmongers	(s)	Exempt	171.00	171.00
Manure Works	(s)	Exempt	211.00	211.00
Fish Curing Establishment	(s)	Exempt	211.00	211.00
Laundries, Dry Cleaning Establishments	(s)	Exempt	147.00	147.00
Bone Merchant Premises	(s)	Exempt	171.00	171.00
Flock Factories	(s)	Exempt	171.00	171.00
Knackeries	(s)	Exempt	298.00	298.00
Poultry Processing Establishments	(s)	Exempt	298.00	298.00
Poultry Farming	(s)	Exempt	298.00	298.00
Rabbit Farming	(s)	Exempt	298.00	298.00
Fish Processing Establishments - whole fish cleaned and prepared	(s)	Exempt	298.00	298.00
Shellfish & Crustacean processing Establishments	(s)	Exempt	298.00	298.00
Any other Offensive Trade not specified	(s)	Exempt	298.00	298.00
Septic Tank Application				
Application Fee	(s)	Exempt	118.00	118.00
Permit to Use	(s)	Exempt	118.00	118.00
Public Buildings				
Application to Construct/Alter/Extend Fee – High Risk	(s)	Exempt	794.00	794.00
Application to Construct/Alter/Extend Fee – Low Risk	(s)	Exempt	150.00	150.00
Application to Construct/Alter/Extend Fee (Community Group) – High Risk	(s)	Exempt	152.00	152.00
Application to Construct/Alter/Extend Fee (Community Group) – Low Risk	(s)	Exempt	76.00	76.00
Water Sampling Requests				
Water Sampling Public Pools (Per sample set)	(c)	Exempt	83.00	86.00
Water Sampling Potable Water (Per sample)	(c)	Exempt	190.00	199.00
Lodging Houses				
Lodging Houses – Initial Application	(s)	Exempt	412.00	412.00
Lodging Houses – Annual Registration	(s)	Exempt	143.00	143.00

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
Administration Fees				
Provision of Section 39 Certificate (Liquor Act)				
No Inspection Required	(c)	Exempt	95.00	99.00
Inspection Required	(c)	Exempt	190.00	199.00
Minimum Charge - One Hour @ Hourly Rate	(c)	***	95.00	99.00
Other Inspection, monitoring or reporting at EHO request	(c)	***	95.00	99.00
Minimum Charge - Two Hours Per Officer	(c)	***	192.60	202.00
Hourly rate for greater than two hours	(c)	***	192.60	202.00
Waste Transfer Station levy to fund operations of the Waste Transfer Station				
These fees are based on Section 66 of the *Waste Avoidance and Resource Recovery Act 2007*.				
GRV rate in the dollar	(c)	Exempt	0.0003834	0.0040257
UV rate in the dollar	(c)	Exempt	0.0000118	0.0000124
Minimum charge on GRV and UV properties	(c)	Exempt	106.00	111.00
Residential/Rural Living/Rural				
These fees are based on Section 67 (1) of the *Waste Avoidance and Resource Recovery Act 2007*.				
First Mobile Garbage Bin – weekly collection				
- Includes cost of recycle bin – fortnightly collection	(c)	Exempt	352.00	382.00
Additional Recycle Bin Collection	(c)	Exempt	101.00	105.00
Additional Mobile Garbage Bin	(c)	Exempt	267.00	285.00
Commercial/Light Industrial/Mixed Business				
First Mobile Garbage Bin – weekly collection				
Includes cost of recycle bin – fortnightly collection	(c)	Exempt	425.92	446.25
Additional Recycle Bin Collection	(c)	Exempt	124.00	129.00
Additional Mobile Garbage Bin	(c)	Exempt	328.00	343.74
Disposal of Domestic Refuse At Waste Transfer Station				
Per car or utility With Valid Ownership Identification	(c)		Free	Free
Per car or utility Without Ownership Identification	(c)	***	18.80	20.00
Trailer pulled by a car or utility With Ownership Identification	(c)		Free	Free
Trailer pulled by a car or utility Without Ownership Identification	(c)	***	18.80	20.00
Motor Vehicle Bodies – Commercial	(c)		Free	Free
Motor Vehicle Bodies – Residential	(c)		Free	Free
Sorted recyclables disposed of at designated areas (at discretion of attendant)				
Newspapers, glass, used oil, car batteries, scrap metal and clean mulchable waste	(c)		Free	Free
Fridge or Freezers				
Items which have not been degassed and/or no certification certificate provided	(c)	***	31.00	32.00
De-gassed items, per item	(c)		Free	Free
***Degassed items must be certified otherwise fee applies**				

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
SCHEDULE 10 - TOWN PLANNING				
PLANNING & DEVELOPMENT				
These fees are based on the Planning & Development Regulations 2009				
Development Applications – As per the maximum fees set in the Planning & Development Regulations 2009 (S)				
(a) Development Applications not more than 50,000.00	(s)	Exempt	147.00	147.00
(b) Development Applications 50,000.00 but not more than 500,000.00	(s)	Exempt	0.32% of the estimated development cost	0.32% of the estimated development cost
(c) Development Applications 500,000.00 but not more than 2,500,000.00	(s)	Exempt	$1,700 plus 0.257% for every $ in excess of $500,000	$1,700 plus 0.257% for every $ in excess of $500,000
(d) Development Applications 2,500,000.00 but not more than 5,000,000.00	(s)	Exempt	$7,161 plus 0.206% for every % in excess of $2.5 million	$7,161 plus 0.206% for every % in excess of $2.5 million
(e) Development Applications 5,000,000.00 but not more than 21,500,000.00	(s)	Exempt	$12,633 plus 0.123% for every dollar in excess of $5 million	$12,633 plus 0.123% for every dollar in excess of $5 million
(f) Development Applications more than 21,500,000.00	(s)	Exempt	34,196.00	34,196.00

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
Variation of Residential Design codes and Shire Local Planning				
Where the estimated cost of the development is - not more than $50,000	(c)	***	183.00	191.00
Where the estimated cost of the development is - more than $50,000	(c)	***	375.00	393.00
Determining a development application (other than for an Extractive Industry) where the development has commenced or been carried out (retrospective applications)	(s)	Exempt	The fee in (a) to (f) above plus, by way of penalty, twice that fee	The fee in (a) to (f) above plus, by way of penalty, twice that fee
Determining an application to amend or cancel Development Approval	(s)	Exempt	295.00	295.00
Determining an initial application for approval of a home occupation where the home occupation has not commenced	(s)	Exempt	222.00	222.00
Determining an initial application for approval of a home occupation where the home occupation has commenced	(s)	Exempt	The fee for home occupation above plus, by way of penalty, twice that fee	The fee for home occupation above plus, by way of penalty, twice that fee
Determinating an application for the renewal of an approval of a home occupation where the application is made before the approval expires	(s)	Exempt	73.00	73.00
Determining an application for the renewal of an approval of a home occupation where the application is made before the approval expires	(s)	Exempt	The fee for the renewal of an approval of a home occupation above plus, by way of penalty, twice that fee	The fee for the renewal of an approval of a home occupation above plus, by way of penalty, twice that fee
Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which (a) to (f) above does not apply, where the change or the alteration, extension or change has not commenced or been carried out	(s)	Exempt	295.00	295.00
Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which (a) to (f) above does not apply, where the change or the alteration, extension or change has commenced or been carried out	(s)	Exempt	The fee for an application for a change of use or for an alteration or extension or change of a non-conforming use above plus, by way of penalty, twice that fee	The fee for an application for a change of use or for an alteration or extension or change of a non-conforming use above plus, by way of penalty, twice that fee
Development Application – Extractive Industry - Fee of Normal Development Application	(s)	Exempt	739.00	739.00
Development Application - Extractive Industry where the development has commenced or been carried out (retrospective application)	(s)	Exempt	The fee for extractive industry above plus, by way of penalty, twice that fee	The fee for extractive industry above plus, by way of penalty, twice that fee

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
Subdivision Clearances – As per the maximum fees set in the Planning & Development Regulations 2009 (S)				
Subdivision Clearances not more than five lots (per lot)	(s)	Exempt	73.00 per lot	73.00 per lot
Subdivision Clearances more than five lots but not more than 195 lots (per lot)	(s)	Exempt	$73 per lot for first five then $35 per lot	$73 per lot for first five then $35 per lot
Subdivision Clearances more than 195 lots	(s)	Exempt	7,393.00	7,393.00
Scheme Amendments				
Processing of Scheme Amendment	(s)	***	In accordance with Reg 48(3) of the Planning & Development Regs 2009	In accordance with Reg 48(3) of the Planning & Development Regs 2009
Structure Plans/Development Plans – As per Schedule 4 set out in the Planning & Development Regulations 2009				
Processing of a structure plan/development plan	(s)	Exempt	In accordance with Reg 48(4)	In accordance with Reg 48(4)
Advertising				
Development Applications – Level E Consultation - Fee in addition to cost of advertising to Shire	(c)	***	116.00	121.00
Temporary Road Closure Applications - Fee in addition to cost of advertising to Shire	(c)	***	175.00	183.00
Permanent Road Closure Applications - Fee in addition to cost of advertising to Shire	(c)	***	352.00	368.00
Racing, Gaming and Liquor permit applications				
all requests for Racing, gaming and liquor permits	(c)			120.00
Miscellaneous				
Copy of Local Planning Scheme – Text only (per scheme)	(c)	***	50.00	52.00
Additional inspection (conditions not satisfied)	(c)	***	125.00	131.00
Zoning Enquiry	(s)	***	73.00	73.00
Plan Search Fee	(c)	***	36.00	37.00
Planning/Building consultation for technical matter (per hour – min charge 3hrs.)	(c)	***	125.00	131.00
Planning/Building onsite inspections (prior to submission of application, per hr.)	(c)	***	125.00	131.00
Written planning advice	(s)	***	73.00	73.00
Temporary Accommodation Permit (Caravan and Camping Act)	(c)	***	189.00	198.00
Temporary Accomodation Bond	(c)	***		1000.00
Sea Container Bond	(c)	***		1500.00
Application for three to six dogs	(c)	***	189.00	198.00
Building Returns (per annum)	(c)	***	316.00	331.10

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
Notes:				
Where the person **has not** engaged a Consulting Engineer to Design and Supervise the construction and drainage - **5% of the estimated construction and drainage cost as per Council estimation**				
Where the person **has** engaged a Consulting Engineer to design and supervise the construction and drainage – **2.5% of the estimated construction and drainage cost as per Council estimation**				
Maintenance and Retention Bond (refer to Subdivision Guidelines) Works within Existing Road Reserve (Refer to Subdivision Guidelines)				
*If Council resolves not to initiate the scheme amendment, 80% of the fee shall be refunded, minus any deductions required for preliminary advertising charges. *If not all moneys are expended throughout the scheme process, the Council may consider refunding part of the application fee. *If the development has commenced or been carried out, an additional amount of twice the maximum fee payable will be charged by way of penalty. *All planning fees must be paid upon submission of application. Applications will not be considered or processed unless fees are paid. Fees will not be refunded. *Fees for local community groups for development on reserved land under the value of $50,000 will be waived. *Fees for the development applications for the painting of buildings within the Central Heritage area are to be waived.				
SCHEDULE 10 - OTHER COMMUNITY SERVICES				
CEMETERIES				
These fees are based on the Shire of Toodyay Cemeteries Local Law				
Toodyay & Jimperding Cemeteries				
Grant of Right of Burial				
Grant of Right of Burial (25 years)	(c)	***	189.40	198.40
Grant of Right of Burial Reissue(25 years)	(c)	***	189.40	198.40
Transfer of Grant of Right of Burial	(c)	***	88.40	92.60
Copy of Grant of Right of Burial	(c)	***	17.90	18.70
Burial Fees				
Grave (new) 2.8m x 1.5mx 1.8m	(c)	***	1584.40	1660.40
Grave (new) for oversized casket	(c)	***	1901.50	1992.70
Grave (new) for any child under 3 years	(c)	***	823.70	863.20
Extra depth - for each additional 300mm	(c)	***	113.70	119.10
Extra width - Oversize Casket each additional 300mm	(c)	***	113.70	119.10
Rock Breaking Fee (When digging a new grave), in addition to the above	(c)	***		At Cost + 15%

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
Extra Charges				
In the event of labour being required where overtime/penalty rates apply, such additional rates shall be added to fees as prescribed in the schedule				
Interment without due notice under Clause 3.5	(c)		176.80	185.20
Administration Fee for Exhumation	(c)	***	176.80	185.20
Re-opening Grave for Exhumation	(c)	***	886.60	929.10
Re-opening Grave for Exhumation of Child under 10 years	(c)	***	760.10	796.50
Re-opening Grave for Additional Interment	(c)	***	1013.70	1062.30
Re-interment in New Grave After Exhumation	(c)	***	1203.80	1261.50
Re-interment in New Grave After Exhumation for Child under 10 years	(c)	***	1203.80	1261.50
Placement of Ashes in a Grave	(c)	***	202.10	211.80
Removal of Ashes from a Grave	(c)	***	202.10	211.80
Saturday Burial - fee in addition to ordinary fee	(c)	***	370.50	388.20
Miscellaneous Charges				
Funeral Directors Annual Licence Fee	(c)	Exempt	201.10	210.00
Monumental Mason's Annual Licence Fee – Clause 7.16	(c)	Exempt	88.90	95.00
Monumental Application Fee	(c)	Exempt	62.40	65.00
Niche Wall				
Grant of Right of Burial (25 years) Lower Four Rows – Double	(c)	***	315.40	330.00
Grant of Right of Burial (25 years) Lower Four Rows – Single	(c)	***	220.10	230.00
Grant of Right of Burial (25 years) Upper Four Rows – Double	(c)	***	315.40	330.00
Grant of Right of Burial (25 years) Upper Four Rows – Single	(c)	***	220.10	230.00
Interment of Ashes	(c)	***	74.00	77.00
Removal of Ashes	(c)	***	74.00	77.00
Second Interment in a Double Niche	(c)	***	314.00	329.00
Plaque fitting	(c)	***	94.00	98.00
Memorial Garden				
Grant of Right of Burial (25 years) Memorial Garden	(c)	***	220.00	230.00
Placement of Ashes	(c)	***	75.00	78.00
Removal of Ashes	(c)	***	75.00	78.00
Placement of Plinth	(c)	***	95.00	99.00

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
SCHEDULE 11 - RECREATION AND CULTURE				
Regular facility usage fees payable by Community Groups may be subject to formal lease or agreement				
All Facilities - CLEANING				
Commercial and Private	(c)	***	At Cost	At Cost
Not-for-profit & Community Groups	(c)	***	At Cost	At Cost
***The cost of any extra cleaning may be deducted from the bond prior to it being refunded**				
Memorial Hall				
Bond - Includes Bar, kitchen & Audio Visual Equipment				
Commercial and Private-No Alcohol	(c)	Exempt	500.00	500.00
Commercial and Private- with Alcohol	(c)	Exempt	750.00	750.00
Not-for-profit & Community Groups	(c)	Exempt	250.00	250.00
Hall Hire - Includes Bar & Kitchen - hourly rate				
Commercial and Private	(c)	***	66.00	69.00
Not-for-profit & Community Groups	(c)	***	35.00	36.00
Toodyay Theatre Group (annual fee)	(c)	***	530.00	530.00
Hall Hire - only - hourly rate				
Commercial and Private	(c)	***	43.00	45.00
Not-for-profit & Community Groups	(c)	***	24.00	25.00
Chairs in the Memorial Hall are not to be removed and are not available for hire				
Lesser Hall				
Bond - Includes Bar, kitchen & Audio Visual Equipment				
Commercial and Private-No Alcohol	(c)	Exempt	500.00	500.00
Commercial and Private- with Alcohol	(c)	Exempt	750.00	750.00
Not-for-profit & Community Groups	(c)	Exempt	250.00	250.00
Hall Hire - Includes Bar & Kitchen - hourly rate				
Commercial and Private	(c)	***	95.00	99.00
Not-for-profit & Community Groups	(c)	***	56.00	58.00
Hall Hire - only - hourly rate				
Commercial and Private	(c)	***	18.00	18.00
Not-for-profit & Community Groups	(c)	***	6.00	6.00

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
Youth Hall				
Bond - Includes Bar, kitchen & Audio Visual Equipment				
Commercial and Private-No Alcohol	(c)	Exempt	500.00	500.00
Commercial and Private- with Alcohol	(c)	Exempt	750.00	750.00
Not-for-profit & Community Groups	(c)	Exempt	250.00	250.00
Hall Hire - Includes Bar & Kitchen - hourly rate				
Commercial and Private	(c)	***	65.00	65.00
Not-for-profit & Community Groups	(c)	***	35.00	35.00
Toodyay Karate Club - (annual fee)	(c)	***	247.60	247.60
Toodyay Arts - (annual fee)	(c)	***	247.60	247.60
Brumby Fitness (annual fee)	(c)	***	239.00	247.60
Toodyay Kinder Gym (annual fee)	(c)	***	239.00	247.60
Toodyay Fun & Fitness for over 55s - (annual fee)	(c)	***	247.60	247.60
Hall Hire - only - hourly rate				
Commercial and Private	(c)	***	24.80	24.80
Not-for-profit & Community Groups	(c)	***	6.20	6.20
Community Resource Centre				
Bond - Includes Kitchen & Audio Visual Equipment				
Commercial and Private-No Alcohol	(c)	Exempt	500.00	500.00
Commercial and Private- with Alcohol	(c)	Exempt	750.00	750.00
Not-for-profit & Community Groups	(c)	Exempt	100.00	100.00
Hire - Conference Room 1 or 2 - hourly rates				
Members	(c)	***	20.00	20.00
Non-members	(c)	***	25.00	26.00
Hire - Conference Room 1 and 2 Expanded - hourly rates				
Members	(c)	***	36.00	37.00
Non-members	(c)	***	47.00	49.00
Hire - Hot Office - hourly rates				
Members	(c)	***	15.00	15.00
Non-members	(c)	***	20.00	20.00
Oval Facilities				
Bond				
Commercial and Private-No Alcohol	(c)	Exempt	500.00	500.00
Commercial and Private- with Alcohol	(c)	Exempt	750.00	750.00
Not-for-profit & Community Groups	(c)	Exempt	120.00	120.00
# The Hockey Oval is not available in its entirety due to land restrictions				
Annual Club Charges - Recreation Facilities				
Toodyay Showgrounds				
Clubs - Includes change rooms, showers and toilets				
Toodyay Football Club - (annual fee)	(c)	***	550.00	550.00
Toodyay Cricket Club - (annual fee)	(c)	***	550.00	550.00
Toodyay Junior Football Club (annual fee)	(c)	***	350.00	350.00
Other groups as approved	(c)	***	550.00	550.00

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
Bond - Includes Audio Visual Equipment				
Commercial and Private-No Alcohol	(c)	Exempt	500.00	500.00
Commercial and Private- with Alcohol	(c)	Exempt	750.00	750.00
Not-for-profit & Community Groups	(c)	Exempt	120.00	120.00
Pavilion Hire - Includes Bar, Kitchen & Change Rooms - hourly rate				
Commercial and Private	(c)	***	44.40	46.50
Not-for-profit & Community Groups	(c)	***	31.60	33.10
Hall Hire - only - hourly rate				
Commercial and Private	(c)	***	24.80	24.80
Not-for-profit & Community Groups	(c)	***	8.20	8.20
Grandstand Change Rooms - hourly rate				
Commercial and Private	(c)	***	19.00	19.90
Not-for-profit & Community Groups	(c)	***	6.30	6.60
TOODYAY RECREATION CENTRE				
Clubs - Includes change rooms, showers and toilets - (annual fee)				
Toodyay Tennis Club	(c)	***	675.00	675.00
Toodyay Basketball Club	(c)	***	575.00	575.00
Toodyay Soccer Club	(c)	***	575.00	575.00
Toodyay Hockey Club	(c)	***	575.00	575.00
Toodyay Netball Club	(c)	***	575.00	575.00
Other groups as approved	(c)	***	688.20	721.20
Fees are inclusive of: *3 sessions per week: Training x 2 & Game *Sporting pitch/courts *Storage rooms *Pavilion 1/2 Night training sessions require the use of lights.				
Casual Hire - Tennis Court				
Casual Hire - Tennis Court - no facilities 2 hours or less no charge				
1 court per hour	(c)	***	10.00	10.00
4 courts per hour	(c)	***	30.00	30.00
Racquet hire	(c)	***	5.50	5.50
Ball Hire	(c)	***	5.50	5.50
Casual Hire - Pitch - Includes Change Rooms, Showers and Toilets - hourly rates - Lights inclusive				
2 hours or less	(c)	***	No charge	No charge
1/2 day	(c)	***	316.00	331.10
Full day	(c)	***	443.00	464.20
Casual use - Includes change rooms, showers and toilets - No lights	(c)	***	No charge	No charge
Pavilion Function Rooms				
Bond - Includes Audio Visual Equipment				
Commercial and Private-No Alcohol	(c)	Exempt	500.00	500.00
Commercial and Private- with Alcohol	(c)	Exempt	750.00	750.00
Not-for-profit & Community Groups	(c)	Exempt	250.00	250.00

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
Pavilion Hire - 1/2 room - Includes Bar, Kitchen & Change Rooms - hourly rate				
Commercial and Private	(c)	Exempt	65.00	65.00
Not-for-profit & Community Groups	(c)	Exempt	32.50	32.50
Pavilion Hire - Full Room - Includes Bar, Kitchen & Change Rooms - hourly rate				
Commercial and Private	(c)	Exempt	74.40	74.40
Not-for-profit & Community Groups	(c)	Exempt	37.20	37.20
Pavilion Hire 1/2 Room - only - hourly rate				
Commercial and Private	(c)	Exempt	43.50	43.50
Not-for-profit & Community Groups	(c)	Exempt	21.75	21.75
Pavilion Hall Hire Full Room - only - hourly rate				
Commercial and Private	(c)	Exempt	52.90	52.90
Not-for-profit & Community Groups	(c)	Exempt	26.45	26.45
SWIMMING POOL				
Multi Use Room Hire - Full room	(c)	***	120.00	120.00
Outside grounds - Party with >20 children attending	(c)	***	120.00	120.00
Kiosk food and beverage	(c)	***	Cost +15%	Cost +15%
Casual Users				
Adult	(c)	***	5.00	5.00
Child - 6-16 years	(c)	***	4.00	4.00
Child - under 5 free	(c)	***	0.00	0.00
Family entry	(c)	***	20.00	20.00
Concession	(c)	***	2.50	2.50
Spectator	(c)	***	0.00	0.00
Seasonal Pass - October to April				
Adult	(c)	***	120.00	120.00
Child - 6-16 years	(c)	***	110.00	110.00
Family	(c)	***	380.00	380.00
Concession	(c)	***	95.00	95.00
10 Entry Pass	(c)	***	Price of 9 x Casual User Fee	Price of 9 x Casual User Fee
Polar Bear (Winter swimming x 3 sessions per week)			100.00	100.00
Swimming Programs				
8 week swim program	(c)	***	136.00	136.00
Swimming Club - exclusive lane hire			550.00	550.00
Pre squad	(c)	***	178.00	178.00
Squad	(c)	***	191.00	191.00
Competitive	(c)	***	243.00	243.00
Master/Social Fitness	(c)	***	191.00	191.00
School Carnivals	(c)	***	540.00	540.00
School time trials	(c)	***	248.00	248.00
Non-Member (includes pool entry)	(c)	***	155.00	155.00
Aqua Aerobics (from)	(c)	***	10.00	10.00

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
Corporate Membership - Seasonal - October to April				
Commercial and Private	(c)	***	545.00	545.00
Not-for-profit & Community Groups	(c)	***	273.00	273.00
Staff Allowance	(c)	***	Subsidised	Subsidised
Keys & Access to council buildings				
Replacement key/s (to be paid in advance)				
Commercial and Private	(c)	***	63.40	200.00
Not-for-profit & Community Groups	(c)	***	63.40	200.00
Bond for key/s (to be paid in full)				
Commercial and Private	(c)	Exempt	63.40	150.00
Not-for-profit & Community Groups	(c)	Exempt	63.40	150.00
***Note – The cost of any extra cleaning may be deducted from the bond prior to it being refunded.**				
SCHEDULE 11 - LIBRARIES				
LIBRARY				
Lost Items (replacement cost)	(c)	***	At Cost	At Cost
A4 Laminating per page	(c)	***	3.10	3.20
A3 Laminating per page	(c)	***	4.10	4.20
Binding - up to 50 pages	(c)	***	5.20	5.40
Binding - over 50 pages	(c)	***	10.50	11.00
A5 Black and White Single Sided	(c)	***	0.20	0.20
A5 Colour Single Sided	(c)	***	0.30	0.30
A5 Black and White Double Sided	(c)	***	0.30	0.30
A5 Colour Double Sided	(c)	***	0.40	0.40
A4 Black and White Single Sided	(c)	***	0.40	0.40
A4 Colour Single Sided	(c)	***	0.80	0.80
A4 Black and White Double Sided	(c)	***	0.70	0.70
A4 Colour Double Sided	(c)	***	1.50	1.50
A3 Black and White Single Sided	(c)	***	0.70	0.70
A3 Colour Single Sided	(c)	***	1.50	1.50
A3 Colour/Black and White Double Sided	(c)	***	1.00	1.00
A3 Colour Double Sided	(c)	***	2.00	2.00
Library Bag	(c)	***	6.00	6.00

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
SCHEDULE 11 - HERITAGE				
Old Newcastle Goal Museum Facility Hire				
Commercial and Private	(c)	***	50.00	50.00
Not-for-profit & Community Groups	(c)	***	25.00	25.00
Bond for Hire	(c)	Exempt	500.00	500.00
Connors Mill admission fees				
Students & Teachers of Toodyay District High School	(c)	Exempt	Free	Free
Toodyay Residents	(c)	Exempt	Free	Free
Pensioner Concession Card Holders	(c)	***	5.00	5.00
Adult	(c)	***	7.00	7.00
Children sixteen and under	(c)	***	5.00	5.00
Family Pass (2 adults & 2 children)	(c)	***	17.00	17.00
Old Newcastle Gaol Museum adm				
Students & Teachers of Toodyay District High School	(c)	Exempt	Free	Free
Toodyay Residents	(c)	Exempt	Free	Free
Pensioner Concession Card Holders	(c)	***	5.00	5.00
Adult	(c)	***	7.00	7.00
Children sixteen and under	(c)	***	5.00	5.00
Family Pass (2 adults & 2 children)	(c)	***	17.00	17.00
Visitor Centre Package (Entry to Connors Mill & Old Newcastle Gaol Museum)				
Students & Teachers of Toodyay District High School	(c)	Exempt	Free	Free
Toodyay Residents	(c)	Exempt	Free	Free
Pensioner Concession Card Holders	(c)	***	7.50	7.50
Adult	(c)	***	10.00	10.00
Children sixteen and under	(c)	***	7.50	7.50
Family Pass (2 adults & 2 children)	(c)	***	25.00	25.00
Wicklow Shearing Shed Facility Hire				
Commercial and Private	(c)	***	50.00	50.00
Not-for-profit & Community Groups	(c)	***	25.00	25.00
Bond for Hire	(c)	Exempt	500.00	500.00
Heritage Consultant				
Cost of Advice on applications	(c)	***	At cost	At cost

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
SCHEDULE 12 - TRANSPORT				
Permit For Restricted Access Vehicles To Travel On Shire Roads				
Cost for permit to use RAV on Shire Roads - per vehicle (Permits are for a maximum of 12 Months)	(c)	***	200.00	200.00
Road Maintenance Contributions				
Equivalent Standard Axle per kilometre (ESA/km) for rural collector roads	(c)	Exempt	In accordance with Shire policy or by separate agreement where applicable	In accordance with Shire policy or by separate agreement where applicable
Crossover Rebates and Bonds				
Crossover Rebates				
Crossover Rebate Application Fee	(c)	Exempt	52.90	55.40
Crossover Rebate Gravel	(c)	Exempt	507.10	507.10
Crossover Rebate Concrete/Paving/Sealed	(c)	Exempt	1,267.80	1,267.80
Crossover Bonds:				
Crossover Bonds Gravel	(c)	Exempt	1,270.50	1,500.00
Crossover Bonds Concrete/Paving/Sealed	(c)	Exempt	3,494.00	4,000.00
A maximum of one rebate may be claimed per property. Crossovers will only be reimbursed where they are constructed to the specifications set by Council. Crossovers will not be reimbursed when it is meant to be provided by the subdivider. No second crossover will be subsidised				
Footpath Bond				
Footpath Bond Asphalted	(c)	Exempt	2,117.50	2,500.00
Footpath Bond Concrete	(c)	Exempt	2,117.50	2,500.00
Footpath Bond Bitumen	(c)	Exempt	2,117.50	2,500.00
Kerb Bond	(c)	Exempt	1,000.00	1,000.00
Traffic Management Plan Approval				
Traffic Management Plan Approval – less than 10 days' notice	(c)	***	158.80	165.00
Traffic Management Plan Approval – excess of 10 days' notice	(c)	***	84.60	88.00
Traffic Management Plan Approval – Yearly Generic	(c)	***	211.70	222.00
Traffic Management Plan Approval – Community Groups	(c)	***	0.00	0.00
Permit to Work in a Shire Reserve	(c)	***	84.60	88.00

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
SCHEDULE 13 - ECONOMIC SERVICES				
RURAL SERVICES				
Rural Street Addressing				
Rural Street Numbering (per number)	(c)	***	63.40	250.00
TOURISM & AREA PROMOTION				
Visitors Centre				
Annual Membership Fee				
July to September - 100% October to December - 75% January to March - 50% April to June 25%				
Not For Profit	(c)	***	63.40	66.40
Local Businesses Bundle	(c)	***		330.00
Local Businesses	(c)	***	127.00	133.00
Businesses Outside of Toodyay Shire	(c)	***	190.50	199.60
Businesses Outside of Toodyay Shire Bundle	(c)	***		412.00
Local Businesses Brochure Advertising Only	(c)	***		150.00
Businesses Outside of Toodyay Shire Advertising Only	(c)	***		170.00
Brochure racking only	(c)	***	60.20	63.00
Participation in Joint Tourism Marketing Campaigns including Valley for All Seasons	(c)	***	At cost	At cost
Signage/Banners				
Event Signage - Set of four (4) supplied (Includes Information Bay)	(c)	***	At cost	At cost
Annual Signage Fee - Maintenance and Replacement	(c)	***	90.40	95.00
Event Banners - New	(c)	***	At cost	At cost
Annual Fee - Event Banners	(c)	***	127.00	133.00
Agency Booking Fees				
Commission of TransWA	(c)	***	15%	15%
Advertising - Town Tourist Information Bay				
July to September - 100% October to December - 75% January to March - 50% April to June - 25%				
Sign Establishment Fee	(c)	***	At Cost	At Cost
Replacement Sign	(c)	***	At Cost	At Cost
Annual Fee - invoiced July each year	(c)	***	127.00	133.00
Annual Fee - Not for Profit			Exempt	Exempt
Commission on Consignment Stock at Visitors Centre				
0.00 to 50.00 Sale Price	(c)	***	30%	30%
51.00 to 100.00 Sale Price	(c)	***	25%	25%
101.00 to 250.00 Sale Price	(c)	***	20%	20%
Over 251.00 Sale Price	(c)	***	15%	15%

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
BUILDING SERVICES				
Building Regulations				
Certified Application for A Building Permit - For a Class 1 or Class 10 building or incidental structure (s)				
0.19% of the estimated value of the building work, but not less than $110.00	(s)	Exempt	110.00	121.00
Certified Application for A Building Permit – For a Class 2 to Class 9 building or incidental structure (s)				
0.09% of the estimated value of the building work, but not less than $110.00	(s)	Exempt	110.00	121.00
Uncertified Application for A Building Permit (s)				
0.32% of the estimated value of the building work, but not less than $110.00	(s)	Exempt	110.00	121.00
Application for a Demolition Permit				
For demolition work in respect of a Class 1 or Class 10 building or incidental structure	(s)	Exempt	110.00	121.00
For demolition work in respect of a Class 2 to Class 9 building (for each story of the building)	(s)	Exempt	110.00	121.00
Application to extend the time during which a building demolition permit has effect	(s)	Exempt	110.00	121.00
Application for an occupancy permit for a completed building	(s)	Exempt	110.00	121.00
Application for a temporary occupancy permit for an incomplete building	(s)	Exempt	110.00	121.00
Application for modification of an occupancy permit for additional use of a building on a temporary basis	(s)	Exempt	110.00	121.00
Application for a replacement occupancy permit for permanent change of the building's use / classification	(s)	Exempt	110.00	121.00
Application to replace an occupancy permit for an existing building	(s)	Exempt	110.00	121.00
Application for a building approval certificate for an existing building where unauthorised work has not been done. 0.18% of the estimated value, but not less than $110.00	(s)	Exempt	110.00	121.00
Application to extend the time during which an occupancy permit or building approval certificate has effect	(s)	Exempt	110.00	121.00
Application for occupancy permit or building approval certificate for registration of Strata Scheme, plan for re-subdivision				
The fee is $11.60 for each strata unit covered by the application, but not less than $115.00	(s)	Exempt	115.00	115.00
Application for an occupancy permit for a building in respect of which unauthorised work has been done				
0.18% of the estimated value of the unauthorised work but not less than $110.00	(s)	Exempt	110.00	110.00
Application for a building approval certificate for a building in respect of which unauthorised work has been done				
0.38% of the estimated value of the unauthorised work but not less than $110.00	(s)	Exempt	110.00	110.00
Application for approval of battery powered smoke alarm	(s)	Exempt	179.40	179.40
Amendments to Building Plans - Minor	(c)	***	132.30	138.60
Amendments to Building Plans - Major (per hour)	(c)	***	153.50	160.80
Initial Swimming Pool Inspection Fee - New Pool Instalations (Building Regulations 2012 Reg 53A(2)	(s)	Exempt	0.00	312.00
Swimming Pool Inspection Fee - Annual Fee (Building Regulations 2012 Reg 53 (2) (b))	(s)	Exempt	58.45	78.00
Reinspection of Pool Fee	(c)	Exempt	74.00	77.50
Unscheduled Pool Inspection Fee - Inspections on demand	(c)	Exempt	0.00	310.00
Mining and Resource extraction - change of ownership	(s)	Exempt		700.00
Mining and Resource extraction - Annual Fee	(s)	Exempt		700.00

Schedule of Fees & Charges - 2026/2027

Description	Statutory (s) or Council (c)	GST	2025/2026	2026/2027
CARAVAN PARKS & CAMPING GROUNDS				
These fees are in accordance with Caravan and Camping Grounds Regulations 1997				
Application Fee – or multiplication of below site prices – whichever is greater	(s)	Exempt	200.00	200.00
Long Stay Sites (per site)	(s)	***	6.00	6.00
Short Stay Sites and Sites in Transit (per site)	(s)	***	6.00	6.00
Camp Site (per site)	(s)	***	3.00	3.00
Overflow Site (per site)	(s)	***	1.50	1.50
Fee for renewal of licence after expiry	(s)	Exempt	20.00	20.00
Temporary Licence – Pro-rata of Application Fee with minimum	(s)	Exempt	100.00	100.00
Transfer of Licence	(s)	Exempt	100.00	100.00
Overflow Parking at Shire Oval (maximum 10 sites) per night unpowered	(c)	***	40.50	42.00
Temporary Accomodation application fee	(s)	Exempt		200.00
Temporary Accomodation Bond	(s)	Exempt		2,000.00
COMMUNITY DEVELOPMENT				
Toodyay Junction Hire - Per annum				
Toodyay Theatre Group	(c)	***	380.20	398.00
Toodyay Event Planner	(c)	***	380.20	398.00
Toodyay Farmers Market	(c)	***	380.20	398.00
Toodyay Arts Toodyay	(c)	***	380.20	398.00
Marsupial Mamas and Papas	(c)	***	380.20	398.00
Avon Woodturners	(c)	***	380.20	398.00
Seed Orchid Group	(c)	***	380.20	398.00
Toodyay Garden Club	(c)	***	63.10	66.00
Avivo - Car parking space	(c)	***	2535.80	2,655.00
OTHER ECONOMIC SERVICES				
Standpipe Water Sales				
Purchase of Water - Per Kilolitre (1000)	(c)	***	Cost plus $1.00	Cost plus $1.00
Bond for Electronic Access Card	(c)	Exempt	250.00	250.00
Replacement of Electronic Access Key	(c)	***	63.40	67.00
SCHEDULE 14 - OTHER PROPERTY AND SERVICES				
Private Works With Operator - Per Half Hour				
Grader	(c)	***	113.80	120.00
Loader	(c)	***	104.30	110.00
Backhoe	(c)	***	101.20	106.00
12/13 tonne trucks	(c)	***	101.20	106.00
12/13 tonne truck with low loader/side tippers	(c)	***	121.70	128.00
Prime Mover with Side Tipper or Low Loader	(c)	***	121.70	128.00
Skid Steer	(c)	***	79.00	85.00
Mini Digger	(c)	***	79.00	85.00
Maintenance Truck	(c)	***	79.00	85.00
Rubber Roller	(c)	***	104.30	110.00
Works Utilities and other small plant items	(c)	***	72.50	75.00
Labour	(c)	***	44.10	50.00

Note: All Private Works will be subject to the availability of plant, equipment and operators required

Government of Western Australia
Department of Local Government and Communities

Local Government Operational Guidelines

Number 22 – May 2012

Possession of Land for Recovery of Rates and Service Charges

1. Introduction

Local governments will from time to time face the situation where a person or company does not pay their rates or service charges for a number of years.

The intent of this Guideline is to explain the process required to comply with the legislation governing the taking possession of land in order to recover rates and service charges that are unpaid after three years.

Throughout the guideline there are also references made to Landgate's "Land Titles Registration Practice Manual" as many of the actions detailed have associated "Landgate" requirements.

Local governments may take action to lease or sell the land to recover rates and or service charges outstanding or they may cause the land to be transferred to the Crown or to itself.

Such action should only be considered when all other avenues of inquiry and action (such as the following examples) and where possible, consultation and negotiation for the debt recovery with the person or company, have been exhausted.

- Are the property owner's whereabouts known? Has a Claim (General Procedure) been issued and served? If so, has a Property (Seizure and Sale) Order (PSSO) on Land (Minor Case) been issued through the Magistrates Court 14 days or more after the General Procedure was served?
- If the property owner's whereabouts are not currently known, take steps to locate the owner. Does the owner own any other land anywhere else in Western Australia? Have water rates or land tax been paid by the owner? What address for the owner does the Water Corporation and/or the Office of State Revenue have?
- Is the property vacant or improved? Is it a rental property? If so, has an order been given to the tenant, under the provisions of section 6.60 of the *Local Government Act 1995* (the Act), to pay rent?
- If it is an improved property, and the owner does not occupy it, check to see where the power supply provider for the property sends its accounts?
- Has the facility of a direct debit or Centrepay payment service (weekly, fortnightly or monthly) been offered?
- Has a title search been done recently to ascertain if there is any current mortgage or caveat over the property?

This guideline sets out the process, step-by-step, so that if followed correctly the legal requirements should be met.

If the before mentioned and any other steps have not produced any result, a report should be prepared for Council. The report should outline the overdue rates or service charge position, and the attempts at debt recovery and owner location.

The report (refer Attachment 1.) may recommend that Council resolves by simple majority to lease or sell the land to recover rates and or service charges outstanding or may recommend that the local government apply to the Minister for Local Government to have the land re-vested in the Crown in right of the State under section 6.74 of the Act or make an application for the land to be transferred to itself, under section 6.75 of the Act.

Note: Section 6.68 of the Act states that a local government is not required to attempt to recover money due to it where;

(a) it has a reasonable belief that the cost of proceedings will equal or exceed the value of the land; or

(b) having made reasonable efforts to locate the property owner is unable to do so. Any such decision and the reasons for the decision are to be recorded in the minutes of the meeting at which the decision was made.

There is a legislative process that must be followed to comply with the lease, sell or transfer requirements of the legislation so that any of these actions are legally enforceable.

The Landgate procedures outlined in these Guidelines (highlighted text) are intended as a general guide only and are not a substitute for legal advice. Local governments and other parties should seek their own legal advice in respect of individual transactions.

For further information, the most recent version of Landgate's Land Titles Registration Practice Manual ("Landgate Practice Manual") is available online at www.landgate.wa.gov.au

Please note that references to particular paragraphs of the Landgate Practice Manual in these Guidelines may be subject to change.

2. Legislation

The legislative requirements to take action against land where rates or service charges are unpaid are contained in Part 6, Division 6, sections 6.63 to 6.75 and Schedules 6.2 and 6.3 of the *Local Government Act 1995* (the Act) and Part 5 of the *Local Government (Financial Management) Regulations 1996* (FMR) regulations 72 to 78 and Forms 2 to 7. (Copies of these forms are available as Attachments 3 to 8).

The legislation relevant to each step of the process is identified in the checklist at Attachment 2.

A question of interpretation has been raised in relation to the meaning of section 6.64(1) of the Act which gives the power to a local government to take possession of land where any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years.

Advice received by the Department indicates that irrespective of any payment made towards the unpaid rates which have been outstanding for at least three years the process for taking possession of the land remains valid. It is considered that section 6.64(1) of the Act applies where any part of a sum (for rates and/or service charges) is still unpaid three years after it first became due.

3. Matters to Check

3.1 Preliminary

In determining whether the local government can take possession of the land, it must ensure that;

- the land is rateable. Except as provided for in s.6.26 of the Act, all land within a district is rateable.
- any unpaid service charge is not one that is imposed on the occupier of land who is not the owner of that land (s.6.63).
- the total amount of rates or service charges raised and due on the land by the issue of rate notices remain unpaid for at least the last three years. The three years is calculated from the date they became due (s.6.64).

For example, rates are outstanding for 2008/09, 2009/10 and 2010/11. The 2008/09 rates were levied on 10/08/2008; the rate notice was issued on 24/08/2008 and the nominated due date was 30/09/2011, which is the date to be used.

- the rates or service charges outstanding on the land are not deferred under s.33 of the *Rates and Charges (Rebates and Deferments) Act 1992*.
- the local government has the relevant certificate of title details.
- the person listed on the local government's rate record is the same as the owner on the certificate of title for the land, or the person listed on the rate record meets the definition of 'owner' (s.1.4).
- flag the property to prevent payments being received electronically from someone who doesn't have an estate or interest in the land.

3.2 Other matters to check

- Whether the owner's goods and chattels remain on the property. Where the owner has long since vacated the property and their whereabouts are unknown, but they have left their goods and chattels behind, it is suggested that local governments have the ability to proceed with action to dispose of the goods and chattels under the *Disposal of Uncollected Goods Act 1970*.
- Whether there is an inhabitant on the property (other than the owner) that has no legal right of occupation (i.e. a squatter). In this case, this will mean that a person is trespassing on land which the local government has the right to possession. It is understood that the local government would be entitled to take steps to have the person removed (and the premises secured). It is suggested that in the context of a particular case, a local government seek its own legal advice.

3.3 Taking possession of the land

- Prior to taking action to lease, sell or transfer land, a local government must "take possession" of the land.
- A notice, in the form of Form 2, advising that the local government has taken possession of the land, has to be given to the owner of the land (s.6.64(2); FMR r.72 and Form 2) Refer Attachment 3.
- A notice, in the form of Form 3, advising that the local government has taken possession of the land, has to be affixed to a conspicuous part of the land (s.6.64(2); FMR r.73 and Form 3) Refer Attachment 4.

- A local government is to surrender possession of the land if all rates and service charges due on the land are paid within 12 years of the taking of possession (s.6.67(1)).
- A local government does not have to give up possession of the land if it receives a portion only of the rates and service charges due on the land or if it has exercised a power under s.6.64(1)(b) (c) or (d) of the Act and is in the process of selling or transferring the land to the Crown or to itself (s.6.67(1)).
- If all outstanding rates and service charges on the land are paid within 12 years of the taking of possession, and the local government has leased the land under s.6.64(1)(a), possession of the land is to be given up on the expiration of the lease (s.6.67(2).

Note: In this Guideline, a reference to a Notice being 'served' or 'given', may be served or given in any of the ways provided for by sections 75 and 76 of the *Interpretations Act 1984*. Refer also to the *Local Government Act 1995*, Part 9 Division 3 - Documents.

3.4 Selling the Land

- The local government must have taken possession of the land (See 3.3).
- The power of sale of the land is not to be exercised unless the local government has made at least one attempt in the last three years under s.6.56 of the Act to recover the outstanding rates or service charges (s.6.68(1)).

Note: Court action must have been initiated.

The local government does not have to initiate recovery for money due on the land if it holds the reasonable belief that the cost of the proceedings under s.6.56 will equal or exceed the value of the land. (s.6.68(2)), or having made reasonable efforts to locate the owner of the property, is unable to do so. The local government is to ensure that such decisions are recorded in the relevant Council minutes.

- Before the power of sale is exercised, a notice in the form of Form 4 has to be served on the owner of the land personally or served by certified mail to the address appearing in the rate record or a register kept under the *Transfer of Land Act 1893* or in a memorial or record kept by the Registrar of Deeds (s.6.68(3); Sch. 6.3 cl.1.(1)(a); FMR r.74, Form 4) Refer Attachment 5.

- The register kept under the *Transfer of Land Act 1893* can be searched at Landgate.
- A search of certificate(s) of title can be conducted to obtain the address details of the registered proprietor of land under the *Transfer of Land Act 1893*.
- It should be noted that if the search of the certificate of title for the relevant land shows that the land is "subject to dealing" there may be unregistered documents which have been lodged but are yet to be processed. Such unregistered documents may affect the information shown on the title search. A facsimile request is required to obtain a copy of any unregistered document. Please note that because unregistered documents are searched manually, copies of the unregistered documents may take up to 48 hours.

Searches can be ordered through the Landgate website and paid for by credit card or through a Landgate account.

Searches can also be obtained in person or ordered by facsimile on 9250 3187.

For old system land, searches of the Register containing memorials under the Registration of *Deeds Act 1856* to obtain the address and details of the registered proprietor can be conducted at Landgate, Midland upon payment of the prescribed fee:

Landgate
1 Midland Square
Morrison Road (cnr Gt Northern Hwy)
Midland, Western Australia, 6056

Office opening hours:
8.00am - 5.00pm Monday to Friday
Document lodgement:
8.00am - 4.30pm Monday to Friday

For further information on searching the Register under the *Registration of Deeds Act 1856* see Paragraph 10.1.7 of the Landgate Practice Manual, including a schedule of the fees charged for each document searched.

A notice in the form of Form 4 has to be served, on other persons whom records indicate have an estate or interest in the land, personally or served by certified mail to the address appearing in the rate record or a register kept under the *Transfer of Land Act 1893* or in a memorial or record kept by the Registrar of Deeds.
(Sch. 6.3 cl.1.(1)(b); FMR r.74, Form 4)

- In relation to land under the *Transfer of Land Act 1893*, a full title search may be conducted to obtain the details of estates or interests in the land which are registered on or noted against the certificate of title for the land (see above). A list of estates, interests, encumbrances and notifications appears in the second schedule of the certificate of title. Individual documents can be searched by document number.
- In relation to old system land, searches of memorials under the *Registration of Deeds Act 1856* can be conducted at Landgate, Midland (see previous column).
- It should be noted that if the search of the certificate of title for the relevant land shows that the land is "subject to dealing" there may be unregistered documents which have been lodged but are yet to be processed. Such unregistered documents may affect the information shown on the title search. A facsimile request is required to obtain a copy of any unregistered document. Please note that because unregistered

documents are searched manually, copies of the unregistered documents may take up to 48 hours.

A notice in the form of Form 4 has to be posted on the official notice board of the local government for not less than 35 days. (Sch. 6.3 cl.1.(1)(c); FMR r.74, Form 4)

The local government notice requiring payment is to:

- be in writing and dated and signed by the CEO;
- specify the land in respect of which the rates or services charges are owed;
- specify the total amount owing;
- include a statement that in default of payment the land will be offered for sale by public auction upon the expiration of 3 months from the date of the notice, at a time appointed by the local government; and
- be in or substantially in the form of Form 4. (Sch. 6.3 cl.1.(2)(a) to (e)) If no sufficient address can be found appearing in the rate record or a register kept under the *Transfer of Land Act 1893* or in a memorial or record kept by
- the Registrar of Deeds for a person required to be served, the notice, in the form of Form 4, is to be served by the local government giving local public
- notice, as under s.1.7 of the Act. The notice may include land belonging to more than one person. (Sch. 6.3; FMR r.74 and Form 4).
- The local government must appoint a time, between 3 and 12 months from the service of the notice(s), at which time the land may be offered for sale by public auction. (Sch. 6.3 cl.1.(4)).
- The local government must advertise the sale by giving Statewide public notice, as required by s.1.7 and 1.8 of the Act, in, or substantially in, the form of Form 5 (Refer Attachment 6). In addition, the notice may be given in other means the local government considers is necessary or desirable, for example on its website. (Sch. 6.3 cl.2.(1)(a)(b); FMR r.75 and Form 5) The notice may include land owned by more than one owner, a description of the land and any improvements on it to convey to persons likely to be interested in the sale, the condition of the land and improvements.
- The local government is to provide to the Registrar of Titles or the Registrar of Deeds (as the case requires) a memorial (a copy of the Statewide public notice) and this is to be registered for each piece of land referred to in the memorial. (Sch. 6.3 cl.2.(3))

See Paragraph 11.4.18.2 of the Landgate Practice Manual.

- A Memorial of the advertisement of the proposed sale by the local government for non-payment of rates must be lodged with the Registrar of Titles in an approved form.

The Memorial of Advertisement must comprise:

- a true copy of the original advertisement certified as such by the Chief Executive Officer of the relevant Local Government. The advertisement must be substantially in the form of the Notice of Sale Form 5 as set out in Regulation 75 of the *Local Government (Finance Management) Regulations 1996*;

- (b) a copy of the full page of the state-wide newspaper containing the Notice of Sale Form 5; and
- a Landgate B2 or B4 form (available from Landgate's website and via the Landgate Practice Manual) as the back page of the Memorial of Advertisement with all preparation and lodgement details completed on the form.
- No registration fees are payable for lodgement of the Memorial of Advertisement.
- A letter is sent by the Registrar of Titles to the relevant Local Government advising that the Memorial of Advertisement has been registered.
- Please note: if the advertisement is not substantially in the form of Form 5, contains errors or does not comply with Landgate's requirements, the Memorial of Advertisement may not be accepted for registration by the Registrar of Titles or the Registrar of Deeds. For example, the Registrar of Titles may request re-advertising if the information contained in the Form 5 is incorrect.

Note: There is also provision for the Governor to rectify omissions and irregularities under section 9.64 of the *Local Government Act 1995*. After the memorial is registered, the Registrar of Tiles or the Register of Deeds is prohibited from registering or accepting an instrument affecting the land without the consent of the local government (Sch. 6.3 cl.2.(4)).

- A Memorial of Advertisement remains in force for twelve months from the date of registration and acts as an absolute caveat until it is withdrawn or expires.
- Documents that are not "instruments" for the purposes of the *Transfer of Land Act 1893* may continue to be endorsed on the title to the land by the Registrar of Titles without the consent of the Local Government during the period that the Memorial of Advertisement is in force on the title. This includes such documents as: caveats, applications to amend the name of registered proprietors, surrenders of lease, discharges of mortgage, withdrawals of caveat and notifications.
- Documents lodged in registrable form together with the relevant local government's consent will be processed in accordance with Landgate's usual registration procedures.

- This prohibition covering the registration of the memorial does not extend beyond 12 months from the day on which the memorial is delivered to the Registrar of Titles or Deeds. This prohibition does not apply if a person having an estate or interest in the land, within seven days prior to the notified time of actual sale of the land, pays the local government the outstanding rates and or service charges and the costs incurred to that time in proceedings relating to the proposed sale of the land. (Sch. 6.3 cl.2.(4) and cl.7.; s.6.69)
- Acceptance of payment of the outstanding rates and or service charges by the local government, within the seven days prior to the notified sale, or after the seven days has elapsed on such terms and conditions as agreed

between the parties, puts a stay on the proposed sale proceedings. (Sch. 6.3 cl.2.(4); s.6.69)

As soon as practicable after the acceptance of such a payment, the local government is to deliver to the Registrar of Titles or Deeds, a certificate, signed and dated by the Chief Executive Officer, certifying that all outstanding rates and service charges, costs and expenses have been paid and upon receipt of this certificate, the Registrar of Titles or Deeds will then endorse a memorandum that the land has ceased to be bound by the memorial. (s.6.69; FMR r.76)

A Certificate stating that all outstanding rates and service charges, costs and expenses have been paid is required to be lodged at Landgate and should comprise:

(a) an original letter from the Chief Executive Officer of the relevant Local Government stating that the rates, costs and expenses have been satisfied; and

(b) a Landgate B2 or B4 form (available from Landgate's website) as the back page of the certificate with all preparation and lodgment details completed on the form.

Following lodgement of a Certificate in the appropriate form signed by the Chief Executive Officer of the Local Government, the Registrar of Titles causes to be entered on the relevant title a memorandum that the land has ceased to be bound by the Memorial of Advertisement.

No fees are payable for withdrawal of the Memorial of Advertisement. If after the expiry of twelve months the Memorial of Advertisement has not been removed, it is ignored as an encumbrance.

If a contract for sale has not been entered into within 12 months from the date that the land is offered for sale by public auction notice, in the form of Form 5, the proceedings for the power to sell the land cease to have effect.

Proceedings can however be recommenced after this 12 months period, and the same power of sale of land proceeding requirements apply again for any proposed future sale. (Sch. 6.3 cl.7.)

If a contract of sale is entered into within the twelve month period after the date the land is offered for sale pursuant to the power of sale, a Transfer (Landgate Form T5) giving effect to this sale may be accepted for registration by the Registrar of Titles during or after this period unless a dealing has been lodged which prevents registration of the Transfer.

The local government's power of sale includes:

- the power to sell the land (in whole or in part, together or in lots) by public auction, or by private treaty if the land has been offered, though not sold, by public auction;
- the power to impose terms and conditions the local government thinks fit, for instance payment arrangements, and the fixing of a reserve price;
- the power to vary a contract of sale by agreement and to buy in at the auction;
- the power to rescind a contract for sale on default of the other party, without being answerable for loss occasioned by the rescission and resale; and
- the power to make thoroughfares, grant easements of right-of-way or drainage over the land as the circumstances require, and as the local government thinks fit. (Sch. 6.3 cl.3.(a) to (d)).

Note: An option open to local governments is to obtain an 'occasional licence' under the provisions of the *Auction Sales Act 1973* and the *Auction Sales Regulations 1974*. An 'occasional licence' authorises the holder to act as and carry out the business of, an auctioneer in relation to the occasion and circumstances specified in the licence.

The application process for an Occasional Licence is summarised as follows:

1. Complete two (2) copies of the Occasional Auctioneers Licence Application Form (Form 3).
2. Obtain three (3) character references in duplicate.
3. Prepare a cheque or money order (payable to the Department of the Attorney General for the amount as specified in the *Auction Sales Regulations 1974*.
4. Lodge the applications, references and payment at the court nearest the applicant's place of business.
5. If granted the licence will be valid for seven (7) days.

After Sales Matters

- Where a transfer or conveyance of an estate in fee simple is made under s.6.64(1)(a) to (d) of the Act, this matter is not able to be brought to court for prosecution on the grounds;
  - that no case has arisen, or
  - that the proper procedures were not followed, or
  - that the power was otherwise improperly or irregularly exercised (s.6.72).
- Should a person claim that there has been an unauthorised, or improper, or irregular use of the power, there is a remedy open to them in damages against the local government but not against the Crown (s.6.72).
- A sale of land by a local government discharges the land and the owners, present and past, from any liability for rates, service charges or other money due to the local government at the time of sale and secured by a charge over the land, or otherwise recoverable under the Act or another written law (s.6.73(a) to (d)).
- The Local Government is required to apply the proceeds from the sale of the land in the manner set out in Sch. 6.3 cl.5. This lists the priority of payment allocation from the sale proceeds, summarised as follows;

Priority	Payment Allocation
1st	The costs and charges and expenses incurred by the local government in the land sale process.
2nd	(i) Unpaid rates and service charges for the land (ii) Costs and other money due or imposed by the Crown or an instrumentality of the Crown (e.g. State agency or department) (iii) Other amounts due to the local government under the Act or other written law. Where insufficient funds remain after the first step has taken place, Sch. 6.3 cl.5.(b)(iii) provides the detail on how any remaining sale proceeds are to be distributed.
3rd	Vendor's costs and expenses relating to the conferring of title upon the purchaser of the land.
4th	The discharge of a charge on the land relating to drainage and sewerage connection and fittings.

Priority	Payment Allocation
5th	The discharge of other mortgages and encumbrances on the land both registered and unregistered.
6th	Within 12 months, payment of any sale proceeds that remain to the person or persons with an entitlement to the land but for the sale (Sch. 6.3 cl.5.).

Where the local government exercises its power of sale under sections 6.64(1)(b) and 6.68 and Schedule 6.3 of the *Local Government Act 1995*, a Transfer (Landgate Form T5) executed by the local government using its common seal is used for transfers of land under the *Transfer of Land Act 1893*.

If the land is old system land which has not been brought under the *Transfer of Land Act 1893* the procedure for a conveyance of land under the *Registration of Deeds Act 1856* will apply. See paragraph 10.1.3 of the Landgate Practice Manual.

The Transfer (Landgate Form T5) must be supported by a statutory declaration made on the back page of the Form T5 by the Chief Executive Officer, attesting to compliance with the provisions of Part 6 Division 6, Subdivision 6 of the *Local Government Act 1995*.

In circumstances where there is a duplicate certificate of title, it is not required to be produced but the Registrar may with the consent of the Commissioner of Titles dispense with the production of the duplicate certificate of title (if any). The Registrar has the power to make orders or require advertisement as if the duplicate title was lost or not produced under the *Transfer of Land Act 1893*.

Where a paper title is in existence, a new title is created and registered in the name of the transferee. In the case of a digital title, a new edition of the duplicate digital title is issued.

Please refer to 3.6, on removal of encumbrances.

The issue of a receipt by the local government for money paid on the sale of the land is sufficient discharge. (Sch. 6.3 cl.6.)

Refer to Sale of Land Checklist Attachment 2.

3.5 Leasing the Land

- When rates or service charges are due on rateable land and have not been paid for at least three years, a local government may take possession of the land and from time to time lease the land for a term, not exceeding seven years at one time, with such reservations, exceptions, covenants and conditions as the local government thinks fit. (s.6.65 and Sch. 6.2 cl.1.(1))
- The local government must have taken possession of the land, (See 3.3)
- Where the proposed lease of the land is to exceed 3 years, the local government is to produce the lease to the Registrar of Titles for registration purposes. (Sch. 6.2 cl.1.(2) and s.91 *Transfer of Land Act 1893*)

The following are some of Landgate's requirements for registration of leases which may apply.

- The consent of any mortgagee or annuitant registered in priority to the lease is required.
- A lease must be prepared on a Landgate L1 Form for a lease of freehold land.
- If the duplicate title is not produced for registration of the lease, the Registrar of Titles may with the consent of the Commissioner of Titles dispense with the duplicate title, but may cause orders and advertisements to be made as are provided for by the *Transfer of Land Act 1893* in the case of a duplicate certificate of title which is lost or not produced (Schedule 6.2 cl.1.(2) (b) of the *Local Government Act 1995*).
- Where the lease relates to a portion of a Lot or Location, it must have a Land Description that is defined by a sketch or an "Interest Only" Deposited Plan. A lease of part of a building may have a narrative land description (see paragraph 2.8.4 of the Landgate Practice Manual).
- The term of the lease must be clearly defined, i.e. must have a commencement date (which may be a past date or up to 21 years in the future) and either a finish date or a finite term.

Please note that this is not an exhaustive list of Landgate's requirements.

See paragraph 2.8 of the Landgate Practice Manual for further information on registration of leases.

- Land leased by the local government, exercising its power to do so under s.6.64(1)(a) of the Act, does not cease to be rateable land for the local government or prejudice or effect the recovery of rates or taxes due to the State or Commonwealth and their associated departments, instrumentalities and agencies. (s.6.66(1))(2))
- A lessee is entitled to possession as against persons with an estate or interest in the land, but this does not affect the rights of a local government under the lease, public easements that affect the land, or the rights of the State or Commonwealth and their associated departments, and agencies. (s.6.66(3))
- The local government is required to apply the rent or other money from the lease of the land in the manner set out in Sch. 6.2 cl.2. This lists the priority of allocation from the lease proceeds, summarised as follows;

Priority	Payment Allocation
1st	The costs and charges and expenses incurred by the local government in the land lease process.
2nd	Unpaid rates and service charges for the land.
3rd	Costs and other money due or imposed by the Crown or an instrumentality of the Crown (State, agency, department).
4th	Payment of any lease proceeds that remain to the person or persons with an entitlement to the land but for the lease. (Sch. 6.2 cl.2.)

3.6 Transfer of the Land to the Crown or to the Local Government

Where the land has been offered for sale for non payment of rates or service charges and a contract of sale has not been entered into at the expiration of 12 months from the date that the land is offered for sale by public auction notice (Form 5), the land may be transferred in fee simple, to the Crown in right of the State or to the local government. The transfer is subject to the *Transfer of Land Act 1893*, or by deed when it is not covered by the *Transfer of Land Act 1893*. (s.6.71(1); Sch. 6.3)

The local government must have taken possession of the land. (See 3.3)

Upon transfer to the Crown or to the local government, all encumbrances affecting the land are of no further force or effect against the land and the Registrar of Titles or Registrar of Deeds is to remove all encumbrances from the title to the land. (s.6.71(2))

Note: State Land Services (SLS) does assist local governments by accepting transfer of land under s.6.71 of the Act and re-releasing it under the *Land Administration Act 1997 (LAA)*, often with covenants or conditions requiring development within specified timeframes. SLS also actively identifies parcels of Crown land in town sites that may be released for development. However, there are no provisions in the LAA for enforcing development on freehold lots.

- A Transfer (Landgate Form T5) executed by the local government using its common seal is used for transfers of land that is under the *Transfer of Land Act 1893* (to either the Crown under section 6.71(1)(a) or to the local government under section 6.71(1)b)).
- If the land is old system land which has not been brought under the *Transfer of Land Act 1893* the procedure for a conveyance of land under the *Registration of Deeds Act 1856* will apply. See paragraph 10.1.3 of Landgate Practice Manual.
- The Transfer (Landgate Form T5) must be supported by a statutory declaration made on the back page of the Form T5 by the Shire or Town clerk, attesting to compliance with the provisions of Part 6 Division 6, Subdivision 6 of the *Local Government Act 1995*.
- In circumstances where there is a duplicate certificate of title, it is not required to be produced but the Registrar may with the consent of the Commissioner of Titles dispense with the production of the duplicate certificate of title (if any). The Registrar has the power to make orders or require advertisement as if the duplicate title was lost or not produced under the *Transfer of Land Act 1893*.
- Where a paper title is in existence, a new title is created and registered in the name of the transferee. In the case of a digital title, a new edition of the duplicate digital title is issued.
- No stamp duty or registration fees are payable in respect of the Transfer.
- Please see below guidelines on removal of encumbrances.

Where a transfer or conveyance of an estate in fee simple is made under s.6.41(1)(b) to (d), this is not able to be brought to court for prosecution on the grounds that no case has arisen or the proper procedures were not followed or the power was otherwise improperly or irregularly exercised. (s.6.72)

Should a person claim that there has been an unauthorised or improper or irregular use of the power there is a remedy open to them in damages against the local government but not against the Crown. (s.6.72)

- When transferring the land to the Crown it is queried whether there is a requirement (referred to in the dot point below) to pay out Crown encumbrances as is stated below?

When transferring the land to the Crown or the local government, the local government is required to pay the sum secured by or payable under a mortgage, lease, tenancy, encumbrance or charge in favour of the Crown in right of the State or a department, agency, or instrumentality of the Crown in right of the State. (s.6.71(3))

See Landgate's procedures outlined above.

A transfer or conveyance of land to the Crown or a local government discharges the land and the owners, present and past, from any liability for rates, service charges or other money due to the local government that were at the time of transfer and secured by a charge over the land, or otherwise recoverable under the Act or another written law. (s.6.73(a) to (d))

3.7 Revestment of Land in the Crown

- Where rates and service charges are due and payable on vacant rateable land and have not been paid for at least the last three years, the local government may revest the land in the Crown in right of the State. (s.6.74(1))
- The local government must have taken possession of the land. (See 3.3)
- The local government is to give notice to the land owners at their last known address and to all interest holders shown on the Certificate of Title, of its intention to revest the land if rates, service charges, costs and expenses are unpaid by the date specified in the notice, (at least 30 days from the service date); and cause a copy of the notice of intent to be published in the Government Gazette. The notice of intent is to contain a statement that the person to whom the notice is issued may lodge an objection to the revestment within 30 days of the date of the notice. (s.6.74; FMR r.77(1)(a) (b) and (2))
- The local government is required to consider all objections received to the intention to revest notice. (s.6.74; FMR r.77(3))
- The next step is for the local government to make an application to the Minister, in the form of Form 6 (refer Attachment 7), to have the land revested in the Crown. Form 6 requires the Chief Executive Officer to confirm by completing, signing and dating the form certifying that the land meets the criteria for revestment and that the legislative process requirements to allow for the land to be considered by the Minister for revestment have been complied with. (s.6.75; FMR r.78(1))

- The Minister may grant the application and authorise the revestment to the Crown by completing a Form 7 (refer Attachment 8) and submitting it, together with a transfer or conveyance of the land, to the Registrar of Titles or the Registrar of Deeds for registration. (s.6.74; FMR r.78)

- Where rates and taxes have been outstanding for a period of three years, section 6.74 of the *Local Government Act 1995* allows the local government to have the land re-vested in the State of Western Australia. There is no requirement under this section for a local government to have attempted to sell the land.
- If the land is old system land which has not been brought under the *Transfer of Land Act 1893* the procedure for a conveyance of land under the *Registration of Deeds Act 1856* will apply. See paragraph 10.1.3 of the Landgate Practice Manual.
- Revestment is achieved by the lodgement of a Transfer (Landgate Form T9) if the land is under the *Transfer of Land Act 1893* executed by the Minister for Local Government and the Minister for Lands by appropriate delegation.
- The Transfer attracts no registration fees and no stamp duty.
- In circumstances where there is a duplicate certificate of title, it is not required to be produced but the Registrar may with the consent of the Commissioner of Titles dispense with the production of the duplicate certificate of title (if any).

  The Registrar has the power to make orders or require advertisement as if the duplicate title was lost or not produced under the *Transfer of Land Act 1893*.

- If the land is under the *Transfer of Land Act 1893* the Registrar of Titles will cancel the certificate of title to the land and remove it from operation of the Transfer of Land
- Please see below guidelines (see 3.9) on removal of encumbrances.
- All rights benefiting the land being re-vested continue and are automatically brought forward onto the new Crown title.

3.8 Vestment of Land in the Local Government

- The local government must have taken possession of the land (See 3.3)
- Where 12 years have expired from the date of taking possession of the land under s.6.64 of the Act, and all outstanding rates and service charges have not been paid, the land has not been sold, or transferred to the Crown or to the local government, the fee simple in the land is to be transferred to the local government. (s.6.75(1)(a)(b))

- If the land is old system land which has not been brought under the *Transfer of Land Act 1893* the procedure for a conveyance of land under the *Registration of Deeds Act 1856* will apply. See paragraph 10.1.3 of the Landgate Practice Manual.
- A Transfer (Landgate Form T5) executed by the Local Government using its common seal is used for a transfer of land that is under the *Transfer of Land Act 1893*.

- The Transfer (Landgate Form T5) must be supported by a statutory declaration made on the back page of the Form T5 by the Local Government's Chief Executive Officer, attesting to compliance with the provisions of Part 6 Division 6, Subdivision 6 of the *Local Government Act 1995*.
- In circumstances where there is a duplicate certificate of title, it is not required to be produced but the Registrar may with the consent of the Commissioner of Titles dispense with the production of the duplicate certificate of title (if any). The Registrar has the power to make orders or require advertisement as if the duplicate title was lost or not produced under the *Transfer of Land Act 1893*.
- Where a paper title is in existence, a new title is created and registered in the name of the transferee. In the case of a digital title, a new edition of the duplicate digital title is issued.
- No stamp duty or registration fees are payable in respect of the Transfer.
- Please see below guidelines on removal of encumbrances.

- The transfer of the land to the local government is free from encumbrances other than being subject to;
  - easements in favour of the public that affect the land,
  - the rights of the Crown in right of the State, or a department, agency, or instrumentality of the Crown in right of the State or Commonwealth, and
  - rates and taxes (other than local government rates and taxes) due on the land. ((s.6.75(1)(c)(d)(e) (2); and Sch. 6.3)

3.9 Removal of Encumbrances under the *Local Government Act 1995*

3.9.1 Transfers to a Local Government or third parties (other than the Crown)

Upon registration of the Transfer (T5) by the Registrar of Titles, encumbrances other than encumbrances which fall into the statutory exceptions set out in sections 6.75(1)(c), (d) or (e) of the *Local Government Act 1995* are automatically removed from the title to the land.

The statutory exceptions are:

1. easements in favour of the public which affect the land;
2. the rights of the Crown in right of the State or Commonwealth or a department or agency or instrumentality in right of the State or Commonwealth; and
3. rates and taxes (other than local government rates and service charges) due on the land.

Depending on their nature, these encumbrances may be shown as encumbrances on page 2 of the Transfer or withdrawn by the relevant department or agency to permit registration of the Transfer and then (if necessary) re-lodged.

With the exception of caveats which fall into the statutory exceptions in section 6.75(1) (c)-(e) of the *Local Government Act 1995*, caveats (including "absolute caveats") are automatically removed upon registration of a Transfer (Landgate Form T5) by a local government exercising its power to sell or transfer the land to a third party or itself for non-payment of rates under the Act.

As a general rule Registrar's Caveats (lodged by the Registrar of Titles at the direction of the Commissioner of Titles under section 188(iii) of the *Transfer of Land Act 1893*) are removed by the act of registration of a transfer by a local government to a third party or itself under the Act (as indicated above). However, where the purpose of a Registrar's Caveat is to protect a right of the State or its agency, department or instrumentality, for example, in the case of an error or wrong description in the land or fraud the Registrar's Caveat is required to be removed by the Registrar of Titles at the direction of the Commissioner of Titles. Please note: there may be other exceptions to this rule.

Where a paper title is in existence, a new title is created and registered in the name of the transferee free from encumbrances except those referred to in section 6.75(1),(c), (d) or (e). In the case of a digital title, a new edition of the duplicate digital title is issued.

3.9.2 Transfers to the Crown

Where land is transferred to or transferred and revested in the State of Western Australia by a local government under sections 6.71(1)(a) or 6.74 of the Act respectively, encumbrances of every kind including all caveats (and Registrar's Caveats) are automatically removed from the title to the land.

Note: If the land is (or is designated to become) part of the Dampier to Bunbury Natural Gas Pipeline (DBNGP) corridor under the Dampier to *Bunbury Natural Gas Pipeline Act 1992*, other statutory provisions do not apply without approval of the DBNGP Land Access Minister.

Attachment 1

Rates – Sale of Land

Ward	All
File Ref:	RV/DR/2
Date	3 March 2011
Ref	JEAH
Responsible Manager	Manager Financial Services

In Brief:

- Sale of Land – recovery of rates in arrears for a period of three (3) or more years.
- Recommendation is that Council proceeds to sell (4) arrears of 3 or more years, and recover from the proceeds of sale the outstanding balances which total $26,095.87.

Tabled Items

Nil

Officer Interest Declaration

Nil

Strategic Implications

Corporate Services: – to achieve maximum community benefit from effective use of resources (staff, finances and information technology).

Legislation Implications – S6.64 of the *Local Government Act 1995* states:

(1) If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and –

(a) from time to time lease the land;
(b) sell the land;
(c) cause the land to be transferred to the Crown; or
(d) cause the land to be transferred to itself.

(2) On taking possession of any land under this section, the local government is to give to the owner of the land such notification as is prescribed and then to affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.

(3) Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.

Council Policy/Local Law Implications

With reference to F43/92 dated 4 March 1992, Council resolved as part of the procedures to be employed for the collection of outstanding rates to review on an annual basis those properties where despite all efforts made to obtain payment on the overdue charges, rates arrears that had accrued and become in arrears by three or more years.

Those properties would then become the subject of recovery procedures, which with the approval of Council, would involve the implementation of action under the relevant sections of the *Local Government Act*, to sell the properties in order to recover the overdue rates.

Budget/Financial Implications

The sale of this land will equate to a decrease in the level of outstanding rates of $26,095.87.

Consultation

Nil

Background

Analysis

There are currently 4 properties that have rates outstanding by three or more years for which it has not been possible to enter into acceptable and successful arrangements for the payment of the balance owing. In each instance, a written notification has been directed to the last known postal address of the ratepayers and the property advising that it will be our intention to refer the matter to Council with a recommendation to sell the property in order to recover the outstanding balance.

The following is a list of those properties that have rates currently in arrears by three or more years, together with a brief history of the action taken to date.

Minor Case Claim*	MCC (ne General Procedure)
Property Sale & Seizer Order*	PSSO (ne Warrant of Execution)
Direct Debit Request Form	DDR/CPR
Centrepay*	

(*refer last page of this attachment for explanation of terms)

1.		2.	
Ward	North	Ward	South
Assessment	22391	Assessment	92449
Type / Zoning	Residential R12.5/R25	Type / Zoning	Residential R15/R25
Period Outstanding	2007/08 – 2010/11	Period Outstanding	2007/08 – 2010/11
Amount Outstanding	$5,871.47	Amount Outstanding	$5,623.15
Payment	10 July 2007 $1,350.43	Payment	6 March 2007 $936.75
Recovery Action	Jan 08 Intention to MCC letter Feb 08 MCC 232/08 Sept 08 Intention to PSSO Nov 09 Intention to MCC letter Jan10 MCC 90/2010 Feb 10 MCC Served Aug 10 Intention Proceed with PSSO Dec 10 Notice of Intention to sell S6.64 included DDR Mar 11 Letter Advising Ratepayers about report to Council to sell property at next Council Meeting 28 March 2011	Recovery Action	Jan 08 Intention to MCC letter Feb 08 MCC 373/08 Sept 08 Intention to PSSO Nov 09 Intention to MCC letter Jan10 MCC 90/2010 Feb 10 MCC Served Aug 10 Intention Proceed with PSSO Dec 10 Notice of Intention to sell S6.64 included DDR Mar 11 Letter Advising Ratepayers about report to Council to sell property at next Council Meeting 28 March 2011
Response	The owner has not responded to recent notices or correspondence.	Response	The owners have not responded to recent notices or correspondence.

3.		4.	
Ward	East	Ward	West
Assessment	92980	Assessment	94885
Type / Zoning	Residential R15/R25	Type / Zoning	Residential R15/R25
Period Outstanding	2007/08 – 2010/11	Period Outstanding	2007/08 – 2010/11
Amount Outstanding	$5,596.63	Amount Outstanding	$9,004.62
Payment	27 December 2006 $655.98	Payment	2 October 2008 $2,000.00
Recovery Action	Jan 08 Intention to MCC letter Feb 08 MCC 374/08 Aug 08 Accepted DDR all payments dishonoured Sept 08 Intention to PSSO Nov 09 Intention to MCC letter Jan10 MCC 90/2010 Feb 10 MCC Served Aug 10 Intention Proceed with PSSO Dec 10 Notice of Intention to sell S6.64 included DDR Mar 11 Letter Advising Ratepayers about report to Council to sell property at next Council Meeting 28 March 2011	Recovery Action	Nov 05 Intention to MCC letter May 06 MCC 649/06 Oct 06 Intention to PSSO Jan 10 Intention to MCC letter May 10 MCC 1012/2010 Aug 10 Intention Proceed with PSSO Dec 10 Notice of Intention to sell S6.64 included DDR Mar 11 Letter Advising Ratepayers about report to Council to sell property at next Council Meeting 28 March 2011
Response	The owner has not responded to recent notices or correspondence.	Response	The owners have not responded to recent notices or correspondence.

A summary of the owners of the properties referred to above is contained in a confidential attachment to this Agenda.

(Refer to Attachment "B-2" – Summary of Attachments as circulated with the Agenda.)

Details Of Proposal

It is proposed to sell the land to recover outstanding rates and charges in excess of 3 years, in accordance with

Section 6.64(1)(b) of the *Local Government Act 1995*.

Comment

Options

Option 1 – Exercise the provisions of Section 6.64 of the *Local Government Act 1995*

- given the high level of the debt, and the amount of time that has been afforded to enable the ratepayers to either clear or reduce the debt, it is appropriate to apply the relevant section of the *Local Government Act 1995* empowering the sale of land provisions in relation to unpaid rates and charges.

Option 2 – Exercise the provisions of Section 6.74 of the *Local Government Act 1995*

- apply to the Minister to have the land re-vested in the Crown in the right of the State.

Option 3 – Exercise the provisions of Section 6.75 of the *Local Government Act 1995*

- make application for the land to be vested in the local government.

Conclusion

It is suggested that Council apply the provisions of Section 6.64 of the *Local Government Act 1995* and sell the land in respect of the unpaid rates and charges, which are in arrears for a period of excess of 3 years.

CS24/3/11 Recommendation

That Council pursuant to Section 6.64(1)(b) of the *Local Government Act 1995*, proceed to sell the properties listed hereunder which have rates in arrears for 3 or more years, and recover from the proceeds of sale the outstanding balances which total $26,095.87.

List of Properties by Assessment Number

Assessment 22391
Assessment 92449
Assessment 92980
Assessment 94885

Moved Cr Buck
Motion Carried (7-0)

* Explanation of Terms

Minor Case Claim (MCC) –
This is a process for recovering minor debts in the local Magistrate's Court. It is for the recovery of amounts of $10,000 or less and is aimed at parties to generally come to an agreement without lawyers.

Property Sale and Seizure Order (PSSO) –
A Property (Sale and Seizure) Order authorises a Bailiff to seize and sell as much of your real or personal property as necessary to pay the judgement debt.

Direct Debit Request Form Centrepay (DDR/CPR) –
Centrepay is a free bill-paying service offered to customers receiving payments from Centrelink. It can be used to pay bills (such as rent, gas, water and electricity) through a series of regular deductions from a recipient's Centrelink payments.

Attachment 2

Sale of Land Checklist

Once council has resolved to sell land:-

☐	Check the overdue rates (and charges) and "age" of the debt – ensure that there is an amount of rates which has been outstanding for a period in excess of at least 3 years.	Section 6.64(1)
☐	Check that legal action has been attempted at least once in the last 3 years to recover the outstanding rates.	Section 6.68(1)
☐	Order an updated title search.	
☐	Issue a Notice Requiring Payment (Form 4) to be served on the owner as per the owner's address shown on the Certificate of Title. Owner is given 3 months in which to pay and avoid his land being sold.	Section 6.68(3) Schedule 6.3 1.(1)(a); FMR r. 74 Form 4
☐	Serve a copy of the Notice Requiring Payment (Form 4) on anyone with an estate or interest in the property (to the address shown on the title).	Schedule 6.3.1(1)(b)
☐	A copy of the Notice Requiring Payment (Form 4) to be displayed on Council's official noticeboard for a minimum of 35 days. Ensure that the Form 4 is duly stamped with the date first displayed and the date removed – show signature of authorised person plus witness.	Schedule 6.3.1(1)(c)
☐	Serve a copy of Form 2 on the owner.	Section 6.64(2); FMR r.72
☐	And also attach a copy of Form 3 to a conspicuous part of the land in order to take possession of the land. Obtain an affidavit of service regarding Form 3.	Section 6.64(2); FMR r.73
☐	Council is to appoint a time no less than 3 months and no more than 12 months after service of the Notice of payment (Form 4) for the public auction. A sale has to happen within 12 months of the date the land is offered for sale or proceedings lapse.	Schedule 6.3 cl.7
☐	Issue a Statewide public notice.	Schedule 6.3 cl.2; FMR r.75; Form 5
☐	Register at Landgate, a Memorial of the Statewide public notice.	Schedule 6.3 cl.2 (3)
☐	Organise the auction.	Schedule 6.3 cl.3
☐	Attend the auction.	Schedule 6.3 cl.3
☐	If sold at auction, arrange settlement.	Schedule 6.3 cl.4 & 6.3 cl.5

NB: All legislative references are the *Local Government Act 1995* and associated regulations.

Attachment 3

Form 2

[reg. 72]

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Notification of taking possession of land under section 6.64 of the *Local Government Act 1995*

TO: [1] .....

Notice is hereby given that the sum of $ [2] ..... having been unpaid to the [3] Shire/Town/City of [4] ..... for a period of 3 years for [3] rates/ service charges in respect of the land situated at [5] .....

.....

and being [6] .....

the local government has taken possession of the land pursuant to section 6.64 of the *Local Government Act 1995*, and in accordance with that section intends to

[3] (a) lease the land;
[3] (b) sell the land;
[3] (c) cause the land to be transferred to the Crown;
[3] (d) cause the land to be transferred to the local government.

Signed for and on behalf of the [3] Shire/Town/City of [4] .....

this [7] ..... day of ....., 20.....

.....
CEO

(1) insert name of owner of land or }owner of (5)~
(2) insert amount
(3) delete the one that does not apply
(4) insert name of local government
(5) insert address or other details sufficient to identify land
(6) insert title particulars of land
(7) insert date

Attachment 4

Form 3

[reg. 73]

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Notice to be affixed on land on taking possession under section 6.64 of the *Local Government Act 1995*

TO: (1) .....

The (2) Shire/Town/City of (3) ..... has taken possession of this land situated at (4).....

.....

and being (5) .....

in accordance with section 6.64 of the *Local Government Act 1995*, and will in accordance with that section

(2) (a) lease the land;
(2) (b) sell the land;
(2) (c) cause the land to be transferred to the Crown;
(2) (d) cause the land to be transferred to the local government.

Signed for and on behalf of the (2) Shire/Town/City of (3) .....

this (6) ..... day of ....., 20.....

.....
CEO

(1) insert name of owner of land or }owner of (4)~
(2) delete the one that does not apply
(3) insert name of local government
(4) insert address or other details sufficient to identify land
(5) insert title particulars of land
(6) insert date

Attachment 5

Form 4

[reg. 74]

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Notice pursuant to Schedule 6.3 of the *Local Government Act 1995* requiring payment of outstanding rates or service charges

TO: [1] .....

Notice is hereby given that the sum of $ [2] ..... has been owing to the [3]

Shire/Town/City of [4] ..... for a period of 3 years for [3] rates/service charges in respect of the land described below

and unless payment is made of the sum of $ [2] ..... within 3 months from the date of this notice the local government will, pursuant to section 6.64 of the *Local Government Act 1995*, offer the land for sale by public auction at a time and place appointed by the local government.

Signed for and on behalf of the [3] Shire/Town/City of [4] .....

this [5] ..... day of ....., 20.....

.....
CEO

Description of Land etc.

Names of owners and all other persons appearing to have an estate or interest in the land	Description of land referred to, including title references
[6]	[6]

(1) insert identity or description of person to whom notice is being served
(2) insert amount
(3) delete the one that does not apply
(4) insert name of local government
(5) insert date
(6) insert details

Attachment 6

Form 5

[reg. 75]

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Notice pursuant to Schedule 6.3 of the *Local Government Act 1995* of sale of land for non-payment of outstanding rates or service charges

Notice is hereby given that, under section 6.64 of the *Local Government Act 1995*, as [1] rates/service charges have been owing for a period of at least 3 years the [1] Shire/Town/City of [2] ..... is to offer for sale by public auction at [3] ..... on the [4] ..... day of ....., 20..... the land described below.

Signed for and on behalf of the [1] Shire/Town/City of [2] .....

this [4] ..... day of ....., 20.....

.....
CEO

Description of Land etc.

Description of land and lot or location number	
Plan or Diagram Number	
Title reference	
Area	
Street	
Description of improvements, if any	
Name of Owner	
Name of other persons appearing to have an estate or interest	
Rates/service charges outstanding	
Other charges due on the land	

(1) delete the one that does not apply
(2) insert name of local government
(3) insert details
(4) insert date

Attachment 7

Form 6

[reg. 78(1)]

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Application to the Minister for land to be revested in the Crown
Local Government Act 1995 Application under s.6.74

TO: The Hon. Minister

The [1] Shire/Town/City of [2] ..... requests that the Minister approve the revestment in the Crown of the land described below pursuant to section 6.74 of the *Local Government Act 1995*, by the reason that the land is;

(a) rateable land;
(b) vacant; and
(c) land in respect of which [1] rates/service charges have been unpaid for a period of at least 3 years.

I the undersigned certify that, in respect of the stated land;

(d) 30 days' notice of intent was delivered to the last known address of the owner(s) of the land;
(e) 30 days' notice of intent was issued to the last known address of all persons who are noted on the certificate of title to the land as having an interest in the land (by way of encumbrance or otherwise);
(f) a copy of that notice was published on page ..... of the Government Gazette of [3] .....; and

(g) after 30 days

[1] no objections were received
[1] objections were received from [4] ..... people and duly considered by the local government.

(Copies of the objections and associated council resolutions are attached).

Signed for and on behalf of the [1] Shire/Town/City of [2] .....

this [3] ..... day of ....., 20.....

.....
CEO

(1) delete the one that does not apply
(2) insert name of local government
(3) insert date
(4) insert number of persons

Names of owners and all other persons appearing to have an estate or interest in the land	Description of land referred to, including title references
(1)	(1)

(1) insert details

Attachment 8

Form 7

reg. 78(2)]

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Notification by Minister of grant of application for revestment of land in the Crown
Local Government Act 1995 – Ministerial approval under s.6.74

I, ... being the Minister charged for the time being with the administration of the *Local Government Act 1995*, grant the application submitted by the [1]

Shire/Town/City of (2) .....

on the [3] ..... day of ..... 20....., and authorise the land described below to be revested in the Crown.

……..
Minister

Date [3] .....

Description of Land etc.

Names of owners and all other persons appearing to have an estate or interest in the land	Description of land referred to, including title references
(4)	(4)

(1) delete the one that does not apply
(2) insert name of local government
(3) insert date
(4) insert details

These guidelines are also available on the
Department's website at www.dlgc.wa.gov.au

Government of **Western Australia**
Department of **Local Government and Communities**

Local Government Advisory Hotline
1300 762 511
Email: lghotline@dlgc.wa.gov.au
8.30am–5.00pm, Monday to Friday

About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.

For more information about this and other guidelines,
contact the Local Government Regulation and Support Branch at:

Department of Local Government and Communities
Gordon Stephenson House, 140 William Street, Perth WA 6000
GPO Box R1250, Perth WA 6844
Telephone: (08) 6551 8700 Fax: (08) 6552 1555
Freecall (Country only): 1800 620 511
Email: info@dlgc.wa.gov.au Website: www.dlgc.wa.gov.au

Translating and Interpreting Service (TIS) – Tel: 13 14 50

Report Title: Stage Three: Activities in Thoroughfares and Public Places and Trading Local Law 2026 – Consideration of submissions and adoption

Schedule of Submissions

No.	*Submission and mention of clauses*	*Comments from Officer*	*Action taken*
1	Contents, Part 2, Division 3 - Subdivision 3 is missing - Clause 2.12 is missing	Agreed. Review confirms that Subdivision numbering is incomplete, with Subdivision 4 following Subdivision 2, and clause numbering omits clause 2.12. These are drafting errors that affect clarity and referencing.	Amended numbering to insert Subdivision 3 and renumbered the rest of the clauses in that section. Then updated the contents of the local law.
2	Contents, Part 2, Division 3 Subdivision 4 to the end of Part 2 Subheadings italicised Subheading numbers misaligned Page numbers italicised	The sub-headings are meant to be italicised. They are not misaligned. They were in the centre, as were the other division headings. The page numbers are not italicised. They are in a different font, but the whole document will be put into Century Schoolbook. Throughout all parts of the local law numbering in the document map of the word document did not line up so the numbers were amended throughout the entire local law.	Made subdivision headings in font size 12 to bring consistency across the document.
3	Contents, Part 2, Division 4 Clause 2.16 is missing	Agreed. Clause numbering skips from 2.15 to 2.17, indicating omission of clause 2.16, creating inconsistency in numbering.	The clauses have been renumbered.
4	Contents, Part 3 Division 2 onwards Subheadings italicised Subheading numbers misaligned Page numbers italicised	Refer to comment at No. 2	Refer to action taken at No. 2
5	Contents, Part 4, subheadings 4.2 onwards Subheadings italicised Subheading numbers misaligned Page numbers italicised	Refer to comment at No. 2	Refer to action taken at No. 2

Report Title: Stage Three: Activities in Thoroughfares and Public Places and Trading Local Law 2026 – Consideration of submissions and adoption

Schedule of Submissions

No.	*Submission and mention of clauses*	*Comments from Officer*	*Action taken*
6	Contents, Part 5, subheadings 5.2 onwards Subheadings italicised Subheading numbers misaligned Page numbers italicised	Refer to comment at No. 2	Refer to action taken at No. 2
7	Contents, Part 6, subheadings 6.2 onwards Subheadings italicised Subheading numbers misaligned Page numbers italicised	Refer to comment at No. 2	Refer to action taken at No. 2
8	Contents, Part 7, subheadings 7.2 onwards Subheadings italicised Subheading numbers misaligned Page numbers italicised	Refer to comment at No. 2	Refer to action taken at No. 2
9	Contents, Part 9, subheadings 9.2 onwards Subheadings italicised Subheading numbers misaligned Page numbers italicised	Refer to comment at No. 2	Refer to action taken at No. 2
10	Contents, Part 10 Subheadings italicised Subheading numbers misaligned Page numbers italicised	Refer to comment at No. 2	Refer to action taken at No. 2

Report Title: Stage Three: Activities in Thoroughfares and Public Places and Trading Local Law 2026 – Consideration of submissions and adoption

Schedule of Submissions

No.	*Submission and mention of clauses*	*Comments from Officer*	*Action taken*
11	1.4 Interpretation (Definitions) - Townsite: Why is it part (a) or part (b) instead of part (a) and part (b)?	Not supported. The use of "or" is intentional and reflects the definition of "townsite" under section 26 of the *Land Administration Act 1997*. That definition operates to include land that is either constituted under section 26(2) or land referred to in clause 37 of Schedule 9.3 of the *Local Government Act 1995*. Using "or" ensures the definition captures all relevant land that may fall within either legislative pathway. Replacing "or" with "and" would incorrectly narrow the definition and may exclude land that meets only one of the criteria.	No change.
12	2.4 and 2.5 - The words "crossing" and "crossover" are mixed randomly. Suggest the use of the "crossover" be used throughout.	Not supported. The use of both "crossing" and "crossover" in these clauses is intentional and reflects the different context in which the terms are applied. The defined term "crossover" refers to the constructed access point between a thoroughfare and land. The term "crossing" is used in a broader, descriptive sense to refer to the existence or condition of that access point (for example, whether one already exists or is to be removed). Accordingly, the terms are not used interchangeably, and their current usage does not create ambiguity or affect interpretation.	No change.
13	2.6 Interpretation Append ",which list shall be available for inspection at the Shire office and on the Shire's web site".	Agreed.	The words "that is acceptable to local government" will replace the words "and appears on a list maintained by the local government'

Report Title: Stage Three: Activities in Thoroughfares and Public Places and Trading Local Law 2026 – Consideration of submissions and adoption

Schedule of Submissions

No.	*Submission and mention of clauses*	*Comments from Officer*	*Action taken*
14	2.8 (2) Needs a clause (3): "Subject to a permit being obtained as per clause 5.9".	Not supported. Clause 2.8 forms part of a specific regulatory framework for verge treatments within Part 2, Division 3. It is intended to set out the circumstances in which an owner or occupier may install and maintain a permissible verge treatment without the need to obtain a permit. While a verge forms part of a thoroughfare, clause 5.9 applies more broadly to planting within a thoroughfare and is not intended to apply to permissible verge treatments regulated under clause 2.8. Requiring compliance with clause 5.9 would create inconsistency within the local law by effectively requiring a permit for activities that clause 2.8 is expressly intended to allow without a permit. The existing drafting reflects a deliberate distinction between general planting within a thoroughfare and permissible verge treatments.	No change.
15	Part 2, Division 4 Clause 2.16 is missing	Supported. Duplicate of earlier submission; clause numbering inconsistency confirmed. Refer to response at 3.	Refer to response at 3.

Report Title: Stage Three: Activities in Thoroughfares and Public Places and Trading Local Law 2026 – Consideration of submissions and adoption

Schedule of Submissions

No.	*Submission and mention of clauses*	*Comments from Officer*	*Action taken*
16	2.18 (2) The last five words are meaningless.	Agree that the words mentioning the Land Administration Act are not required to be there.	Removed these words
17	3.3 (a) -semicolon missing	Agreed	Inserted semicolon.
18	3.4 (a) (iv) - forbids the inclusion of any text identifying the sign manufacturer	Noted but not supported. The inclusion of identifying who the sign manufacturer is irrelevant. It would be like placing an advert on an advert but in sign format.	No change required.
19	3.5 (d) is meaningless	Supported. The clause has a missing word so it does not make sense.	Redrafted clause to say: the sign must not obstruct sight lines for drivers entering or leaving a thoroughfare
20	3.5 (k) - inappropriate “and”	Agreed	Removed it
21	3.5 (l) - missing “and”	Agreed.	Placed it in.

Report Title: Stage Three: Activities in Thoroughfares and Public Places and Trading Local Law 2026 – Consideration of submissions and adoption

Schedule of Submissions

No.	*Submission and mention of clauses*	*Comments from Officer*	*Action taken*
22	4.1 (1) - spurious semicolon, should be a colon	Agreed.	Replaced with a colon.
23	4.2 (3) - As worded, this permits the riding of ponies, donkeys, mules and camels.	Clause 4.2(3) is intended to regulate the riding of horses within built-up areas. The new local law and even the previous local law only used the word horse. It is only about a horse. It does not say anything else. Admittedly the term vehicle includes an animal being ridden or driven so it could mean ponies, donkeys, mules and camels however as this is the same clause that appeared in the previous local law and it only mentioned a horse specifically.	No change is to be made to the local law as animals are mentioned in the above clauses.
24	4.3 Interpretation - retailer (meaning): inappropriate “and”	Agreed	Removed it.
25	4.3 Interpretation - shopping (bag): inappropriately capitalised	Agreed	Removed capitalisation.
26	5.4 - Source of the handbook is not specified. Suggest replacing the final “the” with “MRWA’s”	Agreed.	Have included the words “Main Roads Western Australian”

Report Title: Stage Three: Activities in Thoroughfares and Public Places and Trading Local Law 2026 – Consideration of submissions and adoption

Schedule of Submissions

No.	*Submission and mention of clauses*	*Comments from Officer*	*Action taken*
27	5.6 (2) (a) - the word “or” needs to be appended	Agreed	Added the or
28	6.1 Interpretation - Alfresco Dining (meaning): spurious “12”	Technically the “12” is not spurious. It is the Policy Number (Document ID).	Have removed 12 so that if the document ID number is to be amended in the future, the local law would be unaffected.
29	6.1 Interpretation - Alfresco Dining (meaning): spurious full stop should be a comma, inappropriately capitalised “but”.	Agreed	Have amended it accordingly.
30	6.1 Interpretation: Trading - (b) (i) to (iv) inconsistent layout &(c) (i) to (iii) inconsistent layout	Agreed	Amended the layout.
31	6.6 (1) (h) (ii) - the word “musical” is missing	Disagree. The word musical sits within the definition called “perform”. It is tied to the word “instrument” within the local law in sections 6.14 (c) and the word musical was not included at 6.14(c)(ii). The word “Musical” is not missing at 6.6(1)(h)(ii) because it should not be there.	Insert the missing word “musical” tin clause 6.14(c)(ii) but not amend clause 6.6(1)(h)(ii) as the wording in this clause is exactly what it was in the previous local law.
32	6.8 - The words “Alfresco Dining” missing from the start of the clause.	Agreed.	Have included those words.

Report Title: Stage Three: Activities in Thoroughfares and Public Places and Trading Local Law 2026 – Consideration of submissions and adoption

Schedule of Submissions

No.	*Submission and mention of clauses*	*Comments from Officer*	*Action taken*
33	6.8apostrophe missing from the word “applicant’s”.	Agreed	Included it.
34	6.14 (c) (iii) Regulations not capitalised	Agreed. The regulations have also been italicised.	Amended.
35	6.21 (2) Convoluted and unclear	Agreed. The redrafted clause to the right in the action taken column aligns with defined terms used throughout the local law and does not alter the intent or operation of the provision.	Redraft clause 6.21(2) to improve clarity and enforceability. Suggested wording: “The permit holder may replace the Facility removed under subclause (1) once the person who directed its removal notifies the permit holder that it may be reinstated.”
36	7.10 (1) (b) spurious “or”	Agreed.	Removed it.
37	Part II, prescribed offences - 2.4(1) the word should “crossover” & 2.5(2) the word should “crossover”	Noted but not supported. Refer to response in 12.	No change.

LOCAL GOVERNMENT ACT 1995

Shire of Toodyay

Activities in Thoroughfares and Public Places and Trading Local Law 2026

LOCAL GOVERNMENT ACT 1995

Shire of Toodyay.

Activities in Thoroughfares and Public Places and Trading Local Law 2026

PART 1 PRELIMINARY 9

1.1 Citation 9
1.2 Commencement 9
1.3 Repeal 9
1.4 Interpretation (Definitions) 10
1.5 Application of this local law 13

PART 2 ACTIVITIES ON THOROUGHFARES AND PUBLIC PLACES 14

DIVISION 1 - GENERAL 14
2.1 General prohibitions 14
2.2 Activities allowed with a permit - general 15
2.3 No possession and consumption of liquor on thoroughfare 16
DIVISION 2 - VEHICLE CROSSING 17
SUBDIVISION 1 - CROSSOVER 17
2.4 Permit required 17
SUBDIVISION 2 - REDUNDANT VEHICLE CROSSINGS 17
2.5 Removal of redundant crossing 17
DIVISION 3 - VERGE TREATMENTS 18
SUBDIVISION 1 - PRELIMINARY 18
2.6 Interpretation 18
2.7 Application 18
SUBDIVISION 2 - PERMISSIBLE VERGE TREATMENTS 18
2.8 Permissible verge treatments 18
2.9 Only permissible verge treatments to be installed 18
2.10 Obligations of owner or occupier 19
2.11 Notice to owner or occupier 19
SUBDIVISION 3 - PUBLIC WORKS 19
2.12 Power to carry out public works on verge 19
DIVISION 4 - PROPERTY NUMBERS 20
2.13 Interpretation 20
2.14 Assignment of numbers 20
DIVISION 5 - SIGNS ERECTED BY THE LOCAL GOVERNMENT 20
2.15 Signs 20
DIVISION 6 - DRIVING ON A CLOSED THOROUGHFARE 20
2.16 No driving on closed thoroughfare 20

PART 3 ADVERTISING SIGNS ON THOROUGHFARES 21

DIVISION 1 - PRELIMINARY 21
3.1 Interpretation 21
DIVISION 2 - PERMIT 21
9.1 Advertising signs and portable direction signs 21
3.2 Matters to be considered in determining application for permit 22
DIVISION 3 – CONDITIONS ON PERMIT 22
3.3 Conditions on portable sign 22
3.4 Conditions on election sign 23

PART 4 OBSTRUCTING ANIMALS, VEHICLES OR SHOPPING TROLLEYS 24

DIVISION 1 - ANIMALS AND VEHICLES 24
4.1 Leaving animal or vehicle in public place or on local government property 24
4.2 Prohibitions relating to animals 24
DIVISION 2 - SHOPPING TROLLEYS 25
4.3 Interpretation 25
4.4 Shopping trolley to be marked 25
4.5 Person not to leave trolley, bag or basket in public place 25
4.6 Retailer to remove abandoned trolley 25
4.7 Retailer taken to own trolley 25

PART 5 ROADSIDE CONSERVATION 26

DIVISION 1 - PRELIMINARY 26

5.1 Interpretation 26
5.2 Application 26
DIVISION 2 - FLORA ROADS 26
5.3 Declaration of flora road 26
5.4 Construction works on flora roads 26
5.5 Signposting of flora roads 27
5.6 Driving only on carriageway of flora roads 27
DIVISION 3 - SPECIAL ENVIRONMENTAL AREAS 27
5.7 Designation of special environmental areas 27
5.8 Marking of special environmental areas 27
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 28
5.11 Permit to clear 28
5.12 Application for permit 28
DIVISION 6 - FIRE MANAGEMENT 28
5.13 Permit to burn thoroughfare 28
5.14 Application for permit 28
5.15 When application for permit can be approved 28
5.16 Prohibitions on burning 29
DIVISION 7 - FIREBREAKS 29
5.17 Permit for firebreaks on thoroughfares 29
5.18 When application for permit cannot be approved 29
DIVISION 8 - COMMERCIAL WILDFLOWER HARVESTING ON THOROUGHFARES 29
5.19 General prohibition on commercial wildflower harvesting 29
5.20 Permit for revegetation projects 29

PART 6 TRADING IN THOROUGHFARES AND PUBLIC PLACES 30

DIVISION 1 - STALLHOLDERS AND TRADERS 30
SUBDIVISION 1 - PRELIMINARY 30
6.1 Interpretation 30
SUBDIVISION 2 - PERMITS 33
6.2 Stallholder's permit 33
6.3 Trader's permit 33
6.4 No permit required to sell newspaper 34
6.5 Relevant considerations in determining application for permit 34
6.6 Conditions of permit 34
6.7 Exemptions from requirement to pay fee or to obtain a permit 35
6.8 Alfresco Dining 36
SUBDIVISION 3 - CONDUCT OF STALLHOLDERS AND TRADERS 37
6.9 Conduct of stallholders and traders 37
DIVISION 2 - STREET ENTERTAINERS 37
SUBDIVISION 1 - PRELIMINARY 37
6.10 Interpretation 37
SUBDIVISION 2 - PERMITS 38
6.11 Permit required to perform 38
6.12 Variation of permitted area and permitted time 38
6.13 Duration of permit 38
6.14 Cancellation of permit 38
6.15 Obligations of permit holder 38
DIVISION 3 - OUTDOOR EATING FACILITIES ON A PUBLIC PLACE 39
6.16 Interpretation 39
6.17 Permit required to conduct Facility 39
6.18 Matters to be considered in determining application 39
6.19 Obligations of permit holder 40
6.20 Removal of Facility unlawfully conducted 40
6.21 Use of Facility by public 41
6.22 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 42
7.3 Conditions which may be imposed on a permit 42
7.4 Imposing conditions under a policy 43
7.5 Compliance with and variation of conditions 43
DIVISION 3 - GENERAL 43
7.6 Duration of permit 43
7.7 Renewal of permit 43
7.8 Transfer of permit 44
7.9 Production of permit 44
7.10 Cancellation of permit 44

PART 8 OBJECTIONS AND APPEALS 45

8.1 Application of Part 9 Division 1 of Act 45

PART 9 MISCELLANEOUS NOTICES 45

9.2 Notice to redirect or repair sprinkler 45
9.3 Hazardous plants 45
9.4 Notice to repair damage to thoroughfare 45
9.5 Notice to remove thing unlawfully placed on thoroughfare 45

PART 10 ENFORCEMENT 46

DIVISION 1 - NOTICES GIVEN UNDER THIS LOCAL LAW 46
10.1 Offence to fail to comply with notice 46
10.2 Local government may undertake requirements of notice 46
DIVISION 2 - OFFENCES AND PENALTIES 46
SUBDIVISION 1 - GENERAL 46
10.3 Offences 46
SUBDIVISION 2 - INFRINGEMENT NOTICES AND MODIFIED PENALTIES 47
10.4 Prescribed offences 47
10.5 Forms 47

PART 11 SCHEDULE 1 48

PRESCRIBED OFFENCES 48
AUTHORISATION 52

~~**PART 1 PRELIMINARY ..... 6**~~

~~1.1 Citation ..... 6~~
~~1.2 Commencement ..... 6~~
~~1.3 Repeal ..... 6~~
~~1.4 Interpretation (Definitions) ..... 7~~
~~1.5 Application of this local law ..... 10~~

~~**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 ..... 13~~
~~SUBDIVISION 1 - CROSSOVER ..... 13~~
~~2.4 Permit required ..... 13~~

~~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 ..... 14~~
~~2.10 Obligations of owner or occupier ..... 15~~
~~2.11 Notice to owner or occupier ..... 15~~
~~SUBDIVISION 4 - PUBLIC WORKS ..... 15~~
~~*2.13 Power to carry out public works on verge ..... 15*~~
~~DIVISION 4 - PROPERTY NUMBERS ..... 16~~
~~*2.14 Interpretation ..... 16*~~
~~*2.15 Assignment of numbers ..... 16*~~
~~DIVISION 5 - SIGNS ERECTED BY THE LOCAL GOVERNMENT ..... 16~~
~~*2.17 Signs ..... 16*~~
~~DIVISION 6 - DRIVING ON A CLOSED THOROUGHFARE ..... 16~~
~~*2.18 No driving on closed thoroughfare ..... 16*~~

~~**PART 3 - ADVERTISING SIGNS ON THOROUGHFARES ..... 17**~~

~~DIVISION 1 - PRELIMINARY ..... 17~~
~~3.1 Interpretation ..... 17~~
~~DIVISION 2 - PERMIT ..... 17~~
~~*3.2 Advertising signs and portable direction signs ..... 17*~~
~~*3.3 Matters to be considered in determining application for permit 18*~~
~~DIVISION 3 - CONDITIONS ON PERMIT ..... 18~~
~~*3.4 Conditions on portable sign ..... 18*~~
~~*3.5 Conditions on election sign ..... 19*~~

~~**PART 4 - OBSTRUCTING ANIMALS, VEHICLES OR SHOPPING TROLLEYS ..... 20**~~

~~DIVISION 1 - ANIMALS AND VEHICLES ..... 20~~
~~4.1 Leaving animal or vehicle in public place or on local government property ..... 20~~
~~*4.2 Prohibitions relating to animals ..... 20*~~
~~DIVISION 2 - SHOPPING TROLLEYS ..... 21~~
~~*4.3 Interpretation ..... 21*~~
~~*4.4 Shopping trolley to be marked ..... 21*~~
~~*4.5 Person not to leave trolley, bag or basket in public place ..... 21*~~
~~*4.6 Retailer to remove abandoned trolley ..... 21*~~
~~*4.7 Retailer taken to own trolley ..... 21*~~

~~**PART 5 - ROADSIDE CONSERVATION ..... 22**~~

~~DIVISION 1 - PRELIMINARY ..... 22~~
~~5.1 Interpretation ..... 22~~
~~*5.2 Application ..... 22*~~

~~DIVISION 2 – FLORA ROADS ..... 22~~
~~*5.3 Declaration of flora road ..... 22*~~
~~*5.4 Construction works on flora roads ..... 22*~~
~~*5.5 Signposting of flora roads ..... 23*~~
~~*5.6 Driving only on carriageway of flora roads ..... 23*~~
~~DIVISION 3 – SPECIAL ENVIRONMENTAL AREAS ..... 23~~
~~*5.7 Designation of special environmental areas ..... 23*~~
~~*5.8 Marking of special environmental areas ..... 23*~~
~~DIVISION 4 – PLANTING IN THOROUGHFARES ..... 23~~
~~*5.9 Permit to plant ..... 23*~~
~~*5.10 Relevant considerations in determining application ..... 23*~~
~~DIVISION 5 – CLEARANCE OF VEGETATION ..... 24~~
~~*5.11 Permit to clear ..... 24*~~
~~*5.12 Application for permit ..... 24*~~
~~DIVISION 6 – FIRE MANAGEMENT ..... 24~~
~~*5.13 Permit to burn thoroughfare ..... 24*~~
~~*5.14 Application for permit ..... 24*~~
~~*5.15 When application for permit can be approved ..... 25*~~
~~*5.16 Prohibitions on burning ..... 25*~~
~~DIVISION 7 – FIREBREAKS ..... 25~~
~~*5.17 Permit for firebreaks on thoroughfares ..... 25*~~
~~*5.18 When application for permit cannot be approved ..... 25*~~
~~DIVISION 8 – COMMERCIAL WILDFLOWER HARVESTING ON THOROUGHFARES ..25~~
~~*5.19 General prohibition on commercial wildflower harvesting ..... 25*~~
~~*5.20 Permit for revegetation projects ..... 26*~~

~~**PART 6 – TRADING IN THOROUGHFARES AND PUBLIC PLACES 26**~~

~~DIVISION 1 – STALLHOLDERS AND TRADERS ..... 26~~
~~SUBDIVISION 1 – PRELIMINARY ..... 26~~
~~6.1 Interpretation ..... 26~~
~~SUBDIVISION 2 – PERMITS ..... 29~~
~~*6.2 Stallholder's permit ..... 29*~~
~~*6.3 Trader's permit ..... 29*~~
~~*6.4 No permit required to sell newspaper ..... 30*~~
~~*6.5 Relevant considerations in determining application for permit .30*~~
~~*6.6 Conditions of permit ..... 30*~~
~~*6.7 Exemptions from requirement to pay fee or to obtain a permit ..32*~~
~~*6.8 Alfresco Dining ..... 32*~~
~~SUBDIVISION 3 – CONDUCT OF STALLHOLDERS AND TRADERS ..... 33~~
~~*6.8 Conduct of stallholders and traders ..... 33*~~
~~DIVISION 2 – STREET ENTERTAINERS ..... 33~~
~~SUBDIVISION 1 – PRELIMINARY ..... 33~~
~~*6.9 Interpretation ..... 33*~~
~~SUBDIVISION 2 – PERMITS ..... 34~~
~~*6.10 Permit required to perform ..... 34*~~
~~*6.11 Variation of permitted area and permitted time ..... 34*~~
~~*6.12 Duration of permit ..... 34*~~
~~*6.13 Cancellation of permit ..... 34*~~

~~*6.14 Obligations of permit holder ..... 34*~~
~~DIVISION 3 – OUTDOOR EATING FACILITIES ON A PUBLIC PLACE ..... 35~~
~~*6.15 Interpretation ..... 35*~~
~~*6.16 Permit required to conduct Facility ..... 35*~~
~~*6.17 Matters to be considered in determining application ..... 35*~~
~~*6.18 Obligations of permit holder ..... 36*~~
~~*6.19 Removal of Facility unlawfully conducted ..... 36*~~
~~*6.20 Use of Facility by public ..... 37*~~
~~*6.21 Temporary removal of Facility may be requested ..... 37*~~
~~**PART 7 – PERMITS ..... 37**~~
~~DIVISION 1 – APPLYING FOR A PERMIT ..... 37~~
~~7.1 Application for permit ..... 37~~
~~*7.2 Decision on application for permit ..... 38*~~
~~DIVISION 2 - CONDITIONS ..... 38~~
~~*7.3 Conditions which may be imposed on a permit ..... 38*~~
~~*7.4 Imposing conditions under a policy ..... 39*~~
~~*7.5 Compliance with and variation of conditions ..... 39*~~
~~DIVISION 3 – GENERAL ..... 39~~
~~*7.6 Duration of permit ..... 39*~~
~~*7.7 Renewal of permit ..... 40*~~
~~*7.8 Transfer of permit ..... 40*~~
~~*7.9 Production of permit ..... 40*~~
~~*7.10 Cancellation of permit ..... 40*~~
~~**PART 8 – OBJECTIONS AND APPEALS ..... 41**~~
~~8.1 Application of Part 9 Division 1 of Act ..... 41~~
~~**PART 9 – MISCELLANEOUS NOTICES ..... 41**~~
~~9.1 Notice to redirect or repair sprinkler ..... 41~~
~~*9.2 Hazardous plants ..... 41*~~
~~*9.3 Notice to repair damage to thoroughfare ..... 42*~~
~~*9.4 Notice to remove thing unlawfully placed on thoroughfare ..... 42*~~
~~**PART 10 ENFORCEMENT ..... 42**~~
~~DIVISION 1 – NOTICES GIVEN UNDER THIS LOCAL LAW ..... 42~~
~~*10.1 Offence to fail to comply with notice ..... 42*~~
~~*10.2 Local government may undertake requirements of notice ..... 42*~~
~~DIVISION 2 – OFFENCES AND PENALTIES ..... 42~~
~~SUBDIVISION 1 - GENERAL ..... 42~~
~~*10.3 Offences ..... 42*~~
~~SUBDIVISION 2 – INFRINGEMENT NOTICES AND MODIFIED PENALTIES ..... 43~~
~~*10.4 Prescribed offences ..... 43*~~
~~*10.5 Forms ..... 43*~~
~~**PART 11 SCHEDULE 1 ..... 44**~~
~~PRESCRIBED OFFENCES ..... 44~~

LOCAL GOVERNMENT ACT 1995

Shire of Toodyay.

Activities in Thoroughfares and Public Places and Trading Local Law 2026

LOCAL GOVERNMENT ACT 1995
Shire of Toodyay.
Activities in Thoroughfares and Public Places and Trading 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 7 May 2026 to make the following local law.

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 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.*

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.

1.4 Interpretation (Definitions)

In this local law unless the context otherwise requires -

Term	Meaning
Act	The *Local Government Act 1995*.
applicant	A person who applies for a permit.
authorised person	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.
built-up area	Has the meaning given to it in the *Road Traffic Code 2000*.
bulk rubbish container	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	The paved or constructed portion of a thoroughfare used or intended for use by vehicles.
CEO	The Chief Executive Officer of the local government.
commencement day	The day on which this local law comes into operation.
Council	The council of the local government.
crossover	A crossing giving access from a public thoroughfare to - (a) private land; or (b) a private thoroughfare serving private land;
district	The district of the local government.
footpath	Has the meaning given to it in the *Road Traffic Code 2000*.

Term	Meaning
garden	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 2000*.
kerb	edge of a carriageway.
lawn	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.
liquor	has the meaning given to it in section 3 of the *Liquor Control Act 1988*.
local government	The Shire of Toodyay.
local government property	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;
local planning scheme	A local planning scheme of the local government made under the *Planning and Development Act 2005*
lot	has the meaning given to it in the *Planning and Development Act 2005*.
owner or occupier	In relation to land does not include the local government.
permissible verge treatment	Any one of the 4 treatments described in clause 2.8(2) and includes any reticulation pipes and sprinklers.
permit	A permit issued under this local law.
permit holder	A person who holds a valid permit.

Term	Meaning
person	does not include the local government.
premises	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	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.
thoroughfare	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;
townsite	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.

Term	Meaning
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 – (c) a wheelchair or any device designed for use by a physically impaired person on a footpath; and (d) a pram, a stroller or a similar device.
verge	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

This local law applies throughout the district.

PART 2 ACTIVITIES ON THOROUGHFARES AND PUBLIC PLACES

Division 1 - General

2.1 General prohibitions

A person shall not -

(a) plant any plant that exceeds 0.75m in height on a thoroughfare so that the plant is within 10m of an intersection *or otherwise obstructs required sight-distance visibility*;

(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 grasses or similar low-growing species) 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) that 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;

(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 bicycle, skateboard, rollerblades, electrical powered device or similar device – with the exclusion of an electric wheelchair or aged persons mobility device.

~~(g)~~

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 item 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;

(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, or in order to maintain, 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, including gravel, stone, concrete, pavers, flagstone, cement, concrete slabs, blocks, bricks, pebbles, plastic sheeting, kerbing, wood chips, bark, sawdust or similar material;

(j) provide, erect, install or use on any building, structure or land abutting on a thoroughfare any hoist or other device 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 application.

2.3 No possession and consumption of liquor on thoroughfare

(1) A person shall not consume liquor or have liquor in their possession or under their control on a thoroughfare unless –

(a) that is permitted under the Liquor Control Act 1988; 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 - Crossover

2.4 Permit required

(1) Where 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 crossover where –

(a) a crossing does not exist; or
(b) a crossing exists but is likely to be damaged by the vehicles or loads.

(2) The "person responsible for the works" in subclause (1) is taken to be the registered proprietor of the lot.

(3) A permit for a temporary crossover 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.

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 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 them to –

(a) remove any part of, or all of, a crossing that does not give access to the lot; and

(b) reinstate affected areas,

within the time specified in the notice, and the owner or occupier of the lot shall comply with that notice.

Division 3 - Verge treatments

Subdivision 1 - Preliminary

2.6 Interpretation

In this Division, unless the context otherwise requires -

"Acceptable material" means any material that creates a hard and stable surface, that is acceptable to ~~and appears on a list maintained by~~ the local government.

2.7 Application

This Division applies within the district

Subdivision 2 - Permissible verge treatments

2.8 Permissible verge treatments

(1) An owner or occupier of land abutting a verge may 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 persons using the abutting thoroughfare at intersections, bends or driveways; and

(ii) where there is no footpath, a pedestrian has safe and clear access of at least 2m along the verge immediately adjacent to the kerb;

(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.

2.9 Only permissible verge treatments to be installed

(1) A person shall not install or maintain a verge treatment 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 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

(1) An owner or occupier who installs or maintains a permissible verge treatment shall -

(a) keep the verge treatment in a good and tidy condition and ensure, that a footpath or carriageway is not obstructed;

(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 written notice requiring the owner or the occupier to remedy any breach of a provision of this Division within the time specified in the notice.

Subdivision 3~~4~~ - Public works

2.12 ~~2.13~~ Power to carry out public works on verge

Where the local government or an authorised authority disturbs a verge, it -

(a) is not liable to compensate any person for the 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

2.13 ~~2.14~~ Interpretation

In this Division, unless the context requires otherwise -

"Number" means the house number of a lot with or without an alphabetical suffix indicating the address of the lot by reference to a thoroughfare.

2.14 ~~2.15~~ Assignment of numbers

The local government may assign or reassign a number to a lot in the district.

Division 5 - Signs erected by the local government

2.15 ~~2.17~~ Signs

(1) The local government may erect a sign on a public place specifying 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.

Division 6 - Driving on a closed thoroughfare

2.16 ~~2.18~~ No driving on closed thoroughfare

(1) A person shall not drive or take a vehicle on a closed thoroughfare unless –

(a) Permitted by an order under section 3.50 of the Act; or

(b) the person has 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 ADVERTISING SIGNS ON THOROUGHFARES

Division 1 - Preliminary

3.1 Interpretation

In this Part, unless the context otherwise requires -

Term	Meaning
advertising sign	A sign used for the purpose of advertisement and includes an "election sign"
direction sign	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
election sign	A sign or poster that advertises any aspect of a forthcoming Federal, State or Local Government election
portable direction sign	A portable freestanding direction sign
portable sign	A portable freestanding advertising sign.

Division 2 - Permit

9.1 ~~3.2~~ Advertising signs and portable direction signs

(1) A person shall not, without a permit –

(a) erect, 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 for a portable direction sign that –

(a) Does not exceed 500mm in height nor 0.5m^2 in area; and
(b) is placed or erected on an infrequent or occasional basis only to direct attention to a place, activity or event during its operational hours.

(3) Notwithstanding subclause (1), a person shall not erect or place an advertising sign -

(a) on a footpath;

(b) over any footpath where the 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 or cause danger; or

(e) on any natural feature, including a rock or tree, or on any bridge or the structural approaches to a bridge.

3.2 ~~3.3~~ Matters to be considered in determining application for permit

In determining an application for a permit under clause 3.2(1), the local government is to have regard to -

(a) any written law regulating signs within the district including but not limited to the local planning scheme;

(b) the dimensions of the sign;

(c) any other advertising signs already approved or erected in the vicinity;

(d) whether 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

3.3 ~~3.4~~ Conditions on portable sign

If the local government approves an application for a permit for a portable sign, the approval is taken to be 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 $1m^2$ on any side;

(iii) relate only to the business activity described on the permit;

(iv) contain letters not less than 200mm in height;

(v) be erected only immediately adjacent to the building or the business to which it relates;

(vi) be removed each day at the close of the business;

(vii) be secured in position as required by the local government;

(viii) be placed so as not to obstruct or impede the reasonable use of a thoroughfare or access to premises; and

(ix) be maintained in good condition; and

(b) no more than two portable signs shall be erected for any one building or business.

3.4 ~~3.5~~ Conditions on election sign

If the local government approves the erection or placement of an election sign on a thoroughfare, the permit is taken to be subject to the following conditions –

(a) the sign must be erected at least 30m from any intersection;

(b) the sign must be freestanding and not affixed to any existing structure;

(c) the sign must not obstruct the reasonable use of a thoroughfare, or access to any place;

(d) the sign must not obstruct sight ~~distance~~ lines for drivers entering or leaving a thoroughfare;

(e) the sign must be maintained in good condition;

(f) the sign must not be erected until the election to which it relates has been officially announced;

(g) the sign must be removed within 24 hours after the close of polls;

(h) the sign must not be placed within 100m of any works on the thoroughfare;

(i) the sign must be securely installed;

(j) the sign must not be illuminated;

(k) the sign must not incorporate reflective or fluorescent materials; ~~and~~

(l) the sign must not display only part of a message that requires multiple signs to be read together to obtain the whole message; ~~and~~

(m) If when placed on a State Road comply with Main Roads WA standards.

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:~~;~~

(a) that person has first obtained a permit; or

(b) is authorised to do so under a written law; or

(c) is in a position designed for the parking of vehicles.

(2) A person does not contravene subclause (1) where the animal is secured or tethered for a period not exceeding one hour.

(3) A person does not contravene subclause (1c) where the vehicle is left for a period not exceeding 24 hours.

4.2 ~~4.2~~ Prohibitions relating to animals

(1) In 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

(d) a person who ordinarily occupies the premises where the animal is 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.

~~(3)~~

Division 2 - Shopping trolleys

4.3 ~~4.3~~ Interpretation

In this Division –

Term	Meaning
retailer	A proprietor of a shop in respect of which shopping trolleys are provided for the use of customers of the shop.~~; and~~
shopping trolley	A wheeled container or receptacle supplied by a retailer to enable a person to transport goods.
~~**Shopping**~~ **shopping bag or basket**	A hand-held device for the purposes of transporting goods from place to place.

4.4 ~~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 use.

4.5 ~~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 such devices.

4.6 ~~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 storage area, the local government may advise (verbally or in writing) a retailer whose name appears on the trolley of its location.

(2) A retailer shall remove the trolley or basket within 24 hours of being so advised under subclause (1), unless the retailer -

(a) requests the local government to collect and deliver the trolley to the retailer; and

(b) pays any fee imposed and determined under sections 6.16 to 6.19 of the Act) within the time specified.

4.7 ~~4.7~~ Retailer taken to own trolley

In the absence of proof to the contrary, a shopping trolley is taken to belong to the retailer whose name is marked on the trolley.

PART 5 ROADSIDE CONSERVATION

Division 1 - Preliminary

5.1 Interpretation

In this Part -

Term	Meaning
MRWA	Main Roads Western Australia;
protected flora	*has the meaning given to it in the Biodiversity Conservation Act 2016*
rare flora	*has the meaning given to it in the Biodiversity Conservation Act 2016*
Roadside Conservation Committee	The Roadside Conservation Committee *appointed by the responsible Minister.*
special environmental area	An area designated as such under clause 5.7.

5.2 ~~5.2~~ Application

This Part does not apply to the townsite.

Division 2 - Flora roads

5.3 ~~5.3~~ Declaration of flora road

The local government may declare a thoroughfare which, in its opinion, has high quality roadside vegetation to be a flora road.

5.4 ~~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 Main Roads Western Australian *Handbook of Environmental Practice for Road Construction and Road Maintenance Works.*

5.5 ~~5.5~~ Signposting of flora roads

The local government may signpost flora roads with the standard MRWA 'flora road' sign.

5.6 ~~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; or

(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 ~~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 ~~5.8~~ Marking of special environmental areas

The local government is to mark, and keep a register of, each thoroughfare, or part of a thoroughfare, designated as a special environmental area.

Division 4 – Planting in thoroughfares

5.9 ~~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 ~~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 to be planted or sown.

Division 5 - Clearance of vegetation

5.11 ~~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 required under any written law.

5.12 ~~5.12~~ Application for permit

In addition to the requirements of clause 7.1(2), a person applying for a permit 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 proposed to be cleared.

Division 6 - Fire management

5.13 ~~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 ~~5.14~~ Application for permit

In addition to the requirements of clause 7.1(2), an application for a permit under clause 5.13 shall –

(a) include a sketch plan showing the portions of the thoroughfare proposed to be burned; and

(b) advise the estimated fire intensity and the measures to be taken to protect upper storey vegetation from the burn.

5.15 ~~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 burning the particular part of the thoroughfare will -

(a) reduce a fire hazard and alternatives such as slashing or the use of herbicides are, in the opinion of the local government, not feasible or more detrimental to native flora and fauna; or

(b) in the opinion of the local government, be beneficial for the preservation and conservation of native flora and fauna.

5.16 ~~5.16~~ Prohibitions on burning

Notwithstanding anything to the contrary in this local law, an application for a permit under clause 5.13 is not to be approved –

(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 of a thoroughfare on the opposite side of the carriageway to a part for which a permit has already been approved in that year.

Division 7 - Firebreaks

5.17 ~~5.17~~ Permit for firebreaks on thoroughfares

A person shall not construct a firebreak on a thoroughfare without first obtaining a permit.

5.18 ~~5.18~~ When application for permit cannot be approved

(1) The local government is not to approve an application for a permit 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.

Division 8 - Commercial wildflower harvesting on thoroughfares

5.19 ~~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 ~~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, it is taken to be a condition of any permit approved under subclause (1) that –

(a) seed collection is to be carried out so as not to endanger the long-term survival of the native flora on the thoroughfare; and

(b) any licence or approval required under any other written law is to be obtained by the applicant.

PART 6 TRADING IN THOROUGHFARES AND PUBLIC PLACES

Division 1 - Stallholders and traders

Subdivision 1 - Preliminary

6.1 Interpretation

In this Division, unless the context otherwise requires -

Term	Meaning
Alfresco Dining	As per the Alfresco Dining Local Planning Policy. ~~12. But not a stall.~~
Competition Principles Agreement	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.

Term	Meaning
stall	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	A person in charge of a stall;
stallholder's permit	A permit issued to a stallholder;
trader	A person who carries on trading;
trader's permit	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 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; (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

Term	Meaning
	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; (f) the setting up of a stall or the conducting of a business at a stall under the authority of a stallholder's permit; (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; (h) the selling or offering for sale or hire by a person of goods of their own manufacture or services which they provide; and (i) 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 only sold directly to consumers and not through a shop.

Subdivision 2 - Permits

6.2 ~~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 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 in conducting the stall, and their names and addresses if already engaged;

(c) specify the proposed location of the stall;

(d) specify the period for which the permit is sought, and the proposed days and hours of operation;

(e) specify the proposed goods or services to be sold, hired or offered; and

(f) be accompanied by an accurate plan and description of the proposed stall.

6.3 ~~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, 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 for which the permit is sought, and the proposed days and hours of trading;

(e) specify the proposed goods or services to be traded; and

(f) be accompanied by an accurate plan and description of any proposed structure or vehicle to be used.

(3) The conditions subject to which the local government may approve an application for a trader's permit include a condition that the permit holder may remain at a particular location only while there is a customer making a purchase and must move on within a reasonable time after the last transaction.

6.4 ~~6.4~~ No permit required to sell newspaper

A person who sells, or offers for sale, a newspaper only is not required to obtain a permit.

6.5 ~~6.5~~ Relevant considerations in determining application for permit

(1) In determining an application for a permit 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

(e) any other matter the local government considers relevant.

(2) The local government may refuse to approve an application for a permit on 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 proposed activity; or

(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 receiver and manager has been appointed in relation to any part of the applicant's undertakings or property.

6.6 ~~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 of any stand, table, structure or vehicle used;

(d) the goods or services that may be sold, hired or offered;

(e) the number of persons and the names of persons permitted to conduct the stall or trade;

(f) the requirement for personal attendance by the permit holder and the nomination of assistants, nominees or substitutes;

(g) whether and on what terms the permit is transferable;

(h) any prohibitions or restrictions concerning -

(i) noise or disturbance likely to be a nuisance;

(ii) the use of amplifiers, sound equipment and instruments;

(iii) the use of signs; and

(iv) the use of lighting devices;

(i) the manner in which the permit holder's name and permit details are displayed;

(j) the care, maintenance and cleansing of the stall or trading structure and its site;

(k) vacating the site when the stall or trading is not being conducted;

(l) the acquisition of public risk insurance;

(m) the period for which the permit is valid; and

(n) any place or places where trading is wholly or from time to time prohibited.

(2) Where a permit holder 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 the permit holder, authorise another person to be a nominee of the permit holder for a specified period, and this local law and the permit conditions apply to the nominee as if they were the permit holder.

6.7 ~~6.7~~ Exemptions from requirement to pay fee or to obtain a permit

(1) In this clause –

Term	Meaning
charitable organisation	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	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 for a stallholder's or trader's permit if the stall or trading is–

(a) on a portion of a public place adjoining the applicant's normal place of business; or

(b) conducted by a charitable organisation that does not sublet space to, or involve commercial participants in, the stall or trading, and any assistants specified in the permit are members of that 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.

6.8 ~~6.8~~ Alfresco Dining

Alfresco Dining i~~I~~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 applicant's property, and may occur on temporary platforms over the road reserve.

Subdivision 3 - Conduct of stallholders and traders

6.9 ~~6.8~~ Conduct of stallholders and traders

(1) A stallholder while conducting a stall, or a trader while trading, shall –

(a) display their permit prominently on the stall, vehicle or structure, or carry it if none is used;

(b) not display a permit unless it is valid; 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).

(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 movement;

(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, trade from a public place unless there is adequate parking for customers' vehicles reasonably close to the trading place.

Division 2 - Street entertainers

Subdivision 1 - Preliminary

6.10 ~~6.9~~ Interpretation

In this Division, unless the context otherwise requires –

Term	Meaning
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	A permit issued for the purpose of clause 6.10;

Term	Meaning
permitted area	The area or areas, specified in a permit, in which the permit holder may perform; and
permitted time	The time or times, specified in a permit, during which the permit holder may perform.

Subdivision 2 - Permits

6.11 ~~6.10~~ Permit required to perform

A person shall not perform in a public place without a permit.

6.12 ~~6.11~~ Variation of permitted area and permitted time

(1) The local government may, by written notice to a permit holder, vary –

(a) the permitted area;

(b) the permitted time; or

(c) both the permitted area and the permitted time.

(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 the permit.

6.13 ~~6.12~~ Duration of permit

A permit is valid for a period of 3 months after its issue date unless it is sooner cancelled under this local law.

6.14 ~~6.13~~ Cancellation of permit

The Chief Executive Officer may cancel a permit if, in their 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.

6.15 ~~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

(c) place, install, erect, play or use any musical instrument or any device which emits music, including a loudspeaker or 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) R~~r~~egulations 1997.*

Division 3 - Outdoor eating facilities on a public place

6.16 ~~6.15~~ Interpretation

In this Division -

Term	Meaning
Facility	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	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.

6.17 ~~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.

6.18 ~~6.17~~ Matters to be considered in determining application

In determining an application for a permit under clause 6.16, the local government may consider, in addition to any other matter, whether -

A Facility is:

(a) conducted in conjunction with, and as an extension of, a food business which abuts the Facility, or

(b) Has obtained a development approval associated with a lease issued by the local government; and

(c) the applicant is the person conducting that food business: and

(d) any abutting food business is registered in accordance with the *Food Act 2008* and whether the use is permitted under the local planning scheme; and

(e) users of the Facility will have access to proper and sufficient sanitary and ablutionary facilities; and

(f) the Facility would not -

(i) obstruct visibility or sight lines at the intersection of thoroughfares; or

(ii) impede pedestrian access; and

(g) the tables, chairs and other equipment would not overly cause an obstruction or impede the use of the public place for its designed purpose.

6.19 ~~6.18~~ Obligations of permit holder

(1) The permit holder for a Facility shall –

(a) ensure that the Facility is conducted in accordance with this local law;

(b) ensure that the eating area is kept in a clean and tidy at all times;

(c) maintain all chairs, tables and structures in a good, clean and serviceable condition; and

(d) be solely responsible for all costs associated with the removal, alteration, repair, reinstatement or reconstruction of any part of the public place arising from the conduct of the Facility.

(2) Where, in the opinion of the local government, any work is required to be carried out to a Facility, the local government may give the permit holder written notice to carry out that work within the time specified 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 Facility.

6.20 ~~6.19~~ Removal of Facility unlawfully conducted

Where a Facility is conducted without a permit, or in contravention of a permit condition, any tables, chairs, umbrellas or other equipment may be removed by an authorised person and impounded in accordance with the Act.

6.21 ~~6.20~~ Use of Facility by public

(1) A person shall not occupy a chair or otherwise use equipment in a Facility unless the person uses it for consuming food or drinks provided by the Facility.

(2) A person shall leave a Facility when requested to do so by the permit holder.

6.22 ~~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 authorised person of the local government, 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) once ~~as soon as~~ the person who directed its removal notifies the permit holder that it may be reinstated~~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 the application before determining an application.

(4) The local government may require an applicant to give local public notice of the application.

(5) The local government may refuse to consider an application that does not comply with subclause (2).

7.2 ~~7.2~~ Decision on application for permit

(1) The local government may –

(a) approve an application for a permit unconditionally or subject to conditions; or

(b) refuse to approve an application for a permit.

(2) If the local government approves an application, it shall issue a permit in the form determined by the local government.

(3) If the local government refuses to approve an application, it shall give written notice of the refusal to the applicant.

(4) Where this local law refers to conditions which may be imposed on a permit, that reference does not limit the power of the local government to impose other conditions under subclause (1)(a).

(5) Where this local law refers to grounds on which an application may be refused, that reference does not limit the power of the local government to refuse an application under subclause (1)(b).

Division 2 - Conditions

7.3 ~~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) commencement of the permit being contingent on an event;

(d) rectification, remedying or restoration of a situation reasonably related to the application;

(e) the approval of any other application required by the local government under any written law;

(f) the area of the district to which the permit applies;

(g) the payment of a bond or deposit against damage;

(h) obtaining 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 ~~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, 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 ~~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 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 ~~7.6~~ Duration of permit

A permit is valid for one year from the date of issue, unless –

(a) otherwise stated in this local law or in the permit; or

(b) cancelled under clause 7.10.

7.7 ~~7.7~~ Renewal of permit

(1) A permit holder may apply in writing to the local government prior to expiry of a permit for its renewal.

(2) The provisions of –

(a) this Part; and

(b) any other relevant provision of this local law

apply with any necessary modifications to an application for renewal.

7.8 ~~7.8~~ Transfer of permit

(1) An application to transfer a valid permit shall –

(a) be made in writing;

(b) be subject to the payment of a transfer fee in accordance with the Shire's Schedule of Fees and Charges

(c) be signed by the permit holder and the proposed transferee;

(d) provide information required by the local government; and

(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 subject to conditions.

(3) A transfer may be effected by –

(a) 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 ~~7.9~~ Production of permit

A permit holder shall produce their permit to an authorised person immediately upon being required to do so.

7.10 ~~7.10~~ Cancellation of permit

(1) Subject to clause 8.1, a permit may be cancelled by the local government if the permit holder has not complied with-

(a) a condition of the permit; or

(b) a provision of any written law which may relate to the activity regulated by the permit.~~; or~~

(2) On the cancellation of a permit–

(a) The permit holder shall return the permit to the local government as soon as practicable; and

(b) the permit holder is 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 under clause 7.2(1); or as to whether it will renew, vary, or cancel a permit, the provisions of Division 1 of Part 9 of the Act and regulation 33 of the Regulations apply to that decision.

PART 9 MISCELLANEOUS NOTICES

~~9.1~~9.2 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 that causes, or may cause, an inconvenience, 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 the lawn or garden, requiring them to move, alter the direction of, or otherwise adjust the sprinkler or other watering equipment.

9.3 ~~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 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.

9.4 ~~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 person to repair or replace that portion of the thoroughfare to the satisfaction of the local government.

9.5 ~~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 to –

(a) the owner or the occupier of the property abutting that portion of the thoroughfare; or

(b) any other person who may be responsible for the thing being so placed,

require the relevant person to remove the thing *within the time specified in the notice.*

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 anything, 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 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.

(3) For the purpose of guidance only, before giving an infringement notice to a person in respect of a prescribed offence, an 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 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 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 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 Form 3 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

PART 11 SCHEDULE 1

PRESCRIBED OFFENCES

CLAUSE	DESCRIPTION	MODIFIED PENALTY $
2.1(a)	Plant exceeding 0.75m in height within 10m of intersection or obstructing sight distance	125
2.1(b)	Damaging a lawn or garden	125
2.1(c)	Plant (except grasses) 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	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 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

LOCAL GOVERNMENT ACT 1995
Shire of Toodyay.
Activities in Thoroughfares and Public Places and Trading Local Law 2026

CLAUSE	DESCRIPTION	MODIFIED PENALTY $
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
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

LOCAL GOVERNMENT ACT 1995
Shire of Toodyay.
Activities in Thoroughfares and Public Places and Trading Local Law 2026

CLAUSE	DESCRIPTION	MODIFIED PENALTY $
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
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

LOCAL GOVERNMENT ACT 1995

Shire of Toodyay.

Activities in Thoroughfares and Public Places and Trading Local Law 2026

CLAUSE	DESCRIPTION	MODIFIED PENALTY $
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

LOCAL GOVERNMENT ACT 1995
Shire of Toodyay.
Activities in Thoroughfares and Public Places and Trading Local Law 2026

AUTHORISATION

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 7 May 2026 to make the following local law.

Dated this …….. day of ……2026

The Common Seal of the }
Shire of Toodyay }
was affixed by authority of a }
resolution of the Council in the }
presence of: }

Cr Michael McKeown
Shire President

Mr Alan Hart
Temporary Chief Executive Officer

ATTACHMENT 1

ARIC WORK PLAN

Contents

Reporting Tiers and Oversight Framework

Reporting Tiers and Oversight Framework 2

Monthly

Operational Overview Summary 4
Reconciliation Status Report 8
Unreconciled Items Register 11
Aged Payables and Receivables Report (90+ Days, >$10,000) 14

Quarterly

Grants Register 18
Compliance Incidents Register 21
Rates Receivables Report (Aged Balances & Exceptions) 25
Corporate Risk Register (Full Version) 28
ARIC Status Report 33
CEO's Statement of Assurance 36

Annually

Annual Review of the Risk, Internal Control & Compliance Frameworks 42
Annual Audit Oversight Review (Internal + External) 45
Annual Review of the Financial Management Framework 48
Annual ARIC Self-Assessment 51
Annual ARIC Report to Council 54

ATTACHMENT 1

Reporting Tiers and Oversight Framework

The ARIC Work Plan is structured into three tiers based on risk, frequency, and assurance value. These tiers ensure ARIC maintains effective oversight while minimising administrative burden and avoiding operational encroachment.

Tier 1 — Every Meeting (High risk, high value, low incremental effort)

These are the items ARIC *must* see monthly because they directly affect financial integrity and risk exposure.

- **Operational Overview Summary**
- **Reconciliation Status Report**
- **Unreconciled Items Register**
- **Aged Payables & Receivables >90 days / >$10k**

These four items are the backbone of financial control oversight. They remain monthly. Evidence requirements are simplified; however, ARIC may request full supporting documentation where a material risk, discrepancy, or control concern is identified, consistent with Regulation 16(b).

Tier 2 — Quarterly (Medium risk, moderate assurance effort)

These are important but do not need monthly visibility.

The detailed reporting schedule is maintained as a separate document and is reviewed and updated by ARIC through formal resolution at least quarterly to ensure a continuous 12-month horizon of reporting obligations. Updates to the schedule do not require amendment to this Work Plan.

- **Grants Register**
- **Compliance Breach Register**
- **Rates Receivables Report (Aged Balances & Exceptions)**
- **Corporate Risk Register (full version)**
- **ARIC Status Report**
- **CEO's Statement of Assurance**

These reports collectively inform the CEO's quarterly Statement of Assurance.

Tier 3 — Annual (Low frequency, high governance value)

These are structural items that only need annual review.

- **Annual Review of the Risk, Internal Control & Compliance Frameworks**
- **Annual Audit Oversight Review (Internal + External)**
- **Annual Review of the Financial Management Framework**
- **Annual ARIC Self-Assessment**

- **Annual ARIC Report to Council**

These reviews draw on systems and registers maintained throughout the year. The annual reporting process consolidates this information into a governance-level assessment of effectiveness, assurance, and improvement.

ATTACHMENT 1

Operational Overview Summary

Purpose

To provide ARIC with a **concise, high-level overview** of key operational developments since the previous meeting, focusing on matters that may affect:

- risk
- internal controls
- compliance
- financial performance
- service delivery
- organisational stability

This is not a performance report — it is a **risk-relevant operational snapshot** that ensures ARIC has visibility of significant changes, incidents, or emerging risks across the organisation.

Scope

The Operational Overview Summary must cover **only material or risk-relevant developments**, specifically:

a. Key activities

Major operational work, service delivery changes, or significant organisational actions.

b. Material changes

Any change that affects risk, compliance, finances, or service delivery, including:

- staffing changes in critical roles
- system changes
- process changes
- structural changes
- major project shifts

c. Significant incidents

Any incident that may affect:

- safety
- compliance
- finances
- service delivery
- reputation
- ICT/cybersecurity

d. Emerging risks

New or escalating risks that ARIC should be aware of.

e. Organisational capacity

Any resourcing or capability constraints affecting governance, finance, risk, compliance, or service delivery.

f. External factors

Sector-wide or environmental factors impacting the Shire (e.g., legislative changes, audit requirements, funding changes).

The summary must remain concise.

Required Content

The Operational Overview Summary must include:

a. Key Activities (high-level only)

Short bullet points describing major operational work or organisational actions.

b. Material Changes

Any change that affects risk, compliance, or internal controls.

c. Significant Incidents

Only incidents with risk or compliance implications.

d. Emerging Risks

New or escalating risks, linked to the Corporate Risk Register where relevant.

e. Organisational Capacity

Any constraints affecting the ability to meet statutory or governance obligations.

f. CEO Commentary (optional but recommended)

A short statement highlighting the most important matters ARIC should note.

Evidence Requirements

To reduce workload, ARIC requires **no attachments** unless specifically requested.

The summary is a **CEO-level narrative**, supported by:

- the Corporate Risk Register
- the Compliance Incident Register
- the Grants Register
- the Reconciliation Status Report
- the Unreconciled Items Register
- the Aged Payables & Receivables Report

No additional evidence is required.

When full evidence is required

Full supporting documentation is only required when:

- a significant incident has material financial, legal, or safety implications
- a material change affects statutory compliance
- ARIC identifies a concern
- the CEO's Statement of Assurance flags an issue
- the incident relates to fraud, corruption, or cybersecurity

Otherwise, the summary remains high-level.

Reporting Format

A one-page structure:

1. Key Activities (since last meeting)
2. Material Changes
3. Significant Incidents
4. Emerging Risks
5. Organisational Capacity & Resourcing
6. CEO Commentary (optional)

This ensures consistency and keeps the summary concise and risk-focused.

Rationale for Simplification

- Ensures ARIC receives a concise, risk-relevant operational snapshot
- Avoids narrative reporting or operational detail
- Links directly to the risk, compliance, and financial control reports
- Reduces administrative burden
- Supports consistent, CEO-level reporting
- Aligns with sector practice and audit expectations

An ideal report may look like this

Reporting Period: April to June 2026

Prepared By: Chief Executive Officer

Date: 15 August 2026

1. Key Activities (since last ARIC meeting)

- Completion of the 2026-27 Budget and Long-Term Financial Plan updates.
- Progression of capital works program, including commencement of the Depot upgrade project.
- Implementation of new EDRMS workflows across Governance and Records.
- Recruitment underway for vacant Finance Officer and Governance Officer positions.

- ICT team commenced preparatory work for MFA rollout and system hardening.

2. Material Changes

- Finance team restructure implemented to strengthen reconciliation and reporting functions.
- Procurement procedures updated to include mandatory quote-evidence checklist.
- New grant management process introduced to address acquittal delays.
- Revised project management framework rolled out for capital works oversight.

3. Significant Incidents

- **Late superannuation payment** for March period identified and resolved; corrective process changes implemented.
- **Fuel card misuse incident** under review; no fraud indicators identified to date.
- **Cybersecurity alert** triggered by attempted phishing attack; blocked by existing controls.
- **Contractor delay** affecting roadworks project; revised timeline approved.

4. Emerging Risks

- Ongoing delays in MFA rollout elevate ICT risk; vendor backlog remains a constraint.
- Grant acquittal backlog indicates a potential systemic process issue requiring redesign.
- Workforce shortages in finance and governance continue to impact statutory reporting timeliness.
- Increasing contractor shortages may affect delivery of the 2026–27 capital works program.

5. Organisational Capacity & Resourcing

- Finance team operating below full capacity due to vacancies and onboarding of new staff.
- Governance team experiencing workload pressure due to policy review cycle and compliance reporting.
- ICT resourcing remains constrained, affecting cybersecurity improvement timelines.
- Community Development team managing multiple concurrent grant programs with limited staffing.

6. CEO Commentary

Overall, the organisation is stable and progressing key priorities, but **capacity constraints in finance, governance, and ICT continue to affect control effectiveness and compliance timeliness**. Cybersecurity and financial reconciliation processes remain priority focus areas for the next quarter.

ATTACHMENT 1

Reconciliation Status Report

Purpose

To provide ARIC with timely, evidence-based assurance that key financial reconciliations are completed, accurate, reviewed, and free from material discrepancies.

Scope

The following reconciliations must be reported monthly:

- Bank accounts
- GST
- Payroll
- Creditors
- Debtors
- Asset registers
- Any additional reconciliations material to the Shire's financial control environment

Required Content

Each reconciliation must include:

a. Status

- **Completed**
- **Outstanding**
- **Delayed**

b. Accuracy confirmation

A simple statement confirming whether the reconciliation balances and whether any discrepancies were identified.

c. Review confirmation

A statement confirming that the reconciliation has been reviewed by the responsible officer.

d. Exceptions

A short note identifying:

- any discrepancies,
- timing issues,
- items requiring follow-up,
- or matters ARIC should be aware of.

ATTACHMENT 1

Evidence Requirements

To reduce administrative burden, ARIC requires **only the following evidence** unless additional detail is specifically requested:

a. System-generated reconciliation summary

Shows opening balance, transactions, closing balance and reconciling items.

b. Ledger extract or summary showing the reconciled balance

Confirms alignment between the reconciliation and the general ledger.

c. Closing balance page only (not full bank statements)

Provided only where ARIC requires assurance of the closing balance used in the reconciliation.

d. Reviewer sign-off

This may be electronic (e.g., workflow approval) or a simple signature/date on the reconciliation summary.

When full evidence is required

Full supporting documentation is **not** required monthly. It is only required when:

- ARIC identifies a concern,
- a reconciliation is delayed or incomplete,
- discrepancies remain unresolved for more than one cycle,
- or the CEO's Statement of Assurance flags an issue.

This keeps the workload manageable while preserving ARIC's ability to drill down when needed.

An ideal Summary may look like this

Reconciliation Category	Status (Completed / Outstanding / Delayed)	Variance	Reviewer Sign-off	Evidence Attached	Notes / Exceptions
Bank Accounts	Completed	Nil	Yes	Summary + closing balance page	–
GST	Completed	$___	Yes	Summary only	Timing difference
Payroll	Completed / Delayed	Nil / $___	Yes / No	Summary	–
Creditors	Completed	Nil	Yes	Summary	–
Debtors	Completed	$___	Yes	Summary	Aged items noted
Asset Register	Completed / Outstanding	–	Yes / No	Summary	–
Other (specify)	Completed / Outstanding	–	Yes / No	Summary	–

ATTACHMENT 1

Statement of Accuracy

The reconciliations listed above have been completed to the best of our knowledge and reflect the balances recorded in the Shire's financial system for the reporting period. Any discrepancies or delays have been disclosed in this report.

Prepared by:

Reviewed by:

ATTACHMENT 1

Unreconciled Items Register

Purpose

To provide ARIC with clear visibility of all outstanding unreconciled items arising from the monthly reconciliations, enabling early detection of control failures, process issues, or emerging risks.

This register is the **companion report** to the Reconciliation Status Report. Where the Reconciliation Status Report confirms whether reconciliations balance, the Unreconciled Items Register explains **what does not**.

Scope

The register must include **all unreconciled items** identified in the following reconciliation categories:

- Bank accounts
- GST
- Payroll
- Creditors
- Debtors
- Asset registers
- Any other reconciliation where an unreconciled item is identified

If a reconciliation has no unreconciled items, it is simply marked "Nil".

Required Content

a. Description of the item

Short, factual description (e.g., "Unmatched creditor invoice", "Unallocated bank deposit", "Rates suspense item").

b. Amount

Dollar value of the unreconciled item.

c. Age

How long the item has been outstanding (e.g., "30 days", "90 days", "6 months").

d. Root cause (simple classification)

Choose from a short list to reduce workload:

- Timing difference
- Data entry error
- System issue
- Process failure

- Missing documentation
- Pending investigation
- Other (specify)

e. Responsible officer

Role title only (not names).

f. Corrective action underway

One sentence.

g. Expected resolution date

A realistic date or "Next reporting period".

Evidence Requirements

To reduce administrative burden, ARIC requires **only the following evidence** unless additional detail is requested:

- A **system screenshot or extract** showing the unreconciled item (e.g., suspense account listing, aged debtor/creditor detail, bank reconciliation exception list).
- A **brief note** confirming the item appears in the reconciliation summary.

No supporting invoices, statements, or transaction histories are required monthly.

When full evidence is required

Full supporting documentation is only required when:

- an unreconciled item is older than 60 days,
- the amount is material (e.g., >$10,000),
- the item appears three cycles in a row,
- ARIC identifies a concern,
- or the CEO's Statement of Assurance flags an issue.

This ensures ARIC can drill down when needed **without** overwhelming the administration every month.

Rationale for Simplification

- Reduces administrative workload while maintaining transparency
- Links directly to the Reconciliation Status Report
- Focuses on exceptions, not full transaction detail
- Ensures ARIC sees ageing, root causes, and corrective actions
- Allows deeper review only when warranted
- Aligns with sector practice and audit expectations
- Supports early detection of systemic issues

ATTACHMENT 1

An ideal Summary may look like this

Category	Description of Item	Amount	Age	Root Cause	Responsible Officer	Corrective Action	Expected Resolution
Bank	Unallocated EFT deposit (no remittance received)	$1,245.60	30 days	Timing difference	Finance Officer	Supplier contacted; awaiting remittance advice	Next reporting period
Bank	Duplicate bank feed entry	$980.00	30 days	System issue	Finance Officer	Manual reversal to be processed	20-Jun
GST	GST on late supplier invoice not included in prior BAS	$312.50	2 months	Timing difference	Accounts Payable	Will be captured in next BAS	Next BAS
Creditors	Supplier invoice in dispute (incorrect quantity)	$3,450.00	2 months	Dispute / investigation	Accounts Payable	Supplier reviewing claim	30-Jun
Debtors	Overdue invoice – community hire	$12,000.00	4 months	Pending investigation	Finance Manager	Reminder issued; escalation to legal if unpaid	30-Jul
Payroll	Unreconciled payroll clearing item	$450.00	30 days	Data entry error	Payroll Officer	Adjustment to be processed	Next reporting period
Assets	Asset addition awaiting supporting documentation	$25,000.00	3 months	Missing documentation	Asset Accountant	Request sent to Works; awaiting confirmation	15-Jul

ATTACHMENT 1

Aged Payables and Receivables Report (90+ Days, >$10,000)

Purpose

To provide ARIC with clear visibility of **material aged balances** that may indicate weaknesses in financial controls, process delays, compliance risks, or emerging financial stress.

This report is the **third pillar** of the financial controls suite:

- **Reconciliation Status Report** → confirms reconciliations are completed
- **Unreconciled Items Register** → explains what is not reconciled
- **Aged Payables & Receivables Report** → highlights long-aged balances that may signal deeper issues

All three reports work together to give ARIC a complete picture of financial control health.

Scope

The report must include **all payables and receivables,** from **all systems** aged over 90 days **and** exceeding $10,000, across the following categories:

- Debtors including sundry debtors
- Creditors including sundry creditors
- GST payable / receivable
- Superannuation payable
- PAYG withholding payable
- Accrued expenses
- Accrued income
- Any other asset or liability where ageing is relevant

If a category has no items meeting the threshold, it is marked "Nil".

This threshold keeps the report focused on **material** items and reduces unnecessary workload.

Required Content

For each aged item, include:

a. Description of the item

Short, factual description (e.g., "Outstanding debtor – commercial lease", "Unpaid superannuation for March period").

b. Amount

Dollar value of the aged balance.

c. Age

How long the item has been outstanding (e.g., "100 days", "4 months").

d. Reason for delay

Simple classification:

- Timing issue
- Dispute
- System issue
- Process delay
- Missing documentation
- Pending investigation
- Compliance issue
- Other (specify)

e. Corrective action underway

One sentence.

f. Expected resolution date

A realistic date or "Next reporting period".

Evidence Requirements

To reduce administrative burden, ARIC requires **only the following evidence** unless additional detail is requested:

- **Aged debtor report** filtered to >90 days and >$10,000
- **Aged rates report** filtered to >90 days and >$10,000
- **Aged creditor report** filtered to >90 days and >$10,000
- **Liability ageing extract** (GST, PAYG, super, accruals) showing items >90 days and >$10,000

No invoices, statements, or transaction histories are required monthly.

When full evidence is required

Full supporting documentation is only required when:

- an aged item is older than 180 days,
- the amount is material (e.g., >$50,000),
- the item appears three cycles in a row,
- ARIC identifies a concern,
- or the CEO's Statement of Assurance flags an issue.

This ensures ARIC can drill down when needed **without** overwhelming staff every month.

ATTACHMENT 1

Rationale for Simplification

- Focuses on material aged balances only
- Reduces administrative workload significantly
- Links directly to reconciliations and unreconciled items
- Ensures ARIC sees emerging risks early
- Allows deeper review only when warranted
- Aligns with audit expectations and sector practice
- Supports sustainable monthly reporting

An ideal Summary may look like this

Category	Description	Amount	Age	Reason for Delay	Corrective Action	Expected Resolution
Debtors	Commercial lease invoice	$45,000	120 days	Dispute	Legal review underway; tenant claims incorrect CPI adjustment	30-Jul
Debtors	Community organisation grant acquittal repayment	$18,750	150 days	Pending investigation	Follow-up letter issued; awaiting response	15-Jul
Creditors	Contractor invoice – roadworks variation	$18,500	95 days	Pending approval	Variation being validated by Works	20-Jun
GST Payable	Prior period adjustment (ATO query)	$12,300	3 months	Timing issue	To be included in next BAS	Next BAS
Superannuation Payable	March period unpaid	$11,000	3 months	Process delay	Payroll correction in progress	15-Jun
Accrued Income	Grant milestone claim not yet submitted	$25,000	4 months	Process delay	Documentation being finalised for submission	30-Jun

Categories with No Aged Items (>90 days & >$10,000)

- **Creditors (other)**: Nil
- **PAYG Withholding**: Nil
- **Accrued Expenses**: Nil
- **GST Receivable**: Nil

Exceptions & Issues Requiring Attention

- The **$45,000 commercial lease debtor** is now four months overdue and subject to legal review. This may require escalation if unresolved by 30 July.
- The **grant acquittal repayment** ($18,750) has been outstanding for 150 days; this may indicate a breakdown in grant acquittal follow-up processes.
- The **superannuation payable** item is a compliance risk if not resolved promptly; payroll process review may be required.

- The **accrued income item** ($25,000) suggests delays in grant milestone documentation; this may impact cashflow and compliance.

ATTACHMENT 1

Grants Register

Purpose

To provide ARIC with clear visibility of all active grants, including financial status, acquittal obligations, outstanding receipts, and compliance deadlines. The aim is to ensure ARIC can identify:

- overdue acquittals
- unclaimed revenue
- upcoming deadlines
- emerging compliance risks
- delays or process failures

This report is the **compliance pillar** of the ARIC reporting suite.

Scope

The Grants Register must include **all active grants**, defined as any grant where:

- funds have been approved, received, or partially received
- acquittals are outstanding
- reporting obligations are pending
- milestones are incomplete
- expenditure is ongoing

The register must show:

- Total grant amount
- Amount received to date
- Amount outstanding
- Acquittal due dates
- Reporting obligations
- Milestone status

Closed grants (fully acquitted and finalised) are not included unless ARIC requests a historical review.

Required Content

a. Grant name & funding body

Short, clear identification.

b. Total grant amount

Approved funding amount.

c. Amount received to date

Funds actually received.

d. Amount outstanding

Funds not yet received (if applicable).

e. Acquittal status

- Completed
- Outstanding
- Overdue
- Not yet due

f. Key compliance obligations

Short summary of reporting or milestone requirements.

g. Next due date

The next reporting or acquittal deadline.

h. Risk/issue flag (simple classification)

- On track
- At risk
- Overdue
- Pending clarification

i. Notes

One sentence explaining delays, issues, or dependencies.

Evidence Requirements

To reduce workload, ARIC requires **only the following evidence** unless additional detail is requested:

- **Grant summary extract** from the Shire's grant tracking system or spreadsheet
- **Copy of the most recent milestone or acquittal confirmation** (if completed)
- **Financial summary** showing receipts vs expenditure (high-level only)

No full grant agreements, milestone reports, or correspondence are required monthly.

When full evidence is required

Full supporting documentation is only required when:

- a grant acquittal is **overdue**,
- a grant has **unclaimed revenue** older than 90 days,
- a grant is flagged **"at risk"** for two consecutive cycles,
- ARIC identifies a concern,
- or the CEO's Statement of Assurance flags a compliance issue.

This ensures ARIC can drill down when needed **without** overwhelming the administration.

Rationale for Simplification

- Reduces administrative burden while maintaining compliance visibility
- Focuses on **active grants only**
- Highlights deadlines, risks, and outstanding obligations
- Links directly to financial controls and audit expectations
- Ensures ARIC receives timely, structured oversight
- Allows deeper review only when warranted
- Supports sustainable quarterly reporting

An ideal Summary may look like this

Grant	Funding Body	Total Amount	Received	Outstanding	Acquittal Status	Next Due Date	Risk Flag	Notes
Road Safety Improvement Program	Main Roads WA	$250,000	$200,000	$50,000	Not yet due	30-Aug-26	On track	Milestone 2 documentation being finalised; no issues identified
Community Infrastructure Grant	DLGSC	$120,000	$120,000	$0	Overdue	15-May-26	Overdue	Acquittal delayed due to staff turnover; draft now 80% complete
Bushfire Mitigation Activity Fund (BMAF)	DFES	$90,000	$45,000	$45,000	Outstanding	30-Jun-26	At risk	Evidence for milestone 1 incomplete; awaiting contractor reports
Regional Economic Development (RED) Grant	DPIRD	$150,000	$150,000	$0	Completed	1-Mar-26	On track	Final acquittal submitted; awaiting confirmation
Tourism Activation Grant	Tourism WA	$75,000	$50,000	$25,000	Not yet due	30-Sep-26	On track	Expenditure tracking in place; milestone 1 due next quarter

Exceptions & Issues Requiring Attention

- **Community Infrastructure Grant (DLGSC)** - acquittal overdue by one month; staffing constraints contributed to delay. Draft now nearing completion.
- **BMAF (DFES)** - milestone evidence incomplete due to contractor delays; may require escalation if not resolved by 30 June.

ATTACHMENT 1

Compliance Incidents Register

Purpose

To provide ARIC with structured visibility of all **suspected or confirmed compliance breaches**, including:

- legislative breaches
- regulatory breaches
- policy or procedure breaches
- contractual non-compliance
- systemic or repeated failures
- matters under investigation

The purpose is to ensure ARIC can identify:

- emerging compliance risks
- repeated control failures
- delays in investigations
- gaps in internal controls
- areas requiring escalation or assurance activity

This report is the **compliance and integrity pillar** of the ARIC reporting suite.

Scope

The register must include **all compliance breaches**, defined as:

a. Suspected breaches

Where a concern has been raised but not yet assessed.

b. Confirmed breaches

Where investigation has verified non-compliance.

c. Systemic issues

Where repeated breaches indicate a control or process failure.

d. Breaches of:

- Legislation
- Regulations
- Local laws
- Policies
- Procedures
- Contractual obligations
- Statutory deadlines (e.g., superannuation, BAS, acquittals)

Minor, low-risk administrative errors that are corrected immediately and have no compliance impact do not need to be included unless they become repeated.

Required Content

For each breach (suspected or confirmed), include:

a. Description of the breach

Short, factual summary (e.g., "Late superannuation payment", "Procurement non-compliance", "Unapproved expenditure").

b. Category

- Legislative
- Regulatory
- Policy
- Procedure
- Contractual
- Other (specify)

c. Status

- Suspected
- Under investigation
- Confirmed
- Closed

d. Date identified

When the issue was first detected.

e. Root cause (simple classification)

- Human error
- System issue
- Process failure
- Training gap
- Misinterpretation of requirements
- Other (specify)

f. Responsible officer

Role title only (not names).

g. Corrective action underway

One sentence.

h. Implementation status

- Not started

- In progress
- Completed
- Delayed

i. Expected resolution date

A realistic date or "Next reporting period".

Evidence Requirements

To reduce administrative burden, ARIC requires **only the following evidence** unless additional detail is requested:

- **Short investigation note** (1–2 sentences)
- **Extract or screenshot** showing the breach (e.g., overdue statutory return, procurement record, system log)
- **Confirmation of corrective action** (e.g., email, workflow approval, updated procedure)

No full investigation reports or supporting documents are required quarterly.

When full evidence is required

Full supporting documentation is only required when:

- a breach is **material**,
- a breach is **repeated**,
- a breach has **financial or legal consequences**,
- a breach remains **unresolved for more than two cycles**,
- ARIC identifies a concern,
- or the CEO's Statement of Assurance flags a compliance issue.

This ensures ARIC can drill down when needed **without** overwhelming staff.

Rationale for Simplification

- Reduces administrative burden while maintaining transparency
- Focuses on **material and systemic** compliance issues
- Ensures ARIC sees emerging risks early
- Links directly to the CEO's Statement of Assurance
- Allows deeper review only when warranted
- Aligns with sector practice and audit expectations
- Supports sustainable quarterly reporting

ATTACHMENT 1

An ideal Summary may look like this

Description of Breach	Category	Status	Date Identified	Root Cause	Responsible Officer	Corrective Action	Implementation Status	Expected Resolution
Late superannuation payment – March period	Legislative	Confirmed	12-Apr-26	Process failure	Payroll Officer	Payroll calendar updated; payment processed	Completed	–
Procurement non-compliance – insufficient quotes for $18k purchase	Policy	Under investigation	5-May-26	Training gap	Governance	Staff retraining scheduled; procurement checklist updated	In progress	30-Jun
Unapproved expenditure – fuel card used without delegation	Procedure	Suspected	20-Apr-26	Human error	Finance Manager	Reviewing transaction logs; staff reminded of approval requirements	In progress	15-Jun
Missed grant acquittal deadline – Community Infrastructure Grant	Contractual	Confirmed	1-May-26	Process failure	Community Development	Acquittal drafted; awaiting approval	Delayed	30-Jun
Failure to complete required safety inspection – Depot	Regulatory	Confirmed	18-Mar-26	System issue	Works Supervisor	Inspection rescheduled; system reminder settings corrected	Completed	–
Incorrect rates notice issued – wrong UV applied	Procedure	Under investigation	10-May-26	Data entry error	Rates Officer	Reissue notice; review data entry controls	In progress	25-Jun

Exceptions & Issues Requiring Attention

- **Procurement non-compliance** appears to be recurring; ARIC may consider requesting a targeted assurance review if further cases arise.
- **Grant acquittal delay** is now impacting the Grants Register and may indicate a broader process weakness.
- **Fuel card misuse** may require a review of card controls if repeated.
- **Rates data entry error** suggests a need for improved verification steps before issuing notices.

ATTACHMENT 1

Rates Receivables Report (Aged Balances & Exceptions)

Purpose

To provide ARIC with visibility of aged rates receivables, noting that rates are governed by a separate statutory recovery framework under the *Local Government Act 1995* and are managed in a dedicated system.

The purpose of this report is oversight only - not operational review of recovery processes.

This report is the statutory revenue and recoverability pillar of the ARIC reporting suite.

Scope

The report includes all outstanding rates receivables recorded in the Shire's financial system, showing:

- Opening arrears from the previous year
- Annual levies raised
- Collections to date
- Gross and net rates collectable
- Percentage collected
- Aged breakdown by year (current, 1 year, 2 years, 3 years plus)
- Recovery status (high-level only)

Closed or fully recovered assessments are not included unless ARIC requests a historical review.

Required Content

a. Summary of Rates Receivable

- Opening arrears (previous year)
- Levied this year
- Collections to date
- Gross rates collectable
- Net rates collectable
- Percentage collected

b. Aged Breakdown

The report must include a simple aged summary of all outstanding rates receivables, showing:

- **Current (0–30 days)** – recently issued rates not yet overdue
- **1 Year** – prior-year arrears under reminder or payment arrangement
- **2 Years** – older arrears under recovery process
- **3 Years plus** – balances eligible for statutory recovery under s.6.64 of the *Local Government Act 1995*

- Total aged balance and percentage collected

c. Trend Analysis

- System-generated graph showing monthly collection trend

d. Recovery Status Overview

- Number of assessments in payment arrangement
- Number in final notice stage
- Number eligible for s.6.64 recovery
- Any legal actions commenced

e. Exceptions

Only include if:

- A system error or batch failure affects collections
- A material anomaly is identified
- A statutory deadline is missed

Evidence Requirements

To minimise administrative burden, ARIC requires only:

- System-generated Rates Receivable summary (as shown in the monthly financial report)
- Aged breakdown extract
- Collection trend graph

No individual notices, correspondence, or transaction histories are required unless ARIC specifically requests them.

When full evidence is required

Only when:

- A material anomaly or systemic failure is identified
- ARIC identifies a concern
- The CEO's Statement of Assurance flags an issue

Rationale for Separate and Simplified Reporting

- Rates are managed in a separate statutory system.
- Recovery is governed by a legislated process (including s.6.64 of the *Local Government Act 1995*).
- Risk is lower due to statutory recourse after three years and the structured recovery pathway prescribed by legislation.
- Operational workload is reduced by separating rates from the financial control suite.
- Uses existing system outputs already produced for Council, avoiding duplication of operational reporting.

- Provides governance-level visibility of statutory revenue recovery without requiring detailed transactional evidence.
- Maintains alignment with audit and sector practice.
- Supports sustainable quarterly reporting and efficient oversight.

An ideal Report may look like this

Reporting Period: Quarter Ended 30 September 2026

Prepared By: Rates Coordinator

Date: 15 October 2026

Summary of Rates Receivable

Category	30 June 2025	30 April 2026	% Collected
Opening arrears previous year	$1,200,508	$1,138,409	—
Levied this year	$8,047,483	$8,274,005	—
Collections to date	-$8,109,582	-$8,105,147	—
Net rates collectable	$1,138,409	$1,307,267	86.1 %

Aged Breakdown

Age	Amount ($)	Notes
Current	618,088	Current year rates
1 Year	229,041	Reminder notices issued
2 Years	88,479	Payment arrangements in place
3 Years plus	371,659	Eligible for s.6.64 recovery
Total	**1,307,267**	—

Recovery Status Overview

- 42 assessments under payment arrangement
- 18 assessments in final notice stage
- 7 assessments eligible for s.6.64 recovery
- No legal actions commenced this quarter

Exceptions & Issues Requiring Attention

- No system errors or anomalies identified.
- Three assessments moved into the 3-year category; all are being prepared for s.6.64 review.
- One payment arrangement has lapsed and will be escalated next quarter.

ATTACHMENT 1

Corporate Risk Register (Full Version)

Purpose

To provide ARIC with full visibility of the Shire's **strategic, operational, financial, compliance, ICT, and project risks**, including:

- inherent and residual risk ratings
- control effectiveness
- treatment plans and progress
- overdue or stalled actions
- emerging risks
- systemic control failures

The purpose is to ensure ARIC can:

- monitor the organisation's risk profile
- identify deteriorating risks
- detect stalled or unfunded treatments
- assess whether controls are functioning
- escalate systemic issues
- provide informed advice to Council

This report is the **core assurance mechanism** for ARIC under Regulation 16.

Scope

The Corporate Risk Register must include **all active risks** recorded in the Shire's risk management system, across:

- Strategic risks
- Operational risks
- Financial risks
- Compliance risks
- ICT & cyber risks
- Project risks
- Fraud & corruption risks

Each risk must show:

- inherent risk rating
- residual risk rating
- control effectiveness
- treatment plan status
- risk owner
- due dates

Closed risks are not included unless ARIC requests a historical review.

Required Content

For each risk, include:

a. Risk title & description

Short, clear, and aligned to the risk system.

b. Risk category

Strategic / Operational / Financial / Compliance / ICT / Project / Fraud.

c. Inherent risk rating

Before controls.

d. Residual risk rating

After controls.

e. Control effectiveness

- Effective
- Partially effective
- Ineffective

f. Treatment plan status

- On track
- Delayed
- Overdue
- Not started

g. Due date for treatments

Realistic and current.

h. Risk owner

Role title only.

i. Notes

One sentence explaining delays, issues, or dependencies.

Evidence Requirements

To reduce workload, ARIC requires **only the following evidence** unless additional detail is requested:

- **Extract of the full Corporate Risk Register** from the risk system
- **Treatment plan summary** showing status and due dates
- **Control effectiveness ratings** as recorded in the system

No full risk assessments, control testing reports, or treatment documentation are required quarterly.

When full evidence is required

Full supporting documentation is only required when:

- a risk is **high or extreme**,
- a treatment is **overdue by more than one quarter**,
- a risk appears **three cycles in a row with no progress**,
- ARIC identifies a concern,
- or the CEO's Statement of Assurance flags a risk management issue.

This ensures ARIC can drill down when needed **without** overwhelming staff.

Rationale for Simplification

- Reduces administrative burden while maintaining full visibility
- Focuses on **risk ratings, control effectiveness, and treatment progress**
- Ensures ARIC sees deteriorating or stalled risks early
- Links directly to the CEO's Statement of Assurance
- Allows deeper review only when warranted
- Aligns with sector practice and audit expectations
- Supports sustainable quarterly reporting

ATTACHMENT 1

An ideal Summary may look like this

Risk	Category	Inherent Rating	Residual Rating	Control Effectiveness	Treatment Status	Due Date	Risk Owner	Notes
Cybersecurity breach (malware, phishing, data loss)	ICT	Extreme	High	Partially effective	Delayed	30-Aug-26	ICT Manager	MFA rollout delayed due to vendor backlog; interim controls in place
Unreconciled financial items / control failures	Financial	High	Medium	Ineffective	Overdue	15-Jul-26	Finance Manager	Long-standing items require escalation; process review underway
Workforce shortages impacting service delivery	Operational	High	Medium	Partially effective	On track	30-Sep-26	HR Manager	Recruitment underway; retention strategy in development
Procurement non-compliance (insufficient quotes, documentation gaps)	Compliance	Medium	Medium	Partially effective	In progress	30-Jun-26	Governance	Training program being implemented; updated procurement checklist
Aging infrastructure – asset failure risk	Strategic	High	Medium	Partially effective	On track	30-Dec-26	Works Manager	Asset condition assessments underway; funding constraints noted
Grant acquittal delays – risk of funding clawback	Compliance / Financial	Medium	Medium	Ineffective	Overdue	30-Jun-26	Community Development	Acquittal backlog being cleared; process redesign required
Fraud risk – inadequate segregation of duties	Fraud & Corruption	High	Medium	Partially effective	In progress	31-Jul-26	Finance Manager	Segregation improvements planned; system permissions under review
Project delivery delays – capital works program	Project	Medium	Medium	Partially effective	On track	30-Sep-26	Works Manager	Contractor availability improving; revised schedule approved

Exceptions & Issues Requiring Attention

- **Cybersecurity risk** remains high due to delays in MFA rollout; ARIC may consider requesting an ICT assurance review if delays continue.

- **Unreconciled financial items** link directly to the Unreconciled Items Register and remain a material control weakness.
- **Grant acquittal delays** appear in both the Grants Register and Compliance Breach Register, indicating a systemic process issue.
- **Fraud risk** requires monitoring until segregation improvements are fully implemented.

ATTACHMENT 1

ARIC Status Report

Purpose

To provide ARIC with a structured, transparent record of all ARIC resolutions, recommendations, and requests for action, and to track the status of CEO responses, implementation progress, and supporting evidence.

This report ensures ARIC can verify that its resolutions are actioned in accordance with Regulation 16 and the ARIC Charter.

This report is the governance accountability pillar of the ARIC reporting suite.

Scope

The ARIC Status Report must include:

- All ARIC resolutions requiring CEO action
- All ARIC recommendations to the CEO or Administration
- All ARIC requests for information, reports, or follow-up
- Any items referred to Council arising from ARIC
- Any items awaiting external response (e.g., OAG, auditors, regulators)
- Any items closed since the previous quarter

Items remain on the Status Report until formally closed by ARIC.

Required Content

a. ARIC Resolution Number

The unique resolution number from ARIC minutes.

b. Meeting Date

The date the resolution or recommendation was made.

c. ARIC Request / Recommendation

A short, factual description of what ARIC requested.

d. CEO Action Required

The specific action required to address the ARIC item.

e. Responsible Officer

Role title only (not names).

f. Target Date

The date by which the action is expected to be completed.

g. Status

Simple classification:

- Completed
- In progress
- Delayed
- Awaiting external response
- Not started

h. Progress Update

A concise update describing progress since the last report.

i. Evidence

Reference to supporting documentation (e.g., CM reference, Council resolution, audit correspondence).

j. Closure Criteria

What must occur for ARIC to close the item.

k. Date Closed

Completed by ARIC when the item is formally closed.

Evidence Requirements

To reduce administrative burden, ARIC requires only:

- A short progress update
- A reference to supporting evidence (CM reference, Council resolution, audit letter)
- A copy of the evidence only when ARIC specifically requests it

No full reports, email chains, or operational documents are required unless ARIC identifies a concern.

When Full Evidence Is Required

Full supporting documentation is only required when:

- ARIC identifies a concern
- A target date has been missed
- An item remains open for more than two cycles
- The CEO's Statement of Assurance flags an issue
- The matter relates to audit findings, compliance breaches, or financial control failures

This ensures ARIC can drill down when necessary without overwhelming the administration.

ATTACHMENT 1

Rationale for Simplification

- Ensures ARIC has a clear, auditable record of all resolutions and actions
- Provides transparency and accountability without excessive reporting burden
- Focuses on progress, evidence, and closure criteria
- Aligns with Regulation 16 and the ARIC Charter
- Supports consistent quarterly reporting
- Allows deeper review only when warranted
- Avoids narrative or operational detail

An Ideal ARIC Status Report may look like this

ARIC Item No.	Meeting Date	ARIC Request / Recommendation	CEO Action Required	Responsible Officer	Target Date	Status	Progress Update	Evidence	Closure Criteria	Date Closed	Notes (Overdue /
ARIC004/12/25	4-Dec-25	CEO to investigate ATO debt write-off and report back to ARIC	Obtain ATO response, external advice and prepare report	EM Corporate & Community Services	12-Feb-26	Awaiting external response	ATO response pending; interim report to Council 18/12/25	OCM241/12/25	ATO communications & external advice communication + report to ARIC		Awaiting ATO response
ARIC006/02/26	4-Dec-25	ARIC receives revised Governance Framework	Publish framework and ensure staff	Governance Coordinator	28-Feb-26	Completed	Framework published on website	CM Ref: D26/xxxx	Publication confirmed	11-May-26	
ARIC012/05/26	11-May-26	Revised Procurement Policy to be presented to Council	Prepare policy and submit to OCM	Governance Coordinator	30-Jun-26	Pending Council decision	Draft completed; awaiting inclusion in agenda		Council adoption		Expected July OCM
ARIC015/05/26	11-May-26	ARIC requests update on cyber security uplift	Provide quarterly cyber security progress update	ICT Manager	30-Jun-26	In progress	MFA rollout delayed due to vendor backlog		Updated timeline provided		
ARIC017/05/26	11-May-26	ARIC requests reconciliation process review	Review reconciliation workflow and	Finance Manager	31-Jul-26	Not started	Scheduled for July		Report provided to ARIC		
ARIC020/02/26	12-Feb-26	ARIC requests update on overdue grant acquittals	Provide status update and evidence of	Community Development Coordinator	30-Apr-26	Completed	All acquittals submitted	ARIC060/05/26	Confirmation received	15-May-26	

ATTACHMENT 1

CEO's Statement of Assurance

Purpose

To provide ARIC with a **formal, written, executive-level attestation** on the effectiveness of the Shire's:

- financial controls
- risk management systems
- compliance processes
- internal control environment
- governance and resourcing capacity

The purpose is to ensure ARIC receives a **clear, attributable, auditable** statement directly from the CEO, enabling ARIC to:

- understand the CEO's level of confidence in organisational controls
- identify areas where controls are not operating effectively
- detect emerging risks or systemic issues
- understand resourcing or capability constraints
- assess whether issues are being escalated appropriately

This is a **core statutory requirement** under strengthened ARIC obligations from 1 January 2026.

Scope

The CEO's Statement of Assurance must address the following areas:

a. Financial Controls

- Whether key financial controls are operating effectively
- Any known weaknesses, failures, or exceptions
- Any material issues arising from reconciliations, unreconciled items, or aged balances

b. Risk Management

- Whether the risk management framework is functioning
- Any deteriorating or high-risk items
- Any overdue or stalled treatment plans

c. Compliance

- Whether compliance obligations are being met
- Any significant or systemic breaches
- Any areas requiring escalation

d. Internal Controls

- Whether internal controls are designed and operating effectively
- Any known control failures or gaps

- Any areas requiring improvement

e. Resourcing & Capability Constraints

- Any limitations affecting governance, finance, risk, or compliance functions
- Any impacts on the organisation's ability to meet statutory obligations

f. Emerging Issues

- Any new or emerging risks the CEO believes ARIC should be aware of

This ensures ARIC receives a **complete and honest assessment** of the organisation's control environment.

Required Content

The CEO's Statement must include:

a. A clear statement of assurance

Confirming whether financial controls, risk systems, and compliance processes are operating effectively.

b. Identification of exceptions

Any areas where controls are **not** operating effectively, including:

- financial control failures
- compliance breaches
- risk treatment delays
- internal control weaknesses

c. Key concerns or emerging issues

Short, factual statements.

d. Resourcing or capability constraints

Any constraints affecting:

- finance
- governance
- risk
- compliance
- internal audit
- project delivery

e. Actions underway

A brief summary of corrective or improvement actions.

f. CEO signature and date

This ensures the statement is attributable and auditable.

Evidence Requirements

To reduce workload, ARIC requires **only the following evidence** unless additional detail is requested:

- The **written CEO Statement of Assurance** (1–2 pages)
- A **summary reference** to supporting reports already provided to ARIC, such as:
    - Reconciliation Status Report
    - Unreconciled Items Register
    - Aged Payables & Receivables Report
    - Grants Register
    - Compliance Breach Register
    - Corporate Risk Register

No additional attachments or documentation are required.

The CEO should not reproduce detail already provided in other reports - the statement should synthesise, not duplicate.

When full evidence is required

Full supporting documentation is only required when:

- the CEO identifies a **material control failure**,
- a risk is **high or extreme**,
- a compliance breach has **legal or financial consequences**,
- ARIC identifies a concern,
- or the CEO's statement contradicts information in other reports.

This ensures ARIC can drill down when needed **without** overwhelming the administration.

Reporting Format

The CEO's Statement should follow a simple structure:

1. Overall Assurance Statement
2. Financial Controls – Effectiveness & Exceptions
3. Risk Management – Key Risks & Treatment Status
4. Compliance – Breaches & System Performance
5. Internal Controls – Effectiveness & Gaps
6. Resourcing & Capability Constraints
7. Emerging Issues
8. CEO Signature & Date

This ensures consistency and clarity across quarters.

ATTACHMENT 1

Rationale for Simplification

- Reduces administrative burden while maintaining executive accountability
- Ensures ARIC receives a **clear, high-level, honest assessment**
- Avoids duplication of detail already provided in other reports
- Links directly to the financial controls, compliance, and risk reporting suite
- Supports sustainable quarterly reporting
- Aligns with public-sector practice and audit expectations

An ideal CEO's Statement of Assurance may look like this

Reporting Period: April to June 2026

Prepared By: Chief Executive Officer

Date: 15 August 2026

1. Overall Assurance Statement

Based on the information available to me for the reporting period, including the financial controls reports, Corporate Risk Register, Compliance Breach Register, Grants Register, and internal management reporting, **I provide the following assurance to the Audit, Risk and Improvement Committee (ARIC):**

- Key financial controls, risk management systems, and compliance processes are **partially effective**.
- Several areas require improvement, particularly in financial reconciliations, grant acquittal timeliness, and procurement compliance.
- No material misstatements or integrity concerns have been identified that would compromise the Shire's financial position.
- Resourcing constraints continue to impact the timeliness and quality of governance, finance, and compliance functions.

2. Financial Controls - Effectiveness & Exceptions

Overall assessment: ***Partially effective***

Key observations:

- Monthly reconciliations are being completed, but **unreconciled items remain outstanding across multiple cycles**, indicating control weaknesses.
- Aged debtors include two items over 120 days, one of which is subject to legal review.
- Aged creditors include one variation invoice pending approval for more than 90 days.
- Payroll controls have improved, but a **late superannuation payment** occurred this quarter (now resolved).

Conclusion:

Financial controls are improving but **not yet operating at the level expected** for a fully effective control environment.

3. Risk Management - Key Risks & Treatment Status

Overall assessment: *Partially effective*

Key observations:

- The Corporate Risk Register is current and reflects the organisation's risk profile.
- Two high-rated risks require attention:
    - **Cybersecurity risk** - MFA rollout delayed due to vendor backlog.
    - **Unreconciled financial items** - treatment overdue; process redesign underway.
- Treatment plans for workforce shortages and procurement compliance are progressing.

Conclusion:

Risk management processes are functioning, but **several high-risk items require accelerated treatment**.

4. Compliance - Breaches & System Performance

Overall assessment: *Partially effective*

Key observations:

- One **overdue grant acquittal** remains outstanding but is nearing completion.
- Procurement non-compliance (insufficient quotes) is under investigation; training is being implemented.
- A fuel card misuse incident is being reviewed; no fraud indicators identified.
- No legislative breaches with material financial or legal consequences were identified this quarter.

Conclusion:

Compliance processes are generally sound, but **systemic issues in procurement and grant acquittals require continued monitoring**.

5. Internal Controls - Effectiveness & Gaps

Overall assessment: *Partially effective*

Key observations:

- Internal controls are in place but not consistently applied across all business units.
- Segregation of duties in finance requires improvement; system permissions review underway.
- Recordkeeping compliance has improved following EDRMS workflow updates.

Conclusion:

Internal controls are **adequate but require strengthening** in finance and procurement.

6. Resourcing & Capability Constraints

The following constraints are impacting the organisation's ability to meet statutory and governance obligations:

- Ongoing vacancies in finance and governance roles.
- Limited capacity for internal review and quality assurance.
- Competing operational priorities affecting grant acquittal timeliness.
- ICT resourcing constraints affecting cybersecurity improvements.

These constraints are being addressed through recruitment, process redesign, and prioritisation of high-risk areas.

7. Emerging Issues

- Increasing cyber threats across the sector may elevate ICT risk if MFA rollout delays continue.
- Contractor availability may impact delivery of the capital works program.
- Grant acquittal delays may indicate a broader process gap requiring redesign.

8. CEO Signature

_____

Chief Executive Officer

15 August 2026

ATTACHMENT 1

Annual Review of the Risk, Internal Control & Compliance Frameworks

Purpose

To enable ARIC to meet its Charter obligation to review the **appropriateness and effectiveness** of the Shire's systems for:

- **risk management**
- **internal control**
- **legislative compliance**

This combined review provides a single, consolidated assessment of the Shire's core governance frameworks and identifies any systemic issues or improvements required.

Charter reference: ARIC must *"review the appropriateness and effectiveness of the Shire's systems for risk management, internal control and legislative compliance"*

Scope

The combined annual review covers the full **Risk, Internal Control and Compliance Frameworks**, including:

- governance structures and roles
- policies, procedures and control design
- risk identification, assessment and monitoring
- compliance monitoring and breach management
- internal control operation and effectiveness
- systemic issues and recurring weaknesses
- CEO's Regulation 17 and assurance reporting

This is a **framework-level review**, not a review of individual risks, controls or breaches.

Required Content

The combined annual review must include:

a. CEO Annual Framework Summary

A short overview of:

- key risks and control issues
- compliance performance
- systemic weaknesses
- improvements underway
- resourcing constraints

b. Consolidated Assurance Inputs

Drawn from existing reports:

- Corporate Risk Register
- Compliance Breach Register
- Reconciliation Status Report
- Unreconciled Items Register
- Aged Payables & Receivables
- Audit recommendations
- CEO quarterly assurance statements
- any Regulation 17 findings

c. ARIC Assessment

ARIC must conclude whether the combined frameworks are:

- **Effective**,
- **Partially effective**, or
- **Ineffective**.

d. Recommendations to Council

Only if improvements, resourcing changes or governance adjustments are required.

Evidence Requirements

No new documents required.

The review relies on:

- CEO's annual summary
- existing quarterly reports
- audit findings
- ARIC's oversight throughout the year

Additional evidence only if ARIC requests it.

When Full Evidence is Required

Only when:

- a material risk, control or compliance failure is identified
- systemic issues persist
- the CEO's assurance contradicts other reports
- audit findings indicate significant weaknesses

Reporting Format

1. CEO Annual Framework Summary
2. Consolidated Assurance Inputs
3. Systemic Issues

4. Improvements Underway
5. ARIC Assessment
6. Recommendations to Council
7. Inclusion in ARIC Annual Report

Rationale

- Combines three overlapping annual reviews into one
- Reduces administrative burden while maintaining full Charter compliance
- Provides Council with a single, integrated view of governance effectiveness
- Supports the CEO's Statement of Assurance
- Feeds into ARIC's Annual Report and Work Plan

ATTACHMENT 1

Annual Audit Oversight Review (Internal + External)

Purpose

To enable ARIC to meet its Charter obligations to oversee:

- **external audit** (OAG or contracted auditor)
- **internal audit** (where an internal audit function exists)
- **audit recommendations and section 7.12A actions**
- **the internal audit plan and audit coverage**

This combined review provides a single, integrated assessment of the Shire's audit environment and the effectiveness of audit follow-up.

Charter reference: ARIC must:

- *"review the audit plan, audit scope and audit reports"*
- *"oversee the internal audit function"*
- *"monitor the implementation of audit recommendations, including those required under section 7.12A"*
- *"consider the results of performance audits and other relevant reports issued by the OAG"*

Scope

The combined annual review covers:

- external audit outcomes
- internal audit plan and coverage
- internal audit reports and findings
- progress on audit recommendations
- section 7.12A improvement actions
- systemic issues identified through audit
- adequacy of audit resourcing and independence
- alignment of audit work with ARIC's oversight priorities

This is a **governance-level review**, not a technical audit.

Required Content

The annual audit oversight review must include:

a. External Audit Summary

Covering:

- audit findings
- significant matters raised
- management responses

- unresolved issues
- systemic themes

b. Internal Audit Summary

Covering:

- internal audit plan (approved and actual)
- audits completed
- key findings
- internal audit independence and resourcing
- any gaps in audit coverage

c. Audit Recommendations Tracking

A consolidated view of:

- all open audit recommendations
- overdue items
- high-risk items
- section 7.12A actions
- progress and completion rates

d. ARIC Assessment

ARIC must conclude whether audit oversight and follow-up processes are:

- **Effective**,
- **Partially effective**, or
- **Ineffective**.

e. Recommendations to Council

Only if:

- audit coverage is insufficient
- resourcing or independence issues exist
- systemic issues require escalation
- section 7.12A actions are not progressing

Evidence Requirements

No new documents required.

The review relies on:

- external audit reports
- internal audit reports
- audit recommendation tracking
- section 7.12A improvement actions
- ARIC's oversight during the year

Additional evidence only if ARIC requests it.

When Full Evidence is Required

Only when:

- audit findings indicate significant control or governance weaknesses
- recommendations remain unresolved for extended periods
- internal audit independence or resourcing is in question
- external audit identifies material misstatements or systemic issues

Reporting Format

1. External Audit Summary
2. Internal Audit Summary
3. Audit Recommendations Tracking
4. Section 7.12A Actions
5. ARIC Assessment
6. Recommendations to Council
7. Inclusion in ARIC Annual Report

Rationale

- Combines two overlapping annual items into one
- Reduces administrative burden while maintaining full Charter compliance
- Provides Council with a single, integrated view of audit outcomes and follow-up
- Ensures ARIC maintains strong oversight of both internal and external audit
- Feeds into ARIC's Annual Report and Work Plan

ATTACHMENT 1

Annual Review of the Financial Management Framework

Purpose

To enable ARIC to meet its Charter obligation to review the **appropriateness and effectiveness** of the Shire's **financial management systems and financial reporting processes**, and to provide independent advice to Council on any weaknesses, gaps or improvements required.

Charter reference: ARIC must:

- *"consider the Chief Executive Officer's reports on the appropriateness and effectiveness of the Shire's financial management systems"*
- *"review the effectiveness of the Shire's financial reporting processes"*

Scope

The annual review covers the **Financial Management Framework**, including:

- financial governance and roles
- financial reporting processes
- reconciliation processes
- financial control design and operation
- budget management and monitoring
- accounting practices and compliance
- systemic financial control issues
- CEO's Regulation 17 and assurance reporting

This is a **framework-level review**, not a review of individual transactions.

Required Content

The annual review must include:

a. CEO Annual Financial Management Summary

A short overview of:

- financial control environment
- key financial risks
- systemic issues
- improvements underway
- resourcing constraints

b. Consolidated Assurance Inputs

Drawn from existing reports:

- Reconciliation Status Report
- Unreconciled Items Register

- Aged Payables & Receivables
- Corporate Risk Register (financial risks)
- Audit recommendations
- CEO quarterly assurance statements
- any Regulation 17 findings

c. ARIC Assessment

ARIC must conclude whether the Financial Management Framework is:

- **Effective**,
- **Partially effective**, or
- **Ineffective**.

d. Recommendations to Council

Only if improvements or resourcing changes are required.

Evidence Requirements

No new documents required.

The review relies on:

- CEO's annual summary
- existing quarterly financial control reports
- audit findings
- ARIC's own oversight during the year

Additional evidence only if ARIC requests it.

When Full Evidence is Required

Only when:

- a material financial control failure is identified
- a systemic issue persists
- the CEO's assurance contradicts other reports
- audit findings indicate significant financial control weaknesses

Reporting Format

1. CEO Annual Financial Management Summary
2. Consolidated Assurance Inputs
3. Systemic Financial Issues
4. Improvements Underway
5. ARIC Assessment
6. Recommendations to Council
7. Inclusion in ARIC Annual Report

Rationale

- Required under the Charter
- Ensures ARIC provides a formal annual conclusion on financial management adequacy
- Supports the CEO's Statement of Assurance
- Feeds into ARIC's Annual Report and Work Plan
- Ensures financial control issues are escalated appropriately

ATTACHMENT 1

Annual ARIC Self-Assessment

Purpose

To meet the Charter requirement for ARIC to undertake an **annual assessment of its own performance**, including effectiveness, independence, meeting quality, reporting adequacy and fulfilment of Charter functions.

This ensures ARIC remains **fit-for-purpose**, transparent and continuously improving.

Charter reference: The Charter requires the Presiding Member to coordinate an **annual assessment of the Committee's performance**.

Scope

The annual self-assessment covers:

- ARIC's effectiveness in fulfilling its statutory functions
- quality and timeliness of reports received
- quality of ARIC's advice and recommendations to Council
- meeting effectiveness and Committee dynamics
- independence and objectivity
- adequacy of member skills and knowledge
- adherence to the Charter
- opportunities for improvement

This is a **governance self-review**, not an evaluation of individual members.

Required Content

The annual self-assessment must include:

a. Self-Assessment Tool

Completed by:

- all ARIC members
- Presiding Member
- CEO and senior officers (optional input only)
- Council (optional feedback)

b. Consolidated Summary (Presiding Member)

A short summary of:

- strengths
- areas for improvement
- capability or knowledge gaps
- observations on meeting effectiveness

- observations on reporting quality
- suggested process improvements

c. ARIC Discussion and Endorsement

ARIC reviews the results and agrees:

- improvement actions
- training or development needs
- any changes to meeting processes or reporting expectations

d. Recommendations to Council

Only if:

- Charter amendments are required
- membership or capability issues need addressing
- resourcing or support changes are needed

e. Inclusion in ARIC Annual Report

ARIC must record:

- that the self-assessment was completed
- key findings
- improvement actions agreed

Evidence Requirements

No new documents required.

The review relies on:

- the self-assessment tool
- ARIC's own reflections
- feedback from Council or CEO (if provided)
- observations from the year's oversight activities

Additional evidence only if ARIC requests it.

When Full Evidence is Required

Only when:

- significant governance issues are identified
- Council requests a deeper review
- ARIC identifies capability or independence concerns
- the self-assessment indicates systemic issues

ATTACHMENT 1

Reporting Format

1. Self-Assessment Tool Completed
2. Consolidated Summary
3. ARIC Discussion and Improvement Actions
4. Recommendations to Council (if any)
5. Inclusion in ARIC Annual Report

Rationale

- Required under the Charter
- Ensures ARIC remains effective, independent and aligned with best practice
- Supports continuous improvement
- Informs the biennial Charter review
- Feeds into ARIC's Annual Report and Work Plan

ATTACHMENT 1

Annual ARIC Report to Council

Purpose

To meet ARIC's Charter requirement to provide Council with an **annual report** summarising the Committee's oversight activities, findings, assessments and recommendations for the reporting year.

The report provides Council with a clear, consolidated view of:

- ARIC's work
- the effectiveness of key governance frameworks
- audit outcomes and follow-up
- systemic issues requiring attention
- ARIC's own performance

Charter reference: ARIC must *"report to Council at least annually on its operations and activities, including its review of the Compliance Audit Return and its monitoring of improvement actions under section 7.12A."*

Scope

The Annual Report covers ARIC's oversight activities for the full year, including:

- risk, internal control and compliance frameworks
- financial management framework
- internal and external audit
- section 7.12A improvement actions
- CEO assurance
- ARIC's own self-assessment
- any matters referred by Council

This is a **governance summary**, not a detailed operational report.

Required Content

The Annual Report must include:

a. Summary of ARIC Activities

A concise overview of:

- meetings held
- reports reviewed
- key oversight activities
- matters referred by Council

b. Key Findings and Observations

High-level findings relating to:

- risk management
- internal control
- compliance
- financial management
- audit outcomes
- governance issues

c. Framework Effectiveness Assessments

ARIC's annual conclusions on:

- Risk, Internal Control & Compliance Frameworks (combined)
- Financial Management Framework

Rated as:

- **Effective**
- **Partially effective**
- **Ineffective**

d. Audit and Improvement Actions

A summary of:

- internal and external audit findings
- progress on audit recommendations
- overdue or high-risk items
- section 7.12A improvement actions

e. ARIC Self-Assessment Summary

Key outcomes from the annual self-assessment, including improvement actions.

f. Recommendations to Council

Only where:

- governance improvements are required
- resourcing or capability issues exist
- policy or framework changes are needed
- significant risks require Council attention

Evidence Requirements

No new documents required.

The Annual Report draws on:

- ARIC minutes and agendas
- quarterly and annual framework reviews

- audit reports
- CEO assurance statements
- ARIC self-assessment

Additional evidence only if ARIC chooses to attach it.

When Full Evidence is Required

Only when:

- Council requests supporting documentation
- ARIC escalates a significant risk or governance concern
- audit findings require detailed explanation

Reporting Format

1. Overview of ARIC Activities
2. Key Findings
3. Framework Effectiveness Assessments
4. Audit and Improvement Actions
5. ARIC Self-Assessment Summary
6. Recommendations to Council
7. Conclusion

Rationale

- Required under the Charter
- Ensures transparency and accountability to Council
- Provides a consolidated view of ARIC's oversight work
- Supports informed decision-making and governance improvement
- Completes ARIC's annual reporting cycle