SHIRE OF CORRIGIN

Agenda Attachments

OCTOBER 2026

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ATTACHMENT 7.2.1 - BFAC MINUTES – 8 OCTOBER 2026

ATTACHMENT 8.1.1 - ACCOUNTS FOR PAYMENT – SEPTEMBER 2026

ATTACHMENT 8.1.2 - MONTHLY FINANCIAL REPORT SEPTEMBER 2026

ATTACHMENT 8.2.1.1 - LOCAL LAWS (COMBINED)

ATTACHMENT 8.2.1.2 - LOCAL LAWS REVIEW REPORT 2026

ATTACHMENT 8.2.1.3 - LOCAL LAWS REFORMS FAQ

ATTACHMENT 8.2.2 - REGISTER OF COUNCIL POLICIES

ATTACHMENT 8.2.3 - DRAFT PUBLIC HEALTH AND WELLBEING PLAN 2026-2031

ATTACHMENT 8.2.4 - DRAFT RATING STRATEGY

ATTACHMENT 8.2.5 - SHIRE OF KONDININ DUAL FCO APPOINTMENTS

ATTACHMENT 8.2.6 - MOU – CESM – SHIRES OF BROOKTON, CORRIGIN AND PINGELLY

ATTACHMENT 8.2.7 - 2026-2027 REGIONAL EXTENDED TRADING PACKAGE

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MINUTES

ORDINARY COUNCIL MEETING

15 September 2026

UNCONFIRMED

The Ordinary Council Meeting for the Shire of Corrigin held on Tuesday 15 September 2026 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 4.00pm.

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1 DECLARATION OF OPENING

The President Cr. S Jacobs opened the meeting at 4:00pm and acknowledged the Noongar people as the traditional custodians of the land and paid respects to elders past and present as well as the pioneering families who shaped the Corrigin area into the thriving community we enjoy today.

Councillors, staff and members of the public were advised that the Council meeting was being recorded for future publication.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Shire President	Cr. S L Jacobs
Deputy President	Cr. M R Leach
Councillors	Cr. D L Hickey
	Cr. M B Dickinson
	Cr. H V Talbot
	Cr. W T E Dyer
	Cr. D L Smith
Chief Executive Officer	N A Manton
Deputy Chief Executive Officer	M T Henry
Executive Support Officer	J M Filinski

One member of the public

3 DECLARATIONS OF INTEREST

NIL

4 PUBLIC QUESTION TIME

NIL

5 MEMORIALS

The Shire has not been notified of any passings since the last Council Meeting.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

NIL

UNCONFIRMED

7 CONFIRMATION OF MINUTES

7.1 PREVIOUS COUNCIL MEETING

7.1.1 ORDINARY COUNCIL MEETING

Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 18 August 2026 (Attachment 7.1.1).

COUNCIL RESOLUTION
87/2026 Moved: Cr. Leach Seconded: Cr. Dyer
That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 18 August 2026 (Attachment 7.1.1) be confirmed as a true and correct record.

Carried 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Dyer, Cr. Talbot & Cr. Smith
Against: Nil

7.2 COMMITTEE MEETINGS

7.2.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE

Minutes of the Audit, Risk and Improvement Committee meeting held on Monday 8 September 2026 (Attachment 7.2.1).

COUNCIL RESOLUTION
88/2026 Moved: Cr. Talbot Seconded: Cr. Smith
That Council receives and notes the Minutes of the Audit, Risk and Improvement Committee meeting held on Monday 8 September 2026 (Attachment 7.2.1).

Carried 7/0

For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Dyer, Cr. Talbot & Cr. Smith
Against: Nil

UNCONFIRMED

8 MATTERS REQUIRING A COUNCIL DECISION

8.1 CORPORATE AND COMMUNITY SERVICES

8.1.1 ACCOUNTS FOR PAYMENT

Applicant:	Shire of Corrigin
Date:	07/09/2026
Reporting Officer:	Tanya Ludlow, Finance / Human Resources Officer
Disclosure of Interest:	NIL
File Ref:	FM.0036
Attachment Ref:	Attachment 8.1.1 – Accounts for Payment – August 2026

SUMMARY
Council is requested to note the payments from the Municipal and Trust funds as presented in the Schedule of Accounts Paid for the month of August 2026.

BACKGROUND
This information is provided to Council monthly in accordance with provisions of the *Local Government Act 1995* Section 6.8 (2)(b) and *Local Government (Financial Management) Regulations 1996* Clause 13.

Accountability in local government can be multifaceted, as councils seek to achieve diverse social, political, and financial goals for the community benefit. The accountability principles of local government are based on strong financial probity, financial propriety, adherence to conflict of interest principles and expectations that local government is fully accountable for community resources.

All payments are independently assessed by the Deputy Chief Executive Officer, to confirm that all expenditure that has been incurred, is for the Shire of Corrigin and has been made in accordance with Council policy, procedures, the *Local Government Act 1995* and associated regulations. The review by the Deputy Chief Executive Officer also ensures that there has been no misuse of any corporate credit or fuel purchase cards.

COMMENT
Council has delegated authority to the Chief Executive Officer to make payments from the Shire's Municipal and Trust funds as required. A list of all payments is to be presented to Council each month and be recorded in the minutes of the meeting at which the list was presented.

STATUTORY ENVIRONMENT
S6.4 Local Government Act 1995, Part 6 – Financial Management
R34 Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS
Policy 3.1 – Purchasing Policy
Policy 3.15 - Corporate Credit Cards

FINANCIAL IMPLICATIONS
Expenditure in accordance with the 2026/2027 Annual Budget.

UNCONFIRMED

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership
Strong Governance and Leadership

Council Plan			
Outcome	**Strategies**	**Action No.**	**Actions**
4.1	Deliver a high standard of governance and administration	4.1.2	Long term financial plans are implemented and monitored to assist with the timing and achievement of our goals.
		4.1.3	Implement and monitor the annual budget to support timely progress toward strategic goals

VOTING REQUIREMENT
Simple Majority

COUNCIL RESOLUTION
89/2026 Moved: Cr. Hickey **Seconded: Cr. Dyer**
That Council receives the list of accounts paid during the month of August 2026 as per the attached Schedule of Payment, and as summarised below:

Municipal Account (inclusive of credit card and fuel card purchases)		
EFT Payments	*EFT22940 – EFT23036*	*$488,219.27*
Direct Debit Payments		*$64,991.33*
EFT Payroll Payments		*$151,071.63*
Total Municipal Account Payments		***$704,282.23***
Edna Stevenson Trust Account		
EFT Payments	*EFT22939*	*$2,200.00*
Total Edna Stevenson Trust Account Payments		***$2,200.00***
Licensing Trust Account		
Direct Debit Payments		*$39,554.25*
Total Licensing Trust Account Payments		***$39,554.25***
Total of all Accounts		***$746,036.48***

Carried 7/0
For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Dyer, Cr. Talbot & Cr. Smith
Against: Nil

UNCONFIRMED

8.1.2 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	09/09/2026
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Number:	FM.0037
Attachment Ref:	Attachment 8.1.2 – Monthly Financial Report for the period ending 31 August 2026

SUMMARY

To present the Monthly Financial Report for the period ended 31 August 2026 in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996*, regulation 34 states that a local government must prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget.

Variances between budgeted and actual expenditure including the required material variances (10% with a minimum value of $10,000) are included in the variance report.

COMMENT

The Shire is required to prepare the Statement of Financial Activity as per *Local Government (Financial Management) Regulation 34* but can resolve to have supplementary information included as required. All mandatory information is provided, and the closing surplus balances to the net current assets at 31 August 2026.

Key Points

- The August result shows a surplus after imposition of general rates of $7.93 million, which is $1.20 million above budget. This is primarily due to the higher than budgeted opening surplus position, grant income received earlier than budgeted and operating expenditure tracking below budget.
- Cash and investments total $12.15 million, comprising $7.36 million in municipal funds and cash at bank, and $4.79 million held in reserves. Cash balances increased during the month following receipt of annual rates and grant funding.
- Operating revenue is currently $143,355 above budget, primarily due to the Main Roads Direct Grant being received in full and higher than expected interest revenue.
- Operating expenditure remains below budget, particularly in employee costs, materials and contracts, and utility charges. This is mainly due to timing differences and reduced employee costs.
- Capital expenditure remains in the early stages of delivery, with $143,943 spent against the annual capital works and plant program budget of $5.30 million.
- Rates collections remain strong, with 74.7% of rates levied collected by 31 August 2026. Receivables remain well managed, with only $3,343 outstanding for more than 90 days.

The August 2026 Monthly Financial Report incorporates all known transactions processed as at the report preparation date. As the 2025/26 Annual Financial Statements and audit process remain underway, a number of balances, including depreciation and other year-end accounting adjustments, remain subject to change.

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Detailed Explanation

Item	Reference
Cash at Bank Total cash and investments as at 31 August 2026 were $12.15 million. This is made up of $7.36 million in municipal funds and cash at bank and $4.79 million in reserve funds held in term deposits. This is up from $9.70 million at 31 July 2026, an increase of approximately $2.45 million. The increase is primarily due to the receipt of annual rates, the Main Roads Direct Grant and other grant funding received during the month. Cash balances remain at a healthy level and continue to support the Shire's operational and capital requirements.	Page 10 – Cash and Financial Assets Page 11 – Reserve Accounts
Capital Acquisitions Capital expenditure to 31 August 2026 totals $143,943 against an annual capital works and plant program budget of $5.30 million. Expenditure incurred to date primarily relates to the purchase of two light vehicles, with planning and preliminary works also underway across a number of projects. The majority of capital projects and plant replacement purchases are scheduled to occur later in the financial year. Key projects include the redevelopment of the old tennis courts, road construction and renewal programs, plant replacement purchases and various building improvement projects. While capital expenditure remains below year-to-date budget, this is largely attributable to project timing and procurement processes. At this stage, no concerns have been identified regarding delivery of the adopted capital works program.	Page 12 – Capital Acquisitions Page 13 – Capital Acquisitions Continued Page 14 – Disposal of Assets
Receivables Annual rates were levied during July, with rates receivables totalling $2.04 million at 31 August 2026. Collection activity has progressed well, with approximately 74.7% of rates levied collected by month end. Other receivables total $43,100, with the majority of outstanding balances remaining current. Only $3,343 of receivables are outstanding for more than 90 days. At this stage there are no concerns regarding the recovery of outstanding debts, with receivables continuing to be actively monitored and managed.	Page 15 – Receivables

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Item	Reference
Closing Funding Surplus/(Deficit) The year-to-date actual closing funding surplus at 31 August 2026 is $7.93 million, compared to a budgeted surplus of $6.73 million, resulting in a favourable variance of $1.20 million. The favourable variance is primarily due to the opening funding surplus being higher than budget. In addition, operating revenue is ahead of budget due to grant funding and interest revenue being received earlier than budgeted, while employee costs, materials and contracts, and utility charges are currently below budget. As the 2025/26 Annual Financial Statements and audit process are yet to be finalised, a number of balances remain subject to adjustment, including depreciation and other year-end accounting entries. Accordingly, the reported funding surplus may change following completion of the audit and finalisation of the 2025/26 Annual Financial Statements.	Page 5 – Note 2(a) Net current assets used in the Statement of Financial Activity.

The Shire remains in a sound financial position as at 31 August 2026, with results generally tracking in line with budget expectations. As the 2025/26 Annual Financial Statements and audit process are not yet complete, some balances remain subject to adjustment.

Further information on the August 2026 financial position is contained within the explanation of material variances included in the Monthly Financial Report on page 6.

STATUTORY ENVIRONMENT
s. *6.4 Local Government Act 1995, Part 6 – Financial Management*
r. 34 Local Government (Financial Management) Regulations 1996
r. 35 Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS
NIL

FINANCIAL IMPLICATIONS
Income and expenditure in accordance with the 2026/2027 Annual Budget.

UNCONFIRMED

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership
Strong Governance and Leadership

Council Plan			
Outcome	**Strategies**	**Action No.**	**Actions**
4.1	Deliver a high standard of governance and administration	4.1.2	Long term financial plans are implemented and monitored to assist with the timing and achievement of our goals.
		4.1.3	Implement and monitor the annual budget to support timely progress toward strategic goals

VOTING REQUIREMENT
Simple Majority

COUNCIL RESOLUTION
90/2026 Moved: Cr. Hickey **Seconded: Cr. Leach**
That Council receives the Statement of Financial Activity for the month ending 31 August 2026, together with the accompanying financial position report and notes relating to material variances.
Carried 7/0
For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Dyer, Cr. Talbot & Cr. Smith
Against: Nil

UNCONFIRMED

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 RISK MANAGEMENT FRAMEWORK REVIEW

Applicant:	Shire of Corrigin
Date:	9/09/2026
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	RM.0014
Attachment Ref:	Attachment 8.2.1 – Corrigin Risk Management Framework

SUMMARY

This report seeks Councils endorsement of the revised Risk Management Framework.

BACKGROUND

The Shire of Corrigin Risk Management Framework includes the Risk Management Policy and the document provided in Attachment 8.2.1. It sets out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks.

The Risk Management Framework provides a documented, structured and systematic process that is appropriate for the size and complexity of the Shire to ensure:

- Strong corporate governance.
- Compliance with relevant legislation, regulations and internal policies.
- Integrated Planning and Reporting requirements are met.
- Uncertainty and its effects on objectives is understood

The Risk Framework requires regular reviews to ensure it is appropriate to the current organisational structure and legislative requirements.

The procedure assists in the appropriate governance of risk management within the Shire by providing:

- transparency of decision making.
- clear identification of the roles and responsibilities of the risk management functions.
- an effective governance structure to support the Risk Framework.

The Risk Management Policy was last reviewed as part of the annual review of policies conducted at the Ordinary meeting of Council October 2025.

COMMENT

The Risk Management Framework is to be reviewed at least every 18 months.

Adoption of this revised procedure will assist in compliance with Regulation 17 of the *Local Government (Audit) Regulations 1996*.

The Risk Framework was reviewed by the Audit, Risk and Improvement Committee.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996.
r17 CEO to review certain systems and procedures

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to the following matters –
(a) financial management;
(b) legislative compliance;
(c) risk management.

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(2) Under subregulation (1), the CEO may review any or all of the matters referred to in subregulation (1)(a) to (c) at any time but must review each of those matters not less than once in every 4 financial years.

(3) The CEO must report to the audit, risk and improvement committee the results of each review carried out under subregulation (1).

POLICY IMPLICATIONS
4.1 Risk Management Policy

FINANCIAL IMPLICATIONS
The cost of reviewing the Risk Management Framework is included in the annual budget.

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership
Strong Governance and Leadership

Council Plan			
Outcome	**Strategies**	**Action No.**	**Actions**
4.1	Deliver a high standard of governance and administration	4.1.1	Investigate the best option and budget for financial management systems for effective governance and administration of Council
		4.1.5	Continue to implement, monitor and report against the Integrated Planning and Reporting milestones

VOTING REQUIREMENT
Simple Majority

COUNCIL RESOLUTION
91/2026 Moved: Cr. Smith **Seconded: Cr. Talbot**
That Council endorse the Risk Management Framework Review provided in attachment 8.2.1.
Carried 7/0
For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Dyer, Cr. Talbot & Cr. Smith
Against: Nil

UNCONFIRMED

8.2.2 COMPLIANCE AUDIT RETURN

Applicant:	Shire of Corrigin
Date:	9/09/2026
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CM.0001
Attachment Ref:	Attachment 8.2.2 – Compliance Audit Return

SUMMARY
This report provides Council with the 2025 Compliance Audit Return for the period 1 January 2025 to 31 December 2025.

BACKGROUND
Western Australian local governments are required to complete an annual Compliance Audit Return (CAR) in accordance with the provisions of the *Local Government (Audit) Regulations 1996* (Regulations).

The period examined by this audit is 1 January 2025 to 31 December 2025. Following recent legislative amendments via the *Local Government Regulations Amendment Regulations (No. 4) 2025*, the regulatory oversight of the CAR process has transitioned from the Department of Local Government, Sport and Cultural Industries to the newly established independent office of the Local Government Inspector.

These legislative changes introduce a one-off transitional timeframe for the current reporting cycle. While the CAR is typically due by 31 March each year, the submission deadline for the 2025 calendar year return has been deferred to 30 September 2026.

The completed return is required to be:
- Reviewed by the Audit, Risk and Improvement Committee.
- Considered and adopted by Council.
- Certified by the President and CEO following Council adoption.
- Submitted together with a copy of the ARIC recommendations and the adopting Council Minutes to the Local Government Inspector by 30 September 2026.

The report assists the Shire of Corrigin to monitor legislative compliance by examining a range of prescribed requirements under Regulation 13 of the *Local Government (Audit) Regulations 1996* in detail.

The CAR was carried out by the Executive Support Officer and Chief Executive Officer in conjunction with the finance and administration staff against the following criteria:
- Commercial Enterprises by Local Governments
- Delegation of Power / Duty
- Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Tenders for Providing Goods and Service

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COMMENT
The Compliance Audit Report was reviewed and endorsed by the Audit, Risk and Improvement Committee.

The audit findings must be recorded in the supplied pro-forma which has been completed and is provided in Attachment 8.2.2.

STATUTORY ENVIRONMENT
Local Government Act 1995
s 7.13(1)(i) requires local governments to carry out, in the prescribed manner and in a form approved by the Inspector, an audit of compliance with such statutory requirements as prescribed whether those requirements are –
(i) of financial nature or not; or
(ii) under this Act or another written law.

Local Government (Audit) Regulations 1996
r 13 of the sets out the statutory requirements which may be included in the compliance audit.

r 14 Compliance Audits
1) A local government must carry out an audit (a compliance audit) of the local government's compliance with the statutory requirements prescribed by regulation 13 for the period beginning on 1 January and ending on 31 December in each year.
1A) Subregulation (1) is subject to regulation 15A.
2) After a local government has carried out a compliance audit, the CEO must —
(a) prepare a compliance audit return in a form approved by the Inspector; and
(b) give a copy of the compliance audit return to the local government's audit, risk and improvement committee.
3) The audit, risk and improvement committee must —
(a) review the compliance audit return; and
(b) report to the council the results of that review.
4) When reporting to the council, the audit, risk and improvement committee must make any recommendations that the committee considers appropriate in relation to the compliance audit return.
5) The council must consider the compliance audit return and the results of the audit, risk and improvement committee's review (including any recommendations) at a meeting of the council.
6) The council must —
(a) determine if any matters raised by the audit, risk and improvement committee require action to be taken by the local government; and
(b) either –
(i) adopt the compliance audit return; or
(ii) adopt the compliance audit return subject to amendments proposed by the council.

r 15 Signed compliance audit return and other information must be given to Inspector
1) After a compliance audit return has been adopted by the council under regulation 14(6)(b), the local government must give the following information to the Inspector —
(a) a copy of the compliance audit return (or amended compliance audit return, if applicable), signed by the mayor or president and by the CEO;
(b) any recommendations made under regulation 14(4) after the audit, risk and improvement committee has reviewed the compliance audit return;
(c) a copy of the relevant section of the minutes of the meeting at which the compliance audit return was adopted by the council;
(d) any additional information explaining or qualifying the compliance audit.

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2) *The information must be given to the Inspector no later than 31 March next following the period to which the return relates.*
3) *The Inspector may extend the 31 March deadline.*

r 20 Transitional provisions relating to compliance audits
This regulation modifies the standard submission timeline for the audit period ending 31 December 2025. In accordance with regulation 20(2), the signed compliance audit return and all other information required under regulation 15 must be given to the Inspector on or before 30 September 2026.

POLICY IMPLICATIONS
NIL

FINANCIAL IMPLICATIONS
The cost of completing the CAR is included in the annual budget.

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership
Strong Governance and Leadership

Council Plan			
Outcome	**Strategies**	**Action No.**	**Actions**
4.1	Deliver a high standard of governance and administration	4.1.1	Investigate the best option and budget for financial management systems for effective governance and administration of Council
		4.1.5	Continue to implement, monitor and report against the Integrated Planning and Reporting milestones

VOTING REQUIREMENT
Simple Majority

COUNCIL RESOLUTION
92/2026 Moved: Cr. Dickinson **Seconded: Cr. Dyer**
That Council adopts the completed Compliance Audit Return for the period 1 January 2025 to 31 December 2025 as provided in Attachment 8.2.2.

Carried 7/0
For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Dyer, Cr. Talbot & Cr. Smith
Against: Nil

UNCONFIRMED

8.2.3 REPORT OF AUDIT FINDINGS

Applicant:	Shire of Corrigin
Date:	9/09/2026
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0420
Attachment Ref:	Attachment 8.2.3 – Interim Management Letter

SUMMARY
Council is requested to consider the feedback provided in the Interim Management Letter following the interim audit conducted for the year ending 30 June 2026.

BACKGROUND
In accordance with section 7.2 of *the Local Government Act 1995*, the accounts and annual financial report of a local government for each financial year are required to be audited by an Auditor. Part 7 of *the Local Government Act 1995* and the *Local Government (Audit) Regulations 1996* set out the requirements and process for the audit.

For the 2025-26 audit period, the Office of the Auditor General appointed SW Accountants & Advisors as the contract auditor for the Shire of Corrigin.

The interim audit was conducted from 25 May to 27 May 2026 as part of the annual audit process for the year ending 30 June 2026. Following completion of the interim audit, management received an Interim Management Letter outlining audit findings and recommendations for improvement.

COMMENT
As part of the annual audit process, two areas for improvement were identified relating to Information Technology controls and Related Party Disclosure processes. Management has reviewed the matters raised and developed appropriate actions to address the recommendations.

In relation to Information Technology, the audit identified an opportunity to strengthen controls through the implementation of server-level encryption. The auditors acknowledged that the Shire has a range of existing controls in place, including multi-factor authentication, restricted user access permissions, workstation encryption and encrypted cloud backup services. Management will consider server-level encryption as part of a broader review of the Shire's ICT environment and future technology projects.

With regard to Related Party Disclosures, the audit identified an opportunity to strengthen annual declaration processes to ensure complete disclosure information is provided each year. Management had previously identified this matter and will revise the annual declaration process for Councillors and Key Management Personnel to require full disclosure on an annual basis, improving transparency and record keeping.

The Shire remains committed to strengthening governance, risk management and internal controls through the ongoing implementation of audit recommendations and continuous improvement initiatives.

The matters were reviewed by the Audit, Risk and Improvement Committee.

STATUTORY ENVIRONMENT
Local Government Act 1995, s 7.12A – Duties of Local Government with respect to audits.

UNCONFIRMED

POLICY IMPLICATIONS
4.1 Risk Management Policy

FINANCIAL IMPLICATIONS
There is an allowance of $50,000 in the budget for Audit Fees

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership
Strong Governance and Leadership

Council Plan			
Outcome	**Strategies**	**Action No.**	**Actions**
4.1	Deliver a high standard of governance and administration	4.1.1	Investigate the best option and budget for financial management systems for effective governance and administration of Council
		4.1.5	Continue to implement, monitor and report against the Integrated Planning and Reporting milestones

VOTING REQUIREMENT
Simple Majority

COUNCIL RESOLUTION
93/2026 Moved: Cr. Leach **Seconded: Cr. Talbot**
That Council receives the Interim Audit findings and notes the areas that have been addressed, and issues that have been completed.

Carried 7/0
For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Dyer, Cr. Talbot & Cr. Smith
Against: Nil

UNCONFIRMED

8.2.4 EXECUTION OF COMMON SEAL FOR TELSTRA SURRENDER OF LEASE

Applicant:	Shire of Corrigin
Date:	26/08/2026
Reporting Officer:	Regan Chester, Administration Officer
Disclosure of Interest:	NIL
File Ref:	CP.0087
Attachment Ref:	NIL

SUMMARY
This item seeks Council authorisation to affix the Shire of Corrigin Common Seal to the Surrender of Lease H763922 between the Shire of Corrigin and Telstra Corporation Limited to facilitate the registration of the new lease with Landgate.

BACKGROUND
At the Ordinary Council Meeting in May 2025, Council resolved to enter into a new twenty year lease agreement with Telstra following the expiry of the previous lease.

The new lease has been executed by both parties, however, the previous lease, lease H763922, remains registered on the Certificate of Title with Landgate. Before the new lease can be registered, the current registered lease which has expired, must be formally surrendered and removed from the title.

Surrender of Lease documents have been prepared for this purpose. Landgate requires the Surrender of Lease to be executed under the Shire of Corrigin Common Seal. While Council approved the new lease in May 2025, the resolution did not specifically authorise the use of the Common Seal for any documentation.

The following decision was made at the May 2025 meeting Ordinary Council meeting:

That Council:

1. *authorises the Chief Executive Officer to give local public notice of its intention to dispose of a portion of the property at Lot 625 at 24 Larke Street, Corrigin by way of a lease agreement and consider submissions in accordance with section 3.58 of the Local Government Act 1995.*

2. *Delegates to the CEO, subject to there being no objections at the end of the advertising period, to negotiate and enter into a lease agreement with Telstra Corporation Limited for a portion of Lot 625 on Deposited Plan 406791, being part of the property known as 24 Larke Street, Corrigin, for a 20-year term commencing 1 June 2025 and expiring 31 May 2045 based on the terms outlined in the letter of offer including:*
    - *A term of 20 years; and*
    - *A commencing rental of $12,300 per annum, and*
    - *subject to 3% annual increases for the duration of the lease.*

Council's approval is therefore required to authorise the affixing of the Common Seal to the Surrender of Lease documents.

UNCONFIRMED

COMMENT
The surrender of Lease H763922 is required to enable the registration of the current lease agreement between the Shire of Corrigin and Telstra Corporation Limited, approved by Council in May 2025.

Failure to execute the Surrender of Lease under the Common Seal will prevent Landgate from deregistering the previous lease and registering the new lease. This may result in the title records not accurately reflecting the current leasing arrangement.

STATUTORY ENVIRONMENT
Local Government Act 1995, Section 9.49A, Execution of Documents

POLICY IMPLICATIONS
Policy 1.9 Common Seal Usage Policy

FINANCIAL IMPLICATIONS
NIL

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Council Plan 2025-2035:

Objective: Governance and Leadership
Strong Governance and leadership

Council Plan			
Outcome	**Strategies**	**Action No.**	**Actions**
4.1	Deliver a high standard of governance and administration	4.1.4	Investigate shared services and resourcing through partnerships

VOTING REQUIREMENT
Simple Majority

COUNCIL RESOLUTION
94/2026 Moved: Cr. Hickey **Seconded: Cr. Dyer**
That Council authorises the Chief Executive Officer and Shire President to execute the surrender of Lease H763922 between the Shire of Corrigin and Telstra Corporation Limited and authorises the Shire of Corrigin Common Seal to be affixed to the relevant documentation in accordance with the Shire of Corrigin Common Seal Usage Policy.

Carried 7/0
For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Dyer, Cr. Talbot & Cr. Smith
Against: Nil

UNCONFIRMED

8.2.5 INFORMATION AND COMMUNICATION TECHNOLOGY GOVERNANCE FRAMEWORK

Applicant:	Shire of Corrigin
Date:	9/09/2026
Reporting Officer:	Myra Henry – Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	IT.0010
Attachment Ref:	Attachment 8.2.5 – ICT Governance Framework

SUMMARY

This item seeks Council endorsement of the Shire of Corrigin Information Communications Technology (ICT) Governance Framework and associated supporting ICT governance documents.

The framework builds on the ICT Strategic Plan 2025-2030 previously adopted by Council and establishes a structured approach to ICT planning, governance, risk management, cybersecurity, asset management and service delivery across the organisation.

BACKGROUND

Council adopted the ICT Strategic Plan 2025-2030 in December 2025 as part of the Shire's Integrated Planning and Reporting Framework. The Strategic Plan was prepared by Wallis Computer Solutions and established the long-term vision and strategic direction for information and communication technology (ICT) across the organisation.

Following adoption of the Strategic Plan, the Deputy CEO commenced development of a broader ICT Governance Framework to support implementation, monitoring and reporting of ICT initiatives over the life of the Strategy.

In February 2026, the Shire engaged Cohesis to review ICT planning and governance arrangements. This review utilised the Western Australian Local Government ICT Governance and Cyber Security Framework and provided a foundation for developing a more comprehensive governance framework.

Following the review, the Deputy CEO undertook further work to integrate and align the existing Strategic Plan with a suite of supporting operational and governance documents.

This work has resulted in the development of an ICT Governance Framework that provides clear links between strategic objectives, operational planning, risk management, cybersecurity, asset management and future technology investment.

The framework also incorporates:

- Recommendations arising from the 2023/24 audit findings;
- Alignment with the Western Australian Local Government ICT Governance and Cyber Security Framework;
- Strengthened ICT governance and risk management arrangements;
- Planned ICT procurement and digital transformation activities;
- Implementation of information management and privacy requirements; and
- Improved reporting and accountability mechanisms.

UNCONFIRMED

COMMENT
The ICT Governance Framework has been developed to provide a coordinated and structured approach to managing ICT services, assets, projects, cybersecurity and risks across the organisation.
As part of this process, Administration has:

- Reviewed the ICT Strategic Plan 2025-2030 to ensure alignment with supporting governance and operational planning documents;
- Utilised the Cohesis ICT governance framework and supporting templates as reference documents in developing the Shire's framework;
- Developed an ICT Operational Plan 2026-2030 that identifies the programs, projects and actions required to deliver the strategic objectives contained within the ICT Strategic Plan;
- Developed an ICT Action Register that provides a practical implementation roadmap and supports monitoring and reporting of progress against strategic objectives;
- Developed an ICT Risk Register which links ICT-related risks to the Strategic Plan and Operational Plan and supports integration with the Shire's broader risk management framework; and
- Developed supporting asset management documentation including an ICT Asset Register and ICT Asset Replacement Summary.

The ICT Governance Framework consists of the following documents:

- ICT Strategic Plan 2025-2030;
- ICT Operational Plan 2026-2030;
- ICT Action Register;
- ICT Risk Register;
- ICT Asset Register and Asset Replacement Summary
- Supporting ICT governance procedures and documentation.

These documents have been designed to work together and provide a clear link between strategic objectives, operational activities, risk management and future ICT investment decisions.

The ICT Strategic Plan remains the primary ICT planning document for the Shire and establishes the long-term vision, objectives and priorities for ICT between 2025 and 2030.

The Strategic Plan is supported by the following strategic objectives:

- SO1 - Strengthen ICT Governance, Compliance and Risk Management;
- SO2 - Maintain Secure, Reliable and Resilient ICT Services;
- SO3 - Support Digital Transformation and Service Improvement;
- SO4 - Improve Information Management, Privacy and Cybersecurity; and
- SO5 - Deliver Sustainable and Value-for-Money ICT Investment.

The relationship between the ICT governance documents is illustrated below:

Council Plan
↓
ICT Strategic Plan 2025-2030
↓
ICT Operational Plan 2026-2030
↓
ICT Action Register
↓
ICT Risk Register

UNCONFIRMED

This framework ensures ICT activities remain aligned with Council priorities and supports transparent reporting, effective governance and continuous improvement.

Whilst the framework is substantially complete, a number of supporting operational documents remain subject to ongoing review and refinement. This includes verification and updating of information contained within the ICT Asset Register, ICT Asset Replacement Summary and supporting asset schedules. Administration is currently working with Wallis Computer Solutions to validate and update this information where required.

The intent of this report is not to seek Council endorsement of individual asset records or replacement schedules, but rather endorsement of the overall ICT Governance Framework and supporting governance structure. Operational registers and schedules will continue to be reviewed and updated through normal administrative processes and annual review cycles.

The framework is intended to be a living governance system that will continue to evolve and mature as the organisation's ICT environment, risks and operational requirements change over time.

STATUTORY ENVIRONMENT
Local Government Act 1995
Local Government (Administration) Regulations 1996
State Records Act 2000
Privacy and Responsible Information Sharing Act 2024
Local Government Integrated Planning and Reporting Framework
Australian Cyber Security Centre Essential Eight Framework
WA Local Government ICT Governance and Cyber Security Framework

POLICY IMPLICATIONS
The ICT Governance Framework supports and complements the Shire's existing governance framework, including:

- Policy 3.20 Asset Disposal;
- Policy 4.7 Fraud and Corruption Control;
- Policy 4.8 Change Management;
- Information Management and Privacy requirements;
- Business Continuity and Disaster Recovery arrangements; and
- Corporate Risk Management processes.

The framework supports delivery of the Council Plan and broader governance responsibilities by providing a structured approach to ICT planning, cybersecurity, risk management and asset lifecycle management.

FINANCIAL IMPLICATIONS
Implementation of the ICT Strategic Plan, ICT Operational Plan and associated action priorities will be considered through the Long Term Financial Plan and annual budget process.

The framework does not commit Council to any specific expenditure beyond existing adopted budgets. Future ICT initiatives, infrastructure renewal programs, cybersecurity improvements, ERP replacement activities and asset replacement requirements identified through the framework will be subject to Council consideration through annual budget processes, the Long Term Financial Plan and individual project approvals where required.

UNCONFIRMED

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership
Strong Governance and Leadership

Council Plan			
Outcome	**Strategies**	**Action No.**	**Actions**
4.1	Deliver a high standard of governance and administration	4.1.1	Investigate the best option and budget for financial management systems for effective governance and administration of Council
		4.1.3	Implement and monitor the annual budget to support timely progress toward strategic goals

VOTING REQUIREMENT
Simple Majority

COUNCIL RESOLUTION
95/2026 Moved: Cr. Leach **Seconded: Cr. Smith**
That Council:

1. *Notes the review and update of the ICT Strategic Plan 2025-2030 previously adopted by Council in December 2025.*
2. *Endorses the ICT Governance Framework incorporating the supporting ICT governance documents, including:*
    1. *ICT Strategic Plan 2025-2030;*
    2. *ICT Operational Plan 2026-2030;*
    3. *ICT Risk Register;*
    4. *ICT Asset Register and Asset Replacement Summary.*
3. *Notes that supporting operational registers, asset information and replacement schedules will continue to be reviewed and updated administratively as part of ongoing ICT governance and asset management processes.*

Carried 7/0
For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Dyer, Cr. Talbot & Cr. Smith
Against: Nil

UNCONFIRMED

8.3 WORKS AND SERVICES

8.3.1 NOTICE OF INTENT TO DRAIN – PROSSER

Applicant:	William Prosser
Date:	4/09/2026
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	EM.0006 A350
Attachment Ref:	Attachment 8.3.1 – Notice of Intent to Drain - Prosser

SUMMARY

Council is asked to provide comment on the Notice of Intent to Drain at Lot 48 on Plan 40906.

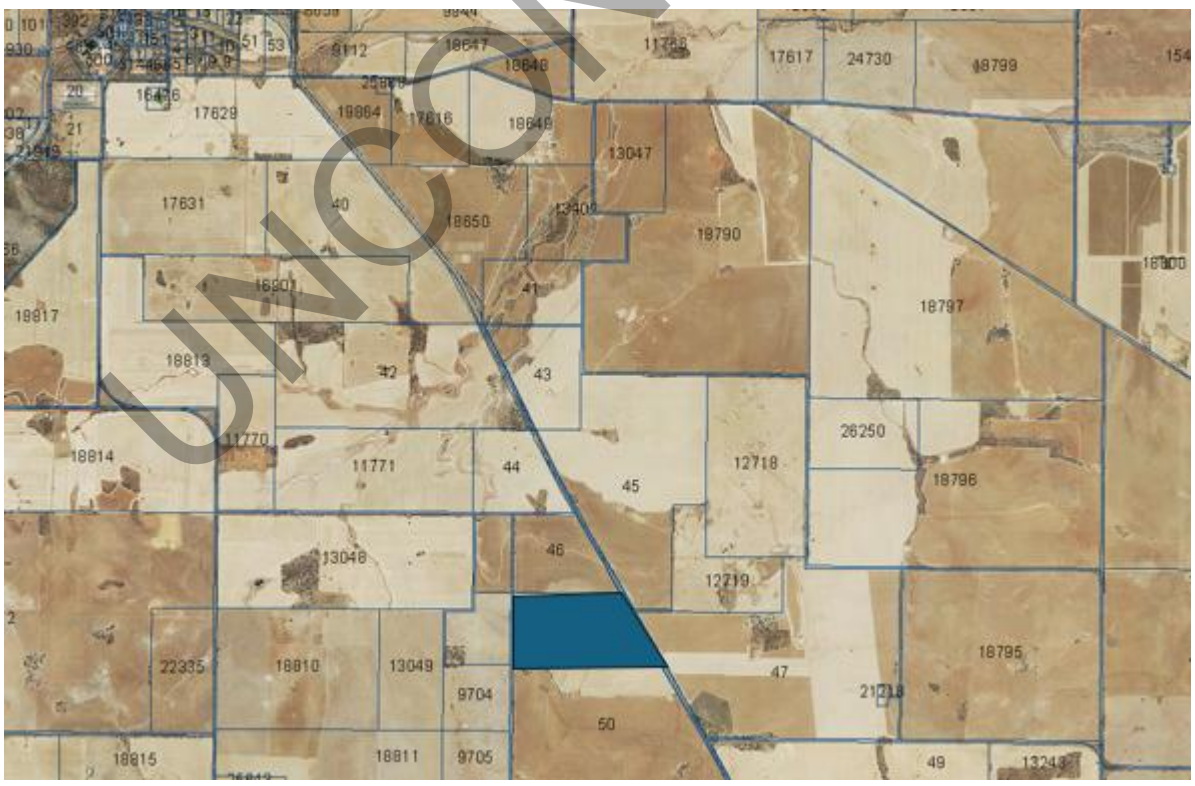
BACKGROUND

The Deputy Commission of Soil and Land Conservation requests comments from the Shire of Corrigin to assist with the decision to approve the proposed Notice of Intention to Drain.

A Notice of Intention to Drain is required to be lodged with the Commissioner of Soil and Land Conservation where an owner or occupier of land wishes to drain or pump groundwater for the purpose of controlling salinity at least 90 days before discharging water. This includes draining or pumping within the same property.

The applicant proposes to construct three (3) kilometres of drains to a depth of two (2) metres over an area of 11.77 hectares on lot 48 on Plan 40906 Avon Location 21857. The earthworks are to be completed by the property owner along existing drainage lines to discharge water in into the neighbouring property.

The specific details of proposed works are shown on the map below and included in Attachment 8.3.1.



UNCONFIRMED

COMMENT
The neighbouring land owners have been consulted and have confirmed they have no objection to the proposal. The Shire of Corrigin has previously confirmed that it had no objections to Notice of Intention to Drain for the properties surrounding this land.

The drainage will install a pipe through the existing shire culvert on Hills Road which is generally not recommended. The drainage of this lot together with the neighbouring lots is expected to reduce waterlogging and impact on the minor road.

STATUTORY ENVIRONMENT
Environmental Protection Act 1986
Soil and Land Conservation Act 1945
Soil and Land Conservation Regulations 1992 Reg 5 and 6

POLICY IMPLICATIONS
NIL

FINANCIAL IMPLICATIONS
NIL

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Council Plan 2025-2035:

Objective: Governance and Leadership
Strong Governance and leadership

Council Plan			
Outcome	**Strategies**	**Action No.**	**Actions**
3.2	Protect and use natural resources sustainably	3.2.4	Optimize stormwater capturing opportunities and ensure effective drainage systems

VOTING REQUIREMENT
Simple Majority

COUNCIL RESOLUTION
96/2026 Moved: Cr. Hickey **Seconded: Cr. Dickinson**
That Council advise the Deputy Commission of Soil and Land Conservation that it has no objections to the proposed Notice of Intention to Drain Lot 48 on Deposited Plan 40906.

Carried 7/0
For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Dyer, Cr. Talbot & Cr. Smith
Against: Nil

UNCONFIRMED

8.3.2 REQUEST FOR TENDER - GRAVEL PUSHING

Applicant:	Shire of Corrigin
Date:	10/09/2026
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0446
Attachment Ref:	Confidential Attachment 8.3.2.1 – Tender Responses (Combined) Confidential Attachment 8.3.2.2 - Tender Evaluation Report

This item may be closed to the public in accordance with *Local Government Act 1995 (WA) section 5.23(4)(c).*

COUNCIL RESOLUTION
97/2026 Moved: Cr. Hickey **Seconded: Cr. Talbot**
That council close the meeting to the public to deal with the tendered price in the confidential tender evaluation report under section 5.23(4)(c) of the Local Government Act 1995.
Carried 7/0
For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Dyer, Cr. Talbot & Cr. Smith
Against: Nil

One member of the public left the meeting at 4:16pm

SUMMARY
This item advises Council of the submissions received in relation to Request for Tender (RFT) 4-2026 Push Gravel in the Shire of Corrigin 2026/27 to 2028/29 and recommends the best value for money quote for the purpose of awarding a contract.

BACKGROUND
The 2026/27 road construction and maintenance programs require approximately 76,000m^3 of gravel to be pushed up across various sites within the shire.

The budgeted value of the work required to be completed by external earthmoving contractors over a three year period is expected to be over the $250,000 expenditure threshold for tenders and therefore it was necessary to call for tenders.

A public tender was used to obtain quotes as it provided the most efficient and effective method of mitigating risk, determining value for money and ensuring openness, fairness, transparency and equity among suppliers for earthmoving services. Engaging a contractor for a three year period was decided as a risk management strategy for the most efficient, timely and cost effective method of engaging a contractors in a challenging market.

The tender called for a schedule of rates for earthmoving work on a cubic metre and hourly basis within the Shire of Corrigin for the 2026/27 to 2028/29 financial years. Detailed specifications included: gravel pushing, pit rehabilitation work, and general earthworks.

The Request for Tender (RFT 04-2026) was advertised in the on the Shire of Corrigin website, Facebook page and Windmill News from 27 July to 24 August 2026 and in the West Australian Newspaper on 14 August 2026 with a closing date of 2 September 2026.

Tenders closed on 2 September 2026 and were evaluated against pre-determined selection criteria by CEO, Natalie Manton; Terry Barron, Manager of Works and Services and Nick Darke, Leading Hand.

UNCONFIRMED

At the close of the advertising period 10 compliant responses were received and one response received after the deadline.

The prices varied considerably with the difference between the lowest quote being $1.55 per m3 for gravel pushing an the highest $10.64. The prices for gravel pit rehabilitation ranged from $213 per hour to $532 per hour.

A scoring matrix based on the weighted criteria in the table below was used to assess the qualitative criteria and the aggregate score was used in the final ranking and determination of best value for money.

Evaluation Criteria

Item No	Description	Weighting
1	Tendered Price(s)	40%
2	Operator Skills and Experience	25%
3	Tenderer's Resources	15%
4	Local Knowledge	10%
5	Regional Price Preference	10%

A summary report of the responses is included in Attachment 8.3.2.2 The submissions received were professional, detailed and addressed the criteria schedule.

COMMENT
Based on the weighted evaluations the officers ranked S & J Bozanich Earthmoving Pty Ltd, Quairading Earthmoving Pty Ltd and RJD as the best value for money for gravel pushing and gravel pit rehabilitation works as per the specifications within the budget allocation.

The Contract may be awarded to a panel of Tenderer(s) who best demonstrates the ability to provide quality products and/or services at a competitive price. The tendered prices were assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the Shire of Corrigin.

STATUTORY ENVIRONMENT
Local Government Act 1995:
s.3.57 Tenders for providing goods or services
s 5.23 Meetings generally open to public

Local Government (Functions and General) Regulations 1996:
r.11 When tenders have to be publicly invited
r.18 Rejecting and accepting tenders

The CEO has delegated authority from Council to invite, evaluate, seek clarification or decline any tender with conditions.

POLICY IMPLICATIONS
3.1 Purchasing Policy
Purchasing that exceeds $250,000 in total value (excluding GST) must be put to public tender when it is determined that a regulatory tender exemption, as stated under 3.6 of this policy is not deemed to be suitable.

FINANCIAL IMPLICATIONS
The 2026/27 Budget Capital Works Program contains provision for $173,000 for gravel pushing and pit rehabilitation.

UNCONFIRMED

COMMUNITY AND STRATEGIC OBJECTIVES
Shire of Corrigin Council Plan 2025-2035

Objective: Economy
Desired Outcome: A strong, diverse local economy

Council Plan			
Outcome	**Strategies**	**Action No.**	**Actions**
2.1	Road network is safe, well maintained and capable of the freight task	2.1.1	Continue to deliver the Road Management Program with a view to improve maintenance of gravel roads, in line with Council's adopted road hierarchy and long term road construction and maintenance plans

VOTING REQUIREMENT
Simple Majority

COUNCIL RESOLUTION
98/2026 Moved: Cr. Hickey **Seconded: Cr. Leach**
That Council

1. *Accepts the tender submitted by S & J Bozanich Earthmoving Pty Ltd for RFT 4-2026 Gravel Pushing, in accordance with the tendered rates contained in the tender submission as offering the best value for money and the most advantageous to form a Contract.*

2. *Delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry into the Contract.*

Carried 7/0
For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Dyer, Cr. Talbot & Cr. Smith
Against: Nil

COUNCIL RESOLUTION
99/2026 Moved: Cr. Hickey **Seconded: Cr. Talbot**
That council reopen the meeting to the public.

Carried 7/0
For: Cr. Jacobs, Cr. Leach, Cr. Hickey, Cr. Dickinson, Cr. Dyer, Cr. Talbot & Cr. Smith
Against: Nil

One member of the public re-entered the meeting at 4:19pm

UNCONFIRMED

9 CHIEF EXECUTIVE OFFICER REPORT

The Chief Executive Officer report was provided to Council during the Discussion Forum

10 PRESIDENT'S REPORT

The President, Cr Jacobs, acknowledged the significant contribution of volunteers throughout the Shire, particularly in supporting the Corrigin Agricultural Show and junior and senior sporting clubs, and congratulated recent award and life membership recipients.

The President also reported on attending Meals on Wheels, viewing the recently installed train at the museum, Coffee with Councillors and the launch of Great War Stories 1914–1919: Light Horsemen and Cameleers of South Western Australia, which includes stories of local servicemen.

Councillors were encouraged, where possible, to attend the upcoming pre-harvest breakfasts to provide Council representation. Cr Jacobs also noted the recent roads meeting and upcoming regional roads meeting.

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

Cr Hickey congratulated everyone involved in the Corrigin Agricultural Show and acknowledged the significant contribution of volunteers, particularly the involvement of younger community members.

12 URGENT BUSINESS APPROVED BY THE PRESIDENT OR DECIDED BY THE COUNCIL

13 NEXT MEETING

Ordinary Council Meeting 20 October 2026 at 4pm.

14 MEETING CLOSURE

The President, Cr. S Jacobs closed the meeting at 4:28pm.

UNCONFIRMED

M I N U T E S

BUSH FIRE ADVISORY COMMITTEE MEETING

Thursday 8 October 2026

Commenced at 4.00pm
Venue: Community Resource Centre, 55 Larke Crescent, Corrigin

CORRIGIN BUSH FIRE ADVISORY COMMITTEE
TERMS OF REFERENCE

1.0 NAME
The Committee shall be known as the Corrigin Bush Fire Advisory Committee (Committee).

2.0 ROLE OF THE ADVISORY COMMITTEE
To formulate for Council's consideration, recommendations and policy on matters relating to bush fire prevention, control and extinguishment.

3.0 OBJECTIVES OF THE ADVISORY COMMITTEE
- To advise Council on all matters relating to the operations of the Bush Fires Act 1954.
- To advise Council on the best and most efficient means of maximising fire control resources in the district.

4.0 MEMBERSHIP
The Council appoints to the Committee those ex officio representatives listed in the categories of membership outlined below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.

Council may dismiss members who miss two consecutive meetings without reasonable cause. Membership of the Committee shall be:
- The President of the Shire of Corrigin.
- The Chief Bush Fire Control Officer (CBFCO).
- The Deputy Chief Bush Fire Control Officer (DBFCO).
- One Bush Fire Control Officer (appointed by the Shire in accordance with the Bush Fires Act 1954) from each Brigade.
- One Councillor nominated by the Council.

Chief Executive Officer and other Shire staff members will provide advice and administrative support to the Committee.

A Representative from Department of Fire and Emergency Services (DFES) Upper Great Southern Region and any other agency as determined by the Presiding Member will be invited to attend and provide reports on their respective agencies.

5.0 PRESIDING MEMBER
The President takes the role of Presiding Member. The members of the Committee shall elect a Deputy Presiding Member to chair in the absence of the Presiding Member.

The election of the Presiding Member and the Deputy shall also be required to be repeated at the first meeting after the local government election to satisfy the requirements of the Local Government Act.

This can be facilitated by the CEO or the CEO's representative conducting the election calling for a motion to confirm the election of the CBFCO and the Deputy Chief Bush Fire Control Officer.

The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Corrigin Standing Orders.

The minutes of the Committee are to be submitted to the next ordinary meeting of the committee for confirmation. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation. The Local Government Act 1995 places responsibility for speaking on behalf of Council with the President, or the CEO if the President agrees. The Presiding Member if not the Shire President as well as individual members of the Committee are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the

committee or Council without the prior approval of the Shire President.

6.0 CONDUCT OF MEETINGS

Ordinary meetings of the Committee shall be held on a day as determined by the Presiding Member generally in March or April and September or October each year. Written notice shall be given to all Committee members, at least 14 days prior to the meeting. Special meetings of the Committee may be convened by:

- the Presiding Member
- written notice to all Committee members, such notice being signed by at least four members of the Committee, giving not less than 7 days notice and stating purpose of the meeting.
- the Council

The time and venue of meetings will be determined by the Presiding Member or the Council having due regard to the general convenience of the Committee members.

The Committee is established by the Council of the Shire of Corrigin under the powers and given in section 5.8 of the Local Government Act 1995 and under section 67 (Advisory Committees) of the Bush Fires Act 1954. Notice of meetings, quorum requirements of 50% of members and all other matters pertaining to the conduct of the committee shall be carried out in accordance with the Local Government Act 1995.

7.0 DELEGATED POWERS

The Committee has no delegated powers and is an advisory committee to Council only. Recommendations of committees meetings are to be presented to Council by Shire staff for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

1. DECLARATION OF OPENING

The Chairperson, Shire President Cr. S Jacobs opened the meeting at 4:05pm.

2. ATTENDANCE/APOLOGIES

Shire President	Cr S Jacobs
Councillor	Cr D Smith
Chief Executive Officer	N Manton
Executive Support Officer	J Filinski
Chief Bushfire Control Officer	G Evans
Deputy Chief Bushfire Control Officer	S Bolt
Community Emergency Services Manager (CESM)	M Charles
DFES Area Officer Narrogin West	B Davies
Fire Control Officers (FCOs)	S Jacobs
	P McBeath
	J Baker
	C Weguelin
	K Sturges
	T George
	K Courboules
	B Talbot
	J Bell

APOLOGIES

J Hewett
B Grylls

3. CONFIRMATION OF PREVIOUS MINUTES

Minutes of the Bush Fire Committee meeting held on Thursday 26 March 2026 (Attachment 3.1).

COMMITTEE RESOLUTION
Moved: T George **Seconded: S Bolt**
Minutes of the Bush Fire Advisory Committee meeting held on Thursday 26 March 2026 (Attachment 3.1) be confirmed as a true and correct.

Carried

4. GENERAL BUSINESS

4.1. SEASON BRIEFING

Deputy Chief Bush Fire Control Officer discussed weather outlook, water availability and fuel loads.

4.2. DFES UPDATE

The DFES Pre-Season 2026/27 Report highlighted the potential for an above-average bushfire season across the Upper Great Southern, driven by elevated fuel loads, dry conditions, reduced water availability and earlier crop curing and harvest activity.

Drawing on lessons from the previous season, the report emphasised establishing incident control early, requesting support promptly and delegating responsibilities across the fireground. It also outlined guidance on incident reporting, community warnings, transfer of control and access to specialist resources. The full report is provided as an attachment to the minutes.

4.3. FIREBREAKS

Property owners were advised in a brochure with their rates notices that firebreaks are to be completed by 31 October each year.

The Ranger will conduct preliminary checks of town properties in mid-October, and a reminder will be sent following the inspection for properties that are not yet compliant.

Properties will be inspected on, or just after, 1 November and non-compliant property owners will be issued with a $250 fine (no extensions will be given).

Action: ESO/CEO to ensure the Firebreak Order item includes discussion on bringing the compliance deadline forward to earlier in October and applying the full infringement penalty for non-compliance rather than a modified penalty where appropriate.

Action: FCO's to inspect rural properties and notify shire of any non-compliance so that reminders and fines can be issued. Reports of non-compliant firebreaks on rural properties are to be accompanied with photographic evidence and details of the **exact location** as well as a record of the date and time of the inspection.

4.4. RESTRICTED AND PROHIBITED BURNING PERIOD

Restricted and prohibited dates are noted below

	Restricted Start	Prohibited Start	Prohibited End	Restricted End
Gazetted	19 September	1 November	15 February	15 April

Permit holders are required to check the fire danger index and must not light a fire on a day when the rating is high or above.

Check fire danger index at www.emergencywa.gov.au

Action: Permit Book - Yellow copies to shire for record keeping.

4.5. HARVEST WEATHER RADIO CALLS

Harvest weather calls to be made on Monday at 8:00am.
All FCO Radio check to be conducted on Monday 12 October 2026 at 8:00am.
Test Harvest Weather Radio to be conducted on Monday 19 October 2026 at 8:00am.

Harvest Ban Officers

- Natalie Manton,
- Adam Rendell, Garrick Connelly (if Adam Rendell unavailable),
- Sandow Jacobs, Steven Bolt (if Sandow Jacobs unavailable),
- Paul Baker, Juan Baker (if Paul Baker unavailable),
- Greg Evans, Braden Grylls (if Greg Evans is unavailable)

Action: Send reminder on FCO What's app.

4.6. FIRE WEATHER OFFICER PROCESS CHECKLIST

A checklist has been provided as attachment 4.6 for Fire Weather Officers to complete when fulfilling duties within the role.

- Greg Evans - is responsible for Town Centre and Southwest quadrant of Corrigin
- Steven Bolt - is responsible for the Northwest quadrant of Corrigin
- Sandow Jacobs - is responsible for the Northeast quadrant of Corrigin
- Adam Rendell - is responsible for the Southeast quadrant of Corrigin.

4.7. INCIDENT REPORT FORMS

Reminder to send Incident and Attendance Forms to CESM for every incident. Both forms are required to be completed in full, or they won't be accepted by DFES for processing and jobs will remain open indefinitely.

DFES Monthly Report September 2026 provided within brigade information pack outlining open jobs.

New books can be ordered as required, inform CESM when new books are required.

Recent property damage at hay truck fire is a timely reminder of the following requirements to ensure coverage by Shire of Corrigin bushfire insurance for brigade members:

1. Keep brigade membership current.
2. Respond through the brigade and work within the incident command structure.
3. Make sure attendance and private equipment are recorded.
4. Report every injury, incident and equipment loss promptly.
5. Ensure private equipment is safe, maintained and suitable for the task.

4.8. COMMUNICATION AND CONTACTING COMCEN

The text message system for notification of incidents goes to all FCO's and Incident Controller needs to respond to COMCEN and provide updates.

Within 15 minutes of arrival the Incident Controller will provide a verbal Situation Report to COMCEN detailing the situation.

4.9. BRIGADE MEMBERSHIP

Updated brigade lists have been provided for review

New application forms also provided so they can be provided to volunteers not yet registered on the Shire's member list.

Action: Send completed applications to eso@corrigin.wa.gov.au (must use the latest application forms provided in brigade packs)

Action: Brigade Captain to review brigade membership list and return to Shire marked up with members requiring removal

Action: Brigades to update their WhatsApp group to include new members.

4.10. MEDALS

Captains to advise who will receive medals.

Action: Captains to consult with brigades to determine who should be recognised for service honours. See Policies and Procedures Manual for

4.11. CONFIRMATION OF BRIGADE CAPTAINS AND SECRETARIES

Confirm brigade captains and secretaries and advise the Shire of any updates to the following positions.

Bilbarin
Captain: *Steven Bolt*
Secretary: *Sandow Jacobs*
Equipment Officer: *Sandow Jacobs*
Training Officer: *Steven Bolt*

Bullaring
Captain: *Juan Baker*
Secretary: *Callum Evans*
Equipment Officer: *Juan Baker*
Training Officer: *Juan Baker*

Bulyee
Captain: *Kim Sturges*
Secretary: *Amy Lee*
Equipment Officer: *Lyndon Baker, Clancy Baker*
Training Officer: *Lyndon Baker*

Corrigin East
Captain: *Tim George*
Secretary: *Kim Courboules*
Equipment Officer: *N/A*
Training Officer: *Kim Courboules*

Corrigin Central
Captain: *Garrick Connelly*
Secretary: *Liam Shaw*
Equipment Officer: *Justin Downing Grose*
Training Officer: *Garrick Connelly*

Minutes of brigade meetings to be forwarded to eso@corrigin.wa.gov.au

4.12. DUAL FIRE CONROL OFFICERS

Council has endorsed the following Dual Fire Control Officers:

Shire of Pingelly
- Rodney Leonard Shaddick
- Brodie Cunningham
- Jeffrey Bernard Edwards
- Robert John Lee
- Sam Macnamara

Shire of Wickepin
- David Stacey
- Jim Hamilton
- Matt Pockran

Shire of Kulin:
- Don Bradford
- David Lewis

Shire of Kondinin provided the Shire with the following Dual FCO appointments on 1 October 2026:
- Roger Northey
- Glenn Browning

4.13. TRAINING

CESM outlined future training priorities, encouraging all farm response unit members to complete online Rural Fire Awareness training, with after-hours brigade sessions available to assist. More active bushfire volunteers were encouraged to complete the Fire Safety Awareness and Firefighting Skills courses.

4.14. PERSONAL PROTECTIVE EQUIPMENT

Uniforms are available at the Shire office. One pair of boots in each size is available at the Shire office for fitting purposes only. Once the correct size has been confirmed, boots will need to be ordered as part of the uniform order, as the fitting pairs cannot be issued.

Action: Brigade Secretary to provide uniform order form to brigade members.
Action: Equipment Officer to advise CESM or ESO if any PPE needs replacing in the trucks.

4.15. TRUCK SERVICING

Truck servicing to be done by CJS Agri Mechanics (Curtis Szczecinski): 0457 827 777

Action: Brigade Equipment Officer to ensure truck servicing and equipment checks are up to date - Contact Jo Fawkes, Depot Admin, Work Health and Safety Officer for a purchase order once a quote has been received and prior to finalising a booking 0429 632 203.

4.16. RADIO SERVICING

Advise CESM of any radio issues as soon as they arise so repairs can be organised alongside servicing. This includes work orders for moving radios from one vehicle to another.

Action: FCO's to keep CESM updated on state of radios
Action: CESM to organise radio servicing and repairs with DFES contractor.

4.17. TRUCK DEFIBRILLATORS

Defibrillators were professionally checked in September 2026.

4.18. AUTOMATIC VEHICLE LOCATOR TESTING

Automatic Vehicle Locator (AVL) tests to be done regularly and monthly testing from October to April is recommended. A reminder that the trucks need to be out of the shed for the test to be carried out

4.19. FUEL VOUCHER ALLOCATION

Cards due to arrive in October.

Action: ESO to notify FCO's when cards arrive at the Shire.
Action: Brigade Captains to forward login credentials to eso@corrigin.wa.gov.au so cards can be activated.

Bilbarin BFB - $1,000
Bullaring BFB - $1,000
Corrigin Central BFB - $1,000
Bulyee/Kunjin BFB - $1,000
Corrigin East - $1,000

Bushfire Control Officers - 2026/2027
Volunteer Fuel Card Distribution List

Name	Amount
Greg Evans	$ 750.00
Steven Bolt	$ 500.00
Sandow Jacobs	$ 250.00
Paul McBeath	$ 250.00
Juan Baker	$ 250.00
Craig Jespersen	$ 250.00

Joel Bell	$	250.00
Kim Sturges	$	250.00
John Hewett	$	250.00
Braden Grylls	$	250.00
Craig Poultney	$	250.00
Tim George	$	250.00
Kim Courboules	$	250.00
Bruce Talbot	$	250.00
Garrick Connelly	$	250.00
Adam Rendell	$	250.00
Corey Weguelin	$	250.00
	$	**5,000.00**

4.20. CHRISTMAS SMS MESSAGE

The following text message will be used during Christmas:

The Shire of Corrigin has imposed a harvest and movement of vehicles ban on Christmas Day 25 December 2026, Boxing Day 26 December 2026 and New Year's Day 1 January 2027.

Deputy Chief FCO gave an overview of points raised at the Regional Operations Advisory Committee (ROAC) meeting including discussion of Western Power pole insulators.

5. MEETING CLOSURE

The Chairperson, Shire President Cr. S Jacobs closed the meeting at 5:20pm and thanked everyone for their attendance.

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF SEPTEMBER 2026

MUNICIPAL ACCOUNT

EFT PAYMENTS

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT23037	03/09/2026	AVON WASTE	RUBBISH COLLECTION FOR JULY 2026	$ 23,079.21
EFT23038	03/09/2026	CORRIGIN CLEANING SERVICE	CARPET CLEANING - 2 SPANNEY STREET	$ 216.70
EFT23039	03/09/2026	CORRIGIN ENGINEERING PTY LTD	FABRICATE BIN SHELTER FOR WILDFLOWER DRIVE	$ 5,270.12
EFT23040	03/09/2026	DAIMLER TRUCKS PERTH	NEW 2025 FUSO CANTER CREW CAB TRUCK	$ 130,136.21
EFT23041	03/09/2026	FREEMAN, DAWNELLA	STAFF REIMBURSEMENT	$ 112.95
EFT23042	03/09/2026	DEPARTMENT OF FIRE & EMERGENCY SERVICES	2026/2027 ESL FIRST QUARTER CONTRIBUTION, 2025/2026 BILLING ADJUSTMENT	$ 31,612.28
EFT23043	03/09/2026	DEPT OF LOCAL GOVERNMENT, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY AUGUST 2026	$ 56.65
EFT23044	03/09/2026	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING SUPPLIES FOR AUGUST 2026	$ 206.40
EFT23045	03/09/2026	LGISWA	2025/2026 WORKERS COMPENSATION INSURANCE ACTUAL WAGES ADJUSTMENT	$ 11,879.42
EFT23046	03/09/2026	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	$ 169.89
EFT23047	03/09/2026	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTION	$ 409.63
EFT23048	10/09/2026	ASHLEY JAMES JACOBS	CUSTOMER REFUND	$ 1,885.74
EFT23049	10/09/2026	AUSTRALIA POST	POSTAGE CHARGES FOR AUGUST 2026	$ 72.62
EFT23050	10/09/2026	BOC LIMITED	CONTAINER SERVICE FEE FOR SWIMMING POOL - MEDICAL OXYGEN	$ 14.88
EFT23051	10/09/2026	BEST OFFICE SYSTEMS	PRINTING CHARGES - ADMIN OFFICE, RESOURCE CENTRE, WORKS DEPOT	$ 930.17
EFT23052	10/09/2026	BROWNLEY'S PLUMBING & GAS	PLUMBING SERVICES - CREC	$ 2,205.90
EFT23053	10/09/2026	CTI LOGISTICS	FREIGHT CHARGES FOR AUGUST 2026	$ 2,487.73
EFT23054	10/09/2026	COMITO, STEVEN JOSEPH	STAFF REIMBURSEMENT	$ 65.00
EFT23055	10/09/2026	CORRIGIN COMMUNITY SHED INCORPORATED	COMMUNITY ASSISTANCE GRANT - ELECTRICAL UPGRADE AT COMMUNITY SHED	$ 5,000.00
EFT23056	10/09/2026	CORRIGIN HARDWARE	HARDWARE SUPPLIES FOR AUGUST 2026	$ 2,779.40
EFT23057	10/09/2026	CORRIGIN NEWSAGENCY	NEWSPAPERS FOR AUGUST 2026	$ 102.50
EFT23058	10/09/2026	CORRIGIN TYREPOWER	PLANT REPAIRS - GRADER, TOYOTA PRADO WAGON	$ 2,357.50
EFT23059	10/09/2026	DIALPLAN	PHONE CHARGES FOR SEPTEMBER 2026 - CORRIGIN MEDICAL CENTRE	$ 209.00
EFT23060	10/09/2026	ELDERS RURAL SERVICES AUSTRALIA LIMITED	3 GATES FOR SALEYARD	$ 429.00
EFT23061	10/09/2026	GREAT SOUTHERN FUEL SUPPLIES	15,500 LITRES OF DIESEL, 400 LITRES OF PETROL, FUEL CARD PURCHASES FOR AUGUST 2026	$ 42,096.10
EFT23062	10/09/2026	MARKETFORCE - OMNICOM MEDIA	ADVERTISING - DEVELOPMENT APPLICATION, GRAVEL PUSHING TENDER	$ 1,672.44
EFT23063	10/09/2026	MALLEE TREE CAFE & GALLERY	CATERING SERVICES	$ 350.00
EFT23064	10/09/2026	MARTINS TRAILER PARTS PTY LTD	PLANT PARTS - TIPPER TRUCK	$ 172.87
EFT23065	10/09/2026	NEU-TECH AUTO ELECTRICS, TYRES & MECHANICAL	PLANT PARTS AND REPAIRS - SPRAY TRAILER, CREW CAB TRUCKS, TOYOTA HILUX UTE	$ 1,024.74
EFT23066	10/09/2026	SCAVENGER FIRE & SAFETY	BUSHFIRE UNIFORMS	$ 286.00
EFT23067	10/09/2026	SCOTT CRAIG COPPEN	BOND REFUND	$ 50.00
EFT23068	10/09/2026	STATE LIBRARY OF WESTERN AUSTRALIA	2026/2027 BETTER BEGINNINGS PACKS	$ 61.80
EFT23069	10/09/2026	TEAM GLOBAL EXPRESS - TOLL GLOBAL	FREIGHT CHARGES	$ 129.00
EFT23070	10/09/2026	WORKWEAR DIRECT PTY LTD	STAFF UNIFORMS	$ 434.90
EFT23073	17/09/2026	BAIRSTOW, RACHEL	STAFF REIMBURSEMENT	$ 112.65
EFT23074	17/09/2026	CORRIGIN AGRICULTURAL SOCIETY (INC)	BOND REFUND	$ 250.00
EFT23075	17/09/2026	CORRIGIN FOOTBALL CLUB	BOND REFUND	$ 400.00
EFT23076	17/09/2026	ROBERTS, KELLY	STAFF REIMBURSEMENT	$ 150.00
EFT23077	17/09/2026	TREMAR CONTRACTING	REPLACE DAMAGED CARPORT AT SENIOR CITIZENS FACILITY	$ 27,486.80

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF SEPTEMBER 2026

EFT23078	17/09/2026	CORRIGIN HISTORICAL SOCIETY (INC)	REIMBURSEMENT FOR 2026/2027 PUBLIC LIABILITY AND PERSONAL ACCIDENT INSURANCE	$	1,060.08
EFT23079	17/09/2026	TRUCK CENTRE (WA) PTY LTD	NEW 2025 MACK ANTHEM PRIME MOVER	$	394,680.00
EFT23080	17/09/2026	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	$	174.06
EFT23081	17/09/2026	CORRIGIN SHIRE WORKERS SOCIAL CLUB	PAYROLL DEDUCTIONS	$	150.00
EFT23082	17/09/2026	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTION	$	409.63
EFT23083	21/09/2026	LUXE POOLS AND LANDSCAPING	DEPOSIT FOR POOL TILES FOR RENOVATION WORK AT SWIMMING POOL	$	30,000.00
EFT23084	24/09/2026	ABCO PRODUCTS PTY LTD	CLEANING PRODUCTS AND BATHROOM SUPPLIES	$	3,910.35
EFT23085	24/09/2026	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY AND ASSOCIATED LEGAL FEES	$	2.75
EFT23086	24/09/2026	AVON WASTE	RUBBISH COLLECTION FOR AUGUST 2026	$	25,362.48
EFT23087	24/09/2026	BENARA NURSERIES	NATIVE PLANTS FOR TOWN PARKS AND GARDENS	$	666.34
EFT23088	24/09/2026	BEST OFFICE SYSTEMS	PRINTER FOR NURSES ROOM AT MEDICAL CENTRE	$	451.00
EFT23089	24/09/2026	CORRIGIN CLEANING SERVICE	UPHOLSTERY, CARPET AND HARDFLOOR CLEANING - ADMINISTRATION BUILDING	$	1,247.40
EFT23090	24/09/2026	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES FOR AUGUST 2026	$	183.60
EFT23091	24/09/2026	CORRIGIN SUPERMARKET & LIQUOR	REFRESHMENTS AND CATERING SUPPLIES FOR JULY AND AUGUST 2026	$	298.53
EFT23092	24/09/2026	CORSIGN WA PTY LTD	SECURITY NOTICE SIGNS FOR CORRIGIN TIP	$	154.00
EFT23093	24/09/2026	EXURBAN PTY LTD	TOWN PLANNING CONSULTANCY SERVICES FOR AUGUST 2026	$	4,159.45
EFT23094	24/09/2026	FIRST HEALTH SERVICES	MEDICAL SUPPORT SERVICE FEE FOR JULY, AUGUST AND SEPTEMBER 2026	$	32,500.00
EFT23095	24/09/2026	FLICK ANTICIMEX PTY LTD	2026/2027 ANNUAL SERVICE FEE FOR SHARPS AND SANITARY DISPOSAL UNITS	$	6,443.76
EFT23096	24/09/2026	G & W SURVEYS	SURVEYING SERVICES - CORRIGIN CEMETERY	$	3,465.00
EFT23097	24/09/2026	GREAT SOUTHERN FUEL SUPPLIES	40 LITRES OF TRUCK WASH	$	178.09
EFT23098	24/09/2026	JOONDALUP RESORT	STAFF ACCOMMODATION FOR LOCAL GOVERNMENT WORKS CONFERENCE	$	1,667.30
EFT23099	24/09/2026	JUST DUANE MUSIC	DEPOSIT FOR MUSICAL ENTERTAINMENT FOR 2026 PARK PARTY	$	180.00
EFT23100	24/09/2026	M2 TECHNOLOGY GROUP PTY LTD (M2 ON HOLD)	ON HOLD TELEPHONE SUBSCRIPTION FOR SEPTEMBER 2026	$	110.00
EFT23101	24/09/2026	MY SAFETY BUDDY	MY SAFETY BUDDY SUBSCRIPTION FOR AUGUST 2026	$	42.00
EFT23102	24/09/2026	NARROGIN CARPETS & CURTAINS (CASHAN ENTERPRISES PTY LTD)	INSTALL CARPET AND BLINDS AT 51 GOYDER STREET, INSTALL BLINDS AT 36A JOSE STREET	$	12,872.20
EFT23103	24/09/2026	NEU-TECH AUTO ELECTRICS, TYRES & MECHANICAL	PLANT PARTS - CREW CAB TRUCK	$	4,840.00
EFT23104	24/09/2026	NK STUDIO DESIGN PTY LTD	DEPOSIT FOR KEY WORKER HOUSING CONCEPT DESIGN	$	2,200.00
EFT23105	24/09/2026	SHIRE OF MERREDIN	ADVERTISING - EASTERN WHEATBELT VISITORS GUIDE	$	690.00
EFT23106	24/09/2026	SOPHIE AUSTRALIA WILDFLOWERS PHOTOGRAPHY	DELIVERY OF SMARTPHONE PHOTOGRAPHY WORKSHOP	$	400.00
EFT23107	24/09/2026	TELSTRA LIMITED	PHONE AND INTERNET CHARGES	$	453.18
EFT23108	24/09/2026	TESTO PTY LTD	3 TESTO TEMPERATURE GUNS	$	1,141.80
EFT23109	24/09/2026	TREMAR CONTRACTING	INSTALL PATIO AT CARAVAN PARK	$	18,810.00
EFT23110	24/09/2026	WA CONTRACT RANGER SERVICES	RANGER SERVICES - ANIMAL CONTROL	$	847.00
EFT23111	24/09/2026	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	STAFF TRAINING - DIPLOMA OF LOCAL GOVERNMENT	$	9,000.00
EFT23112	24/09/2026	WALLIS COMPUTER SOLUTIONS	2026/2027 IT SUPPORT SERVICE FEES	$	89,188.11
EFT23113	24/09/2026	WESTERN STABILISERS PTY LTD	2 GAS BOTTLES FOR DENTAL RESIDENCE	$	573.80
EFT23114	24/09/2026	WICKEPIN MOTORS	PLANT REPAIRS - FORD RANGER UTE	$	500.00
EFT23115	24/09/2026	WINC AUSTRALIA PTY LTD	STATIONERY SUPPLIES	$	144.19
EFT23116	30/09/2026	CJS AGRI-MECHANICS	PLANT SERVICE & REPAIRS - CREW CAB TRUCK, ROLLERS, GRADERS, PATCHING TRUCK, MOWER	$	42,157.37
EFT23117	30/09/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	VEHICLE LICENCE AND MOTOR INJURY INSURANCE FOR SHIRE VEHICLES	$	11,375.60
			TOTAL EFT PAYMENTS	**$**	**999,055.27**

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF SEPTEMBER 2026

DIRECT DEBIT PAYMENTS

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD19107.1	02/09/2026	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	$ 12,661.22
DD19107.2	02/09/2026	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	$ 1,029.46
DD19107.3	02/09/2026	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	$ 1,661.04
DD19107.4	02/09/2026	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	$ 1,632.15
DD19107.5	02/09/2026	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	$ 800.76
DD19129.1	02/09/2026	SYNERGY	ELECTRICITY CHARGES	$ 11,013.18
DD19141.1	02/09/2026	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENT	$ 2,525.00
DD19125.1	09/09/2026	SYNERGY	ELECTRICITY CHARGES	$ 148.47
DD19124.1	14/09/2026	SYNERGY	ELECTRICITY CHARGES	$ 110.80
DD19158.1	16/09/2026	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	$ 12,342.40
DD19158.2	16/09/2026	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	$ 983.48
DD19158.3	16/09/2026	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	$ 1,669.49
DD19158.4	16/09/2026	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	$ 1,699.72
DD19158.5	16/09/2026	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	$ 792.67
DD19161.1	16/09/2026	THE BOND ADMINISTRATOR	BOND DEBIT FOR 23A SEIMONS AVENUE	$ 780.00
DD19199.1	17/09/2026	SYNERGY	ELECTRICITY CHARGES	$ 568.25
DD19166.1	18/09/2026	SYNERGY	ELECTRICITY CHARGES	$ 925.54
DD19178.1	23/09/2026	WATER CORPORATION OF WA	WATER CHARGES	$ 5,487.53
DD19193.1	23/09/2026	WATER CORPORATION OF WA	WATER CHARGES	-$ 27.34
DD19123.1	24/09/2026	SYNERGY	ELECTRICITY CHARGES	$ 4,825.07
DD19179.1	29/09/2026	WATER CORPORATION OF WA	WATER CHARGES	$ 8,881.14
DD19203.1	30/09/2026	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	$ 12,328.47
DD19203.2	30/09/2026	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	$ 1,661.04
DD19203.3	30/09/2026	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	$ 1,644.58
DD19203.4	30/09/2026	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	$ 563.60
DD19203.5	30/09/2026	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	$ 871.58
			TOTAL DIRECT DEBIT PAYMENTS	**$ 87,579.30**

EFT PAYROLL PAYMENTS

PPE #	DATE	NAME	DESCRIPTION	AMOUNT
PPE020926	03/09/2026	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	$ 76,014.80
PPE160926	17/09/2026	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	$ 75,471.61
			TOTAL EFT PAYROLL PAYMENTS	**$ 151,486.41**

MUNICIPAL ACCOUNT - TOTAL PAYMENTS **$ 1,238,120.98**

TRUST ACCOUNT

EFT PAYMENTS

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT23071	10/09/2026	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES FOR AUGUST 2026	$ 18.05

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF SEPTEMBER 2026

EFT23072	10/09/2026	SHIRE OF CORRIGIN - MUNICIPAL	TRANSWA TICKET COMMISSIONS FOR AUGUST 2026, FEBRUARY 2021 TRANSACTION REFUND	$ 44.15
			TOTAL EFT PAYMENTS	**$ 62.20**
			TRUST ACCOUNT - TOTAL PAYMENTS	**$ 62.20**

LICENSING TRUST ACCOUNT

DIRECT DEBIT PAYMENTS

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD19098.1	01/09/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 9,964.45
DD19102.1	02/09/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 1,952.15
DD19110.1	03/09/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 253.60
DD19113.1	04/09/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 1,140.55
DD19126.1	07/09/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 1,325.35
DD19128.1	08/09/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 172.00
DD19137.1	09/09/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 1,755.35
DD19139.1	10/09/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 1,537.40
DD19142.1	14/09/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 2,076.10
DD19147.1	15/09/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 32.00
DD19152.1	16/09/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 204.00
DD19163.1	17/09/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 589.45
DD19165.1	18/09/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 1,096.15
DD19171.1	21/09/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 630.85
DD19183.1	23/09/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 2,057.90
DD19187.1	24/09/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 1,928.40
DD19189.1	25/09/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 1,810.05
DD19196.1	29/09/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 1,025.25
DD19201.1	30/09/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	$ 5,072.45
			TOTAL DIRECT DEBIT PAYMENTS	**$ 34,623.45**
			LICENSING TRUST ACCOUNT - TOTAL PAYMENTS	**$ 34,623.45**

TOTAL MUNICIPAL ACCOUNT PAYMENTS	**$ 1,238,120.98**
TOTAL TRUST ACCOUNT PAYMENTS	**$ 62.20**
TOTAL EDNA STEVENSON TRUST ACCOUNT PAYMENTS	**$ -**
TOTAL LICENSING TRUST ACCOUNT PAYMENTS	**$ 34,623.45**
TOTAL OF ALL ACCOUNT PAYMENTS	**$ 1,272,806.63**

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF SEPTEMBER 2026

CREDIT CARD PURCHASES

DATE	NAME	DESCRIPTION	AMOUNT
30/07/2026	TYRES AND MORE DUNSBOROUGH	PLANT REPAIRS - CEO VEHICLE CR1	$ 475.00
30/07/2026	CORRIGIN SHIRE LICENSING	PLATE REMAKE FEE - CREW CAB TRUCK CR18	$ 52.10
30/07/2026	WATER CORPORATION	TRADE WASTE PERMIT 50248 - CREC	$ 375.49
30/07/2026	WATER CORPORATION	TRADE WASTE PERMIT 12494 - CARAVAN PARK	$ 268.32
30/07/2026	WATER CORPORATION	TRADE WASTE PERMIT 41339 - REED DAYCARE CENTRE	$ 268.32
07/08/2026	CORRIGIN SHIRE LICENSING	VEHICLE TRANSFER FEE - TIPPING TRAILER 1UCK281	$ 20.50
12/08/2026	CALTEX KARRAGULLEN	FUEL FOR DCEO VEHICLE 2CR	$ 81.96
13/08/2026	CORRIGIN SHIRE LICENSING	PLATE CHANGE/RETAIN FEE - CEO VEHICLE CR1	$ 32.00
14/08/2026	CORRIGIN SHIRE LICENSING	PLATE CHANGE/RETAIN FEE - DCEO VEHICLE 2CR	$ 32.00
14/08/2026	MALAGA RAINBOW VINAL CO	RESOURCE CENTRE CRICUT SUPPLIES	$ 51.96
14/08/2026	CORRIGIN SHIRE LICENSING	NEW VEHICLE REGISTRATION FEE - CEO VEHICLE CR1	$ 515.60
18/08/2026	CORRIGIN SHIRE LICENSING	PLATE CHANGE/REISSUE FEE - DCEO VEHICLE 2CR	$ 19.40
18/08/2026	CORRIGIN SHIRE LICENSING	OPTIONAL DISTRICT PLATE CONVERSION FEE - CREW CAB TRUCK CR18	$ 190.00
19/08/2026	MITTI BY SAFETY CULTURE	2 NEW STAFF REGISTRATIONS FOR SAFETY CULTURE APP	$ 142.35
		TOTAL CREDIT CARD PURCHASES	**$ 2,525.00**

FUEL CARD PURCHASES

DATE	NAME	DESCRIPTION	AMOUNT
31/08/2026	ADMINISTRATION VEHICLE - CR1	FUEL CARD PURCHASES FOR AUGUST 2026	$ 844.86
31/08/2026	ADMINISTRATION VEHICLE - 2CR	FUEL CARD PURCHASES FOR AUGUST 2026	$ 101.05
31/08/2026	MEDICAL SERVICES VEHICLE - CR1000	FUEL CARD PURCHASES FOR AUGUST 2026	$ 660.97
31/08/2026	ROE HEALTH VEHICLE - 4CR	FUEL CARD PURCHASES FOR AUGUST 2026	$ 1,828.83
31/08/2026	WORKS AND SERVICES VEHICLE - 1CR	FUEL CARD PURCHASES FOR AUGUST 2026	$ 909.48
31/08/2026	WORKS AND SERVICES VEHICLE - CR4	FUEL CARD PURCHASES FOR AUGUST 2026	$ 185.08
31/08/2026	WORKS AND SERVICES VEHICLE - CR23	FUEL CARD PURCHASES FOR AUGUST 2026	$ 710.04
31/08/2026	WORKS AND SERVICES VEHICLE - CR4030	FUEL CARD PURCHASES FOR AUGUST 2026	$ 93.58
		TOTAL FUEL CARD PURCHASES	**$ 5,333.89**

MONTHLY FINANCIAL REPORT

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

For the period ended 30 September 2026

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF CORRIGIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

	Note	Adopted Budget Estimates (a)	YTD Budget Estimates (b)	YTD Actual (c)	Variance* $ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
		$	$	$	$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates		3,313,554	3,309,242	**3,315,143**	5,901	0.18%	
Rates excluding general rates		103,203	103,203	**103,204**	1	0.00%	
Grants, subsidies and contributions		1,696,984	424,240	**473,022**	48,782	11.50%	▲
Fees and charges		839,223	408,710	**378,182**	(30,528)	(7.47%)	
Interest revenue		328,937	15,258	**34,781**	19,523	127.95%	▲
Other revenue		111,625	27,879	**256,184**	228,305	818.91%	▲
Profit on asset disposals		240,726	40,118	**0**	(40,118)	(100.00%)	▼
Fair value adjustments to financial assets at fair value through profit or loss		2,500	624	**0**	(624)	(100.00%)	
		6,636,752	**4,329,274**	**4,560,516**	**231,242**	5.34%	
Expenditure from operating activities							
Employee costs		(3,207,021)	(826,009)	**(648,701)**	177,308	21.47%	▲
Materials and contracts		(2,706,509)	(674,745)	**(612,021)**	62,724	9.30%	
Utility charges		(424,225)	(105,960)	**(50,143)**	55,817	52.68%	▲
Depreciation		(4,603,727)	(765,726)	**0**	765,726	100.00%	▲
Finance costs		(46,231)	0	**0**	0		
Insurance		(235,520)	(746)	**(171,261)**	(170,515)	(22857.24%)	▼
Other expenditure		(207,684)	(58,129)	**(44,543)**	13,586	23.37%	▲
Loss on asset disposals		(112,503)	(18,746)	**0**	18,746	100.00%	▲
		(11,543,420)	**(2,450,061)**	**(1,526,669)**	**923,392**	37.69%	
Amounts excluded from operating activities	2(c)	4,498,087	744,978	**0**	(744,978)	(100.00%)	▼
Amount attributable to operating activities		**(408,581)**	**2,624,191**	**3,033,847**	**409,656**	15.61%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		1,698,357	424,587	**55,463**	(369,124)	(86.94%)	▼
Proceeds from disposal of property, plant and equipment		542,556	0	**0**	0		
Proceeds on disposal of financial assets at fair values through other comprehensive income		75,000	0	**0**	0		
		2,315,913	**424,587**	**55,463**	**(369,124)**	(86.94%)	
Outflows from investing activities							
Acquisition of property, plant and equipment		(2,347,300)	(810,000)	**(606,365)**	203,635	25.14%	▲
Acquisition of infrastructure		(2,950,561)	0	**(66,708)**	(66,708)		▼
Payments for financial assets at amortised cost - term deposits		(317,343)	0	**0**	0		
		(5,615,204)	**(810,000)**	**(673,072)**	**136,928**	16.90%	
Amounts excluded from investing activities	2(d)	317,343	0	**0**	0		
Amount attributable to investing activities		**(2,981,948)**	**(385,413)**	**(617,609)**	**(232,196)**	(60.25%)	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves		360,000	0	**0**	0		
		360,000	**0**	**0**	**0**		
Outflows from financing activities							
Repayment of borrowings		(108,322)	0	**0**	0		
Transfer to reserves		(677,344)	0	**0**	0		
		(785,666)	**0**	**0**	**0**		
Amount attributable to financing activities		**(425,666)**	**0**	**0**	**0**		
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a)	3,816,195	3,816,195	**4,659,430**	843,235	22.10%	▲
Amount attributable to operating activities		(408,581)	2,624,191	**3,033,847**	409,656	15.61%	▲
Amount attributable to investing activities		(2,981,948)	(385,413)	**(617,609)**	(232,196)	(60.25%)	▼
Amount attributable to financing activities		(425,666)	0	**0**	0		
Surplus or deficit after imposition of general rates		**0**	**6,054,973**	**7,075,668**	**1,020,695**	16.86%	▲

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 CORRIGIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

	Actual 30 June 2026	Actual as at 30 September 2026
	$	$
CURRENT ASSETS		
Cash and cash equivalents	5,124,450	6,679,129
Trade and other receivables	189,609	780,928
Other financial assets	4,787,066	4,787,066
Inventories	94,901	81,184
Other assets	20,296	(3,177)
TOTAL CURRENT ASSETS	10,216,322	12,325,130
NON-CURRENT ASSETS		
Trade and other receivables	18,339	18,339
Other financial assets	155,178	155,178
Inventories	530,000	530,000
Investment in associate	36,994	36,994
Property, plant and equipment	34,156,248	34,762,613
Infrastructure	170,813,955	170,880,662
TOTAL NON-CURRENT ASSETS	205,710,714	206,383,786
TOTAL ASSETS	215,927,036	218,708,916
CURRENT LIABILITIES		
Trade and other payables	430,610	146,392
Other liabilities	41,144	17,932
Borrowings	108,322	108,322
Employee related provisions	432,167	432,167
TOTAL CURRENT LIABILITIES	1,012,243	704,813
NON-CURRENT LIABILITIES		
Borrowings	914,797	914,797
Employee related provisions	88,033	88,033
TOTAL NON-CURRENT LIABILITIES	1,002,830	1,002,830
TOTAL LIABILITIES	2,015,073	1,707,643
NET ASSETS	**213,911,963**	**217,001,273**
EQUITY		
Retained surplus	33,540,418	36,629,728
Reserve accounts	4,787,066	4,787,066
Revaluation surplus	175,584,479	175,584,479
TOTAL EQUITY	**213,911,963**	**217,001,273**

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

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 with exception to the following:

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 12 October 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 policies
Material accounting policies utilised in the preparation of these statements are as described within the 2026-27 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
- Measurement of employee benefits

2 NET CURRENT ASSETS INFORMATION

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

	Note	Adopted Budget Opening 1 July 2026	Actual as at 30 June 2026	Actual as at 30 September 2026
Current assets		$	$	$
Cash and cash equivalents		383,095	5,124,450	6,679,129
Trade and other receivables		102,070	189,609	780,928
Other financial assets		5,104,409	4,787,066	4,787,066
Inventories		13,996	94,901	81,184
Other assets		1,714	20,296	(3,177)
		5,605,284	10,216,322	12,325,130
Less: current liabilities				
Trade and other payables		167,548	(430,610)	(146,392)
Other liabilities		0	(41,144)	(17,932)
Borrowings		(113,406)	(108,322)	(108,322)
Employee related provisions		(374,080)	(432,167)	(432,167)
Other provisions		(229,546)	0	0
		(549,484)	(1,012,243)	(704,813)
Net current assets		5,055,800	9,204,079	11,620,317
Less: Total adjustments to net current assets	2(b)	(5,055,800)	(4,544,649)	(4,544,649)
Closing funding surplus / (deficit)		**0**	**4,659,430**	**7,075,668**

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets				
Less: Reserve accounts		(5,104,409)	(4,787,066)	(4,787,066)
Less: Current assets not expected to be received at end of year				
- Land held for resale		0	(65,000)	0
- Rates receivable		(64,797)	(41,144)	(17,932)
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of borrowings		113,406	108,322	108,322
Add: Current liabilities covered by funds held in reserve account				
- Current portion of employee benefit provisions		0	240,239	152,027
Total adjustments to net current assets	2(a)	**(5,055,800)**	**(4,544,649)**	**(4,544,649)**

(c) Amounts excluded from operating activities

	Adopted Budget Estimates 30 June 2027	YTD Budget Estimates 30 September 2026	YTD Actual 30 September 2026
	$	$	$
Less: Profit on asset disposals	(240,726)	(40,118)	0
Less: Fair value adjustments to financial assets at fair value through profit or loss	(2,500)	624	0
Add: Loss on disposal of assets	112,503	18,746	0
Add: Depreciation	4,603,727	765,726	0
Non-cash movements in non-current assets and liabilities:			
- Pensioner deferred rates	1,265	0	0
- Employee provisions	23,818	0	0
Total amounts excluded from operating activities	**4,498,087**	**744,978**	**0**

(d) Amounts excluded from investing activities

Reconciling item - movement between current assets			
- Financial assets at amortised cost - term deposits	317,343	0	0
Total amounts excluded from investing activities	**317,343**	**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.

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 2026-27 year is $10,000 and 10.00% whichever is the greater.

Description	Var. $	Var. %	
	$	%	
Revenue from operating activities			
Grants, subsidies and contributions Main Roads Direct Grant received upfront, resulting in revenue being ahead of budget at this point in the year.	**48,782**	**11.50%**	▲
Interest revenue Variance is due to instalment interest on rates being received earlier than budgeted and higher cash balances generating additional interest income.	**19,523**	**127.95%**	▲
Other revenue Variance relates primarily to proceeds from the disposal of assets, with adjustments for the sale of the CEO and DCEO vehicles and sale of land/inventory yet to be processed.	**228,305**	**818.91%**	▲
Profit on asset disposals No asset disposals have occurred to date compared with budget expectations.	**(40,118)**	**(100.00%)**	▼
Expenditure from operating activities			
Employee costs Employee costs are below budget as the budget allowed for a 4.6% salary increase. Under the EBA, salaries increased by 4.0% as Perth CPI of 3.7% was below 4.0%.	**177,308**	**21.47%**	▲
Utility charges Utility expenses are below budget due to the timing of electricity, water and other utility invoices.	**55,817**	**52.68%**	▲
Depreciation Depreciation has not yet been processed for the reporting period and will be recognised when the 25-26 audit is finalised.	**765,726**	**100.00%**	▲
Insurance Insurance premiums were paid earlier than budgeted, resulting in expenditure exceeding year-to-date budget.	**(170,515)**	**(22857.24%)**	▼
Other expenditure Variance relates primarily to WALGA subscriptions being paid in full at the start of the year, while the budget is spread across the financial year.	**13,586**	**23.37%**	▲
Loss on asset disposals No asset disposals have occurred to date compared with budget expectations.	**18,746**	**100.00%**	▲
Amounts excluded from operating activities Depreciation has not yet been processed and will be recognised following finalisation of the 2025-26 audit.	**(744,978)**	**(100.00%)**	▼
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions Capital grant funding has not yet been received in line with the budget timing and is expected later in the year.	**(369,124)**	**(86.94%)**	▼
Outflows from investing activities			
Acquisition of property, plant and equipment Capital expenditure is below budget due to delays in procurement and project delivery, with expenditure expected later in the financial year.	**203,635**	**25.14%**	▲
Acquisition of infrastructure Infrastructure expenditure is less than budget due to project timing differences of planned works.	**(66,708)**		▼
Surplus or deficit at the start of the financial year Opening accumulated surplus was greater than budgeted following better-than-expected prior year operating results.	**843,235**	**22.10%**	▲
Surplus or deficit after imposition of general rates The favourable result reflects lower operating expenditure and higher revenue received than budgeted at this stage of the financial year.	**1,020,695**	**16.86%**	▲

SHIRE OF CORRIGIN

SUPPLEMENTARY INFORMATION

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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 CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$3.82 M	$3.82 M	$4.66 M	$0.84 M
Closing	$0.00 M	$6.05 M	$7.08 M	$1.02 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$11.47 M	% of total
Unrestricted Cash	$6.68 M	58.3%
Restricted Cash	$4.79 M	41.7%

Refer to 3 - Cash and Financial Assets

Payables

	$0.15 M	% Outstanding
Trade Payables	$0.07 M	
0 to 30 Days		100.0%
Over 30 Days		0.0%
Over 90 Days		0.0%

Refer to 9 - Payables

Receivables

	$0.18 M	% Collected
Rates Receivable	$0.60 M	82.6%
Trade Receivable	$0.18 M	% Outstanding
Over 30 Days		37.9%
Over 90 Days		26.9%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($0.41 M)	$2.62 M	$3.03 M	$0.41 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$3.32 M	% Variance
YTD Budget	$3.31 M	0.2%

Grants and Contributions

YTD Actual	$0.47 M	% Variance
YTD Budget	$0.42 M	11.5%

Refer to 12 - Grants and Contributions

Fees and Charges

YTD Actual	$0.38 M	% Variance
YTD Budget	$0.41 M	(7.5%)

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)
($2.98 M)	($0.39 M)	($0.62 M)	($0.23 M)

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.00 M	%
Adopted Budget	$0.54 M	(100.0%)

Refer to 6 - Disposal of Assets

Asset Acquisition

YTD Actual	$0.07 M	% Spent
Adopted Budget	$2.95 M	(97.7%)

Refer to 5 - Capital Acquisitions

Capital Grants

YTD Actual	$0.06 M	% Received
Adopted Budget	$1.70 M	(96.7%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($0.43 M)	$0.00 M	$0.00 M	$0.00 M

Refer to Statement of Financial Activity

Borrowings

Principal repayments	$0.00 M
Interest expense	$0.00 M
Principal due	$1.02 M

Refer to 10 - Borrowings

Reserves

Reserves balance	$4.79 M
Net Movement	$0.00 M

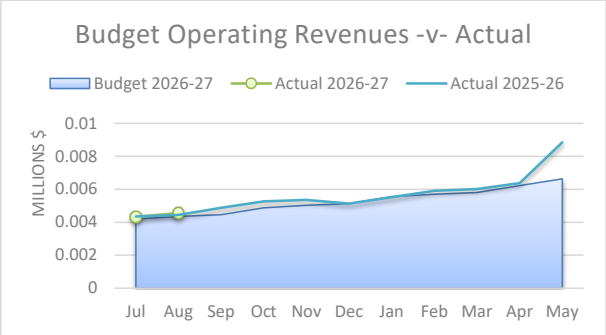
Refer to 4 - Cash Reserves

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

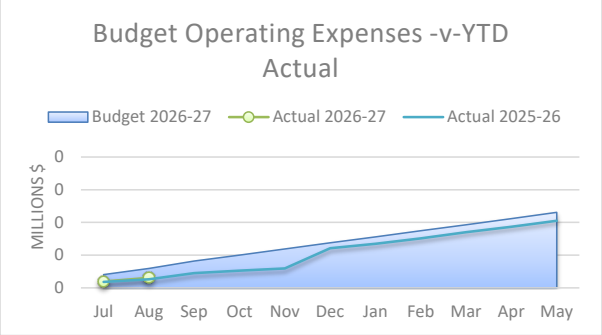
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

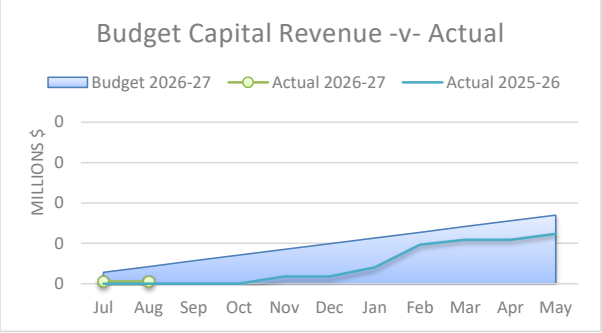


OPERATING EXPENSES

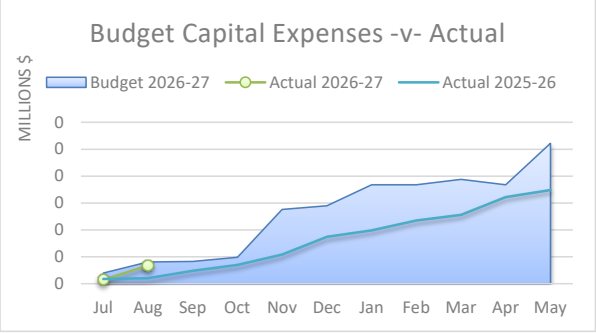


INVESTING ACTIVITIES

CAPITAL REVENUE

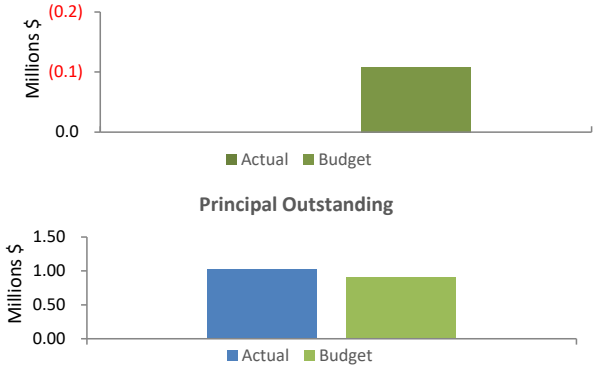


CAPITAL EXPENSES

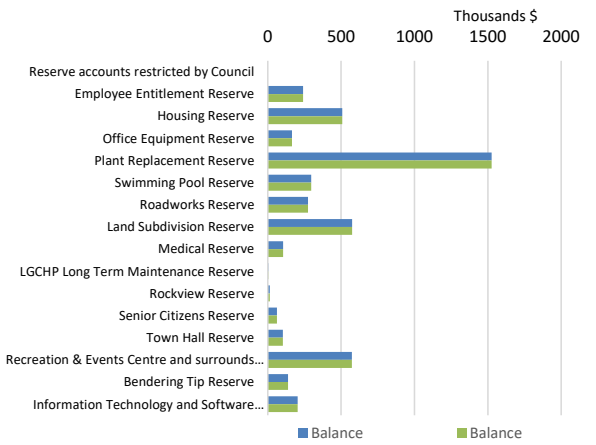


FINANCING ACTIVITIES

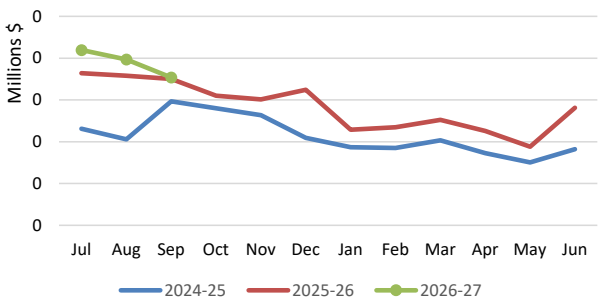
BORROWINGS



RESERVES



Closing funding surplus / (deficit)



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

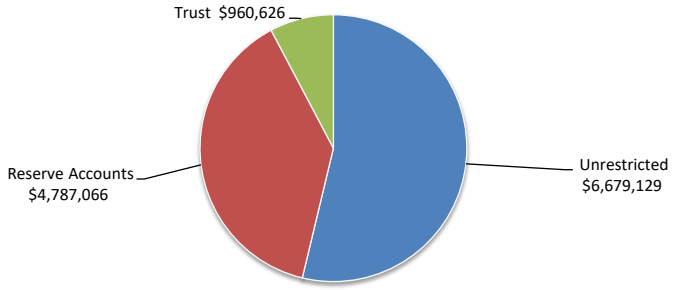
3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Cash Float on Hand	Cash and cash equivalents	400		400				
Municipal Fund	Cash and cash equivalents	443,519		443,519		NAB	0.00%	At Call
Overnight Cash Deposit Facili	Cash and cash equivalents	5,647,974		5,647,974		WATC/NAB	4.05%	At Call
Trust Fund	Cash and cash equivalents	0		0	102,923	NAB	0.00%	At Call
The Stevenson Trust	Cash and cash equivalents	0		0	14	NAB	0.55%	At Call
Police Licensing Trust Fund	Cash and cash equivalents	0		0	15,252	NAB	0.00%	At Call
Municipal Cash at Bank at Cal	Cash and cash equivalents	587,236		587,236		NAB	0.55%	At Call
Reserves Fund	Financial assets at amortised cost	0	4,787,066	4,787,066		NAB	4.10%	06/2027
The Stevenson Trust	Financial assets at amortised cost	0		0	842,437	NAB	5.01%	1/06/2027
Total		**6,679,129**	**4,787,066**	**11,466,195**	**960,626**			
Comprising								
Cash and cash equivalents		6,679,129	0	6,679,129	118,189			
Financial assets at amortised cost - Term Deposits		0	4,787,066	4,787,066	842,437			
		6,679,129	**4,787,066**	**11,466,195**	**960,626**			

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 investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of 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 provided in Note 8 - Other assets.



4 RESERVE ACCOUNTS

	Budget				Actual			
Reserve account name	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	$	$	$	$	$	$	$	$
Reserve accounts restricted by Council								
Employee Entitlement Reserve	240,238	23,819	0	264,057	240,239	0	0	240,239
Housing Reserve	507,153	129,171	0	636,324	507,153	0	0	507,153
Office Equipment Reserve	164,390	9,455	(10,000)	163,845	164,390	0	0	164,390
Plant Replacement Reserve	1,525,732	87,757	(350,000)	1,263,489	1,525,732	0	0	1,525,732
Swimming Pool Reserve	296,740	67,068	0	363,808	296,740	0	0	296,740
Roadworks Reserve	274,549	65,792	0	340,341	274,549	0	0	274,549
Land Subdivision Reserve	574,962	45,071	0	620,033	574,962	0	0	574,962
Medical Reserve	105,035	11,042	0	116,077	105,035	0	0	105,035
LGCHP Long Term Maintenance Reserve	4,140	238	0	4,378	4,140	0	0	4,140
Rockview Reserve	13,588	782	0	14,370	13,588	0	0	13,588
Senior Citizens Reserve	62,644	13,603	0	76,247	62,644	0	0	62,644
Town Hall Reserve	102,908	10,919	0	113,827	102,908	0	0	102,908
Recreation & Events Centre and surrounds Rese	573,503	82,986	0	656,489	573,503	0	0	573,503
Bendering Tip Reserve	137,559	17,912	0	155,471	137,559	0	0	137,559
Information Technology and Software Reserve	203,924	111,729	0	315,653	203,924	0	0	203,924
	4,787,065	**677,344**	**(360,000)**	**5,104,409**	**4,787,066**	**0**	**0**	**4,787,066**

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	YTD Budget	YTD Actual	YTD Variance
	$	$	$	$
Buildings	245,000	0	182	182
Furniture and equipment	55,000	0	0	0
Plant and equipment	2,047,300	810,000	606,183	(203,817)
Acquisition of property, plant and equipment	**2,347,300**	**810,000**	**606,365**	**(203,635)**
Infrastructure - roads	2,544,891	0	22,335	22,335
Infrastructure - footpaths	128,570	0	0	0
Infrastructure - other	137,100	0	44,373	44,373
Infrastructure - parks and ovals	140,000	0	0	0
Acquisition of infrastructure	**2,950,561**	**0**	**66,708**	**66,708**
Total capital acquisitions	**5,297,861**	**810,000**	**673,072**	**(136,928)**
Capital Acquisitions Funded By:				
Capital grants and contributions	1,698,357	424,587	55,463	(369,124)
Other (disposals & C/Fwd)	542,556	0	0	0
Reserve accounts				
Office Equipment Reserve	10,000		0	0
Plant Replacement Reserve	350,000		0	0
Contribution - operations	2,696,948	385,413	617,609	232,196
Capital funding total	**5,297,861**	**810,000**	**673,072**	**(136,928)**

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.

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total
Level of completion indicators

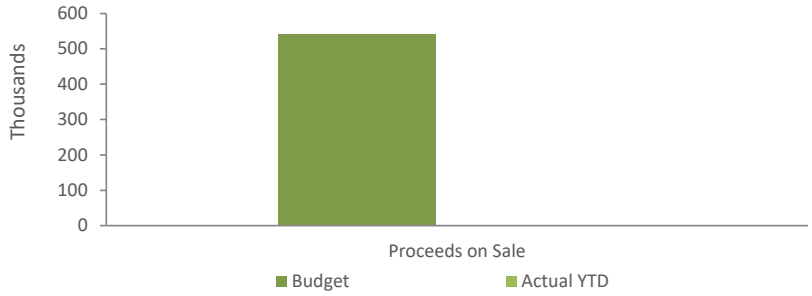
0%
20%
40%
60%
80%
100%
Over 100%

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

	Account Description		Adopted Budget	YTD Budget	YTD Actual	Variance (Under)/Over
			$	$	$	$
	1 Spanney St	Patio/Shade Structure	15,000	0	0	0
	Bilbarin Hall	Redevelopment of precinct	150,000	0	182	(182)
	CREC	Construct Portico at entrance	80,000	0	0	0
	Loch Ness Dam	Aerator - Dam	20,000	0	0	0
	Chambers	New Microphone System	20,000	0	0	0
	CRC	New Photocopier	15,000	0	0	0
	ROE Health	ROE EHO Vehicle - 4CR	67,600	0	0	0
	Health	Doctors Vehicle - CR1000	72,500	0	0	0
	Roads and Civil	Prime Mover - CR19 (2008 Mack Prime Mover)	400,000	400,000	0	400,000
	Roads and Civil	Mini Excavator (2011 Kubota Mini Excavator U55-4G - CR720)	150,000	150,000	0	150,000
	Roads and Civil	Tipper Truck - (2014 Isuzu FRR 500 Tip Truck - CR3)	140,000	140,000	0	140,000
	Roads and Civil	Crew Cab Truck - carryover 25/26 CR18	120,000	120,000	118,349	1,651
	Roads and Civil	Prime Mover - carryover 25/26 CR7 2011 Iveco Powerstar 6X4 F	360,000	0	358,800	(358,800)
	Roads and Civil	Side Tipper Trailer (1998 Haulmore Side Tipper Trailer - CR3281	150,000	0	0	0
	Roads and Civil	Utility Mower - (2019 Toro Groundmaster 360 4WD - CR650)	45,000	0	0	0
	Other Property& Service	MWS Vehicle - 1CR	67,600	0	0	0
	Other Property& Service	New Trailer - 2009 Bobcat Tandem Axle Trailer with loading ram	15,000	0	0	0
	Other Property& Service	New Trailer - replace 1995 Promark Vacuum Trailer - CR3216	10,000	0	0	0
	Other Property& Service	2019 Holden Colorado 4x4 Single Cab Chassis LS Auto Summit	67,600	0	0	0
	Other Property& Service	CEO Vehicle - carryover 25/26 CR1	77,000	0	76,395	(76,395)
	Other Property& Service	DCEO Vehicle - carryover 25/262CR	55,000	0	52,638	(52,638)
	Other Property& Service	Other Small Miscellaneous Plant (>$5,000 ex GST) - inlcudes ca	30,000	0	0	0
	Depot	CCTV	10,000	0	0	0
	CREC	Generator - Evacuation Centre (Power Resilience Project)	210,000	0	0	0
	Rotary Park	Shade Shelter - over BBQ's - Rotary Park	20,000	0	0	0
	Old Tennis Courts (Skat	Redevelopment of old tennis courts	100,000	0	0	0
	CREC	Repair/upgrade railings	20,000	0	0	0
	Swimming Pool	Retiling of top edge (Main Pool)	30,000	0	13,637	(13,637)
	Swimming Pool	Retilling of top edging toddler pools	30,000	0	13,636	(13,636)
	Caravan Park	Install Patio	17,100	0	17,100	(17,100)
	Main Street Car Bays (C	Electric Vehicle Charging Station (carryover 24/25)	60,000	0	0	0
	Goyder St	Reconstruct	377,062	0	0	0
	Lomos Rd	Reseal	66,620	0	0	0
	Bullaring Gorge Rock R	Widen intersection and approaches, install ruble strips, remove I	529,326	0	14,727	(14,727)
	Doyle Rd	Widen and Gravel Resheet	53,550	0	0	0
	Corrigin South Rd	Final Seal	125,079	0	0	0
	Corrigin South Rd	Reconstruct	498,739	0	0	0
	Wickepin Corrigin Rd	Reconstruct and Widen	578,688	0	7,608	(7,608)
	Wickepin Corrigin Rd	Final Seal	201,200	0	0	0
	Bilbarin Quairading Rd	Reseal	114,627	0	0	0
	Camm St	Footpath Upgrade	128,570	0	0	0

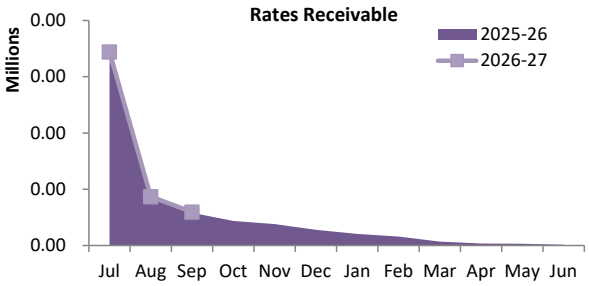
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget Net Book Value	Budget Proceeds	Budget Profit	Budget (Loss)	YTD Actual Net Book Value	YTD Actual Proceeds	YTD Actual Profit	YTD Actual (Loss)
		$	$	$	$	$	$	$	$
	Buildings								
100549	Rockview Homestead (Demolition)	39,014	0	0	(39,014)	0	0	0	0
212	Rotary Park Toilet Block (Demolition)	63,512	0	0	(63,512)	0	0	0	0
	Plant and equipment								
1001141	2026 Ford Everest SUV 2.0L BiT DSL 10 Speed Auto Arctic White - 4CR	43,883	40,000	0	(3,883)	0	0	0	0
1001039	2025 Toyota Kluger AWD 2.5L Hybrid - CR1000	46,479	60,000	13,521	0	0	0	0	0
10049	1998 Haulmore Side Tipping Trailer - CR3281	0	35,000	35,000	0	0	0	0	0
100721	2014 Isuzu FRR 500 Tip Truck - CR3	16,944	40,000	23,056	0	0	0	0	0
100666	2011 Kubota Mini Excavator U55-4G - CR720	23,005	25,000	1,995	0	0	0	0	0
100663	2011 Iveco Powerstar 6X4 Prime Mover (CR7)	32,620	60,000	27,380	0	0	0	0	0
100579	2008 Mack Prime Mover (CR19) (carryover 25/26)	7,903	90,000	82,097	0	0	0	0	0
100746	2014 Isuzu 5 tonne Crew Cab (CR18) (carryover 25/26)	16,941	25,000	8,059	0	0	0	0	0
1001019	2019 Toro Groundmaster 360 4WD - CR650	11,730	10,000	0	(1,730)	0	0	0	0
1001140	2025 Ford Everest SUV 2.0L BiT DSL 10 Speed Auto Arctic White - 1CR	43,883	45,000	1,117	0	0	0	0	0
1001138	2025 Toyota Prado DSL GXL Wagon Glacier White - CEO Vehicle - CR1	39,615	71,056	31,441	0	0	0	0	0
1001109	Mazda CX-5 M 6A Maxx Sport Petrol FWD Sonic Silver 2023 - 2CR	26,864	22,500	0	(4,364)	0	0	0	0
100489	2007 John Papas Trailer (1THY294)(carryover 24/25)	0	5,000	5,000	0	0	0	0	0
549	1996 7x5 Tandem Tipper Trailer (CR3246)(carryover 24/25)	0	2,000	2,000	0	0	0	0	0
100645	2009 Bobcat Tandem Axle Trailer with Loading Ramps - 1TKN581	1,941	7,000	5,059	0	0	0	0	0
317	1995 Promark Turf Vacuum Trailer - CR3216	0	5,000	5,000	0	0	0	0	0
		414,333	**542,556**	**240,726**	**(112,503)**	**0**	**0**	**0**	**0**



7 RECEIVABLES

Rates receivable	30 Jun 2026	30 Sep 2026
	$	$
Opening arrears previous year	14,442	14,560
Levied this year	3,284,522	3,418,347
Less - collections to date	(3,284,404)	(2,836,642)
Net rates collectable	**14,560**	**596,265**
% Collected	99.6%	82.6%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(368)	32,549	4,119	1,625	13,990	51,915
Percentage	(0.7%)	62.7%	7.9%	3.1%	26.9%	
Balance per trial balance						
Trade receivables						51,915
GST receivable						86,764
Receivables for employee related provisions						45,984
Total receivables general outstanding						**184,663**

Amounts shown above include GST (where applicable)

KEY INFORMATION

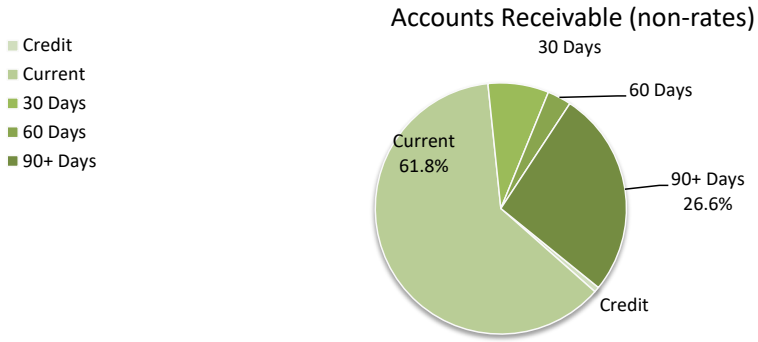
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2026	Asset Increase	Asset Reduction	Closing Balance 30 September 2026
	$	$	$	$
Financial assets at amortised cost - term deposits	4,787,066	0	0	4,787,066
Inventory				
Fuel	29,901	0	(13,717)	16,184
Land held for resale				
- Cost of acquisition	65,000	0	0	65,000
Other assets				
Prepayments	5,541	394	(5,541)	394
Joint Ventures	14,755	45,640	(63,966)	(3,571)
Total other current assets	**4,902,263**	**46,034**	**(83,224)**	**4,865,073**

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.

Land held for resale
Land held for development and resale 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.
Borrowing 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 onto the buyer at this point.

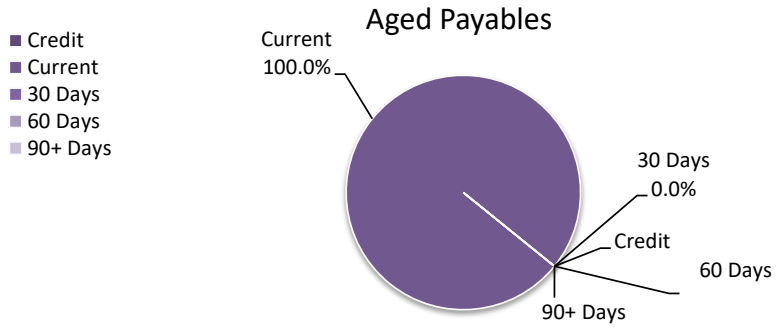
Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

Sale of Land held for resale	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
Description	$	$	$	$	$	$	$	$
Lot 107 Courboules Crescent	35,000	40,000	5,000	0	0	0	0	0
Lot 108 Courbourles Crescent	30,000	35,000	5,000	0	0	0	0	0
	0	0	0	0			0	0
	65,000	75,000	10,000	0	0	0	0	0

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	0	101,710	0	0	0	101,710
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						70,097
ATO liabilities						9,489
Payroll Creditors						41,158
Accrued Expenses						25,771
Bonds and Deposits						(123)
Total payables general outstanding						**146,392**
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.



10 BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2026	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		$	$	$	$	$	$	$	$	$
Community Recreation & Events Centre	102	1,023,119	0	0	0	(108,322)	1,023,119	914,797	0	(46,231)
Total		**1,023,119**	**0**	**0**	**0**	**(108,322)**	**1,023,119**	**914,797**	**0**	**(46,231)**
Current borrowings		108,322					108,322			
Non-current borrowings		914,797					914,797			
		1,023,119					**1,023,119**			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION
The City 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.

11 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2026	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 September 2026
		$	$	$	$	$
Other liabilities						
Excess Rates		41,144	0	16,917	(40,129)	17,932
Total other liabilities		41,144	0	16,917	(40,129)	17,932
Employee Related Provisions						
Provision for annual leave		144,254	0	0	0	144,254
Provision for long service leave		214,043	0	0	0	214,043
Other employee leave provisions		42,567	0	0	0	42,567
Employment on-costs		31,303	0	0	0	31,303
Total Provisions		432,167	0	0	0	432,167
Total other current liabilities		**473,311**	**0**	**16,917**	**(40,129)**	**450,099**

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note

KEY INFORMATION

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 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.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

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.

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Sep 2026	Current Liability 30 Sep 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Grants and subsidies								
Grants Commission Grant Received - General Purpos	0	0	0	0	0	771,501	192,875	80,914
Grants Commission Grant Received - Local Roads	0	0	0	0	0	447,544	111,886	35,013
DFES LGGS Funding	0	0	0	0	0	82,780	20,694	24,145
CRC Funding Income	0	0	0	0	0	119,417	29,854	59,708
Direct Grants Income - Main Roads	0	0	0	0	0	269,242	67,308	269,242
	0	**0**	**0**	**0**	**0**	**1,690,484**	**422,617**	**469,022**
Contributions								
CRC Grant Funding Income	0	0	0	0	0	4,000	999	4,000
Other Culture Income	0	0	0	0	0	2,500	624	0
	0	**0**	**0**	**0**	**0**	**6,500**	**1,623**	**4,000**
TOTALS	**0**	**0**	**0**	**0**	**0**	**1,696,984**	**424,240**	**473,022**

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
Provider	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Sep 2026	Current Liability 30 Sep 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Capital grants and subsidies								
Funding - Emergency Power Supply - CREC Generator	0	0	0	0	0	150,000	37,500	0
Grant - Regional Road Group Income	0	0	0	0	0	519,925	129,981	0
Grant - Roads to Recovery Income	0	0	0	0	0	582,558	145,638	55,463
Grant - MRWA Blackspot Income	0	0	0	0	0	346,884	86,721	0
Misc Income, Streets Roads - Camm Street Shared Path Grant	0	0	0	0	0	64,285	16,071	0
Public Utilites Other Income - Charge up Workplace Grant	0	0	0	0	0	34,705	8,676	0
	0	**0**	**0**	**0**	**0**	**1,698,357**	**424,587**	**55,463**

14 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2026	Amount Received	Amount Paid	Closing Balance 30 September 2026
	$	$	$	$
Community Funds Held	102,912	0	0	**102,912**
Edna Stevenson Educational Trust	844,609	42	(2,200)	**842,451**
Police Licensing	1,743	157,893	(144,387)	**15,249**
Westrail Bus Ticketing	134	33	(153)	**14**
	949,398	**157,968**	**(146,740)**	**960,626**

SHIRE OF CORRIGIN

ANIMALS, ENVIRONMENT AND NUISANCE LOCAL LAW 2016

CONSOLIDATED TO INCORPORATE AMENDMENTS MADE IN ANIMALS, ENVIRONMENT AND NUISANCE AMENDMENT LOCAL LAW 2018

Consolidation Reviewed July 2026

Shire of Corrigin

Animals, Environment and Nuisance Local Law 2016

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HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911
LOCAL GOVERNMENT ACT 1995

SHIRE OF CORRIGIN

ANIMALS, ENVIRONMENT AND NUISANCE LOCAL LAW 2016

Under the powers conferred by section 342 of the *Health (Miscellaneous Provisions) Act 1911* and subdivisions 1 and 2 of Division 2 of Part 3 of the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Corrigin resolved on 16 August 2016 to make the following local law.

Part 1 — Preliminary

1.1 Citation

This local law may be cited as the S*hire of Corrigin Animals, Environment and Nuisance Local Law 2016*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Interpretation

(1) In this local law, unless the context specifies otherwise —

Act means the *Local Government Act 1995*;

affiliated person means a person who is a member of a poultry or pigeon association incorporated under the *Associations Incorporation Act 2015*;

amusement means anything usually conducted for amusement at a fair, a carnival or a show, whether conducted at a fair, a carnival or a show or elsewhere;

approved animal means any farm animal which is the subject of a permit;

Association has the meaning given to it in the *Associations Incorporation Act 2015*;

authorised person means a person appointed by the local government, under section 9.10 of the Act to perform all or any of the functions conferred on an authorised person under this local law and an EHO;

aviary bird means any bird, other than poultry or pigeons, kept, or usually kept in an

aviary or cage;

beekeeper has the meaning given to it in Regulation 3 of the *Biosecurity and Agriculture Management Regulations 2013*;

birds includes poultry;

builder means the holder of a building permit issued in respect of building works on a building site or a person in control of a building site;

Building Code means the latest edition of the Building Code of Australia published by, or on behalf of, the Australian Building Codes Board, as amended from time to time, but not including explanatory information published with the Building Code;

building permit has the meaning given to it by the *Building Act 2011*;

building site means any lot for which a building permit is current;

cattery means a place where more than 3 cats are kept for the purposes of boarding or more than 6 cats are kept for the purpose of breeding;

Class 6 building means any Class 6 building as defined by the Building Code;

Class 9 building means any Class 9 building as defined by the Building Code;

Code of Practice – Pigeon Keeping means the document entitled Code of Practice for Pigeon Keeping and Racing in Western Australia, published by the Department of Local Government and Regional Development, Western Australia, in March 2003;

cow includes an ox, calf or bull;

development has the meaning given to it in the *Planning and Development Act 2005*;

development approval means a development approval under a local planning scheme;

development site includes any lot or lots for which there is currently a development or subdivision approval, and any lot or lots upon which construction work, earthworks, clearing of scrub, trees or overgrowth or any other site works are taking or have taken place;

district means the district of the local government;

disused means, in relation to anything whatsoever, that the thing:

(a) is not in use for the purpose for which it was designed or appears to have been designed or intended; or

(b) has been stored or left stationary on land in the district for more than 1 month;

dust means any visible granular or particulate material which has or has the potential to become airborne and includes organic and non-organic matter and sand, but does not include smoke;

dwelling has the meaning given to it in the Residential Design Codes of Western Australia as amended

EHO means a person designated by the local government as an authorised officer under section 24 of the *Public Health Act 2016*;

equipment means equipment, machinery or vehicles used for, or in connection with, the development of land;

farm animal includes a sheep, cow, goat, horse (excluding a miniature horse), deer, alpaca, pig (excluding a miniature pig);

food has the meaning given in section 9 of the *Food Act 2008*;

food business has the meaning given under section 10 of the *Food Act 2008*;

food premises means any premises which is used to prepare food or to conduct a food business;

horse means a stallion, mare, gelding, shetland pony, pony, colt or foal, and includes an ass, mule, donkey and any beast of whatever description used for burden or draught or for carrying persons;

industrial zone means any area zoned "Industrial" under the local planning scheme;

land includes any building or structure on the land;

laneway means a public road designed to provide access to the side or rear of lots;

liquid waste means waste from any process or activity that is in liquid form and includes paint, fuel, grease, fat, oil, degreaser solvent, detergent, chemical, animal waste, food waste, effluent and all discharges of liquid to land, air or water that are not otherwise authorised by a written law but does not include uncontaminated stormwater;

livestock means any horse, cow, sheep, goat, swine, buffalo, deer, camel, llama or alpaca;

livestock vehicle means a vehicle that contains livestock or previously has been used for the carriage of livestock;

local government means the Shire of Corrigin;

local planning scheme *means the Shire of Corrigin Local Planning Scheme adopted by the local government from time to time and has approval so granted by the Minister for Planning and as defined pursuant to section 4, part 1 of the Planning and Development Act 2005;*

lot *has the meaning given to it by the Planning and Development Act 2005;*

manure receptacle means a receptacle of sufficient capacity to receive all manure produced in 1 week on premises upon which a farm animal or farm animals are kept, constructed of smooth, durable, impervious materials, fitted with a fly proof, hinged cover and with no part of the floor lower than the adjoining ground;

miniature horse means a horse which meets the standard and height for a miniature horse as described by the Miniature Horse Association of Australia Inc;

miniature pig means a pig that does not exceed 650 millimetres in height as an adult and weighs less than 55 kilograms;

nuisance means —

(a) an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;
(b) an unreasonable interference with the use and enjoyment of a person of his or her ownership or occupation of land; or
(c) interference which causes material damage to land or other property on the land affected by the interference;

occupier means any person who is in control of any land or part of any land or authorised by the owner, lessee, licensee or any other person empowered to exercise control in relation to land to perform any work in relation to any land and includes a builder or contractor;

owner has the meaning defined under Section 1.4 of the Act;

permit means a permit issued under this local law;

permit holder means a person who holds a valid permit;

pet shop means a retail outlet that sells domestic or tame animals and birds;

pigeon includes homing pigeons and other domesticated breeds of the species Columba livia, but does not include native pigeons or doves whether or not the keeping of such birds is subject to the approval of the Department of Environment Regulation;

poultry includes fowls, roosters, ducks, peafowls, turkeys, geese, guinea fowls, pheasants and other birds commonly kept for the production of eggs or meat for domestic consumption;

premises has the meaning given to it by the *Health (Miscellaneous Provisions) Act 1911*;

qualified person is a person who holds either the Item 1 Licence or an Item 4 Licence as prescribed in 'Table 131 – Licenses and entitlements' of the *Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995 (Cth)*;

refuse means any waste material including bricks, lime, cement, concrete, rubble, stones, iron, timber, tiles, bags, plastics, ashes, vegetation, timber, wood or metal shavings, sawdust, and waste food, and includes any broken, used, derelict or discarded matter;

Regulations means the *Local Government (Functions and General) Regulations 1996*;
residential zone includes any area zoned "Residential" under the local planning scheme;

rural residential zone means any area zoned "Rural Residential" under the local planning scheme;

rural zone means any area zoned "Rural" under the local planning scheme;

sand means granules or particles of rock, earth, clay, loam, silt and any other granular, particulate or like material including dust and gravel;

Schedule means a schedule to this local law;

stormwater means any naturally occurring water that results from rainfall on or around a site, or water flowing onto the site;

street means any highway or thoroughfare which the public is entitled to use, including the verge and other things including bridges and culverts appurtenant to it;

subdivision approval means a subdivision approval under the *Planning and Development Act 2005*;

thoroughfare means a road or other thoroughfare and includes structures or other things appurtenant to the thoroughfare that are within its limits, and nothing is prevented from being a thoroughfare only because it is not open at each end;

townsite includes the townsites of Corrigin and Bullaring which are —
(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;

truck means a motor vehicle having a tare weight in excess of 3,000 kilograms;

vector of disease means an organism which has the ability to transmit pathogens or parasites from one infected person or animal to another person or animal

vermin includes rats, mice, flies, fleas, mites, lice, cockroaches and any other animal, whether vertebrate or invertebrate, which is known to be a vector of disease or likely to cause damage to human food, habitation or possessions.

(2) Any other expression used in this local law and not defined herein shall have the meaning given to it in the Act.

(3) Where, in this local law, a duty, obligation or liability is imposed on an "owner or occupier" the duty shall be deemed to be imposed jointly and severally on each owner and occupier.

(4) Where, under this local law, the local government is authorised to carry out actions, or cause to be undertaken works, as a consequence of the failure of any person to comply with the terms of a notice or other conduct, the right to enter land is at all times subject to the provisions of Part 3, Division 3, subdivision 3 of the Act.

Part 2 — Keeping of animals

Division 1 — *Animals*

2.1 Interpretation

In this Division, unless the context otherwise requires —

animal includes cats, dogs, rabbits, ferrets and guinea pigs;

member of a cat organisation means a person referred to in the *Cat Regulations 2012* regulation 23(c);

2.2 Cleanliness

An owner or occupier of premises in or on which a dog, cat or other animal is kept shall —

(a) keep the premises free from excrement, filth, food waste and all other matter which is or is likely to become offensive or injurious to health, or is likely to attract rats or other vectors of disease;

(b) when so directed by an EHO, clean and disinfect the premises; and

(c) keep the premises, so far as possible, free from flies or other vectors of disease, by spraying with a residual insecticide or other effective means.

2.3 Animal enclosures

(1) A person shall not keep or cause, or authorise to be kept, any animals on premises which are not effectively drained or of which the drainage flows to the walls or foundations of any building.

(2) The owner or occupier of premises where animals are kept shall, when directed by an EHO, pave, grade and drain the floors of all structures and the surface of the ground of all enclosures used for the keeping of animals.

2.4 Cats

(1) Subject to subclauses (6) and (7), a person shall not, without an exemption in writing from the local government, keep more than 3 cats over the age of 6 months on premises on any land within the district.

(2) An owner or occupier of premises may apply in writing to the local government for exemption from the requirements of subclause (1).

(3) The local government shall not grant an exemption under subclause (2) unless it is satisfied that the number of cats to be kept will not be a nuisance or injurious or dangerous to health.

(4) An exemption granted under this clause shall specify —
   (a) the owner or occupier to whom the exemption applies;
   (b) the premises to which the exemption applies; and
   (c) the maximum number of cats which may be kept on the premises.

(5) A person who is granted an exemption under subclause (3) may be required by the local government to house, or keep cats in such manner as directed by an EHO.

(6) A person may keep more than 3 cats on premises used for veterinary purposes or as a pet shop, or if the person is a member of a cat organization, they may keep a maximum of 9 cats.

(7) The occupier of any premises shall not keep a cattery on those premises, unless the cattery is registered with the local government and the occupier has complied with the following conditions —

(a) the occupier shall obtain approval from the local government to establish a cattery;

(b) upon receiving approval to establish a cattery, the occupier shall apply for registration of the cattery in the form approved by the local government;

(c) the occupier shall have paid, to the local government, the annual registration fee as determined from time to time by the local government under section 6.16 to 6.19 of the Act;

(d) the occupier shall provide, for every cat, a properly constructed shelter with an enclosure, which shall comply with the following conditions —

(i) every shelter shall have a floor area of not less than 0.50 square metres for every cat over the age of 3 months old that may be kept therein; and

(ii) the area of the enclosure appurtenant to any shelter or group of shelters forming a cattery shall not be less than 3 times the area of the shelter or group of shelters to which it is appurtenant;

(e) every shelter or enclosure shall be at least 10 metres from the boundary of any land not in the same ownership or possession, or at least 10 metres from any dwelling, church, schoolroom, hall, factory, dairy or premises wherein food is manufactured, packed or prepared for human consumption; and

(f) all enclosures, yards, runs and shelters within which cats are kept shall be maintained at all times in a clean condition and free from vectors of disease and shall at any time be cleaned, disinfected or otherwise dealt with as an EHO may direct.

(8) A certificate of registration of a cattery issued by the local government shall —

(a) be in the form approved by local government; and

(b) expire on 30 June next after the date of its issue.

Division 2 — Keeping of birds

2.5 Keeping of poultry and pigeons in a residential zone

(1) An owner or occupier of premises in a residential zone shall not keep or permit to be kept on the premises —

(a) more than 12 poultry; and

(b) more than 12 pigeons unless the owner or occupier is an affiliated person in which case the maximum number of pigeons may be increased to 100.

2.6 Conditions for keeping of poultry

(1) An owner or occupier of a premises who keeps poultry or permits poultry to be kept shall ensure that —

(a) no poultry shall be kept less than 9 metres from any dwelling;

(b) no poultry is able to approach within 15 metres of a street other than a laneway unless, in the case of land at the junction of two or more streets, local government has approved a lesser distance;

(c) all poultry is kept in a properly constructed and securely fastened structure;

(d) the structure has an impervious floor laid with a fall to the front of at least 1 in 50;

(e) all structures or enclosures within which poultry are kept are maintained at all times in a clean condition; and

(f) all poultry is kept continually confined.

(2) An owner or occupier of a premises who keeps poultry or permits poultry to be kept may apply in writing to the local government to vary the requirements of subclause 1(a), (b), (d) and (f).

2.7 Roosters, geese, turkeys and peafowl

Except on land in a rural zone, or with the prior written permission of the local government, an owner or occupier of premises shall not keep any of the following —

(a) roosters;

(b) geese;

(c) turkeys; or

(d) peafowls.

2.8 Conditions for keeping of pigeons

(1) An owner or occupier of a premises who keeps pigeons, or permits pigeons to be kept, shall ensure that —

(a) all pigeons are kept in a properly constructed pigeon loft, except where registered homing pigeons are freed for exercise;

(b) all structures or enclosures within which pigeons are kept are maintained at all times in a clean condition;

(c) no opening to a pigeon loft, including openings for ventilation, is within 9 metres of any dwelling; and

(d) no opening to a pigeon loft, including openings for ventilation, is within 15 metres of a public street, public building, commercial premises or food premises.

(2) An owner or occupier of a premises who keeps pigeons, or permits pigeons to be kept, may apply in writing to the local government to vary the requirements of subclause 1(c) and (d).

(3) An affiliated person who keeps pigeons, or permits pigeons to be kept, shall do so in accordance with the Code of Practice – Pigeon Keeping, subject to the provisions of this local law.

2.9 Restrictions on pigeon nesting and perching

The local government may order an owner or occupier of a dwelling on or in which pigeons are, or are in the habit of nesting or perching, to take reasonable steps to prevent them from continuing to do so.

2.10 Conditions of keeping aviary birds

A person who keeps, or permits to be kept, aviary birds shall ensure that —

(a) the aviary or cage in which the birds are kept is located at least 1 metre from any lot boundary and at least 5 metres from a dwelling on any other lot;

(b) there is a floor beneath the roofed area of the aviary or cage which is constructed of smooth, impervious material with a gradient of at least 1 in 50 to the front of the aviary or cage;

(c) the aviary or cage is kept in clean condition and good repair at all times;

(d) all feed for the birds other than that intended for immediate consumption is stored in vermin proof containers; and

(e) effective measures are taken to prevent the attraction or harbourage of vermin.

2.11 Nuisance caused by birds

An owner or occupier of land shall not keep any bird or birds which are or create a nuisance.

Division 3 — Keeping of bees

2.12 Permit required to keep bees

(1) Subject to the provisions of this clause, a person shall not keep bees or allow bees to be kept on land except in accordance with a valid permit issued in relation to the land.

(2) Subclause (1) does not apply where—

(a) the land is outside the townsite; and

(b) the bees are kept—
(i) at least 500 metres from a thoroughfare; or

(ii) less than 500 metres from a thoroughfare where the provision of vegetation or a screen or other barrier on the land is such as to encourage the bees to fly at a height over the thoroughfare as will not create a nuisance to users of the thoroughfare.

(3) Subclause (1) does not apply where an occupier of land keeps bees on the land—
(a) for a continuous period not exceeding 8 weeks; and

(b) for the purpose of pollinating a crop on the land.

(4) An occupier referred to in subclause (3), in keeping bees under that subclause, shall provide a good and sufficient water supply on the land which is readily accessible by the bees.

(5) Subclause (1) does not apply where a person keeps bees on Crown land.

2.13 Application for a permit

An applicant for a permit shall—

(a) be a person registered as a beekeeper under Regulation 13(7) of the *Biosecurity and Agriculture Management (Identification and Movement of Stock and Apiaries) Regulations 2013*;

(b) provide such details as may be required by the local government;

(c) apply in the form approved by the local government; and

(d) pay any application fee imposed and determined by the local government under sections 6.16 to 6.19 of the Act.

2.14 Determination of application

(1) The local government may—
(a) refuse to determine an application for a permit which does not comply with clause 2.13;
(b) approve an application for a permit subject to the conditions referred to in clause 2.12 and to such other conditions as it considers appropriate; or

(c) refuse to approve an application for a permit.

(2) Where an application for a permit is approved subject to conditions, the permit holder is to comply with those conditions or is to cause those conditions to be complied with.

(3) Where the local government approves an application under subclause (1)(b), it is to issue to the applicant a permit in the form approved by the local government.

(4) A permit is valid from the date of issue unless, and until, it is cancelled under this

local law.

2.15 Conditions of approval

(1) Without limiting the generality of paragraph 2.14(1)(b) an application for a permit may be approved by the local government subject to the following conditions—

(a) the provision of a good and sufficient water supply on the land which is readily accessible by the bees on the land;

(b) each bee hive shall be—

(i) kept at a distance specified by the local government from any thoroughfare, public place or boundary of the land; or

(ii) located near a screen or other barrier so as to prevent the bees flying low over a thoroughfare, public place or adjoining land;

(c) no more than 2 bee hives are to be kept on land of less than 2,000 square metres in area; and

(d) no more than 15 bee hives are to be kept on land between 2,000 square metres and 20,000 square metres in area.

(2) In respect of a particular application for a permit, the local government may vary any of the conditions referred to in subclause (1).

2.16 Variation or cancellation of permit and conditions

(1) The local government may vary the conditions of a permit after it has been issued.

(2) The local government may cancel a permit on the request of a permit holder to do so.

(3) Notwithstanding clause 2.20, a permit shall be cancelled on—

(a) the permit holder ceasing to be registered as a beekeeper under regulation 13(7) of the *Biosecurity and Agriculture Management (Identification and Movement of Stock and Apiaries) Regulations 2013*; or

(b) the expiration of a continuous period of 12 months during which the permit holder has not kept any bees on the land to which the permit relates, without any action required on the part of the local government.

2.17 Permit holder to notify cessation of registration or keeping of bees

(1) In this clause a ***permit holder*** includes the holder of a permit cancelled by subclause 2.16(3).

(2) A permit holder is to notify the local government in writing as soon as practicable after—

(a) the permit holder ceases to be registered as a beekeeper under regulation 13(7) of the *Biosecurity and Agriculture Management (Identification and Movement of Stock and Apiaries) Regulations 2013*; or

(b) a continuous period of 12 months has passed during which the permit holder has not kept any bees on the land described in her or his permit.

(3) A permit holder shall, within 7 days of the local government giving the permit holder

a written notice to do so, provide to the local government—

(a) written proof of her or his registration as a beekeeper under regulation 13(7) of the *Biosecurity and Agriculture Management (Identification and Movement of Stock and Apiaries) Regulations 2013*; or

(b) in respect of land identified by the local government in its notice, a signed statement as to whether or not he or she has kept bees on the land within the 12 months preceding the date of the notice; or

(c) both.

2.18 Permit not transferable

A permit is personal to the permit holder, is not transferable and applies only to the land described in the permit.

2.19 Nuisance

A person shall not keep, or allow to be kept, bees or beehives, or both, on land so as to create a nuisance.

2.20 Notice to remove bees

(1) Whenever, in the opinion of the local government, a person has contravened any provision of the *Biosecurity and Agriculture Management (Identification and Movement of Stock and Apiaries) Regulations 2013* or of this local law which relates to the keeping of bees or bee hives, the local government may give the permit holder, in relation to that land, or if there is no valid permit in relation to that land, an owner or occupier of the land, a written notice requiring her or him to remove any bees or bee hives, or both, from the land within the time specified in the notice.

(2) Subject to Division 1 of Part 9 of the Act, on the giving of a notice referred to in subclause (1), any valid permit given by the local government relating to the keeping of bees or bee hives on that land is cancelled from the time specified in the notice, being not less than 7 days from the date it is given.

(3) Where a person fails to comply with a notice given under subclause (1), the local government may dispose of the bees or the bee hives or both, in such manner as it sees fit and recover the costs of so doing from the permit holder, or an owner or occupier, as the case may be, as a debt due to it.

Division 4 — Keeping of farm animals

2.21 Permit required to keep farm animals

Subject to clause 2.26, an owner or occupier of land shall not keep, or allow to be kept, any farm animal unless —

(a) in accordance with a valid permit authorising the keeping of such a farm animal issued in relation to the land pursuant to clause 2.24; or

(b) in a rural zone and in accordance with the provisions of any local planning scheme applicable to that zone.

(c) for veterinary purposes, and in the care of a Veterinarian.

2.22 Application for a permit to keep farm animals

An application for a permit required by clause 2.21 shall be in the form approved by the local government and shall include the following information —

(a) a plan of the property, at a scale not less than 1:200, with dimensions clearly marked, showing where it is proposed that the animal is to be kept and the distance of that location from any dwelling on another lot, Class 6 building or Class 9 building, business premises or food premises;

(b) a sketch plan, at a scale of 1:100, indicating the nature of the shelter or housing to be provided for the animal;

(c) a detailed written plan for the management of manure which addresses —
   (i) control of vermin;

   (ii) disease prevention; and

   (iii) prevention of nuisance odours; and

(d) the appropriate application and permit fees as determined from time to time by the local government in accordance with sections 6.16 to 6.19 of the Act.

2.23 Determination of application to keep farm animals

(1) Subject to clause 2.24, the local government may —
   (a) refuse to determine an application for a permit which does not comply with clause 2.22;

   (b) approve an application for a permit subject to such conditions as it considers appropriate; or

   (c) refuse to approve an application for a permit.

(2) Where an application for a permit is approved subject to conditions, the permit holder shall comply with those conditions or cause compliance with those conditions.

(3) Where the local government approves an application under subclause (1)(b), it is to issue to the applicant a permit in the form approved by the local government.

(4) A permit is valid from the date of issue until 30 June the following year, unless it is cancelled prior to that date under this local law.

2.24 Conditions of approval to keep farm animals

(1) A permit shall not be granted pursuant to clause 2.23 —
   (a) unless the land for which the approval is sought is of such dimensions and configuration as will permit the subject animal to be confined in a minimum cleared area of 150 square metres and prevented from reaching within 15 metres of any dwelling, Class 6 building or Class 9 building, business premises or food premises;

   (b) in the case of a horse (other than a miniature horse) or cow, unless the land for

which the approval is sought has a minimum area of 1 hectare;

(c) for the keeping of any pig (other than a miniature pig).

(2) The local government shall take into account the opinions of occupiers of adjoining properties in determining whether to grant approval for the keeping of a farm animal.

(3) Approval to keep a farm animal may be issued subject to conditions, including -
(a) that a stable or shelter is provided for housing the approved animal;

(b) that a manure receptacle is provided in a position convenient to the shelter or place where the approved animal is kept, and that the receptacle is used for the receipt of all manure produced on the premises; or

(c) any other conditions that the local government considers necessary for the protection of the health and amenity of the neighbourhood;

and such conditions may be imposed at any time subsequent to the initial approval.

2.25 Variation or cancellation of permit to keep farm animals and conditions of permit

(1) The local government may vary the conditions of a permit after it has been issued, and shall give notice of such variation to the permit holder.

(2) The local government may cancel a permit in the event the permit holder —
(a) fails to comply with any condition set under subclause 2.23(1)(b);
(b) after being notified of a variation under subclause (1) fails to comply with the varied condition;

(c) breaches clause 2.27 or clause 2.29 of this local law; or

(d) fails to comply with a notice of breach issued under clause 6.1.

(3) The local government may cancel a permit in the event the permit holder—
(a) fails to comply with any condition of the permit;

(b) breaches clause 2.26 or clause 2.27 of this local law; or

(c) fails to comply with a notice of breach issued under clause 6.1.

2.26 Conditions for keeping farm animals

(1) An owner or occupier of premises upon which a farm animal or farm animals are kept, shall —
(a) maintain the place or places where the animals are kept in clean condition;

(b) ensure that no farm animal or farm animals kept on the premises cause or constitute a nuisance;

(c) maintain the premises free from flies or other vermin by the use of residual insecticide or other effective means;
(d) if a manure receptacle is required to be used —

(i) cause all manure produced on the premises to be collected daily and placed in the receptacle;

(ii) cause the receptacle to be emptied as often as is necessary to prevent it becoming offensive or a breeding place for flies or other vermin, but in any case at least once a week; and

(iii) keep the lid of the receptacle closed except when manure is being deposited or removed; and

(e) not permit any farm animal to approach within 9 metres of any dwelling, food premises, Class 6 building or a Class 9 building, or a business or commercial premises.

(2) An owner or occupier of premises in a rural zone shall not keep more than 1 pig other than on premises registered as a piggery pursuant to the provisions of the *Health (Miscellaneous Provisions) Act 1911*, except with the express written approval of the local government.

(3) An owner of occupier of premises upon which a farm animal or farm animals are kept, may apply in writing to the local government to vary the requirements of 2.26(1)(e).

2.27 Keeping a miniature horse

(1) An owner or occupier of a premises may keep only a sterilised miniature horse on land of not less than 1,000 square metres in area provided it is registered with the local government and the annual registration fee approved from time to time by the local government in accordance with sections 6.16 to 6.19 of the Act is paid.

(2) An owner or occupier of premises shall not keep more than 1 miniature horse within a townsite without the written approval of the local government.

(3) The local government may prohibit the keeping of a miniature horse on any land or may state the conditions under which a miniature horse may be kept.

2.28 Keeping a miniature pig

(1) Except for a miniature pig, and subject to subclause (2) no person shall keep a pig or pigs, in a townsite, except by a Veterinarian for the purposes of temporary Veterinary care..

(2) Except for premises registered by the local government as an abattoir or a piggery under the provisions of section 191 of the *Health (Miscellaneous Provisions) Act 1911,* and except in the case of a miniature pig, the keeping of pigs is forbidden in a townsite.

(3) The local government may prohibit the keeping of a miniature pig on any land, or state the conditions under which the miniature pig may be kept.

(4) A person may keep 1 miniature pig in a townsite, provided it is registered with the local government and the annual registration fee approved from time to time by the local government in accordance with sections 6.16 to 6.19 of the Act is paid.

(5) An owner or occupier of premises where a miniature pig is kept shall —
   (a) only keep a sterilised animal and retain written proof of its sterilisation;

   (b) confine the animal on the property at all times;

   (c) ensure the animal does not cause a nuisance to any neighbour regarding noise, dust, or odour; and

   (d) maintain documentary evidence that the animal's veterinary treatment against roundworm and tapeworm is current.

2.29 Requirements for farm animal shelters

(1) Any stable, enclosure or shelter provided for the keeping of farm animals, whether or not a permit is required for the keeping of such farm animals pursuant to clause 2.21, shall —
   (a) not be situated within 9 metres of any dwelling, Class 6 building or Class 9 building, business premises or food premises;

   (b) not be situated within 1 metre of any lot boundary;

   (c) be constructed of materials approved by the local government;
   (d) have on each side of the building between the wall and roof a clear opening of at least 150 millimetres in height, and of sufficient length, to provide adequate ventilation to the stable, enclosure or shelter;

   (e) when required by the local government have a separate stall for each horse, cow or other approved animal, the shortest dimension of which shall be at least twice the length of the animal housed therein; and

   (f) subject to subclause (2), have a floor, the upper surface of which shall —
      (i) be raised at least 75 millimetres above the surface of the surrounding ground;

      (ii) be constructed of cement, concrete or other similar impervious material; and

      (iii) have a fall of 1 in 100 to a drain which shall empty into a trapped gully situated outside the stable or shelter.

(2) An owner or occupier of any land upon which a stable or shelter is located may apply in writing to the local government to vary the requirements of subclause (1)(a), (d) and (f).

(3) A stable or shelter constructed with a sand floor may be approved by the local government subject to—
   (a) the site being well drained, with the sand floor being at least 1.5 metres above the highest known ground water level;

   (b) a 300 millimetre thick bed of crushed limestone or aggregate being laid under the sand of the stable;

   (c) the sand, whether natural or imported, being clean, coarse and free from dust;

(d) footings to the stable or shelter being a minimum of 450 millimetres below ground level; and

(e) the design of the stable allowing for the access of small earthmoving machinery, such as a skid steer loader, into each stall to maintain the correct floor height.

Division 5 — *Livestock*

2.30 Livestock not to stray

The owner or person in charge of livestock shall not allow livestock to stray or to be at large in a street, public place or upon private property without the consent of the property owner.

2.31 Property to be fenced

(1) The owner or occupier of property on which livestock is kept, shall cause the property or a portion of the property to be fenced in a manner capable of confining the livestock, to that portion where the livestock is kept.

(2) The minimum fencing requirements to confine livestock in rural and rural residential zoned areas shall be a fence of post and wire construction.

Part 3 — Building, development and land care

Division 1— Litter and refuse on building sites

3.1 Provision of refuse receptacles

The owner or occupier of a building or development site shall at all times provide and maintain a refuse receptacle, available for use on the site, which includes a suitable cover, to the satisfaction of an authorised person, of such design as will —

(a) contain any refuse likely to be produced on the site; and

(b) prevent refuse being blown from the receptacle by wind.

3.2 Control of refuse

(1) From the time of commencement of works on a building site or development site until the time of completion of such work, the owner or occupier of the site shall-

(a) ensure all refuse on the site is placed and contained in the refuse receptacle and prevented from being blown from the site by wind;

(b) keep the site free from any refuse;

(c) maintain the street verge, and any other reserve, immediately adjacent to the site, free of refuse from the site; and

(d) ensure the refuse receptacle is emptied when full.

(2) The owner or occupier of a building site or development site shall ensure that within 2 days of completion of works on the site, the site and the street verge immediately adjacent to it, is cleared of all refuse and all refuse receptacles are removed from the site.

3.3 Unauthorised storage of materials

(1) All construction materials must be located on the building site or development site under construction, unless written approval has been given by the local government to store materials on another property (including a road reserve).

(2) An application for approval under subclause (1) must be-

(a) in writing; and

(b) accompanied by the written approval of the landowner of the land on which materials are proposed to be stored.

Division 2 — Prevention of dust and liquid waste

3.4 Prohibited activities

(1) An owner and or occupier of land must take all reasonable measures to —

(a) stabilise dust on the land;

(b) contain all liquid waste on the land; and

(c) ensure no dust or liquid waste is released or escapes from the land, whether by means of wind, water or any other cause.

(2) Subclause (1)(c) does not apply to land where the primary activity is broad acre farming.

(3) Where the local government forms the opinion that —

(a) an owner or occupier has not complied with subclause (1)(a) or subclause (1) (b); or

(b) the dust or liquid waste has been released or escaped from the owner's or occupier's land;

the local government may serve on the owner and or occupier of the land, a notice requiring the owner and or occupier to do one or more of the following –

(i) comply with subclause (1)(a) or (1)(b);

(ii) clean up and properly dispose of any released or escaped dust or liquid waste;

(iii) clean up and make good any damage resulting from the released or escaped dust or liquid waste; and

(iv) take effective measures to stop any further release or escape of dust or liquid waste;

(c) The requirements set out in a notice issued under subclause (2) must be complied with—

(i) within 48 hours of service of the notice where no other time is specified;

(ii) within such other period as is specified in the notice; or
(iii) immediately, if the notice so specifies.

(4) Where the local government forms the opinion that dust or liquid waste has escaped or has been released from an activity undertaken on land or as a consequence of the use of equipment on land, the local government may serve a notice on —
(a) any owner or occupier of the land; or

(b) any operator of equipment on the land, requiring that the activity or use of equipment on the land be ceased immediately, for such period as is specified in the notice.

(4) Where the local government is of the opinion that dust or liquid waste may be released or escape as a result of an activity which is likely to be carried out from any land, the local government may give to the owner or occupier a notice providing that the activity may only be carried on subject to conditions specified in the notice.

3.5 Dust management

An owner or occupier of land within the townsite who intends to undertake any work involving the clearing of land, from which any sand or dust is likely to be released whether by means of wind, water or any other cause, shall —

(a) submit to an authorised person a Dust Management Plan in accordance with the Department of Water and Environmental Regulation document "A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites remediation and other related activities" (March 2011), or any updated version of this document;

(b) obtain written approval of the Dust Management Plan from an authorised person before commencement of any work.

Division 3 — Unsightly land and disused materials

3.6 Removal of refuse and disused materials

(1) The owner or occupier of a lot shall not keep, or permit to remain on the lot, any refuse, rubbish or disused material of whatever nature or kind, which in the opinion of the local government or an authorised person, is likely to give the lot an untidy appearance and does not conform with the general appearance of other land in that particular part of the district.

(2) The local government or an authorised person may give notice in writing to the owner or occupier of a lot requiring the removal of refuse, rubbish or disused material from the lot within the time specified in the notice.

3.7 Removal of unsightly overgrowth of vegetation

(1) The owner or occupier of a lot shall not permit to remain on a lot, any unsightly overgrowth of vegetation that gives the lot an untidy appearance and does not conform with the general appearance of other land in that particular part of the district.

(2) The local government or an authorised person may give notice in writing to the owner or occupier of a lot requiring the removal of the overgrowth of vegetation within the time specified in the notice.

3.8 Storage of vehicles, vessels and machinery

(1) The owner or occupier of a lot shall not —

(a) store, or allow to remain in public view on any lot, more than 1 vehicle, vessel or machinery (whether licensed or not) in a state of disrepair;

(b) store, or allow to remain in public view on any lot, any vehicle, vessel or machinery in a state of disrepair for a period in excess of 1 month;

(c) store, or allow to remain in public view on any lot, any vehicle or vessel in a state of disrepair, or machinery parts (including tyres);

(d) wreck, dismantle or break up any vehicle, part or body of a vehicle, vessel or machinery except where performed —

(i) inside a building; or

(ii) within an area enclosed by a fence or wall of not less than 1.8 metres in height and of such a nature as to screen all vehicles, parts or bodies of vehicles, vessels or machinery from the street and from adjoining properties; or

(e) wreck, dismantle or break up a vehicle, vessel or machinery so as to cause a nuisance.

(2) Subclause (1) does not apply to industrial zoned lots.

3.9 Disposing of disused refrigerators or similar containers

A person shall not place, leave or dispose of a disused refrigerator, ice chest, ice box, trunk, chest or other similar article having a compartment which has the capacity of 0.04 cubic metres or more on any land without first arranging for the removal of any refrigerants by a qualified person, and —

(a) removing every door and lid and every lock, catch and hinge attached to a door or lid; or

(b) rendering every door and lid incapable of being fastened; and

Division 4 — Hazardous materials

3.10 Hazardous trees

(1) Where a tree on a lot endangers any person or thing on adjoining land, the local government may give a notice to the owner or the occupier of the lot to remove, cut, move or otherwise deal with that tree so as to make the tree safe.

(2) Where a tree on a lot presents a serious and immediate danger to any person or thing, the local government may take any remedial action it considers appropriate in order to make the tree safe without having given the owner or occupier notice pursuant to subclause (1).

(3) The local government reserves its right to recover any costs incurred by the local government for remedial action taken in terms of subclause (2).

Part 4 — Nuisances and dangerous things

Division 1 — Light

4.1 Use of exterior lights

An owner or occupier of land on which floodlights or other exterior lights are erected or used, shall not allow the floodlights or other exterior lights to shine directly onto any other premises.

4.2 Emission or reflection of light

An owner or occupier of land shall ensure that —

(a) artificial light is not emitted or reflected from anything on the land so as to illuminate premises outside that land to more than 50 lux; and

(b) natural light is not reflected from anything on the land so as to create or cause a nuisance to the occupier of any other premises or to a person lawfully using a thoroughfare.

4.3 Notice may require specified action to prevent emission or reflection of light

(1) Where —

(a) floodlights or other exterior lights shine directly onto any other premises;

(b) artificial light is emitted or reflected from anything on the land so as to illuminate premises outside the land to more than 50 lux; or

(c) natural light is reflected from anything on the land so as to create or cause a nuisance to the occupier of any other premises or to a person lawfully using a thoroughfare,

the local government may by notice in writing direct the owner or occupier to take such actions as the local government considers necessary within the time specified in the notice.

(2) The notice referred to in subclause (1) may direct that —

(a) floodlights or other exterior lights are used only during the hours specified in the notice;

(b) the direction in which the lights shine be altered as specified in the notice;

(c) any reflective surfaces be painted or otherwise treated so as to abate the nuisance; or

(d) any combination of these measures that the local government believes to be appropriate to the circumstances.

Division 2 — Smoke, fumes, odours and other emissions

4.4 Burning rubbish, refuse or other material

(1) A person shall not set fire to rubbish, refuse or other materials in a townsite.

(2) Subclause (1) does not apply to rural residential zoned lots.

(3) A person shall not set fire to rubbish, refuse or other materials on rural residential zoned property unless —

(a) the person demonstrates to the satisfaction of the local government that reasonable alternatives for the disposal of the rubbish, refuse or other materials do not exist and the potential for pollution is low;

(b) the material does not include any plastic, rubber, food scraps, other material likely to cause the generation of smoke or odour in such quantity as to cause a nuisance to other persons;

(c) a haze alert has not been issued by the Bureau of Meteorology for the period during which burning is to take place; and

(d) the burning complies with the *Bush Fires Act 1954*, any annual fire hazard reduction notice issued by the local government under that Act and any conditions of approval as determined by the local government.

(4) Subclauses (1) and (3) shall not apply to any barbeque, solid fuel water heater, space heater or ovens fired with dry paper, dry wood, synthetic char or charcoal type fuel.

(5) Subclause (4) is subject to any fire danger rating as determined by the Bureau of Meteorology.

4.5 Escape of smoke, fumes, odours and other emissions

An owner or occupier of land or premises shall not cause or allow the escape of smoke, fumes or odours from the land or premises in such quantity or of such a nature as to cause or to be a nuisance to any person, unless –

(a) the escape of smoke, fumes, odours or other emissions from the land or premises is the result of burning in compliance with the Bush Fires Act 1954, any annual fire hazard reduction notice issued by the local government under that Act and any conditions of approval as determined by the local government and,

(b) all reasonable steps have been taken to prevent the smoke, fumes, odours and other emissions from land or premises from causing a nuisance to any person.

Division 3 — Trucks

4.6 Livestock vehicles

(1) A person shall not park a vehicle containing livestock in a townsite for a period in excess of 30 minutes.

(2) A person shall not park a vehicle which contains or has been used for the carriage of livestock so as to create or be a nuisance to any person, by reason of the odour emanating from the vehicle.

(3) If a person parks a vehicle containing livestock in a townsite in accordance with subclause (1), then the person does not contravene subclause (2).

4.7 Truck noise from residential land

A person shall not start or drive a truck on land zoned, approved or used for residential purposes between the hours of 10.30 pm and 6.30 am on the following day without first obtaining the written consent of the local government.

Division 4 — Swimming pool backwash management

4.8 Disposal of swimming pool backwash

(1) The owner or occupier of land on which a swimming pool is constructed shall ensure that all backwash is not permitted to discharge onto or run-off onto adjacent land so as to cause a nuisance, or cause damage to any structures situated on adjacent land.

(2) Subclause (1) shall not prevent the discharge of swimming pool backwash from a lot into a local government approved stormwater drain or road by a method approved by an authorised person.

Division 5 — Stormwater management

4.9 Containment of stormwater

(1) Subject to subclause (2), the owner or occupier of a lot shall ensure that all stormwater received by any building, house, other structure or any paved or sealed or other surfaced areas including any vehicle access ways on the lot is contained within the lot and is not permitted to discharge onto or run-off onto adjacent land so as to cause a nuisance, or cause damage to any structures situated on adjacent land.

(2) Subclause (1) shall not prevent the discharge of stormwater from a lot into a local government approved stormwater drain or road.

Division 6 — Amusement activities

4.10 Nuisance

A person shall not, without written authorisation from the local government, provide or conduct any amusement on land so as to create or be a nuisance to any owner or occupier of land in the district.

4.11 Abatement by authorised person

Subject to subdivision 3 of Division 3 of Part 3 of the Act, an authorised person may enter on any land where an amusement is provided or conducted and may do any act or thing reasonably required to abate a nuisance referred to in clause 4.10.

Division 7 — Advertising, bill posting and junk mail

4.12 Placement of advertisement, bill posting or junk mail

A person shall not place in or on any letter box, gate, fence or generally leave or distribute to any property in the district, any handbill, poster, pamphlet, flyer or other form of advertising or promotional material, where there is clearly displayed a sign or notice which states "no junk mail" or words of similar effect.

4.13 Exemptions

Clause 4.12 does not apply to —

(a) delivery of articles by Australia Post;

(b) documents issued under or for the purposes of an Act of Parliament;

(c) an authorised person or member of the Police Force acting in the course of their duties;

(d) electoral materials; or

(e) legal process.

Division 8 — Bird nuisance

4.14 Restrictions on feeding of birds

(1) A person shall not feed a bird —

(a) so as to cause a nuisance, or

(b) with a food or substance that is not a natural food of a bird.

(2) Where an authorised person forms the opinion that a person has not complied with subclause (1) the authorised person may serve the person a notice requiring the person to clean up and properly dispose of any feed or waste products specified in the notice.

Part 5 — Objections and appeals

5.1 Objections and appeals

When the local government makes a decision under this local law as to whether it will —

(a) grant a person a permit or authorisation;

(b) vary or cancel a permit or authorisation; or

(c) give a person a notice;

the provisions of Division 1 of Part 9 of the Act and regulation 33 of the Regulations shall apply to that decision.

Part 6 — Enforcement

Division 1 — Notice of breach

6.1 Notice of breach

(1) Where a breach of any provision of this local law has occurred, the local government may give a notice in writing to the person alleged to be responsible for such breach.

(2) A notice issued pursuant to subclause (1) shall —

(a) specify the provision of this local law which has been breached;

(b) specify the particulars of the breach; and

(c) state the manner in which the recipient is required to remedy the breach to the satisfaction of the local government within a time period stipulated in the notice which shall be not less than 14 days from the giving of the notice.

(3) It is an offence to fail to comply with a notice issued by the local government pursuant to subclause (1).

6.2 Form of notices

Where this local law refers to the giving of a notice other than the giving of an infringement notice and no particular form is prescribed, it will be sufficient that the notice be in writing, giving adequate details to enable the owner, occupier or other person to whom the notice is issued to know the offence committed and the measures required to be taken or conditions with which compliance is required, as the case may be.

6.3 When local government may undertake work required by notice

(1) This clause applies only in respect of a notice issued under subclauses 3.6(2), 3.7(2), 3.10(1) and 4.3(1) of this local law.

(2) Where a person fails to comply with a notice referred to in subclause (1) the local government may, subject to compliance with the requirements of subdivision 3 of Division 3 of Part 3 of the Act, do anything that it considers necessary to achieve, so far as is practicable, the purpose for which the notice was given.

(3) The local government may recover the cost of anything it does under subclause (2) as a debt due from the person who failed to comply with the notice.

Division 2 — Offences and penalties

Subdivision 1 — General

6.4 Offences and penalties

(1) A person who —

(a) fails to do anything required or directed to be done under this local law;

(b) fails to comply with the requirements of a notice issued under this local law by an authorised person; or

(c) does anything which under this local law that person is prohibited from doing;

commits an offence.

(2) Where, under this local law, an act is required to be done or forbidden to be done in relation to any land or premises, the owner or occupier of the land or premises has the duty of causing to be done the act so required to be done, or of preventing from being done the act forbidden to be done.

(3) A person who commits an offence under this local law is liable to a maximum penalty of $5,000 and where the offence is of a continuing nature, a maximum daily penalty of $500 in respect of each day or part of a day during which the offence has continued.

Subdivision 2 — Infringement notices and modified penalties

6.5 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) 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 in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable;

before giving an infringement notice to a person in respect of the commission of a prescribed offence.

6.6 Form of infringement notices

For the purposes of this local law —

(a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;

(b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and

(c) the form of the notice given under section 9.20 of the Act withdrawing an infringement notice is that of Form 3 in Schedule 1 of the Regulations.

Schedule 1 — Prescribed offences

[Clause 6.5]

Item No	Clause	Nature of Offence	Modified Penalty
1	2.2(a)	Failure to keep premise free from excrement, filth, food waste and other matter likely to be offensive or injurious to health, or likely to attract vermin or insects	$150
2	2.2(b)	Failure to keep premises clean and disinfected when directed by an EHO	$150
3	2.2(c)	Failure to keep premises free of flies, or when directed by an EHO, spray premises with residual insecticide or use other means to kill or repel flies	$150
4	2.3	Failure to maintain adequate enclosures	$150
5	2.4(1)	Keeping more than 3 cats over the age of 6 months without exemption from the local government	$150
6	2.4(7)(a)	Establish or maintain a cattery on any lot within the district without approval	$150
7	2.4(7)	Fail to maintain cattery in compliance with conditions of approval	$150
8	2.5	Keep, or permit to be kept, any poultry, not in accordance with conditions of these local laws	$150
9	2.7	Keep, or suffer to remain in a residential area, a rooster, turkey, goose or geese, or peafowl	$150
10	2.8	Failing to keep cages, enclosures and lofts maintained to minimum standard specified in the Code of Practice	$150
11	2.9	Failing to prevent pigeons nesting or perching	$150
12	2.10	Failing to keep aviary birds in accordance with conditions of this local law	$150
13	2.11	Keeping birds so as to create a nuisance	$150
14	2.12(1)	Failure to obtain a permit to keep bees	$150
15	2.14(2)	Failure to comply with a condition of a permit to keep bees	$150
16	2.19	Creation of a nuisance from keeping of bees or beehives	$150
17	2.20(1)	Failure to comply with a notice to remove bees or beehives for contravention of local law	$150
18	2.21(a)	Keeping a farm animal without a valid permit	$150
19	2.26	Failure to comply with the conditions for keeping farm animals	$150
20	2.27	Keeping a miniature horse on land without approval	$150
21	2.28	Keeping a miniature pig on land without approval	$150
22	2.30	Permitting livestock to stray, or be at large in a street, public place or private property without consent	$150
23	2.31	Failing to keep property fenced in a manner capable of confining livestock	$150
24	3.1	Failure to provide or maintain a refuse receptacle on a building or development site	$250
25	3.2	Failure to control refuse on a building or development site	$250

Item No	Clause	Nature of Offence	Modified Penalty
26	3.3(1)	Unauthorised storage of materials	$250
27	3.4	Release or escape of dust or liquid waste from land	$250
28	3.5	Commencing works involving clearing of land without an approved Dust Management Plan	$250
29	3.8(a)	Storing, or allow to remain on land, more than one vehicle, vessel or machinery in a state of disrepair	$250
30	3.8(b)	Storing, or allow to remain on land, any vehicle, vessel or machinery in a state of disrepair for a period in excess of 1 month	$250
31	3.8(c)	Storing, or allow to remain on land, any vehicle, vessel or machinery parts (including tyres)	$250
32	3.8(d)(i)	Wreck, dismantle or break up any vehicle part or body, vessel or machinery not inside a building	$250
33	3.8(d)(ii)	Wreck, dismantle or break up any vehicle part or body, vessel or machinery not behind a sufficient fence or wall	$250
34	3.8(e)	Wreck, dismantle or break up a vehicle, vessel or machinery so as to cause a nuisance	$250
35	3.9	Disposing of disused refrigerator or similar container with door/lid that can be fastened without removing the, door, lid, lock, catch, hinge and rendering the door/lid incapable of being fastened or without removing refrigerant.	$250
36	4.1	Erection or use of lighting installations other than in accordance with this local law	$250
37	4.2	Emitting light so as to create or cause a nuisance	$250
38	4.5	Permitting the escape of smoke, fumes, odours and other emissions so as to cause a nuisance	$250
39	4.6(1)	Parking a livestock vehicle in an urban area or townsite in excess of 30 minutes	$250
40	4.7	Starting or driving a truck on residential land, or adjoining residential land, without consent of the local government	$250
41	4.8(1)	Discharging swimming pool backwash onto adjacent land so as to cause a nuisance or cause damage	$250
42	4.9(1)	Failure to ensure that all rainwater or storm water received by a lot and any building, house or structure on the lot, is contained within the lot or discharged directly to a stormwater drain or road	$250
43	4.10	Conducting an amusement so as to create a nuisance	$250
44	4.12	Placement of advertisement, bill posting or junk mail where a “no junk mail”, or equivalent, sign is displayed	$100
45	4.14(1)(a)	Feeding a bird which causes a nuisance	$250
46	4.14(1)(b)	Feeding a bird a food/substance that is not a natural food	$250
47	6.4(1)(b)	Failure to comply with notice	$250

This Local Law was made by the Shire of Corrigin at an Ordinary Meeting held on

16 August 2016

The Common Seal of the)
Shire of Corrigin was affixed)
by authority of a resolution)
of the Council in the presence of —)

_____

CR. LYNETTE BAKER
SHIRE PRESIDENT

_____

ROB PAULL
CHIEF EXECUTIVE OFFICER

Consented to

_____

EXECUTIVE DIRECTOR PUBLIC HEALTH

dated this …….. day of …….. 2016

SHIRE OF CORRIGIN

BUSH FIRE BRIGADES LOCAL LAW 2024

BUSH FIRES ACT 1954

LOCAL GOVERNMENT ACT 1995

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BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995

SHIRE OF CORRIGIN

BUSH FIRE BRIGADES LOCAL LAW

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of Corrigin resolved on 21 May 2024 to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation
This local law may be cited as the Shire of Corrigin Bush Fire Brigades Local Law 2024.

1.2 Commencement
This local law comes into operation 14 days after the date of its publication in the *Government Gazette.*

1.3 Definitions
(1) In this local law unless the context otherwise requires –
Act means the *Bush Fires Act 1954*;
brigade area is defined in clause 2.2(1)(b);
brigade member means a fire fighting member, associate member or a cadet member of a bush fire brigade;
brigade officer means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;
bush fire brigade is defined in section 7 of the Act;
bush fire control officer means a bush fire control officer appointed by the local government under section 38 of the Act;
Bush Fire Operating Procedures means the bush fire operating procedures adopted by the local government as amended from time to time;
CEO means the chief executive officer of the Shire of Corrigin;
Chief Bush Fire Control Officer means the chief bush fire control officer appointed under the Act;
Council means the Council of the local government;
Department means the Department of Fire and Emergency Services (DFES) of Western Australia;
district means the district of the local government;
fire fighting member is defined in clause 4.2;
local government means the *Shire of Corrigin*;
normal brigade activities are defined by section 35A of the Act;
Regulations means Regulations made under the Act; and
Rules means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule.

(2) In this local law, unless the context otherwise requires, a reference to –
(a) a Captain;
(b) a First Lieutenant;

(c) a Second Lieutenant;
(d) any additional Lieutenants;
(e) a Training Officer;
(f) an Equipment Officer;
(g) a Secretary.
(h) a Treasurer; or
(i) a Secretary/Treasurer combined,

means a person holding that position in a bush fire brigade.

1.4 Application

This local law applies throughout the district.

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1 – Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

(1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.

(2) A bush fire brigade is established on the date of the local government's decision under subclause (1).

2.2 Name and officers of bush fire brigade

(1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
   (a) give a name to the bush fire brigade;
   (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the **"brigade area"**); and
   (c) appoint -
      (i) a Captain;
      (ii) a First Lieutenant;
      (iii) a Second Lieutenant;
      (iv) additional Lieutenants if the local government considers it necessary;
      (v) a Training Officer;
      (vi) an Equipment Officer;
      (vii) a Secretary; and
      (viii) a Treasurer; or
      (ix) a Secretary/Treasurer combined.

(2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications, experience and skills required to fill each position.

(3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.

(4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.

(5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2)

Division 2 – Command at a fire

2.3 Ranks within the bush fire brigade

(1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bushfire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters.

(2) In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.

(3) Where a bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the most senior bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

Division 3 – Application of Rules to a bush fire brigade

2.4 Rules

(1) The Rules govern the operation of a bush fire brigade.

(2) A bush fire brigade and each brigade member is to comply with the Rules as set out in Schedule 1.

Division 4 – Transitional

2.5 Existing Bush Fire Brigades

(1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –

(a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;

(b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and

(c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.

(2) In this clause –
"commencement day" means the day on which this local law comes into operation.

Division 5 – Dissolution of bush fire brigade

2.6 Dissolution of bush fire brigade

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules.

2.7 New arrangement after dissolution

If a local government cancels the registration of a bush fire brigade, the local government is to make alternative fire control arrangements for that brigade area.

PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1 – Local government responsibility

3.1 Local government responsible for structure
The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

3.2 Officers to be supplied with Act
The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made from time to time.

Division 2 – Chief Bush Fire Control Officer

3.3 Managerial role of Chief Bush Fire Control Officer
Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.4 Chief Bush Fire Control Officer may attend meetings
The Chief Bush Fire Control Officer, or her or his nominee, (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

3.5 Duties of Chief Bush Fire Control Officer
The duties of the Chief Bush Fire Control Officer include –

(a) provide leadership to volunteer bush fire brigades;
(b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
(c) liaise with the local government concerning fire prevention/suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn), bush fire brigades or brigade officers;
(d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

Division 3 – Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting
A bush fire brigade is to hold its annual general meeting prior to the commencement of March each year.

3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee
At the annual general meeting of a bush fire brigade, one or more brigade members (as determined by the local government) are to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer(s) for the brigade area until the next general meeting.

3.8 Minutes to be tabled before the Bush Fire Advisory Committee

(1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.

(2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –

(a) Bush Fire Advisory Committee; or

(b) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).

Division 4 – Bush Fire Advisory Committee

3.9 Functions of Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

3.10 Advisory Committee to nominate bush fire control officers

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government persons nominated by each bush fire brigade for the positions of bush fire control officer(s) for the brigade area.

3.11 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

3.12 Advisory Committee to consider bush fire brigade motions

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

4.1. Types of membership of bush fire brigade

The membership of a bush fire brigade consists of the following –

(a) fire fighting members;

(b) associate members;

(c) cadet members; and

(d) honorary life members.

4.2 Fire fighting members

Fire fighting members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.

4.3 Associate members

Associate members are those persons who are not otherwise classified as an operational member or cadet member, who are prepared to render other assistance required by the bush fire brigade.

4.4 Cadet members

Cadet members are –

(a) to be aged 11 to 15 years;

(b) to be admitted to membership only with the consent of their parent or guardian;

(c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
(d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
(e) ineligible to vote at bush fire brigade meetings;
(f) not to be assigned ranks under the Department's rank structure.

4.5 Honorary life member
The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.

4.6 Notification of membership
The bush fire brigade is to report to the local government the name, contact details and type of membership of each brigade member on annual basis at a date determined by the local government.

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 Rules to govern
The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES

6.1 Policies of local government
The local government may make policies under which it –
(a) provides funding for the purchase of protective clothing, equipment and appliances for bush fire brigades; and
(b) keeps bush fire brigades informed of opportunities for funding from other bodies.

6.2 Equipment in brigade area
The bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade on an annual basis at a date determined by the local government.

6.3 Funding from local government budget
A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by a date advised by the CEO or delegate of the CEO, for consideration in the next following local government budget.

6.4 Consideration in the local government budget
The local government-
(a) may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question; and
(b) shall advise the bush fire brigade of the final outcome of their individual requests for funding within a reasonable time frame.

SCHEDULE 1

RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

PART 1 - PRELIMINARY

1.1 Interpretation

(1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.

(2) In these Rules, unless the context otherwise requires –

absolute majority means a majority of more than 50% of the number of:

(a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or

(b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.

Committee means the Committee of the bush fire brigade;

local law means the Shire of Corrigin Bush Fire Brigades Local Law 2024; and

normal brigade activities is defined by section 35A of the Act

(3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.

(4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out –

(a) the normal brigade activities; and

(b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

2.2 Committee to determine applications

Applications for membership are to be determined by the Captain or the Committee.

2.3 Conditions of membership

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

(a) the qualifications required;

(b) a requirement to serve a probationary period;

(c) procedures to be employed by the Committee prior to approval of an application for membership,

and the Committee is to act within the parameters of any such policy in determining applications for membership.

2.4 Applications for membership

An application for membership is to be in writing and is to be submitted to the Captain or Secretary on the form required by the Department.

2.5 Decision on application for membership

(1) The Captain or Committee may –
   (a) approve an application for membership unconditionally or subject to any conditions; or
   (b) refuse to approve an application for membership.

(2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

2.6 DFES to be notified of registrations

If any application for membership is approved, the local government is to supply registration details to the Department within 14 days of a person being admitted to membership in the form required by the Department.

2.7 Termination of membership

(1) Membership of the bush fire brigade terminates if the member –
   (a) dies;
   (b) gives written notice of resignation to the brigade or local government;
   (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
   (d) is dismissed by the Committee;
   (e) leaves the district permanently without terminating their membership after a period of two years; or
   (f) does not complete the minimum training requirement as outlined in the local government operating procedures.

2.8 Suspension of membership

(1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.

(2) The period of suspension shall be at the discretion of the Committee.

(3) Upon the expiry of the period of suspension the Committee may:
   (a) extend the period of suspension;
   (b) terminate the membership; or
   (c) reinstate the membership.

2.9 Member has right of defence

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

2.10 Objection rights

A person whose -
   (a) application for membership is refused under clause 2.5(1)(b);
   (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
   (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by –
   (a) dismissing the objection;
   (b) varying the decision objected to; or
   (c) revoking the decision objected to, with or without –
      (i) substituting for it another decision; or
      (ii) referring the matter, with or without directions, for another decision by the Committee.

PART 3 – FUNCTIONS OF BRIGADE OFFICERS

3.1 Chain of command during fire fighting activities

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the local government's Bush Fire Operating Procedures.

3.2 Duties of Captain

(1) Subject to subclause (2) below, the Captain is to preside at all meetings.

(2) In the absence of the Captain, the meeting may elect another person to preside at the meeting.

3.3 Secretary

(1) The Secretary is to –

- (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade, which shall be available for inspection by brigade members at any reasonable time;
- (b) answer all correspondence or direct it appropriately, and keep a record of the same;
- (c) prepare and send out all necessary notices of meetings;
- (d) receive donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
- (e) complete and forward an incident report form in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident.
- (f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership.
- (g) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.

(2) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

3.4 Treasurer

The Treasurer is to –

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account if applicable;
- (b) pay accounts as authorised by the Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade; and
- (e) report on the financial position at meetings of the bush fire brigade or Committee.

3.5 Training Officer

(1) The Training Officer is responsible for the coordination of brigade training under the direction of the Captain and the local government.

(2) In the absence of this position the Captain will assume these responsibilities.

3.6 Equipment Officer

(1) The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).

(2) In the absence of this position the Captain will assume these responsibilities.

3.7 Storage of equipment

The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the "station").

3.8 Equipment Officer to report

The Equipment Officer is to provide to the local government and bush fire brigade captain reports of any damage or maintenance to brigade equipment required as soon as practicable.

PART 4 – COMMITTEE

4.1 Management of bush fire brigade

(1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.

(2) Without limiting the generality of subclause (1), the Committee is to have the following functions –

- (a) to recommend to the local government amendments to these Rules;
- (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
- (c) to propose a motion for consideration at any meeting of the bush fire brigade;
- (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
- (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
- (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
- (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
- (h) deal with membership applications, grievances, disputes and disciplinary matters.

4.2 Constitution of Committee

(1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Training Officer, Equipment Officer and the Lieutenants of the bush fire brigade.

(2) The brigade officers are to -

- (a) be elected at the annual general meeting of the bush fire brigade;
- (b) hold office until the next annual general meeting; and
- (c) be eligible for re-election at the next annual general meeting.

(3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.

(4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

PART 5 – MEETINGS OF BUSH FIRE BRIGADE

5.1 Ordinary meetings

(1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days notice to all brigade members and to the Chief Fire Control Officer, for the purpose of –

- (a) organising and checking equipment;

(b) requisitioning new or replacement equipment;
(c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
(d) establishing new procedures in respect of any of the normal brigade activities; and
(e) dealing with any general business.

(2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.

(3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.2 Special meetings

(1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.

(2) At least 2 days notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.

(3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.

(4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

5.3 Annual general meeting

(1) At least 7 days notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.

(2) At the annual general meeting the bush fire brigade is to –
(a) elect the brigade officers from among the brigade members;
(b) consider the Captain's report on the year's activities;
(c) adopt the annual financial statements;
(d) deal with any general business.

(3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.

(4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.4 Quorum

(1) Except for Committee Meetings, the quorum for a meeting of the bush fire brigade is at least 50% of the committee members and a total of not less than 5 members of the bush fire brigade.

(2) Notwithstanding the provision of subsection (1) the CBFCO may vary these requirements with the approval of the local government.

(3) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

5.5 Voting

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

PART 6 – MEETINGS OF COMMITTEE

6.1 Meetings of Committee

(1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.

(2) The Captain or Secretary may convene a meeting of the Committee at any time.

6.2 Quorum
No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

6.3 Voting
Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

PART 7 – GENERAL ADMINISTRATION MATTERS

7.1 Funds
The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

7.2 Financial year
The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

7.3 Banking
(1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by-
  (a) cheques signed jointly by any 2 of the Captain, Secretary or Treasurer; or
  (b) authorised use of electronic banking by any 2 of the Captain, Secretary or Treasurer.
(2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to authorise payments referred to in subclause (1).

7.4 Auditing
(1) The bush fire brigade shall supply on request to the local government the brigade's full financial records for the financial year.
(2) The local government may request the brigade's financial and accounting records for a review at any time.

7.5 Disclosure of interests
(1) A brigade member shall disclose to the bush fire brigade or Committee any financial or personal interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
(2) If an interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
(3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

7.6 Dispute resolution
(1) Any dispute between brigade members may be referred to either the Captain or to the Committee.

(2) Where a dispute referred under subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the dispute to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.

(3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any dispute which is not resolved under subclause (1) or (2).

PART 8 – NOTICES AND PROXIES

8.1 Notices

(1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post to the registered address of each brigade member.

(2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.

(3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.

(4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –

- (a) in writing;
- (b) unless otherwise specified, given to or by the Secretary;
- (c) given by –
  - (i) personal delivery;
  - (ii) post;
  - (iii) email
  - (iv) short message service (SMS) or the like;
  - (v) facsimile transmission; or
  - (vi) any other method approved by the local government.

8.2 Proxies

(1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.

(2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.

(3) A proxy shall be valid for the number of votes to which the brigade member is entitled.

(4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.

(5) A proxy shall be entitled to speak on behalf of the donor of the proxy.

(6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.

(7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

"PROXY

[INSERT NAME] BUSH FIRE BRIGADE

[ANNUAL] [SPECIAL] GENERAL MEETING
TO BE HELD ON [DATE]

I,_____,
Being a brigade member appoint _____
to be my proxy and vote on my behalf at the meeting of the bush fire brigade to be held on [insert date] and at any adjournment of it. The proxy shall vote as follows:

MOTION	FOR	AGAINST	ABSTAIN
1.			
2.			

If there is no instruction to the proxy as to the way to vote, the proxy shall exercise her or his discretion as to how to vote or whether to vote at all. In respect of any vote taken at the meeting on a matter which does not appear on the agenda, the proxy shall exercise her or his discretion as to the way he or she casts the vote or whether it is cast at all.
Date: _____

Signed: _____

NOTE: To be valid this proxy must be completed and returned to the Secretary of the bush fire brigade (or the presiding member) prior to the commencement of the meeting for which the proxy is valid.

Dated this day of . . . . .month.....year

Dated 21st May 2024

The Common Seal of the Shire of Corrigin was affixed by authority of a resolution of the Council in the presence of:

8/2024

SHIRE OF CORRIGIN
VITAS·TOTAS·CUPIMUS
COMMON SEAL
W A

PRESIDENT

CHIEF EXECUTIVE OFFICER

LOCAL GOVERNMENT ACT 1995

SHIRE OF CORRIGIN

LOCAL LAWS RELATING TO FENCING

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LOCAL GOVERNMENT ACT 1995

SHIRE OF CORRIGIN

LOCAL LAWS RELATING TO FENCING

Under the powers conferred by the Local *Government Act 1995* and by all other powers the Council of the Shire of Corrigin resolved to make the following local laws on the 17th September 2003.

PART 1-PRELIMINARY

1 Citation

These Local Laws may be cited as the Shire of Corrigin Local Laws Relating to Fencing.

2 [Deleted]

3 Application of Local Laws

These Local Laws apply throughout the district.

4 **Interpretation**

In these Local Laws, unless the context requires otherwise

"Act" means the Dividing Fences Act 1961;
"AS" means an Australian Standard published by the Standards Association of Australia;
"boundary fence" has the meaning given to it for the purposes of the Act;
"Building Surveyor" means a Building Surveyor of the local government;
"CEO" means the Chief Executive Officer of the local government;
"Commercial Lot" means a lot where a commercial use
(a) is or may be permitted under the town planning scheme; and
(b) is or will be the predominant use of the lot;
"dangerous" in relation to any fence means
(a) an electrified fence other than a fence in respect of which a licence under Part 6 of these Local Laws has been issued and is current;
(b) a fence containing barbed wire other than a fence erected and maintained in accordance with these Local Laws;
(c) a fence containing exposed broken glass, asbestos fibre, razor wire or any other potentially harmful projection or material; or
(d) a fence which is likely to collapse or fall, or part of which is likely to collapse or fall, from any cause;
"district" means the district of the local government;
"dividing fence" has the meaning given to it in and for the purposes of the Act;
“electrified fence" means a fence carrying or designed to carry an electric charge;
"fence" means any structure, including a retaining wall, used or functioning as a barrier, irrespective of where it is located and includes any gate;
"frontage" means the boundary line between a lot and the thoroughfare upon which that lot abuts;
"height" in relation to a fence means the vertical distance between
(a) the top of the fence at any point; and
(b) the ground level or, where the ground levels on each side of the fence are not the same, the higher ground level, immediately below that point;
"Industrial Lot" means a lot where an industrial use
(a) is or may be permitted under the town planning scheme; and
(b) is or will be the predominant use of the lot;
"local government" means the Shire of Corrigin
"lot" has the meaning given to it in and for the purposes of the *Town Planning and Development Act 1928;*
”notice of breach" means a notice referred to in clause 16(1);
“Residential Lot” means a lot having a density code greater or equal to R10 in the town planning scheme where a residential use
(a) is or may be permitted under the town planning scheme; and
(b) is or will be the predominant use of the lot;
"retaining wall" means any structure which prevents the movement of soil in order to allow ground levels of different elevations to exist adjacent to one another;
"Rural Residential Lot" means a lot where a special rural use
(a) is or may be permitted under the town planning scheme; and
(b) is or will be the predominant use of the lot;
"Rural Lot" means a lot where a rural use
(a) is or may be permitted under the town planning scheme; and
(b) is or will be the predominant use of the lot;
"Schedule" means a Schedule to these Local Laws;

“setback area" has the meaning given to it for the purposes of the town planning scheme;
”sufficient fence" means a fence described in clause 6; and
"town planning scheme" means a town planning scheme of the local government made under the *Town Planning and Development Act 1928.*

5 Licence Fees and Charges
All licence fees and charges applicable under these Local Laws shall be as determined by the local government from time to time in accordance with section 6.16 of the *Local Government Act 1995.*

PART 2-SUFFICIENT FENCES

6 Sufficient Fences
Unless by agreement between the owners of adjoining properties, a person shall not erect a dividing fence or a boundary fence that is not a sufficient fence.
(1) Subject to sub-clauses (3) and (4), a sufficient fence
    (a) on a Residential Lot is a dividing fence or a boundary fence constructed and maintained in accordance with the specifications and requirements of the First Schedule;
    (b) on a Commercial Lot and on an Industrial Lot is a dividing fence or a boundary fence constructed and maintained in accordance with the specifications and requirements of the Second Schedule;
    (c) on a Rural Lot and on a Rural Residential Lot is a dividing fence or a boundary fence constructed and maintained in accordance with the specifications and requirements of the Third Schedule.
(2) Where a fence is erected on or near the boundary between
    (a) a Residential Lot and an Industrial Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of the First Schedule;
    (b) a Residential Lot and a Commercial Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of the Second Schedule;
    (c) a Residential Lot and a Rural Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of the Third Schedule;
    (d) a Residential Lot and a Rural Residential Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of the First or Third Schedule respectively;
    (e) a Rural Residential Lot and a Rural Lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of the Third Schedule;
    (f) [Deleted]
(3) Unless the Building Surveyor specifies otherwise, a sufficient fence on a boundary between lots other than those specified in subclause (1) and (2) is a dividing fence constructed in accordance with the specifications and requirements of the Second Schedule.
(4) Notwithstanding any other provisions in these Local Laws, a fence constructed of stone or concrete shall be a sufficient fence only if it is designed by a structural engineer where
    (a) it is greater than 1800mm in height; or
    (b) the Building Surveyor so requires.
(5) The fencing specifications listed in Schedules 1, 2 and 3, are intended to be used in assisting in determining a sufficient fence for the purposes of the Dividing Fences Act only.
Conditions specific to a locality such as soil types, topography and wind loadings, should be considered when constructing a fence.

PART 3-GENERAL

7 Fences Within Front Setback Areas
(1) A person shall not, without the written consent of the Building Surveyor, erect a free-standing fence greater than 1000mm in height, within the front set-back area of a Residential Lot within the district.
(2) The Building Surveyor may approve the erection of a fence of a height greater than 1000mm in the front setback area of a Residential Lot only if the fence on each side of the driveway into the Lot across the front boundary is to be angled into the Lot for a distance of not less than 1500mm. along the frontage to a distance of not less than 1500mm from the frontage in order to provide appropriate splayed lines of vision for a motorist using the driveway for access to a thoroughfare.
(3) The provision of sub-clause (2) shall not apply to a fence
    (a) of open construction that does not obscure the lines of vision of a motorist using the driveway for access to a thoroughfare.
    (b) [Deleted]

8 Fences on a Rural Lot
A person shall not without the written consent of the Building Surveyor, erect a fence on a Rural Lot, within 7.5m of a thoroughfare of a height exceeding 1500mm.

9 Maintenance of Fences
An owner and occupier of a lot on which a fence is erected shall maintain the fence in good condition and so as to prevent it from becoming dangerous, dilapidated, or unsightly.

10 General Discretion of the Local Government

(1) Notwithstanding clause 6, the local government may consent to the erection or repair of a fence which does not comply with the requirements of these Local Laws.
(2) In determining whether to grant its consent to the erection or repair of any fence, the local government may consider, in addition to any other matter that it is authorized to consider, whether the erection or retention of the fence would have an adverse effect on
    (a) the safe or convenient use of any land; or
    (b) the safety or convenience of any person.
(3) Not withstanding that these local laws specify a minimum standard for a sufficient fence for the purposes of the Dividing Fences Act, Council may adopt guidelines for alternative standards that it will approve. In setting these guidelines, Council shall have regard to acceptable materials and heights.

PART 4-FENCING MATERIALS

11 Fencing Materials
(1) A person shall construct a fence on a Residential Lot, a Commercial Lot or an Industrial Lot from only brick, stone, concrete, wrought iron, tubular steel framed, link mesh, timber, plastic coated or galvanised link mesh, corrugated fibre reinforced cement sheeting, colour bonded metal or a material approved by the Building Surveyor.
(2) Where the Building Surveyor approves the use of pre-used materials in the construction of a fence under sub clause (1), that approval shall be conditional on the applicant for approval painting or treating the pre-used material as directed by the Building Surveyor.

12 Barbed Wire and Broken Glass Fences
(1) This clause does not apply to a fence constructed wholly or partly of razor wire.
(2) An owner or occupier of a Residential Lot or a Commercial Lot shall not erect or affix to any fence on such a lot any barbed wire or other material with spiked or jagged projections, unless the prior written approval of the Building Surveyor has been obtained.
(3) An owner or occupier of an Industrial Lot shall not erect or affix on any fence bounding that Lot any barbed wire or other materials with spiked or jagged projections unless the wire or materials are carried on posts at an angle of 45 degrees, and unless the bottom row of wire or other materials is set back 150mm. from the face of the fence and is not nearer than 2000mm from the ground level.
(4) If the posts which carry the barbed wire or other materials referred to in sub clause (3) are angled towards the outside of the lot bounded by the fence the face of the fence must be set back from the lot boundary a sufficient distance to ensure that the angled posts, barbed wire or other materials do not encroach on adjoining land.
(5) An owner or occupier of a lot shall not affix or allow to remain as part of any fence or wall, whether internal or external, on that lot any broken glass.
(6) An owner or occupier of a Rural Lot or a Rural Residential Lot shall not place or affix barbed wire upon a fence on that Lot where the fence is adjacent to a thoroughfare or other public place unless the barbed wire is fixed to the side of the fence posts furthest from the thoroughfare or other public place.

PART 5-ELECTRIFIED AND RAZOR WIRE FENCES

13 Requirements for a Licence
(1) An owner or occupier of a lot, other than a Rural Lot, shall not
    (a) have and use an electrified fence on that lot without first obtaining a licence under sub clause (2); or
    (b) construct a fence wholly or partly of razor wire on that lot without first obtaining a licence under sub clause (3).
(2) A licence to have and use an electrified fence shall not be issued
    (a) in respect of a lot which is or which abuts a Residential Lot;
    (b) unless the fence complies with AS/NZS 3016:1994; and
    (c) unless provision is made so as to enable the fence to be rendered inoperable during the hours of business operations, if any, on the lot where it is erected.
(3) A licence to have a fence constructed wholly or partly of razor wire shall not be issued
    (a) if the fence is within 3m of the boundary of the lot;
    (b) where any razor wire used in the construction of the fence is less than 2000mm or more than 2400mm above the ground level.
(4) An application for a licence referred to in sub clauses (2) or (3) shall be made by the owner of the lot on which the fence is or is to be erected, or by the occupier of the lot with the written consent of the owner.
(5) An application for a licence referred to in sub clauses (2) or (3) may be
    (a) approved by the local government;
    (b) approved by the local government subject to such conditions as it thinks fit; or
    (c) refused by the local government.

14 Transfer of a Licence
A licence referred to in clause 13 shall transfer with the land to any new occupier or owner of the lot.

15 Cancellation of a Licence
Subject to Division 1 Part 9 of the *Local Government Act 1995,* the local government may cancel a licence issued under this Part if-
    (a) the fence no longer satisfies the requirements specified in clause 13(2) or 13(3) as the case may be; or
    (b) the licence holder breaches any condition upon which the licence has been issued.

PART 6-NOTICES OF BREACH

16 Notices of Breach

1) Where a breach of any provision of these Local Laws has occurred in relation to a fence on a lot, the local government may give a notice in writing to the owner or occupier of that lot ('notice of breach').

(2) A notice of breach shall

(a) specify the provision of these Local Laws which has been breached;

(b) specify the particulars of the breach; and

(c) state that the owner or occupier of the lot is required to remedy the breach within 28 days from the giving of the notice.

(3) Should an owner or occupier fail to comply with a notice of breach, the local government may by its employees, agents or contractors enter upon the lot to which the notice relates and remedy the breach, and may recover the expenses of so doing from the owner or occupier of the lot, as the case may be, in a court of competent jurisdiction.

PART 7-OFFENCES

17 Offences and Penalties

(1) An owner or occupier who fails to comply with a notice of breach commits an offence and is liable upon conviction to a maximum penalty of $5000 and, if the offence is a continuing offence, a maximum daily penalty of $500.

(2) A person who fails to comply with or who contravenes any provision of these Local Laws commits an offence and is liable to a maximum penalty of $5000 and, if the offence is a continuing offence, a maximum daily penalty of $500.

18 Modified Penalties

(1) An offence against any provision of these Local Laws is a prescribed offence for the purposes of section 9.16 (1) of the *Local Government Act 1995*.

(2) Unless otherwise specified, the amount of the modified penalty for an offence against any provision of these Local Laws is $100.

18 Form of Notices

For the purposes of these Local Laws-

(a) the form of the infringement notice referred to in section 9.17 of the *Local Government Act* 1995 is to be in or substantially in the form of Form 2 of Schedule 1 of the Local Government (Functions and General) Regulations 1996;

(b) the form of the notice referred to in section 9.20 of the *Local Government Act* 1995 is to be in or substantially in the form of Form 3 in Schedule 1 of the Local Government (Functions and General) Regulations 1996.

Clause 6(2)(a)

First Schedule

SPECIFICATIONS FOR A SUFFICIENT FENCE ON A RESIDENTIAL LOT

Each of the following is a "sufficient fence" on a Residential Lot

A. A picket timber fence which satisfies the following specifications:

(a) corner posts to be 125mm x 125mm x 2400mm. and intermediate posts to be 125mm x 75mm x 2400mm spaced at 2400mm centres;

(b) corner posts to be strutted two ways with 100mm x 50mm x 450mm sole plates and 75mm x 50mm struts;

(c) intermediate posts to be doubled yankee strutted with 150mm x 25mm x 450mm struts;

(d) all posts to have tops with a 60mm weather cut and to be sunk at least 600mm into the ground;

(e) rails to be 75mm. x 50mm with each rail spanning two bays of fencing double railed or bolted to each post with joints staggered;

(f) the fence to be covered with 75mm x 20mm sawn pickets, 1800mm in height placed 75mm apart and affixed securely to each rail; and

(g) the height of the fence to be 1800mm except with respect to the front set back area for which there is no minimum height but which is subject to clause 7.

B. A fence constructed of corrugated fibre reinforced pressed cement or steel sheeting erected to manufacturer's specifications or which otherwise satisfies the following specifications:

(a) a minimum in-ground length of 25 per cent of the total length of the sheet, but in any case shall have a minimum in-ground depth of 600mm (applicable to corrugated fibre reinforced pressed cement fencing only);

(b) the total height and depth of the fence to consist of a single continuous fibre reinforced cement or steel sheet;

(c) the sheets to be lapped and capped with extruded "snap fit" type capping in accordance with the manufacturers written instructions (applicable to corrugated fibre reinforced pressed cement fencing only); and

(d) the height of the fence to be 1800mm except with respect to the front setback area for which there is no minimum height but which is subject to Clause 7.

C. A fence constructed of brick, stone or concrete, which satisfies the following specifications and AS3700 where applicable:

(a) footings of minimum 225mm x 150mm concrete 15MPA or 300mm x 175mm brick laid in cement mortar;

(b) fences to be offset a minimum of 200mm at maximum 3000mm centres or 225mm x 100mm engaged piers to be provided at maximum 3000mm centres;

(c) expansion joints in accordance with the manufacturer's written instructions; and

(d) the height of the fence to be 1800mm except with respect to the front set back area for which there is no minimum height but which is subject to clause 7.

D. A composite fence having a minimum overall height of 1800mm except with respect to the front set back area for which there is no minimum height but which is subject to clause 7, which satisfies the following specifications for the brick construction and complies with AS3700:

(1) (a) brick piers of minimum 345mm x 345mm at 1800mm centres bonded to a minimum height base wall of 514mm;
(b) each pier shall be reinforced with one R10 galvanised starting rod 1500mm high with a 250mm horizontal leg bedded into a 500mm x 200mm concrete footing and set 65mm above the base of the footing. The top of the footing shall be 1 course (85mm) below ground level;
(c) the minimum ultimate strength of brickwork shall by 20MPA. Mortar shall be a mix of 1 part cement, 1 part lime and 6 parts sand;
(d) the ground under the footings is to be compacted to 6 blows per 300mm and checked with a standard falling weight penetrometer; and
(e) control joints in brickwork shall be provided with double piers at a maximum of 6 metre centres; or

(2) (a) brick piers of a minimum 345mm x 345mm x 2700mm centres bonded to the base wall; and
(b) each pier shall be reinforced with two R10 galvanised starting rods as previously specified;

Clause 6(2)(c)

Second Schedule

SPECIFICATIONS FOR A SUFFICIENT FENCE ON A COMMERCIAL LOT AND AN INDUSTRIAL LOT

Each of the following is a "sufficient fence" on a Commercial Lot and an Industrial Lot-

A. A fence constructed of galvanised or PVC coated rail-less link mesh, chain mesh or steel mesh which satisfies the following specifications:
(a) corner posts to be minimum 75 mm nominal bore x 3.5mm and with footings of a 225mm diameter x 900mm;
(b) intermediate posts to be minimum 37mm nominal bore x 3.15mm at maximum 3.5mm centres and with footings of a 225mm diameter x 600mm;
(c) struts to be minimum 30mm nominal bore x 3.15mm fitted at each gate and two at each corner post and with footings 225mm x 600mm;
(d) cables to be affixed to the top, centre and bottom of all posts and to consist of two or more 3.15mm wires twisted together or single 4mm wire;
(e) rail-less link, chain or steel mesh is to be to a height of 2000mm on top of which are to be three strands of barbed wire carrying the fence to a heigh of 2400mm in accordance with clause 12(3) of these Local Laws; and
(f) Galvanised link mesh wire to be 2000mm in height and constructed of 50mm mesh 2.5mm galvanised iron wire and to be strained, neatly secured and laced to the posts and affixed to cables. Vehicle entry gates shall provide an opening of not less than 3.6m and shall be constructed of 25mm tubular framework with one horizontal and one vertical stay constructed of 20mm piping and shall be covered with 50mm x 2.5mm galvanised link mesh strained to framework. Gates shall be fixed with a drop bolt and locking attachment.

B. A fence of fibre reinforced cement sheet or steel sheeting constructed to the minimum specifications referred to in Item B of the First Schedule.

C. A fence constructed of aluminium sheeting when supported on posts and rails provided that it is used behind a building line and is of a minimum height of 1800mm but no greater than 2400mm.

D. Fences of timber, brick, stone or concrete constructed to the minimum specifications referred to in the First Schedule.

Clause 6(2)(d)

Third Schedule

SPECIFICATIONS FOR A SUFFICIENT FENCE ON A RURAL LOT AND A RURAL RESIDENTIAL LOT

In the case of a non-electrified fence, a "sufficient fence" on a Rural Lot and a Rural Residential Lot is a fence of posts and wire construction, the minimum specifications for the following purposes which are-

A. A fence to contain cattle and horses, which satisfies the following specifications:
(a) wire shall not be of a standard less than 2.5mm high tensile wire. A minimum of five wires shall be used, generally with the lower wires spaced closer together than the higher wires so as to prevent smaller stock passing through, and connected to posts in all cases;
(b) posts shall be of indigenous timber or other suitable material including-
- timber impregnated with a termite or fungicidal preservative;
- standard iron star pickets; or
- concrete;

cut not less than 1.8m long x 100mm diameter at small end if round or 125mm x 60mm if split or sawn. Posts to be set minimum of 600mm in the ground and 1.2m above the ground spaced at 10m maximum centres; and
(c) strainer posts shall not be less than 2.25m long and 150mm diameter at the small end (tubular steel to be 90mm in diameter) and shall be cut from indigenous timber or other suitable material. These shall be placed a minimum of 1.0m in the ground and set at all corners, gateways and fence line angles.

B. A mesh fence to contain sheep and goats which satisfies the following specifications:
(a) wire shall be hinge joint or ringlock with two plain high tensile wires of not less than 2.5mm located above the mesh and connected to posts in all cases. The mesh wire shall be clipped to the lower of the two plain wires at 3m centres;
(b) posts shall be spaced at 6m maximum centres in accordance with the construction standards in A(b) above; and
(c) strainer posts shall be in accordance with the construction standards in A(c) above.

C. An electrified fence having four wires only is a sufficient fence if constructed generally in accordance with A.

Dated 17th September 2003

The Common Seal of the Shire of Corrigin was affixed by authority of a resolution of the Council in the presence of-

H.W. GAYFER, President

B.W. MEAD, Chief Executive Officer

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HEALTH ACT 1911
LOCAL GOVERNMENT ACT 1995

SHIRE OF CORRIGIN

HEALTH LOCAL LAW 2016

HEALTH ACT 1911
LOCAL GOVERNMENT ACT 1995

SHIRE OF CORRIGIN

HEALTH LOCAL LAW 2016

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HEALTH ACT 1911
LOCAL GOVERNMENT ACT 1995

SHIRE OF CORRIGIN

HEALTH LOCAL LAW 2016

Under the powers conferred by Section 342 of the *Health Act 1911*, subdivision 2 of Division 2 of Part 3 of the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Corrigin resolved on the 17 May 2016 to make the following local law.

PART 1—PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Corrigin Health Local Law 2016*.

1.2 Repeal

The *Shire of Corrigin Health Local Law 1998* as published in the *Government Gazette* on 18 September 1998 is repealed.

1.3 Commencement

This local law comes into operation on the date of its publication in the *Government Gazette*.

1.4 Application

This local law applies throughout the district.

1.5 Interpretation

(1) In this local law, unless the context otherwise requires—

Act means *Health Act 1911*;

adequate supply of water means a flow of water of not less than 0.076 litres per second;

approved means approved by the local government;

AS or AS/NZS means Australian Standard or Australian/New Zealand Standard published by Standards Australia;

AS 1530.2: 1993 means the standard published by Standards Australia as AS 1530.2: 1993 as amended from time to time and called "Methods for fire testing on buildings materials, components and structures—Tests for flammability of materials";

AS/NZS 1530.3: 1999 means the standard published by Standards Australia as AS/NZS 1530.3: 1999 as amended from time to time and called "Methods for fire tests on building materials, components and structures—Simultaneous determination of ignitability, flame propagation, heat release and smoke release";

AS 1668.2—2002 means the standard published by Standards Australia as AS 1668.2—2002 as amended from time to time and called "The use of ventilation and air-conditioning in buildings—Ventilation design for indoor air contaminant control";

AS 2001.5.4—2005 means the standards published by Standards Australia as AS 2001.5.4—2005 as amended from time to time and called "Methods of tests for textiles—Dimensional change—Domestic washing and drying procedures for textile testing (ISO 6330:2000, MOD)";

AS/NZS 3666.2:2011 means the standard published by Standards Australia as AS/NZS 3666.2:2011 as amended from time to time and called "Air-handling and water systems of buildings—Microbial control —Operation and maintenance";

AS/NZS ISO 717.1: 2004 means the standard published by Standards Australia as AS/NZS ISO 717.1: 2004 as amended from time to time and called "Acoustics—Rating of sound insulation in buildings and of building elements—Airborne sound insulation";

Building Code means the latest edition of the Building Code of Australia published from time to time by, or on behalf of, the Australian Building Codes Board, as amended from time to time, but not including explanatory information published with that Code;

Chief Executive Officer means the Chief Executive Officer of the Shire of Corrigin and includes the Acting Chief Executive Officer;

district means the district of the local government;

dwelling house means a place of residence or house containing at least one sleeping room and includes a room or outbuilding separate from, but ancillary to, the building in which the sleeping room is located;

Energy Safety WA means the Energy Safety division of the Department of Commerce;

Environmental Health Officer means an Environmental Health Officer appointed by the local government under the Act and includes an acting or assistant Environmental Health Officer;

habitable room means a room used for normal domestic activities; and

(a) includes a bedroom, living room, lounge room, music room, television room, kitchen, dining room, sewing room, study, play-room, family room and sun-room;

(b) excludes a bathroom, laundry, water closet, pantry, walk-in wardrobe, corridor, lobby, photographic dark room, clothes-drying room, and other spaces of a specialised nature occupied neither frequently nor for extended periods;

hot water means water at a temperature of at least 65 degrees Celsius;

local government means the Shire of Corrigin;

local planning scheme means the Shire of Corrigin Local Planning Scheme adopted by the local government from time to time and has approval so granted by the Minister for Planning and as defined pursuant to section 4, part 1 of the *Planning and Development Act 2005*;

Medical Officer means the Medical Officer appointed by the local government under the Act and includes an Acting Medical Officer so appointed;

nuisance has the meaning given in Section 182 of the *Health Act 1911*;

offensive matter means and includes dust, mud, ashes, rubbish, filth, blood, offal, manure, soil or any other material which is offensive, and which is placed or found in or about any house, stable, cowhouse, pigsty, lane, yard, street, or place whatsoever;

Principal Environmental Health Officer means an Environmental Health Officer appointed by the local government to the office of Principal Environmental Health Officer and includes an Acting Principal Environmental Health Officer;

public place includes every place to which the public ordinarily have access, whether by payment of a fee or not;

sanitary convenience includes urinals, water closets, earth-closets, privies, sinks, baths, wash troughs, apparatus for the treatment of sewage, ash-pits, ash-tubs, or other receptacle for the deposit of ashes, faecal matter, or refuse, and all similar conveniences;

sewage means any kind of sewage, nightsoil, faecal matter or urine, and any waste composed wholly or in part of liquid;

sewer includes sewers and drains of every description, except drains to which the word "drain" as defined in the Act applies, including water channels constructed of stone, brick, concrete, or any other material, including the property of the local government;

street includes any highway, any public bridge, and any road, lane, footway, square, court, alley or passage, whether a thoroughfare or not;

toilet means a water closet, earth closet, privy or urinal and includes a room or cubicle in which one or more of these is located;

townsite means all townsites within the district which are—

(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 *Local Government Act 1995*;

vector of disease means an arthropod or rodent that transmits, by biological or mechanical means, an infectious agent from a source or reservoir to a person, and includes fleas, bedbugs, crab lice, body lice and head lice;

water means drinking water within the meaning of the Australian Drinking Water Guidelines as published by the National Health and Medical Research Council in 2011 and as amended from time to time; and

window means a glass panel, roof light, glass brick, glass louvre, glazed sash, glazed door, or other device which transmits natural light directly from outside a building to the room concerned when in the closed position.

(1) Where in this local law, a duty or liability is imposed on an "owner or occupier", the duty or liability shall be deemed to be imposed jointly and severally on each of the owner or occupier.

(2) Where under this local law an act is required to be done or forbidden to be done in relation to any premises, the owner or occupier of those premises has, unless the contrary intention appears, the duty of causing to be done the act so required to be done, or of preventing from being done the act so forbidden to be done, as the case may be.

PART 2—SANITATION

Division 1—Sanitary conveniences

2.1 Interpretation

(1) In this Part, unless the context otherwise requires—

festival includes a fair, function or event;

organiser means a person—

(a) to whom approval has been granted by the local government to conduct the festival; or

(b) responsible for the conduct of the festival;

public sanitary convenience means a sanitary convenience to which the public ordinarily have access, whether by payment of a fee or not; and

temporary sanitary convenience means a sanitary convenience, temporarily placed for use by—

(a) patrons in conjunction with a festival; or

(b) employees at construction sites or the like.

urinal may be—

(i) an individual stall or wall-hung urinal; or

(ii) each 600mm length of a continuous urinal trough; or

(iii) a closet pan used in place of a urinal.

2.2 Dwelling house

(1) A person shall not use or occupy, or permit to be used or occupied, a dwelling house unless it has at least one toilet.

(2) A room in which a toilet is located shall have adequate lighting.

2.3 Premises other than a dwelling house

(1) The owner of premises other than a dwelling house shall not use or occupy, or permit to be used or occupied, premises other than a dwelling house, unless—

(a) the premises have toilets in accordance with the Building Code and this Part;

(b) the toilets required by this clause are situated within 90m and are easily accessible to the persons for whom they are provided; and

(c) the premises have hand wash basins—

(i) in accordance with the Building Code;

(ii) for the use of persons employed or engaged on the premises;

(iii) provided with an adequate supply of water supplied by taps located over each hand wash basin;

(iv) separate from any trough, sink or basin used in connection with any process carried out on the premises; and

(v) situated with or adjacent to the sanitary conveniences and easily accessible to the person for whom they are provided.

(2) The occupier of premises other than a dwelling house shall ensure that—

(a) clean toilet paper is available at all times in each cubicle;

(b) a sanitary napkin disposal facility is provided in each toilet set aside for the use of females; and

(c) each hand wash basin is provided with—

(i) an adequate supply of soap or other hand cleaning substances; and

(ii) hand drying facilities, situated adjacent to and visible from the hand wash basin.

2.4 Outdoor festivals

(1) The organiser of an outdoor event must provide sanitary conveniences in accordance with the recommendations contained within the Department of Health's *'Guidelines for concerts, events and organised gatherings'*; and

(2) Where, under subclause (1), the number of a particular sanitary convenience to be provided is not a whole number, that number shall be rounded up to the next higher whole number.

2.5 Toilets

(1) Toilets on a premises shall be maintained in accordance with the following requirements—

(a) the door to a toilet, other than an internal door, shall be properly screened to a continuous height of 1.8 metres from the floor; and

(b) a toilet or its entrance, which is visible from overlooking windows, shall be properly screened.

(2) Toilets on premises other than a dwelling house shall be maintained in accordance with the following additional requirements—

(a) a toilet for the exclusive use of males shall not adjoin any toilet for the exclusive use of females unless the toilets are separated by a wall extending from the floor to the ceiling and of sufficient density to have a sound transmission class of not less than 50 as required by AS/NZS ISO 717.1 :2004; and

(b) where more than one toilet is provided on the premises, the entrance to each toilet shall bear a suitable sign indicating for which sex its use is intended.

2.6 Temporary works

A person who undertakes temporary work at any place shall ensure every temporary sanitary convenience is installed and maintained in accordance with the requirements of the *Health (Temporary Sanitary Conveniences) Regulations 1997*.

2.7 Maintenance of sanitary conveniences and fittings

(1) The occupier of premises shall—

(a) keep clean, in good condition and repair; and

(b) whenever required by an Environmental Health Officer, effectively disinfect and clean,

all sanitary conveniences including sanitary fittings in or on the premises.

(2) The owner of premises shall—

(a) keep or cause to be kept in good repair; and

(b) maintain an adequate supply of water to,

all sanitary conveniences including sanitary fittings in or on the premises.

2.8 Ventilation of toilets

(1) A toilet in any premises shall be ventilated in accordance with the *Sewerage (Lighting, Ventilation and Construction) Regulations 1971* and the Building Code and shall be—

(a) mechanically ventilated to the external air, through a fully enclosed duct at a minimum rate of 25 litres per second per fixture, but in no case less than 10 air changes per hour; or

(b) naturally ventilated to the external air by the provision of—

(i) fixed and permanently ventilated windows or skylights;

(ii) fixed glazed louvered windows; or

(iii) wall or ceiling vents, ducted as direct to the outside air as is practical and boxed throughout, situated in both the room in which the toilet is located and any adjacent airlock.

(2) A mechanical ventilation system provided under subclause (1)(a) shall—

(a) be separate and distinct from any other system of mechanical ventilation in the building;

(b) be of an exhaust type;

(c) where it is provided for a building of more than 2 storeys, have a ventilating fan and power unit in duplicate; and

(d) be maintained in good working order and condition.

(3) A natural ventilation system provided under subclause (1)(b) shall have—

(a) a clear ventilation area of not less than 0.015 square metres per fixture; and

(b) a window of light transmitting area equivalent to not less than ten percent of the floor area.

(4) A toilet with an entrance opening from—

(a) a room used for the manufacture, storage or consumption of food;

(b) a room used for sleeping or other domestic activities; or

(c) a room used as a work place,

shall be mechanically ventilated as required by subclause (1)(a) and the entrance shall be fitted with a door having an efficient self closing device.

2.9 Public sanitary conveniences

(1) A person shall not—

(a) foul;

(b) damage or vandalise; or

(c) write on or otherwise deface,

a public convenience or sanitary fixtures or fittings or the premises in or on which the sanitary convenience is located.

(2) A person shall not live or sleep in the premises in which a public sanitary convenience is located or use it for a purpose other than that for which it was intended.

2.10 Lighting

The owner and occupier of a premises in which a sanitary convenience or a public sanitary convenience is located shall provide and maintain adequate electric lighting for persons using the convenience.

2.11 Installation

Every sanitary convenience shall be installed in accordance with the requirements of the *Country Areas Water Supply Act 1947,* and the *Water Services Act 2012* and shall have an adequate supply of water.

Division 2—Bathroom, laundries and kitchens

2.12 Bathrooms

(1) A person shall not use or occupy, or permit to be used or occupied, a dwelling house without a bathroom that—

(a) is adequately lined with an impervious material and has an adequate ceiling;

(b) complies with the *Health Act (Laundries and Bathrooms) Regulations*; and

(c) is equipped with—

(i) a hand wash basin; and

(ii) either a shower in a shower recess or a bath.

(2) All baths, showers, hand wash basins and similar fittings shall be provided with an adequate supply of hot and cold water.

2.13 Laundries

(1) A laundry must conform to the provisions of the Building Code.

(2) Where in any building, a laundry is situated adjacent to a kitchen or a room where food is stored, prepared, served or consumed; the laundry shall be separated from the kitchen by a wall extending from the floor to the roof or ceiling.

(3) Where there is an opening between a laundry and a kitchen or other room where food is stored, prepared, served or consumed, the opening shall—

(a) not be more than 1.2 metres wide and;

(b) have a door, which when closed shall completely fill the opening

2.14 Washing or keeping of clothes in kitchens

A person shall not in any kitchen or other place where food is kept—

(a) wash or permit to be washed any clothing or bedding; or

(b) keep or permit to be kept any soiled clothing or bedding.

2.15 Kitchens

(1) In this clause, ***a cooking facility*** includes a stove, oven, facility or appliance used for or in connection with the cooking of food.

(2) A person shall not use or occupy, or permit to be used or occupied, a dwelling house without a kitchen equipped with—

(a) an electric, gas, wood or other fuel burning stove;

(b) an oven with a capacity of not less than 0.005 cubic metres per person usually accommodated in the house with a minimum capacity of 0.03 cubic metres; and

(c) a sink which shall—

(i) be at least 380 millimetres long, 300 millimetres wide and 150 millimetres deep; and

(ii) have an adequate supply of hot and cold water.

(3) The occupier of a dwelling house shall ensure that the stove, oven and sink are kept clean, in good order and repair and fit for use.

(4) A cooking facility shall—

(a) be installed in accordance with the requirements of Energy Safety WA and the manufacturer's specifications of the product; and

(b) not be installed or used in any room other than a kitchen.

(5) Mechanical ventilation shall be provided in a kitchen and the exhaust air shall be—

(a) carried to the outside air as directly as practicable; and

(b) boxed throughout.

(6) Mechanical ventilation shall be maintained in good working order and condition.

PART 3—HOUSING AND GENERAL

Division 1—Maintenance of houses

3.1 Dwelling house maintenance

The owner or occupier of a dwelling shall maintain the dwelling house and any adjacent buildings on the premises in sound condition and fit for use and, in particular, shall—

(a) maintain all roofs, guttering and downpipes in sound weatherproof condition;

(b) maintain any footings, foundations and walls, either external or internal, in a sound condition;

(c) replace any missing, broken, decayed or termite-eaten timber or other deteriorated material in any veranda, roof, walls, steps, handrails, floors or their supports with material of sound quality;

(d) comply with the directions of an Environmental Health Officer to treat the premises for the purpose of destroying any termites;

(e) maintain any brick, stone, mortar or cement work in a sound condition;

(f) maintain, repair or replace any flashings or ant caps which are missing or defective;

(g) maintain all ventilators in good order and repair;

(h) maintain all floors even and level in surface and free from cracks and gaps;

(i) maintain all ceilings, internal wall finishes, skirtings, architraves and other fixtures and fittings complete and with smooth unbroken surfaces;

(j) maintain all doors and windows in good working order and weatherproof condition;

(k) retain all natural lighting free from any obstruction which would reduce the natural lighting, below the ratio of 10% of the floor area;

(l) maintain all pipes, fittings and fixtures connected with water supply, drainage or sewage so that they comply in all respects with the provisions of the *Country Areas Water Supply Act 1947* and the *Water Services Act 2012* and any other legal requirements to which they are subject; and

(m) maintain all electric wiring, gas services and fittings to comply in all respects with the requirements of all relevant public authorities.

3.2 Guttering and downpipes

(1) Unless approved by the local government, the owner of a house shall not use or occupy, or permit to be used or occupied, a house unless—

(a) the house is provided with adequate guttering, downpipes and drains sufficient to receive normal intensities of rainwater flowing into them and for the rain water to be effectively disposed of to the satisfaction of an Environmental Health Officer;

(b) the guttering and downpipes are fixed to the eaves of the house so that all normal intensities of rain water flowing from the roof shall be received by such guttering and downpipes;

(c) all downpipes from guttering are connected so as to discharge into drains, which shall empty into a soak well, or other suitable storm water system or rainwater tanks;

(d) each soak well is located at least 1.8 metres from any building and at least 1.8 metres from the boundary of the block; and

(e) any rainwater from any downpipe is not discharged onto any unpaved surface of land within 1.8 metres of any house.

3.3 Maintenance of guttering and downpipes and disposal of rainwater

The owner or occupier of a house shall—

(a) maintain all guttering, downpipes and drains on the premises in a good state of repair, clean and free from obstructions; and

(b) not permit any guttering, downpipes, or drains on the premises to discharge rainwater onto or over a footpath, or other property.

Division 2—Ventilation of houses

3.4 Exemption for short term hostels and recreational campsites

This Division shall not apply to short term hostels and recreational campsites referred to in Division 2 of Part 8.

3.5 Overcrowding

The owner or occupier of a house shall not permit—

(a) a room in the house that is not a habitable room to be used for sleeping purposes; or

(b) a habitable room in the house to be used for sleeping purposes unless—

(i) for every person over the age of 10 years using the room there is at least 14 cubic metres of air space per person; and

(ii) for every person between the ages of 1 and 10 years there is at least 8 cubic metres of air space per person; or

(c) any garage or shed to be used for sleeping purposes.

3.6 Calculated sufficient space

For the purpose of clause 3.5, in calculating the space required for each person—

(a) each room shall be considered separately and sufficient space shall be allowed in each room for the number of persons present in the room at any one time; and

(b) a deduction shall be made for the space occupied by furniture, fittings and projections of the walls into a room.

3.7 Ventilation

(1) A person shall not use or occupy, or permit to be used or occupied, a house unless the house is properly ventilated.

(2) For the purpose of subclause (1) a house shall be deemed to be properly ventilated if it complies with the Building Code, including the provision of—

(a) natural ventilation; or

(b) a mechanical ventilation or air-conditioning system complying with AS1668.2: 2002.

(3) The owner of a house provided with mechanical ventilation or an air-conditioning system shall ensure that the system is—

(a) maintained in good working condition and in accordance with AS/NZS 3666.2: 2011; and

(b) in use at all times the building is occupied, if it is a building without approved natural ventilation.

(4) If, in the opinion of an Environmental Health Officer, a house is not properly ventilated, the local government may by notice require the owner of the house to—

(a) provide a different, or additional method of ventilation; or

(b) cease using the house until it is properly ventilated.

(5) The owner shall comply with a notice under subclause (4).

3.8 Sub-floor ventilation

The owner or occupier of a house shall make provision for sub-floor ventilation by ensuring that air bricks and other openings are kept clean of refuse, vegetation, building materials, dirt and the like.

Division 3—Water supply

3.9 Water supply

(1) The owner of a house shall ensure that it is connected with a separate and independent water supply from the mains of a licensed water service operator or a water supply to the satisfaction of the local government.

(2) The water supply shall at all times deliver an adequate supply of drinking water to each tap in the house.

(3) The water supply to toilets, or for garden use may be from an alternative source, not necessarily drinking water.

3.10 Rain water tanks

The owner or occupier of a house where part of the water supply is drawn from a rain water tank shall—

(a) maintain in a clean condition—

(i) the roof forming the catchment for the tank; and

(ii) the guttering and downpipes appurtenant to the roof;

(b) ensure that each rain water tank is fitted with a tight-fitting mosquito proof cover which shall not be removed at any time except for the purpose of cleaning, repairing or maintaining the tank;

(c) at least annually inspect any tank which is used to store water for human consumption;

(d) ensure the tank is maintained in a clean and hygienic condition; and

(e) when directed by an Environmental Health Officer, empty, clean and disinfect any tank upon the premises, used to store water for human consumption.

3.11 Wells

The owner or occupier of any premises shall not use or permit for human consumption the use of the water from any bore or well unless the bore or well is—

(a) at least 30 metres from any soak well or other possible source of pollution unless otherwise approved by the Executive Director, Public Health; and

(b) covered with a tight-fitting cover without openings of any sort other than those essential for the insertion of a pump.

3.12 Pollution

A person shall not deposit on any land, any sewage, offensive matter or any other thing which may pollute or render unfit for human consumption, water from a well or other underground source.

Division 4—Second-hand furniture, bedding and clothing

3.13 Prohibition of sale

A person shall not offer for sale or sell any secondhand furniture, bedding or clothing which is filthy or infested with vectors of disease.

3.14 Prohibition of possession

A dealer in secondhand furniture, bedding or clothing shall not have on any premises used for the operation of the business any secondhand furniture, bedding or clothing which is filthy or infested with vectors of disease.

Division 5—Morgues

3.15 Application and licensing of morgues

(1) All morgues, other than those of any public hospital or any local government or police morgue, shall be licensed annually in accordance with the requirements of this Division.

(2) An application for a licence of a morgue shall be—

(a) made by the applicant;

(b) made in the form approved by the local government from time to time; and

(c) forwarded to the Chief Executive Officer with the fee as fixed by the local government from time to time under Section 344C of the Act.

(3) The annual fee for a licence of a place for the temporary reception and keeping of the bodies of the dead awaiting burial or cremation is as fixed by the local government from time to time under Section 344C of the Act.

(4) A licence shall—

(a) be in the form as determined by the local government from time to time; and

(b) expire on 30 June after the date of its issue.

(5) A licence shall not be granted in respect of any premises unless—

(a) provision has been made for the keeping of the bodies of the dead at a temperature not exceeding zero degrees Celsius;

(b) the walls are constructed of stone or brickwork or other approved material;

(c) the interior surface of all walls is covered with glazed tiles or is rendered impervious so as to be non-absorbent and washable;

(d) all floors are constructed of an approved impervious material, having a fall to an outlet discharging over a trapped gully; and

(e) the premises are adequately ventilated by direct communication with the outside air.

PART 4—WASTE FOOD AND REFUSE

Division 1—Liquid refuse

4.1 Interpretation

In this division, unless the context otherwise requires—

approved carrier means a carrier licensed under the *Environmental Protection (Controlled Waste) Regulations 2004* .

liquid refuse includes all washings from windows, vehicles and carpet cleaning, overflow, bleed off, condensate and drainage from air conditioning equipment including cooling towers and evaporative coolers and other liquid used for cooling purposes;

liquid waste means bathroom, kitchen, scullery and laundry wastes, the contents of septic tanks, all washings from animal and poultry pens and any other domestic or trade wastes that are discharged by means of a drain to a receptacle for drainage; and

4.2 Deposit of liquid refuse

A person shall not deposit or cause or permit to be deposited liquid refuse or liquid waste—

(a) on a street;

(b) in a stormwater disposal system; or

(c) on any land or place other than a place or depot duly authorised for that purpose.

4.3 Disposal of liquid waste

(1) The owner or occupier of premises shall—

(a) provide, by one of the methods prescribed in this clause, for the disposal of all liquid waste produced on the premises; and

(b) at all times maintain in good working order and condition any apparatus used for the disposal of liquid waste.

(2) Liquid waste shall be disposed of by one of the following methods—

(a) discharging it into the sewerage system of a licensed water service operator in a manner approved by the licensed water service operator;

(b) discharging it into an apparatus for the treatment of sewage and disposal of effluent and liquid waste approved by the Executive Director, Public Health or the local government;

(c) collection and disposal at an approved liquid waste disposal site in a manner approved by the Executive Director, Public Health.

4.4 Approval for septic tank pump-outs and removal of liquid waste

A person shall not—

(a) unless he or she is an approved carrier;

(b) without the written approval of Executive Director, Public Health; and

(c) except in accordance with any terms and conditions imposed by the Executive Director, Public Health in connection with the approval under paragraph (b),

collect, remove or dispose of the contents of a septic tank, the pumpouts from holding tanks or an apparatus for the treatment of sewage and other liquid wastes.

Division 2—Transport of butchers' waste

4.5 Interpretation

In this Division, unless the context otherwise requires—

butchers' waste includes animal skeletons and rib cages from a boning room and the inedible products of an abattoir.

4.6 Restriction of vehicles

A person shall not use, for the transport of butchers' waste—

(a) a vehicle or container other than a vehicle or container which meets the requirements of clause 4.7 subclauses (1) and (2); or

(b) a vehicle used for the transport of food or drugs; or

(c) anything intended to be used for the packing or handling of food or drugs.

4.7 Transport of butchers' waste

(1) A person shall not transport butchers' waste other than in—

(a) a compartment complying with the following specifications—

(i) all internal surfaces to be constructed of an approved, smooth, impervious material;

(ii) all joints to be sealed and made water-tight;

(iii) the loading doors, if any, to be water-tight and kept closed at all times except when loading; and

(iv) the top to be completely covered by a tarpaulin or other impervious material, carried over, and secured to the outside of the walls at least 300 millimetres from the top so as to keep the load out of sight of the public; or

(b) a watertight, durable and impervious container fitted with a lid which can be tightly closed.

(2) A person shall not transport any butchers' waste in a vehicle unless the vehicle and its fittings, including the compartment or container referred to in this clause, are—

(a) maintained in good order and condition; and

(b) thoroughly cleaned at the conclusion of each day's work.

(3) A person shall not load, transport, or unload butchers' waste in a manner that is or maybe offensive due to—

(a) the sight of animal skeletons, bones, offal or waste matter;

(b) the odour of putrefaction, offal or waste matter; or

(c) the presence of blood and particles of flesh or fat dropping onto the surface of the street pavement or ground.

PART 5—NUISANCES AND GENERAL

Division 1—Nuisances

5.1 Interpretation

In this Division, unless the context otherwise requires—

fertiliser includes manure; and

public vehicle includes bus, train, taxi or any other public transport.

5.2 Footpaths etc. to be kept clean

An owner or occupier of premises shall keep any footpath, pavement, area or right of way immediately adjacent to the premises clear of any rubbish, matter or other things coming from or belonging to the premises.

5.3 Public vehicles to be kept clean

The owner or person in control of a public vehicle shall—

(a) maintain the vehicle at all times—

(i) in a clean condition; and

(ii) free from vectors of disease; and

(b) whenever directed to do so by the Environment Health Officer, thoroughly clean and disinfect the vehicle as directed.

5.4 Transportation, use and storage of offal, blood, or other offensive matter

(1) A person shall not transport or store offal or blood, for the purpose of being used as manure, unless it has been sterilised by steam and properly dried.

(2) No person shall remove any offensive matter unless such offensive matter is carried in sealed containers to prevent the escape of any of the contents thereof, or the emission of any offensive odour therefrom.

(3) Every person using any sealed containers or vehicle for the removal of offensive matter shall keep such container or vehicle in a thoroughly clean condition and in good repair.

5.5 Use or storage of fertiliser

An owner or occupier of premises shall not use or keep for the purpose of use as fertiliser, any—

(a) pig manure;

(b) human faeces; or

(c) urine.

5.6 Storage and dispatch of artificial fertiliser

An owner or occupier of premises where fertiliser is stored in bulk for sale shall—

(a) keep all artificial fertiliser in a building—

(i) of which all internal surfaces are constructed of durable and non-absorbent materials, finished internally with a smooth surface;

(ii) that protects it from the absorption of moisture; and

(iii) that is adequately ventilated;

(b) take adequate measures to prevent the emission of dust or offensive effluvia from the building; and

(c) ensure that all artificial fertiliser despatched from the premises is handled and loaded in such a manner as to prevent any nuisance arising during transit.

5.7 Storage of fertiliser in a house

The owner or occupier of a house where fertiliser or compost is stored or used shall take reasonable steps to—

(a) prevent the escape of odours, dust or particles of fertiliser or compost;

(b) treat the fertiliser or compost in such a manner as to effectively prevent it attracting or being a breeding place for flies or other vectors of disease; and

(c) store only such amounts of fertiliser or compost—

(i) as can be readily used within a reasonable period; or

(ii) as may be directed by an Environmental Health Officer.

Division 2—Keeping of animals

5.8 Slaughter of animals

(1) Subject to subclause (2), a person, unless exempted under Regulation 20 of the *Food Regulations 2009*, shall not slaughter any animal within the district.

(2) Subclause (1) does not apply to—

(a) euthanasia of animals by veterinarians or other duly authorised persons;

(b) slaughter of animals for the purposes of pet meat and game meat operations; and

(c) slaughter of animals for human consumption in abattoirs approved by the local government.

5.9 Disposal of dead animals

(1) An owner or operator of a veterinary practice where dead animals are kept for more than 12 hours, shall refrigerate the carcass prior to its removal and disposal, at an approved disposal site.

(2) An owner or occupier of premises, other than a veterinary practice, on which there is a dead animal shall remove the carcass as soon as possible for its disposal at an approved disposal site.

(3) An owner, or a person having the care, of any animal that dies or is killed in a public or private place, shall as soon as possible remove the carcass and arrange for its disposal at an approved disposal site, except where it may be buried on broad acre farmland by the owner.

Division 3—Feedlots

5.10 Interpretation

For the purpose of this division—

animal includes sheep, lambs, goats, deer, cattle and buffalo;

birds includes roosters, hens, geese, turkeys, ducks, poultry, emus and ostriches.

feedlot means a confined area with watering and feeding facilities where animals or birds are held and fed for the purpose of weight gain;

5.11 Premises to be approved

(1) No premises shall be used as a feedlot unless approved by the local government;

(2) Subject to subclause (3), no premises shall be approved as a feedlot by the local government unless every portion of such feedlot complies with the minimum separation distances listed in Table 1; and

(3) Sites unable to satisfy the separation requirements may be approved at the discretion of the local government, if the local government is satisfied that approving the feedlot will not give rise to a health nuisance.

Table 1—Required buffer distances for feedlots

Buffer	Distance
Townsite boundaries	5,000m
Isolated rural dwellings, dairies and industries	1,000m
Public roads and recreation areas	100m
Neighbouring rural property boundaries	50m
Major water course and water impoundments	300m

Buffer	Distance
Bores, wells or soaks used for drinking, stock or irrigation	300m
Minor water courses	100m

5.12 Site conditions

(1) The owner or occupier of the approved feedlot shall ensure the premises—

(a) is sited on gently sloping land, no greater than 1:20 but not less than 1:100;

(b) is sited on soils composed of sandy loam soils with sufficient infiltration to avoid surface ponding and run-off;

(c) has a minimum groundwater clearance of 3 metres;

(d) drainage diverts all uncontaminated stormwater from the general waste stream;

(e) has solid and liquid waste disposal arrangements that are not offensive or injurious to health.

(2) The owner or occupier of the approved feedlot shall take effective measures to prevent the discharge of dust which may involve—

(a) reducing the stocking rate immediately to a level that does not cause the discharge of dust; or

(b) stabilisation of the soil surface to a level that does not cause the discharge of dust; or

(c) provision of adequate windbreaks to effectively prevent the discharge of dust.

Division 4—Piggeries

5.13 Interpretation

For the purpose of this division—

intensive piggery means pigs are housed, fed and watered in breeding and growing pens in sheds;

piggery in relation to premises shall include any portion of premises to which the pigs have access.

5.14 Premises to be approved

(1) No premises shall be used as a piggery unless approved by the local government;

(2) Subject to subclause (3), no premises shall be approved as a piggery by the local government unless every portion of such piggery complies with the minimum separation distances listed in Table 2; or if it is an intensive piggery, the minimum separation distances listed in Table 3; and

(3) Sites unable to satisfy the separation requirements may be approved at the discretion of the local government, if the local government is satisfied that approving the piggery will not give rise to a health nuisance.

Table 2—Required Buffer Distances for Piggeries

Buffer	Distances
Townsite boundaries	5,000m
Isolated rural dwellings, dairies and industries	1,000m
Public roads and recreation areas	100m
Neighbouring rural property boundaries	50m
Major water course and water impoundments	300m
Bores, wells or soaks used for drinking, stock or irrigation	300m
Minor water courses	100m

5.15 Site conditions

The owner or occupier of premises shall take effective measures to prevent the discharge of dust which may involve—

(a) reducing the stocking rate immediately to a level that does not cause the discharge of dust; or

(b) stabilisation of the soil surface to a level that does not cause the discharge of dust; or

(c) provision of adequate windbreaks to effectively prevent the discharge of dust.

5.16 Prevention of nuisances

In order to prevent dust, offensive fumes and effluent becoming a nuisance to the health of the inhabitants of the district, an intensive piggery shall comply with the minimum separation distances listed in Table 3.

Table 3. Required buffer distances for intensive piggeries

	Townsite Boundaries	Isolated rural dwellings, dairies, industries	Public roads, recreation areas	Neighbouring rural property boundaries	Surface water supply catchments	Water-courses /rural water impoundments	Bores/ wells/ soaks Drinking water supply	Stock irrigation supply
Piggeries and facilities catering for more than 5000 pigs	5,000m	1,000m	200m	50m	Not permitted	300m	300m	100m

	Townsite Boundaries	Isolated rural dwellings, dairies, industries	Public roads, recreation areas	Neighbouring rural property boundaries	Surface water supply catchments	Water-courses /rural water impoundments	Bores/ wells/ soaks Drinking water supply	Stock irrigation supply
500-5000 pigs	3,500m	1,000m	150m	50m	Not permitted	300m	300m	100m
50-499 pigs	2,000m	1,000m	100m	50m	Not permitted	300m	300m	100m
Less than 50 pigs	500m	1,000m	50m	30m	Not permitted	200m	300m	100m
Land used to dispose of raw or partly treated wastes	1,000m	1,000m	100m	50m	Not Permitted	300m	300m	300m
Land used to dispose of effectively treated wastes	200m	50m	20m	20m	Not permitted	100m	100m	100m

PART 6—PEST CONTROL

Division 1—Flies

6.1 Interpretation

In this Division, unless the context otherwise requires—

flies means any of the two-winged insects constituting the order Diptera commonly known as flies.

6.2 Fly breeding matter not to be left on premises unless covered or treated

An owner or occupier of premises shall not place, throw or leave, or permit or cause to be placed, thrown or left in, on or about the premises any matter or thing which is liable to attract or be a breeding place for flies, unless that matter or thing is covered, protected, treated or dealt with in such a manner as to effectively prevent it from attracting or being a breeding place for flies.

6.3 Measures to be taken by an occupier

An owner or occupier of premises shall ensure that—

(a) rubbish receptacles are kept clean and tightly sealed at all times except when refuse is being deposited or emptied;

(b) food scraps and uneaten pet food are wrapped tightly and deposited in a rubbish receptacle without delay;

(c) lawn clippings used on gardens as mulch are raked out thinly;

(d) fertilisers are dug well into the soil;

(e) compost heaps are kept well covered;

(f) barbecues are kept clean and free from food scraps;

(g) anything that is buried and may attract or be a breeding place for flies is covered with at least 100 millimetres of soil; and

(h) excrement from pets is collected and properly disposed of without delay.

6.4 Officer may give notice directing measures to be taken

Where in the opinion of an Environmental Health Officer, flies are prevalent or are breeding on any premises, the Environmental Health Officer may give to the owner or occupier of the premises notice in writing directing him or her to take, within the time specified in the notice, such measures as in the opinion of the Environmental Health Officer are necessary to—

(a) control the prevalence;

(b) effect the eradication; or

(c) effectively prevent the breeding of flies.

6.5 Local government may execute work and recover costs

(1) Where—

(a) a person is required under this Division or directed by a notice given under clause 6.4, to execute any work; and

(b) that person fails or neglects to comply with the requirement,

the local government may execute the work and may recover from that person the cost of executing the work, in addition to any penalty for which that person may be liable under this local law.

(2) The costs and expenses incurred by the local government in the execution of a power under subclause (1) may be recovered in a court of competent jurisdiction from the person referred to in subclause (1).

(3) The local government shall not be liable to pay compensation or damages of any kind to the owner or occupier of premises in relation to any action taken by the local government under this clause, except to the extent the person has suffered unreasonable loss or damage because the action taken by the local government was negligent or in breach of its duty.

Division 2—Mosquitoes

6.6 Interpretation

In this Division, unless the context otherwise requires—

mosquitoes means any of the two-winged insects constituting the family Diptera Culicidae commonly known as mosquitoes.

6.7 Measures to be taken to prevent mosquitoes breeding

(1) An owner or occupier of premises shall ensure that the premises are kept free from possible mosquito breeding sites and shall—

(a) follow any direction of an Environmental Health Officer for the purpose of—

(i) controlling the prevalence of mosquitoes;

(ii) eradication of mosquitoes; or

(iii) effectively preventing the breeding of mosquitoes.

(b) assist the Environmental Health Officer to locate any possible mosquito breeding sites that may be present in or about the premises.

(2) An owner or occupier of premises where water is kept in a horse trough, poultry drinking vessel or other receptacle shall—

(a) frequently change the water; and

(b) keep the water clean and free from vegetable matter and slime.

(3) An owner or occupier of premises, where a septic tank is installed, shall ensure the fixture is in a sound condition at all times, and mesh having openings no larger than 1.2 millimetres, covers any educt vent to the system.

(4) Where there is a swimming pool on any premises where the circulation system does not function, or has not been used such that the pool water is green or stagnant and suitable for breeding mosquitoes, the owner or occupier shall, when required by a notice issued by an Environmental Health Officer—

(a) reactivate the pool circulation system within a time specified and operate it so that the water is filtered for as many hours as may be specified; and/or

(b) chlorinate and adjust the pH of the pool to—

(i) 4 milligrams per litre free chlorine; and

(ii) pH within the range 7.2–7.6; or

(c) empty or drain the pool; or

(d) add a larvicide to the pool at the specified rate; and

(e) maintain the pool water free of mosquito breeding.

(5) An owner or occupier of land shall cause all drains and channels in or on the land to be kept in good order and free from obstruction.

6.8 The local government may execute and recover costs

(1) Where—

(a) a person is required under this division or directed by a notice given under clause 6.7 to execute any work; and

(b) that person fails or neglects to comply with the requirement,

the local government may execute the work and recover from that person the cost of executing the work, in addition to any penalty for which that person may be liable.

(2) The costs and expenses incurred by the local government in the execution of a power under subclause (1) may be recovered in a court of competent jurisdiction from that person.

(3) The local government shall not be liable to pay compensation or damages of any kind to the owner or occupier of premises in relation to any action taken by the local government under subclause (1), except to the extent the person has suffered unreasonable loss or damage because the action taken by the local government was negligent or in breach of its duty.

Division 3—Rodents

6.9 Interpretation

In this Division, unless the context otherwise requires—

food premises means any premises or vehicle used by a "food business" as defined by Section 10 of the *Food Act 2008*.

rodents means those animals belonging to the order Rodentia and includes rats and mice but does not include animals kept as pets in an enclosure designed for the purpose of keeping as pets animals of that kind.

6.10 Measures to be taken to eradicate rodents

(1) An owner or occupier of premises shall at all times take effective measures to eradicate any rodents in or on the premises.

(2) An Environmental Health Officer may direct, orally or in writing, an owner or occupier of premises to take whatever action, in the opinion of the Environmental Health Officer, is necessary or desirable to prevent or deter the presence of rodents in or on the premises.

(3) An owner or occupier shall within the time specified comply with any direction given by an Environmental Health Officer under this clause.

6.11 Food and wastes to be kept in rodent and vermin proof receptacles

A person must not store or allow to be stored, on any premises, any food, refuse or waste matter unless it is contained in a rodent proof receptacle or compartment, which is kept effectively protected against access by rodents.

6.12 Restrictions on the keeping of rodents

A person or body which keeps rodents shall—

(a) at all times ensure that all live rodents are kept in the effective control of a person or in locked cages; and

(b) if a rodent escapes, forthwith comply with the requirements of clause 6.10 and ensure that all reasonable steps are taken to destroy or recapture the rodent.

6.13 Food premises etc. to be cleaned after use

An owner or occupier of a food premises, theatre or place of entertainment, whether indoor or outdoor, shall cause the premises to be cleaned immediately after the last occasion on which the premises has been used on that day or, if the use extends after midnight, then immediately after that use.

Division 4—Cockroaches

6.14 Interpretation

In this Division, unless the context otherwise requires—

cockroach means any of the various orthopterous insects commonly known as cockroaches.

6.15 Measures to be taken to eradicate cockroaches

(1) An owner or occupier of premises shall take effective measures to eradicate any cockroaches in or on the premises.

(2) An Environmental Health Officer may direct, orally or in writing, an owner or occupier of premises to take whatever action that, in the opinion of the Environmental Health Officer, is necessary or desirable to prevent or deter the presence of cockroaches in or on the premises.

(3) An owner or occupier shall within the time specified comply with any direction given by an Environmental Health Officer under this clause.

Division 5—Argentine ants

6.16 Interpretation

In this Division, unless the context otherwise requires—

Argentine ant means an ant belonging to the species *Limepithema humile* (formally *Irdomyrmex humilis).*

6.17 Measures to be taken to keep premises free from Argentine ants

(1) An owner or occupier of premises shall ensure that the premises are kept free from Argentine Ant colonies and shall—

(a) take all steps to locate any nests, if Argentine Ants are noticed in, on or about the premises;

(b) properly treat all nests of Argentine Ants with an approved residual based insecticide; and

(c) whenever required by an Environmental Health Officer—

(i) treat any area or infestation with an insecticide referred to in paragraph (b); and

(ii) remove any objects, including timber, firewood, compost or pot plants in accordance with a direction from the Environmental Health Officer.

Division 6—European wasps

6.18 Interpretation

In this Division, unless the context otherwise requires—

European wasp means a wasp *Vespula germanica*.

6.19 Measures to be taken to keep premises free from European wasp nests

(1) An owner or occupier of premises shall ensure that the premises are kept free from European Wasp nests and shall—

(a) follow any direction of an Environmental Health Officer for the purpose of destroying the European Wasps and their nest; and

(b) assist an Environmental Health Officer to trace any nest that may be present in, on or about the premises.

Division 7—Arthropod vectors of disease

6.20 Interpretation

In this Division, unless the context otherwise requires—

arthropod vectors of disease includes—

(a) fleas (Siphonaptera);

(b) bedbugs (Cimex lectularius);

(c) crab lice (Phthirius pubis);

(d) body lice (Pediculus humanus humanus); and

(e) head lice (Pediculus humanus capitis).

6.21 Responsibility of the owner or occupier

The owner or occupier of premises shall—

(a) take reasonable steps to keep the premises and any person residing in or on the premises, free from any arthropod vectors of disease; and

(b) comply with the direction of an Environmental Health Officer to treat the premises, or anything on the premises, for the purpose of destroying any arthropod vectors of disease.

PART 7—INFECTIOUS DISEASES

Division 1—General provisions

7.1 Requirements for an owner or occupier to clean, disinfect and disinfest.

(1) The local government or an Environmental Health Officer may, by notice in writing, direct an owner or occupier of premises, within the time and in the manner specified in the notice, to clean, disinfect and disinfest—

(a) the premises; or

(b) such things in or on the premises as are specified in the notice,

or both, to the satisfaction of an Environmental Health Officer.

(2) An owner or occupier shall comply with a notice given under subclause (1).

7.2 Direction to disinfect or disinfest premises

(1) Where the Chief Executive Officer or the Medical Officer is satisfied that any case of infectious disease has occurred on any premises, the Chief Executive Officer or the Medical Officer may direct an owner or occupier to disinfect and disinfest the premises or any part of the premises and anything in or on the premises.

(2) Where in the opinion of the Chief Executive Officer or the Medical Officer, where the owner or occupier directed in subclause (1) does not disinfect or disinfest the premises in a reasonable period or where as a matter of urgency, the premises or any part of the premises and anything in or on the premises must be disinfected or disinfested by the action of the Chief Executive Officer.

(3) An owner or occupier of premises shall permit, and provide access to enable, an Environmental Health Officer, other local government officer or other person to carry out the direction given under subclause (1).

(4) The local government may recover, in a court of competent jurisdiction, the cost of carrying out the work under this clause from the owner or occupier of the premises in or on which the work was carried out.

(5) The local government shall not be liable to pay compensation or damages of any kind to the owner or occupier of premises in relation to any action taken by the local government under this clause, except to the extent the person has suffered unreasonable loss or damage because the action taken by the local government was negligent or in breach of its duty.

7.3 Insanitary houses, premises and things

(1) An owner or occupier of any house or premises shall maintain the house or premises free from any insanitary condition or thing.

(2) Where an Environmental Health Officer considers that a house is insanitary, the officer may, by notice in writing, direct an owner of the house, within the time and in the manner specified in the notice, to amend the house.

(3) Where an Environmental Health Officer considers that—

(a) a house or premises is not being maintained in a sanitary condition; or

(b) any thing is insanitary,

the officer may, by notice in writing, direct, as the case may be—

(i) the owner or occupier of the house or premises to amend any insanitary condition; or

(ii) the owner or occupier of the thing to destroy or amend it,

within the time and in the manner specified in the notice.

(4) A person to whom a notice has been given under subclauses (2) or (3) shall comply with the terms of the notice.

7.4 Persons in contact with an infectious disease sufferer

If a person in any house is, or is suspected of, suffering from an infectious disease, any occupant of the house or any person who enters or leaves the house—

(a) shall obey such instructions or directions as the local government or the Medical Officer may issue;

(b) may be removed, at the direction of the Local government or the Medical Officer to isolation in an appropriate place to prevent or minimise the risk of the infection spreading and if so removed, shall remain in that place until the Medical Officer otherwise directs.

7.5 Declaration of infected house or premises

(1) To prevent or check the spread of infectious disease, the local government or the Medical Officer may from time to time declare any house or premises to be infected.

(2) A person shall not enter or leave any house or premises declared to be infected without the written consent of the Medical Officer or an Environmental Health Officer.

7.6 Destruction of infected animals

(1) An Environmental Health Officer, upon being satisfied that an animal is or may be infected or is liable to be infected or to convey infection may, by notice in writing, direct that the animal be examined by a registered veterinary officer and that all steps be taken to enable the condition to be controlled or eradicated or the animal destroyed and disposed of—

(a) in the manner and within the time specified in the notice; and

(b) by the person in whose possession, or upon whose premises, the animal is located.

(2) A person who has in his or her possession or upon premises occupied by him or her, an animal which is the subject of a notice under subclause (1) shall comply with the terms of the notice.

7.7 Disposal of a body

(1) An occupier of premises in or on which is located the body of a person who has died of any infectious disease shall, subject to subclause (2), cause the body to be buried or disposed of in such manner, within such time and with such precautions as may be directed by the Medical Officer.

(2) A body shall not be removed from premises where death occurred except to a morgue.

7.8 The local government may carry out work and recover costs

(1) Where—

(a) a person is required under this Division or by a notice given under this Division, to carry out any work; and

(b) that person fails or neglects to comply with the requirement,

that person commits an offence and the local government may carry out the work or arrange for the work to be carried out by another.

(2) The costs and expenses incurred by the local government in the execution of a power under this clause may be recovered in a court of competent jurisdiction from the person referred to in subclause (1)(a).

(3) The local government shall not be liable to pay compensation or damages of any kind to the owner or occupier of premises in relation to any action taken by the local government under this clause, except to the extent the person has suffered unreasonable loss or damage because the action taken by the local government was negligent or in breach of its duty.

Division 2—Disposal of used condoms and needles

7.9 Disposal of used condoms

(1) An occupier of premises on or from which used condoms are produced shall ensure that the condoms are—

(a) placed in a sealed impervious container and disposed of in a sanitary manner; or

(b) disposed of in such a manner as may be directed by the local government.

(2) A person shall not dispose of a used condom in a public place except in accordance with subclause (1).

7.10 Disposal of used needles

A person shall not dispose of a used hypodermic syringe or needle in a public place unless it is placed in an impenetrable, leak-proof container and deposited in a refuse receptacle.

PART 8—LODGING HOUSES

Division 1—Registration

8.1 Interpretation

(1) In this Part, unless the context otherwise requires—

bed means a single sleeping berth only, and a double bed provided for the use of couples has the same floor space requirements as two single beds;

bunk means a sleeping berth comprising one of two beds arranged vertically;

dormitory means a building or room utilised for sleeping purposes at a short term hostel or a recreational campsite;

Food Standards Code means the Australia New Zealand Food Standards Code as defined in the *Food Standards Australia New Zealand Act 1991* (Cth);

keeper means a person whose name appears on the register of keepers, in respect of a lodging house, as the keeper of that lodging house;

laundry unit means a group of facilities consisting of—

(a) a washing machine with a capacity of not less than 4 kilograms weight of dry clothing;

(b) one wash trough of not less than 36 litres capacity, connected to both hot and cold water;

(c) either an electric drying cabinet or not less than 30 metres of clothes line; and

(d) a hot water system that—

(i) is capable of delivering an adequate supply of water at a temperature of at least 65 degrees Celsius for each washing machine provided with the communal facilities; and

(ii) has a delivery rate of not less than 0.076 litres per second to each washing machine;

lodger means a person who obtains, for hire or reward, board or lodging in a lodging house;

lodging house includes a recreational campsite, a serviced apartment, a short term hostel and any premises used for transient workforce accommodation;

manager means a person duly appointed by the keeper in accordance with this Division to reside in, and have the care and management of, a lodging house;

motel means premises used to accommodate patrons in which specific provision is made for the accommodation of patrons with motor vehicles;

recreational campsite means a lodging house—

(a) situated on a campsite principally used for—

(i) recreational, sporting, religious, ethnic or educational pursuits; or

(ii) conferences or conventions; and

(b) where the period of occupancy of any lodger is not more than 14 consecutive days, and includes youth camps, youth education camps, church camps and riding schools but does not include a camp or caravan within the meaning of the *Caravan Parks and Camping Grounds Act 1995*;

register of lodgers means the register kept in accordance with Section 157 of the Act and this Part;

resident means a person other than a lodger, who resides in a lodging house;

serviced apartment means a lodging house in which each sleeping apartment, or group of sleeping apartments in common occupancy, is provided with its own sanitary conveniences and may have its own cooking facilities and includes a motel;

short term hostel means a lodging house where the period of occupancy of any lodger is not more than 14 consecutive days and includes a youth hostel or a backpacker hostel;

(2) Where in this Part an act is required to be done or forbidden to be done in relation to any lodging house, the keeper of the lodging house has, unless the contrary intention appears, the duty of causing the act to be done, or of preventing the act so forbidden from being done, as the case may be.

8.2 Lodging house not to be kept unless registered

A person shall not keep or cause or allow to be kept a lodging house unless—

(a) the lodging house is constructed in accordance with the requirements of this Part;

(b) the lodging house is registered by the local government under clause 8.4;

(c) the name of the person keeping or proposing to keep the lodging house is entered in the register of keepers; and

(d) when required by the local government either—

(i) the keeper; or

(ii) a manager who, with the written approval of an Environmental Health Officer, has been appointed by the keeper to have the care and management of the lodging house,

resides or intends to reside continuously in the lodging house whenever there is one or more lodgers in the lodging house.

8.3 Application for registration

An application for registration of a lodging house shall be—

(a) in the form approved by the local government from time to time;

(b) duly completed and signed by the proposed keeper; and

(c) accompanied by—

(i) the approved fee as fixed from time to time by the local government under Section 344C of the Act; and

(ii) detailed plans and specifications of the lodging house.

8.4 Approval of application

The local government may approve, with or without conditions, an application for registration of a lodging house by issuing to the applicant a certificate of registration in the form approved by the local government from time to time.

8.5 Renewal of registration

A person who keeps a lodging house which is registered under this Part shall—

(a) during the month of June in each year apply to the local government for the renewal of the registration of the lodging house in the form approved by the local government from time to time; and

(b) pay the approved fee as fixed from time to time by the local government under Section 344C of the Act at the time of making each application for renewal.

8.6 Notification upon sale or transfer

If the owner of a lodging house sells or transfers, or agrees to sell or transfer, the lodging house to another person, he or she shall, within 14 days of the date of sale, transfer or agreement, give to the local government, in the form approved by the local government from time to time, written notice of the full name, address and occupation of the person to whom the lodging house has been, or is to be, sold or transferred.

8.7 Revocation of registration

(1) Subject to subclause (3), the local government may, at any time, revoke the registration of a lodging house for any reason which, in the opinion of the local government, justifies the revocation.

(2) Without limiting the generality of subclause (1), the local government may revoke a registration upon any one or more of the following grounds—

(a) that the lodging house has not, to the satisfaction of the local government, been kept free from vectors of disease or remained in a clean and sanitary condition;

(b) that the keeper has—

(i) been convicted of an offence against this local law in respect of the lodging house;

(ii) not complied with a requirement of this Part; or

(iii) not complied with a condition of registration;

(c) that the local government, having regard to a report from the Police, is satisfied that the keeper or manager is not a fit and proper person; and

(d) that, by reason of alterations or additions or neglect to repair and renovate, the condition of the lodging house is such as to render it, in the opinion of the local government, unfit to remain registered.

(3) Before revoking the registration of a lodging house under this local law, the local government shall give notice to the keeper requiring him or her, within a time specified in the notice, to show cause why the registration should not be revoked.

(4) Whenever the local government revokes the registration of a lodging house, it shall give the keeper notice of the revocation and the registration shall be revoked as from the date on which the notice is served on the keeper.

Division 2—Construction and use requirements

8.8 General construction requirements

The construction of a lodging house shall comply with the Building Code and the Act.

8.9 Sanitary conveniences

(1) A keeper shall maintain in good working order and condition and in convenient positions on the premises—

(a) toilets; and

(b) bathrooms, each fitted with a hand wash basin and either a shower or a bath;

in accordance with the requirements of the Building Code.

(2) A bathroom or toilet which is used as a private bathroom or toilet to the exclusion of other lodgers or residents shall not be counted for the purposes of subclause (1).

(3) Each bath, shower and hand wash basin shall be provided with an adequate supply of hot and cold water.

(4) The walls of each shower and bath shall be of an impervious material to a minimum height of 1.8 metres above the floor level.

(5) Each toilet and bathroom shall—

(a) be so situated, separated and screened as to ensure privacy;

(b) be apportioned to each sex;

(c) have a distinct sign displayed in a prominent position denoting the sex for which the toilet or bathroom is provided; and

(d) be provided with adequate electric lighting and ventilation.

(6) Paragraphs (b) and (c) of subclause (5) do not apply to a serviced apartment.

8.10 Laundry

(1) A keeper shall—

(a) subject to subclause (2)—

(i) in the case of a recreational campsite, provide on the premises a laundry consisting of at least one 45 litre stainless steel trough; and

(ii) in any other case, provide on the premises a laundry unit for each 15 lodgers;

(b) at all times maintain each laundry or laundry unit in a proper sanitary condition and in good repair;

(c) provide an adequate supply of hot and cold water to each wash trough, sink, or washing machine; and

(d) ensure that the floor area of each laundry or laundry unit is properly surfaced with an even fall to a floor waste.

(2) An Environmental Health Officer may approve the provision of a reduced number of laundry units if suitable equipment of a commercial type is installed.

8.11 Kitchen

A keeper of a lodging house shall provide in that lodging house a kitchen—

(a) which has a minimum floor area of—

(i) where lodgers prepare their own meals—0.65 square metres per person; or

(ii) where meals are provided by the keeper or manager—0.35 square metres per person; or

(iii) where a kitchen and dining room are combined—1 square metre per person, but in any case not less than 16 square metres;

(b) which has adequate—

(i) food storage facilities and cupboards to prevent contamination of food, or cooking or eating utensils, by dirt, dust, flies or other vectors of disease of any kind; and

(ii) refrigerator space for storage of perishable goods; and

(c) that complies with the requirements of Standard 3.2.3 of the *Food Standards Code*.

8.12 Dining room

The keeper of a lodging house shall provide in that lodging house a dining room—

(a) located in close proximity to, or combined with, the kitchen;

(b) the floor area of which shall be 0.5 square metres per person or not less than 10 square metres whichever is the greater; and

(c) which shall be—

(i) adequately furnished to accommodate, at any one time, half of the number of lodgers; and

(ii) provided with a suitable floor covering.

8.13 Lounge room

The keeper of a lodging house shall provide in that lodging house, a lounge room—

(a) with a floor area of—

(i) where the lounge is not combined with the dining room, not less than 0.6 square metres per person; or

(ii) where the lounge room is combined with a dining room, not less than 1.2 square metres per person but in either case having a minimum of 13 square metres; and

(b) which shall be—

(i) adequately furnished to accommodate, at any one time, half of the number of lodgers; and

(ii) provided with a suitable floor covering.

8.14 Fire prevention and control

(1) The keeper of a lodging house must—

(a) in each passage in the lodging house provide an emergency light—

(i) in the position and pattern approved by an Environmental Health Officer; and

(ii) which must be kept separate from the general lighting system and kept illuminated during the hours of darkness;

(b) provide an approved fire blanket positioned within 2 metres of the cooking area in each kitchen;

(c) ensure that each exit sign and fire-fighting appliance is clearly visible, accessible and maintained in good working order at all times;

(d) ensure all fire-fighting equipment and fire detection and alarm systems are adequately maintained at all times in such a condition as will enable their proper performance; and

(e) ensure that a lodger or other person does not smoke in any dormitory, kitchen, dining room, or other enclosed public place within a lodging house.

(2) The keeper of a lodging house must ensure that all buildings comprising the lodging house are fitted with fire protection equipment in accordance with the Building Code.

8.15 Obstruction of passages and stairways

A keeper shall not cause or allow furniture, fittings or other things to be placed either temporarily or permanently in or on—

(a) a stairway, stair landing, fire-escape, window or common passageway; or

(b) part of the lodging house in common use or intended or adapted for common use

in such a manner as to form an obstruction to the free passage of lodgers, residents or persons in or occupying the lodging house.

8.16 Fitting of locks

A person shall not fit, or cause or permit to be fitted, to an exit door a lock or other device which prevents the door being opened from within a lodging house.

8.17 Restriction on use of rooms for sleeping

(1) Subject to subclause (3) and clause 8.31, a keeper shall not use or permit to be used as a sleeping apartment, a room in a lodging house—

(a) which contains food;

(b) which contains or is fitted with a cooking appliance or kitchen sink;

(c) which is used as a kitchen, scullery, storeroom, dining room, general sitting room or lounge room, or for the preparation or storage of food;

(d) which is not reasonably accessible without passing through a sleeping or other room in the private occupation of another person;

(e) which, except in the case of a short term hostel or a recreational campsite, contains less than 5.5 square metres of clear space for each lodger occupying the room;

(f) which is naturally illuminated by windows having a ratio of less than 0.1 square metres of unobstructed glass to every 1.0 square metre of floor area;

(g) which is ventilated at a ratio of less than 0.5 square metres of unobstructed ventilating area to every 10 square metres of floor area;

(h) in which the lighting or ventilation referred to in paragraphs (f) and (g) is obstructed or is not in good and efficient order;

(i) which is not free from internal dampness;

(j) of which any part of the floor is below the level of the adjoining ground; or

(k) the floor of which is not fitted with an approved carpet or vinyl floor covering or other floor treatment approved by an Environmental Health Officer.

(2) For the purposes of this clause, 2 children under the age of 10 years are counted as 1 lodger.

(3) Paragraphs (a), (b) and (c) of subclause (1) do not apply to a serviced apartment.

8.18 Sleeping accommodation—short term hostels and recreational campsites

(1) A keeper of a short term hostel or recreational campsite shall provide clear floor space of not less than—

(a) 4 square metres per person in each dormitory utilising beds; and

(b) 2.5 square metres per person in each dormitory utilising bunks.

(2) The calculation of floor space in subclause (1) shall exclude the area occupied by any large items of furniture, such as wardrobes, but may include the area occupied by beds.

(3) The minimum height of any ceiling in a short term hostel or recreational campsite shall be 2.4 metres in any dormitory utilising beds, and 2.7 metres in any dormitory utilising bunks.

(4) The minimum floor area requirements in subclause (1) will only apply if there is ventilation, separation distances, fire egress and other safety requirements in accordance with the Building Code.

(5) The keeper of any short term hostel or recreational campsite shall provide—

(a) fixed outlet ventilation at a ratio of 0.15 square metres to each 10 square metres of floor area of the dormitories, and shall ensure that dormitories are provided with direct ventilation to the open air from a point within 230 millimetres of the ceiling level through a fixed open window or vents, carried as direct to the open air as is practicable; and

(b) mechanical ventilation in lieu of fixed ventilation, subject to the approval of the local government.

(6) The keeper of any short term hostel or recreational campsite shall provide—

(a) beds with a minimum size of—

(i) in short term hostels—800 millimetres x 1.9 metres; and

(ii) in recreational campsites—750 millimetres x 1.85 metres; and

(b) storage space for personal effects, including backpacks, so that cleaning operations are not hindered and access spaces are not obstructed.

(7) The keeper of any short term hostel or recreational campsite shall—

(a) arrange at all times a distance of 750 millimetres between beds, and a distance of 900 millimetres between bunks;

(b) ensure that, where bed or bunk heads are placed against the wall on either side of a dormitory, there is a passageway of at least 1.35 metres between each row of beds and a passageway of at least 2 metres between each row of bunks, and shall ensure that the passageway is kept clear of obstruction at all times; and

(c) ensure all doors, windows and ventilators are kept free of obstruction.

(8) The keeper of a short term hostel or recreational campsite shall ensure that—

(a) materials used in dormitory areas comply with AS 1530.2—1993 and AS/NZS 1530.3:1999 as follows—

(i) Drapes, curtains, blinds and bedcovers—

a maximum Flammability Index of 6;

(ii) Upholstery and bedding—

a maximum Spread of Flame Index of 6; and

a maximum Smoke Developed Index of 5;

(iii) Floor coverings—

a maximum Spread of Flame Index of 7; and

a maximum Smoke Developed Index of 5;

(b) Fire retardant coatings used to make a material comply with the indices set out in subclause (8)(a) must be—

(i) certified by the manufacturer as approved for use with the fabric to achieve the required indices;

(ii) certified by the manufacturer to retain its fire retardative effect after a minimum of 5 commercial dry cleaning or laundering operations carried out in accordance with AS 2001.5.4—2005, Procedure 7A, using ECE reference detergent; and

(iii) certified by the applicator as having been carried out in accordance with the manufacturer's specification;

(c) emergency lighting is provided in accordance with the Building Code;

(d) a lodger or other person does not smoke in any dormitory, kitchen, dining room or other enclosed public place within a short term hostel or recreational campsite; and

(e) all mattresses in a short term hostel or recreational campsite are fitted with a mattress protector.

8.19 Furnishing of rooms

(1) A keeper shall—

(a) furnish each sleeping room with a sufficient number of beds and sufficient bedding of good quality;

(b) ensure that each bed—

(i) has a bed head, mattress and pillow; and

(ii) is provided with a pillow case, mattress cover, two sheets, a blanket or rug and, from 1 May to 30 September, not less than one additional blanket or rug; and

(c) furnish each bedroom so that there are adequate storage facilities for belongings within the room.

(2) A keeper shall not cause or allow any tiered beds or bunks to be used in a sleeping apartment other than a lodging house used exclusively as a short term hostel or recreational campsite.

(3) The sheets and blankets required to be provided by subclause (1)(b)(ii), shall be deemed to have been provided by the keeper, where the keeper offers them for hire to the lodgers. In such circumstances, each lodger must either provide his own clean sheets or hire them from the keeper.

(4) In a short-term hostel or recreational campsite, the storage facilities required by subclause (1)(c) may be located in a separate secure storage room or locker room.

8.20 Ventilation

If, in the opinion of an Environmental Health Officer, a kitchen, bathroom, toilet, laundry or habitable room is not adequately or properly ventilated, he or she may direct the keeper to provide a different or additional method of ventilation.

8.21 Numbers to be placed on doors

(1) A keeper shall number each room available to a lodger or provide an alternative means of identification approved by an Environmental Health Officer.

(2) The number or alternate means of identification is to be legible and easily identified.

Division 3—Management and care

8.22 Keeper or manager to reside in the lodging house

No keeper of a lodging house shall be absent from such house, unless

(a) a manager is left in charge, or

(b) other care arrangement as approved in writing by the local government, is in place.

8.23 Register of lodgers

(1) A keeper shall keep a register of lodgers in the form approved by the local government from time to time.

(2) The register of lodgers shall be—

(a) kept in the lodging house; and

(b) open to inspection at any time on demand by any member of the Police Service or by an Environmental Health Officer.

8.24 Keeper report

A keeper shall, whenever required by the local government, report to the local government, in the form approved by the local government from time to time, the name of each lodger who lodged in the lodging house during the preceding day or night.

8.25 Certificate in respect of sleeping accommodation

(1) An Environmental Health Officer may issue to a keeper, a certificate, in respect of each room, which shall be in the form approved by the local government from time to time.

(2) The certificate issued under subclause (1) shall specify the maximum number of persons permitted to occupy each room of a sleeping apartment at any one time.

(3) When required by an Environmental Health Officer, a keeper shall exhibit the certificate issued under this clause in a conspicuous place in the room to which it refers.

(4) A person shall not cause or allow a greater number of persons than is specified on a certificate issued under this clause to occupy the room to which it refers.

8.26 Duplicate keys and inspection

Each keeper and manager of a lodging house shall—

(a) retain possession of a duplicate key to the door of each room; and

(b) when required by an Environmental Health Officer, open the door of any room for the purposes of inspection by the Environmental Health Officer.

8.27 Room occupancy

(1) A keeper shall not—

(a) cause or allow more than the maximum number of persons permitted by the certificate of registration of the lodging house to be lodged at any one time in the lodging house;

(b) cause or allow to be placed or kept in any sleeping apartment—

(i) a larger number of beds; or

(ii) a larger quantity of bedding,

than is required to accommodate and provide for the maximum number of persons permitted to occupy the sleeping apartment at any one time; and

(c) use, or cause, or allow to be used, for sleeping purposes, a room that—

(i) has not been certified for that purpose; and

(ii) the local government has forbidden to be used as a sleeping apartment.

(2) For the purpose of this clause, 2 children under 10 years of age shall be counted as 1 lodger.

8.28 Maintenance of a room by a lodger or resident

(1) A keeper may permit, or contract with, a lodger or resident to service, clean or maintain the room or rooms occupied by the lodger or resident.

(2) Where permission is given or a contract entered into under subclause (1), the keeper shall—

(a) inspect each room the subject of the permission or agreement at least once a week; and

(b) ensure that each room is being maintained in a clean condition.

(3) A lodger or resident who contracts with a keeper to service, clean or maintain a room occupied by him or her, shall maintain the room in a clean condition.

8.29 Cleaning and maintenance requirements

(1) In this clause—

bed linen includes sheets, pillow cases and mattress covers.

(2) A keeper of a lodging house shall—

(a) maintain in a clean, sound and undamaged condition—

(i) the floor, walls, ceilings, woodwork and painted surfaces;

(ii) the floor coverings and window treatments; and

(iii) the toilet seats;

(b) maintain in a clean condition and in good working order—

(i) all fixtures and fittings; and

(ii) windows, doors and door furniture;

(c) ensure that the internal walls of each bathroom and toilet are painted so as to maintain a smooth impervious washable surface;

(d) ensure that all floors are kept clean at all times;

(e) ensure that—

(i) all bed linen, towels, and house linen in use are washed at least once a week;

(ii) within a reasonable time of a bed having been vacated by a lodger or resident, or prior to the room being re-let, the bed linen is removed and washed;

(iii) a person does not occupy a bed which has been used by another person unless the bed has been provided with clean bed linen;

(iv) all beds, bedsteads, blankets, rugs, covers, bed linen, towels and house linen are kept clean, in good repair and free from vectors of disease;

(v) when any vectors of disease are found in a bed, furniture, room or sleeping apartment, immediate effective action is taken to eradicate the vectors of disease; and

(vi) a room which is not free from vectors of disease is not used as a sleeping apartment;

(f) when so directed by an Environmental Health Officer, ensure that—
  (i) a room, together with its contents, and any other part of the lodging house, is cleaned and disinfected; and
  (ii) a bed or other article of furniture is removed from the lodging house and properly disposed of;
(g) ensure that the yard is kept clean at all times;
(h) provide all bedrooms, passages, common areas, toilets, bathrooms and laundries with adequate lighting; and
(i) comply with any direction, whether orally or in writing, given by an Environmental Health Officer.

8.30 Responsibilities of lodgers and residents

A lodger or resident shall not—
(a) use any room available to lodgers—
  (i) as a shop, store or factory; or
  (ii) for manufacturing or trading services;
(b) keep or store in or on the lodging house any goods or materials that are inflammable or offensive;
(c) use a bath or hand wash basin other than for ablutionary purposes;
(d) use a bathroom facility or fitting for laundry purposes;
(e) use a sink installed in a kitchen or scullery for any purpose other than the washing and cleaning of cooking and eating utensils, other kitchenware and culinary purposes;
(f) deposit rubbish or waste food other than into a proper rubbish receptacle;
(g) in a kitchen or other place where food is kept—
  (i) wash or permit the washing of clothing or bedding; or
  (ii) keep or permit to be kept any soiled clothing or bedding;
(h) subject to clause 8.31—
  (i) keep, store, prepare or cook food in any sleeping apartment; or
  (ii) unless sick or invalid and unable to leave a sleeping apartment for that reason, use a sleeping apartment for dining purposes;
(i) place or keep, in any part of a lodging house, any luggage, clothing, bedding, or furniture that is infested with vectors of disease;
(j) store or keep such a quantity of furniture, material or goods within the lodging house—
  (i) in any kitchen, living or sleeping apartment so as to prevent the cleaning of the floors, walls, fittings or fixtures; or
  (ii) in a sleeping apartment so as to decrease the air space to less than the minimum required by this Part;
(k) obstruct or prevent the keeper or manager from inspecting or examining the room or rooms occupied by the lodger or resident; or
(l) fix any fastener or change any lock to a door or room without the written approval of the keeper.

8.31 Approval for storage of food

(1) An Environmental Health Officer may—
(a) approve the storage of food within a refrigerator or sealed container in a sleeping apartment; and
(b) withdraw the approval if a nuisance or vector of disease infestation is found to exist in the lodging house.

(2) The keeper of a serviced apartment may permit the storage and consumption of food within that apartment if suitable storage and dining facilities are provided.

PART 9—OFFENSIVE TRADES

Division 1—General

9.1 Interpretation

In this Part, unless the context otherwise requires—

occupier in relation to premises includes the person registered as the occupier of the premises specified in the Certificate of Registration;

offensive trade means any one or more of the trades, businesses or occupations usually carried on, in or connected with, the following works or establishments—
(a) fish processing premises, fish curing premises and shellfish and crustacean processing establishments;
(b) laundries, dry cleaning premises and dye works; and
(c) any trade as defined by Section 186 of the Act.

premises includes houses.

9.2 Consent to establish an offensive trade

A person seeking the consent of the local government under Section 187 of the Act to establish an offensive trade shall make application in the form approved by the local government from time to time and in accordance with the local government's Planning Scheme.

9.3 False statement

A person who makes a false statement in an application under clause 9.2 shall be guilty of an offence.

9.4 Registration of premises

An application for the registration of premises pursuant to Section 191 of the Act shall be—

(a) in the form approved by the local government from time to time;

(b) accompanied by the fee prescribed in the *Health (Offensive Trades Fees) Regulations 1976* as amended from time to time; and

(c) lodged with the Chief Executive Officer of the local government.

9.5 Certificate of registration

Upon the registration of premises for the carrying on of an offensive trade, the local government shall issue to the applicant a certificate in the form approved by the local government from time to time.

9.6 Change of occupier

Where there is a change of occupier of the premises registered pursuant to this Division, the new occupier shall forthwith notify the Chief Executive Officer in writing of such change.

9.7 Alterations to premises

While any premises remain registered under this Division, a person shall not, without the written permission of the local government, make or permit any change or alteration whatever to the premises.

Division 2—General duties of an occupier

9.8 Interpretation

In this Division, unless the context otherwise requires—

occupier means the occupier, or where there is more than one occupier, each of the occupiers of the premises in or upon which an offensive trade is carried on; and

the premises means those premises in or upon which an offensive trade is carried on.

9.9 Cleanliness

The occupier shall—

(a) keep or cause to be kept in a clean and sanitary condition and in a state of good repair the floors, walls and ceilings and all other portions of the premises;

(b) keep or cause to be kept in a clean and sanitary condition and in a state of good repair all fittings, fixtures, appliances, machinery, implements, shelves, counters, tables, benches, bins, cabinets, sinks, drain boards, drains, grease traps, tubs, vessels and other things used on or in connection with the premises;

(c) keep the premises free from any unwholesome or offensive odour arising from the premises;

(d) maintain in a clean and tidy condition all yards, footpaths, passage ways, paved areas, stores or outbuildings used in connection with the premises; and

(e) clean daily and at all times keep and maintain all sanitary conveniences and all sanitary fittings and grease traps on the premises in a clean and sanitary condition.

9.10 Rats and other vectors of disease

The occupier shall—

(a) take reasonable steps to ensure that the premises are kept free from rodents, cockroaches, flies and other vectors of disease; and

(b) provide in and on the premises all effective means and methods for the eradication and prevention of rodents, cockroaches, flies and other vectors of disease.

9.11 Sanitary conveniences and hand wash basin

The occupier shall provide on the premises in an approved position sufficient sanitary conveniences and hand wash basins, each with an adequate supply of hot and cold water for use by employees and by all other persons lawfully upon the premises.

9.12 Painting of walls etc.

The occupier shall cause the internal surface of every wall, the underside of every ceiling or roof and all fittings as may be directed in and on the premises to be cleaned and painted when instructed by an Environmental Health Officer.

9.13 Effluvia, vapours, gases or dust

The occupier shall provide, use and maintain in a state of good repair and working order, appliances and preventive measures capable of effectively destroying or of rendering harmless all offensive effluvia, vapours, dust or gases arising in any process of his business or from any material, residue or other substance which may be kept or stored upon the premises.

9.14 Offensive material

The occupier shall—

(a) provide on the premises impervious receptacles of sufficient capacity to receive all offensive material and trade refuse produced upon the premises in any one day;

(b) keep air-tight covers on the receptacles, except when it is necessary to place something in or remove something from them;

(c) cause all offensive material and trade refuse to be placed immediately in the receptacles;

(d) cause the contents of the receptacles to be removed from the premises at least once in every working day or at such other intervals as may be approved or directed by an Environmental Health Officer; and

(e) cause all receptacles after being emptied to be cleaned immediately with an efficient disinfectant.

9.15 Storage of materials

The occupier shall cause all material on the premises to be stored so as not to be offensive or injurious to health whether by smell or otherwise and so as to prevent the creation of a nuisance.

9.16 Specified offensive trade

(1) For the purposes of this clause, ***specified offensive trade*** means one or more of the offensive trades carried on, in or connected with the following works or premises—

(a) fish processing premises, fish curing premises, and shellfish and crustacean processing establishments; and

(b) laundries, dry cleaning premises and dye works.

(2) Where premises are used for or in relation to a specified offensive trade, the occupier shall—

(a) cause the floor of the premises to—

(i) be properly paved and drained with impervious material;

(ii) have a smooth surface; and

(iii) have a fall to a bucket trap or spoon drain in such a way that all liquids falling on the floor shall be conducted by the trap or drain to a drain inlet situated inside the building where the floor is situated;

(b) cause the angles formed by the walls with any other wall, and by the wall with the floor, to be coved to a radius of not less than 25 millimetres; and

(c) cause all liquid refuse to be—

(i) cooled to a temperature not exceeding 26 degrees Celsius and be in accordance with the *Water Services Act 2012* before being discharged into any drain outlet from any part of the premises; and

(ii) directed through such screening or purifying treatment as an Environmental Health Officer may from time to time direct.

9.17 Directions

(1) An Environmental Health Officer may give to the occupier directions to prevent or diminish the offensiveness of a trade or to safeguard the public health.

(2) The occupier shall comply with any directions given under this clause.

9.18 Other duties of occupier

In addition to the requirements of this Division, the occupier shall comply with all other requirements of this Part that apply to the particular offensive trade or trades conducted on the premises.

Division 3—Fish premises

9.19 Interpretation

In this Division, unless the context otherwise requires—

fish premises may include a fish processing establishment, fish curing establishment and a shellfish and crustacean processing establishment;

9.20 Duties of an occupier

The occupier of a fish premises shall—

(a) not suffer or permit any decomposing fish to be kept on the premises where his trade is carried on for a longer period than is reasonably necessary to dispose of them;

(b) cause all decomposing fish, to be immediately deposited in an impervious receptacle furnished with an airtight cover; and

(c) cause the brine of pickle to be removed as often as is necessary to prevent it from becoming offensive.

9.21 Disposal of waste

The occupier of a fish premises shall cause all offal and wastes, all rejected and unsaleable fish and any rubbish or refuse which is likely to be offensive or a nuisance to be—

(a) placed in the receptacles referred to in clause 9.14 and disposed of in accordance with that clause; or

(b) kept in a frozen state in an approved enclosure before its removal from the premises.

9.22 Fish containers

The occupier of a fish premises shall take reasonable steps not to allow any container used for the transport of fish to—

(a) remain on the premises longer than is necessary for it to be emptied; or

(b) be kept so as to cause a nuisance or to attract flies.

Division 4—Laundries, dry cleaning establishments and dye works

9.23 Interpretation

In this Division, unless the context otherwise requires—

dry cleaning establishment—

(a) means premises where clothes or other articles are cleaned by use of solvents without using water; but

(b) does not include premises in which perchlorethylene or arklone is used as dry cleaning fluid in a fully enclosed machine operating on a full cycle;

dye works means a place where articles are commercially dyed, but does not include dye works in which provision is made for the discharge of all liquid waste there from, into a public sewer;

exempt laundromat means a premises in which—

(a) laundering is carried out by members of the public using, machines or equipment provided by the owners or occupiers of those establishments;

(b) laundering is not carried out by those owners or occupiers for or on behalf of other persons;

(c) provision is made for the discharge of all liquid waste there from into a public sewer;

laundromat means a public place with coin operated washing machines, spin dryers or dry cleaning machines; and

laundry means any places where articles are laundered with commercial grade machinery but does not include an exempt laundromat.

9.24 Receiving depot

An owner or occupier of premises shall not use or permit the premises to be used as a receiving depot for a laundry, dry cleaning establishment or dye works except with the written permission of the local government who may at any time by written notice withdraw such permission.

9.25 Reception room

(1) The occupier of a laundry or dry cleaning establishment or dye works shall—

(a) provide a reception room in which all articles brought to the premises for treatment shall be received and shall not receive or permit to be received any such articles except in that room; and

(b) cause such articles as may be directed by an Environmental Health Officer to be thoroughly disinfected to the satisfaction of the officer.

(2) A person shall not bring or permit food to be brought into the reception room referred to in this clause.

9.26 Walls and floors

Unless with the written approval of the local government, the occupier of a laundry, dry cleaning establishment or dye works shall cause—

(a) the internal surfaces of all walls to be rendered with a cement plaster with a steel float finish or other approved material to a height of 2 metres with a smooth impervious surface;

(b) the floor to be constructed of concrete and finished with a smooth impervious surface; and

(c) every floor and wall of any building on the premises to be kept at all times in good order and repair, so as to prevent the absorption of any liquid which may be splashed or spilled or may fall or be deposited on it.

9.27 Laundry floor

Unless with the written approval of the local government, the occupier of a laundry shall provide in front of each washing machine a non-corrosive grate, at least 910 millimetres in width and so constructed as to prevent any person from standing in water on the floor.

9.28 Escape of dust

The occupier of a dry cleaning establishment shall provide effective means to prevent the escape into the open air of all dust or other material from the premises.

9.29 Precautions against combustion

The occupier of a dry cleaning establishment where volatile liquids are used shall take all proper precautions against combustion and shall comply with all directions given by an Environmental Health Officer for that purpose.

9.30 Trolleys

The occupier of a dry cleaning establishment shall—

(a) provide trolleys for the use of transporting dirty and clean linen; and

(b) ensure that each trolley is—

(i) clearly designated to indicate the use for which it is intended;

(ii) lined internally with a smooth impervious non-absorbent material that is easily cleaned; and

(iii) thoroughly cleaned and disinfected on a regular basis.

9.31 Sleeping on premises

A person shall not use or permit any room in a laundry, dry cleaning establishment or dye works to be used for sleeping purposes.

PART 10—OFFENCES AND PENALTIES

Division 1—General

10.1 Offences and penalties

(1) A person who contravenes a provision of this local law commits an offence.

(2) A person who commits an offence under subclause (1) is liable—

(a) to a penalty which is not more than $2 500 and not less than—

(i) in the case of a first such offence, $250;

(ii) in the case of a second such offence, $500; and

(iii) in the case of a third or subsequent such offence, $1 250; and

(b) if the offence is a continuing offence a daily penalty which is not more than $250 and not less than $125.

This Local Law was made by the Shire of Corrigin at an Ordinary Meeting held on 17 May 2016.

The Common Seal of the Shire of Corrigin was affixed by authority of a resolution of the Council in the presence of—

Cr. LYNETTE BAKER, Shire President.

ROB PAULL, Chief Executive Officer.

Consented to—

Dr TARUN WEERAMANTHRI, Executive Director Public Health.

Dated this Ninteenth day of July 2016.

---

3. The following new by-laws are inserted after By-law 41:—

41A. A person shall not stand or permit a vehicle to stand on land that is not a road or parking facility without the consent of the owner or occupier of the land.

41B. A person shall not stand a vehicle in a street in such a manner to obstruct a right-of-way except for the purpose of and whilst engaged with reasonable expedition in loading or unloading the vehicle with goods or other materials.

4. By-law 42 is amended by adding after sub-bylaw (2) the following sub-bylaw—

(3) Where a vehicle has been parked in a street or part of a street in which the standing of vehicles is permitted for a limited time, a person shall not park the vehicle in the street again in the same day so that the total time for which it is parked exceeds the maximum time allowed unless the vehicle has been removed for a period of not less than one hour.

5. The First Schedule is amended by inserting the following—The whole of the district of the Municipality as constituted at the date of the coming into operation of these by-laws and as altered from time to time pursuant to the Act with the exception of—

(a) The approach and departure prohibition areas of all traffic control signal installations;

(b) Any road which is subject to the control of the Commissioner of Main Roads;

(c) Prohibition areas applicable to all bridges and subways.

6. The Third Schedule is amended by inserting the following under the headings hereunder—

Item	By-law	Nature of Offence	Modified Penalty
			$
1.	36(2)(a)	Standing a vehicle in a "No Standing" area	20.00
2.	36(4)	Parking a vehicle in a "No Parking" area	15.00
3.	39(1)(c)	Standing a vehicle in front of or so close to a right-of-way, passage or drive as to deny access or egress	15.00
4.	39(1)(g)	Standing a vehicle; so that any portion of it is on a footway or pedestrian crossing	15.00
5.	....	All other offences	10.00

Dated the 23rd day of June, 1982.

The Common Seal of the Shire of Collie was hereunto affixed by authority of a resolution of the Council in the presence of—

[L.S.]

J. L. MUMME,
President.

L. J. CHRISTINGER,
Shire Clerk.

Recommended—

JUNE CRAIG,
Minister for Local Government.

Approved by His Excellency the Lieutenant Governor and Administrator in Executive Council the 20th day of July, 1982.

J. E. A. PRITCHARD,
Acting Clerk of the Council.

LOCAL GOVERNMENT ACT 1960-1982.

AGRICULTURE AND RELATED RESOURCES PROTECTION ACT 1976.

The Municipality of the Shire of Corrigin.

By-laws Relating to Pest Plants.

IN pursuance of the powers conferred upon it by the abovementioned Acts and of all other powers enabling it, the Council of the abovementioned municipality hereby records having resolved on 17 March 1982, to make and submit for confirmation by the Governor the following by-laws—

1. These by-laws may be cited as the Shire of Corrigin Pest Plant By-laws, 1982.

2. In these by-laws, unless the contrary intention appears:—
"council" means council of the municipality of the Shire of Corrigin;
"district" means the district of the council;
"pest plant" means a plant described as a pest plant by By-law 4 of these by-laws.

3. These by-laws apply in respect of the district.

4. Every plant described in the Frst Schedule to these by-laws is a pest plant.

5. (1) The council may serve on the owner or occupier of private land within the district, a duly completed notice in the form of the Second Schedule to these by-laws requiring him to destroy, eradicate or otherwise control any pest plant on that land.

(2) A person served with a notice under sub-bylaw (1) of this by-law shall comply with that notice within the time and in the manner specified therein.

6. Where a person fails to comply with a notice under By-law 5 of these by-laws served upon him, the council may—

(a) without payment of any compensation in respect thereof, destroy, eradicate or control, as the case may be any pest plant the destruction, eradication or control of which was required by the notice; and

(b) recover in a court of competent jurisdiction from the person to whom the notice is directed, the amount of the expense of such destruction, eradication or control.

First Schedule.

PEST PLANTS.

Common Name	Scientific Name
Caltrop	*Tribulus Terrestris*

Second Schedule.

Agriculture and Related Resources Protection Act 1976.

Shire of Corrigin Pest Plant By-laws 1982.

PEST PLANT NOTICE.

No. .....

To .....
(Full names)

of .....
(Address)

You are hereby given notice under the above by-laws that you are required to .....
(here specify whether required to destroy, eradicate, or otherwise control)
the pest plant—

....
(Common Name) (Scientific Name)

on .....
(here specify the land)

of which you are the .....
(owner or occupier)

This notice may be complied with by .....
(here specify manner

.....
of achieving destruction, eradication or control)

Such measures shall be commenced not later than .....
(Date)

and shall be completed by .....
(Date)

Upon failure to comply with this notice within the times specified, the council may destroy, eradicate or control, as the case may be, any specified pest plant at your expense, and if necessary recover the same in a court of competent jurisdiction.

Date of service of notice .....

.....
Signature of person authorised
by the council of the municipality
of the Shire of Corrigin.

Dated this 14th day of June, 1982.

The Seal of the Municipality of the Shire of Corrigin was affixed hereto in the presence of—

[L.S.]

E. V. HILL,
President.

S. HALE,
Clerk.

Recommended—

JUNE CRAIG,
Minister for Local Government.

Confirmed by His Excellency the Lieutenant Governor and Administrator in Executive Council this 20th day of July, 1982.

J. E. A. PRITCHARD,
Acting Clerk of the Council.

Shire of Corrigin

LOCAL LAW RELATING TO TRADING IN PUBLIC PLACES

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LOCAL GOVERNMENT ACT 1995

SHIRE OF CORRIGIN

LOCAL LAW RELATING TO TRADING IN PUBLIC PLACES

In pursuance of the powers conferred upon it by the above mentioned Act and all powers enabling it, the Council of the Shire of Corrigin hereby records having resolved on the 17 February 1998 to make the following local law.

PART 1—PRELIMINARY

1. Citation
This local law may be cited as the Shire of Corrigin Local Law Relating to Trading in Public Places.

2. Commencement
This local law comes into effect fourteen (14) days after the date of its publication in the *Government Gazette.*

3. Content and Intent
This local law provides for rules and guidelines, which apply to the conduct of Hawkers, Stall Holders and Traders in Public Places within the district.

4. Interpretation
(1) In this local law, unless the context otherwise requires:

"the Act" means the Local Government Act 1995.

"authorised person" means the Chief Executive Officer, or any Environmental Health Officer, Building Surveyor or any Ranger employed by the local government, or any other person appointed by the local government as an authorised person for the purposes of this local law.

"Community Association" means an institution, 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 the members of which are not entitled or permitted to receive any pecuniary profit from the transactions thereof.

"Hawker" means a person who trades by travelling from town to town or house to house soliciting orders for or carrying to sell or hire or exposing for sale or hire any goods, wares, merchandise or services but does not include commercial travelers or other persons selling or buying or seeking orders for goods, wares and merchandise or services for or from persons who are dealers therein.

"licence" means a licence issued pursuant to this local law.

"local government district" means the local government district of the Shire of Corrigin.

"public place" includes a street, way, park, reserve, public hall or place which the public are allowed to use, whether or not it is on private property.

“stall” means a movable or temporarily fixed structure, stand or table in, on or from which goods, wares, merchandise or services are sold, hired or offered for sale or hire.

“stallholder” means a person in charge of a stall.

“trading” means selling or hiring of goods, wares, merchandise or services, or offering goods, wares, merchandise or services for sale or hire, in a street or other public place and includes displaying goods, wares or merchandise for the purpose of offering them for sale or hire, inviting offers for sale or hire, soliciting orders or carrying out any other transaction therein, and includes the activities of a Hawker and a Stallholder.

“Trader” means a person who carries out trading and includes a Hawker, Stallholder and Amusement operator.

“vehicle” includes every conveyance, not being a train, boat, aircraft, or wheelchair and every object capable of being propelled or drawn on wheels or tracks by any means.

(2) Unless otherwise defined herein the terms and expressions used in this local law shall have the same meaning given to them in the Act.

(3) Where a term is not defined in this local law, the Act or regulations, the terminology is to be taken from the Oxford Dictionary.

PART 2—APPLICATIONS AND LICENCES

5. Licences

(1) A person shall not undertake the activities of a Trader as prescribed by this local law within the district unless that person holds a current licence issued by an authorised person pursuant to this local law.

Penalty: $5,000 and if the offence is of a continuing nature to an additional penalty of $500 for each day or part of a day during which the offence has continued.

(2) A licence issued under subclause (1) shall be for a term of 12 months unless specified in the licence.

6. Applications

(1) Every application for a licence shall be in the form provided in Schedule 1 and shall be accompanied by:

(a) a plan of the proposed site location;

(b) plans and/or photographs describing any proposed stand, table, structure, vehicle or stall proposed to be used for trading; and

(c) the Application/Renewal Fee as determined by the local government pursuant to clause 17.

(2) Every application shall be forwarded to the local government six (6) weeks prior to the date(s) of proposed operation.

(3) The local government shall cause such application, once approved, to be displayed on the local government noticeboards within the Town in which the applicant proposes to trade.

7. Licence Certificate

(1) The local government shall issue to every licensee a licence certificate in the form set out in Schedule 2, for which the licensee shall pay the relevant sum determined by the local government pursuant to clause 17.

(2) No licence is valid until the fees and charges have been paid.

(3) In granting a licence, the local government shall have regard to any policy statements it has in relation to the proposed location of the activities the subject of the application

8. Transfer of Licence

(1) A licence issued under this local law may only be transferable to another person where a licensee by reason of illness, accident or other cause is unable to comply with the local law.

(2) At the written request of the licensee, the local government may issue a permit, in the form provided in Schedule 4 authorising a person nominated by the licensee, to act in the licensee's stead.

(3) Such authorisation shall only be in effect during the period that the licensee is unable to comply with the local law or until the term of the licence expires, whichever is earlier.

9. Licence Renewal

An application for a licence renewal shall be subject to the requirements of clause 7, as if it was a fresh application, and shall be accompanied by the licence certificate then in force.

10. Council May Refuse to Issue a Licence

The Council may refuse to issue a licence if:

(a) the proposed stand, table, structure or vehicle is in the opinion of Council unsuitable in any respect to the location for which the licence is sought;

(b) the gathering of customers would impede pedestrian or vehicle movements, or cause conflict with other activities;

(c) the location is not provided with sufficient off-road parking so as to prevent a traffic hazard or danger to the public.

(d) the proposed activity does not conform to the requirements of the Health Act 1911.

PART 3—CONDUCT

11. Conditions

(1) The Licensee shall:

(a) display the licence certificate in a conspicuous place on the vehicle, temporary structure or a stall used whilst trading;

(b) have the name of the trader (or his/her assistant(s) where appropriate) displayed on the vehicle, temporary structure or stall;

(c) when selling goods, wares or merchandise by weight, carry and use for that purpose, scales tested and certified in accordance with the provisions of the Weights and Measures Act 1915;

(d) not cause or make an outcry, noise or disturbance likely to be a nuisance or cause annoyance to any person in that vicinity;

(e) not deposit or store any box or basket containing goods, wares or merchandise under the vehicle of the licensee or upon a roadway or footpath so as to obstruct the movement of pedestrians or vehicles;

(f) not use or display or permit to be used or displayed any advertisement, placard, poster, streamer sign or signboard on or about the place specified in the licence other than price tags on the goods, unless they relate to the business specified in the licence;

(g) not use or permit to be used any flashing light or intermittent light apparatus or device on or from the place specified in the licence unless conducting an amusement;

(h) not conduct trade from a public place unless there is adequate off-road parking adjacent to the place of trading for the parking of customers vehicles;

(i) be responsible for the cleaning of the trading area, to the satisfaction of the local government during the time of operation and at the close of operations each day; and

(j) ensure that at all times the activity conforms to the requirements of the Health Act 1911.

(2) The person to whom the licence has been granted shall ensure that the conditions are observed at all times.

(3) If any condition is not observed that person commits an offence against this local law and the local government may, in addition to or as an alternative to, any court proceedings in respect of such an offence exercise the power of Clause 13 to cancel the licence or exercise the power of Clause 19.

12. Cancellation

(1) The local government may by written notice cancel any licence issued under this local law for any reason set out in Clause 11 or on the grounds that:

(a) the licensee is not conducting the business the subject of the licence in a respectable, safe or sober manner;

(b) the licensee has assigned the licence without permission of the local government or no longer carries on the business the subject of the licence;

(c) the licensee is not regularly carrying on the business for which the licence was granted;

(d) the licensee has breached a condition of the licence.

(2) Upon the cancellation of a licence, the holder thereof shall forthwith return the licence certificate to the local government and shall forfeit all fees and charges paid in respect of the licence.

PART 4—MISCELLANEOUS

13. Selling of Newspapers

The requirements for a valid licence to be held pursuant to this local law shall not apply to the selling or offering for sale of newspapers, unless being sold from a stall.

14. Street Entertainment

(1) The requirements for a valid licence to be held pursuant to this local law shall not apply to a person/group conducting street entertainment, however the provisions of clause 7(1)(a) & (b), 7(2) and 7(3) of this local law shall apply.

15. Exemption

(1) Notwithstanding Clause 8 the local government may grant without fee or charge, a licence to conduct a stall or carry out trading in a public place for any period specified in such licence if the stall or trading is conducted by a Community Association or if the trading is carried out in a portion of the street or public place immediately adjoining the normal place of business of the licence holder.

(2) The provisions of clause 7 do not apply to community associations or if the trading is carried out in a portion of the street or public place immediately adjoining the normal place of business of the licence holder.

16. Fees and Charges

The fees and charges in relation to this local law will be set in accordance with Part 6, Division 5, and Subdivision 2 of the Local Government Act 1995.

17. Infringement Notices

(1) An infringement notice in respect of any offence prescribed in clause 19 of this local law:

(a) may be given under section 9.13 of the Act and shall be in or to the effect of Form 1 Schedule 3;

(b) may be given under section 9.16 of the Act and shall be in or to the effect of Form 2 Schedule 3;

(2) A notice under section 9.20 of the Act withdrawing an infringement notice shall be in or to the effect of Form 3 of Schedule 3.

18. Penalty Provisions

(1) Any person failing to do any act directed to be done or any act forbidden to be done by this local law, or any notice under this local law, commits an offence.

(2) If the penalty to which a person is liable for committing an offence against this local law is not specified, the penalty is a fine of Five Hundred Dollars ($500) and if the offence is of a continuing nature, to an additional penalty of Fifty Dollars ($50) for each day or part of a day during which the offence has continued.

(3) A modified penalty may be imposed by the issue of an infringement notice for the following offences:

(a) failure to display the Licence certificate in contravention of clause 12(1)(a);

(b) failure to have the name of the trader (or his/her assistant(s) where appropriate) displayed in contravention of clause 12(1)(b);

(c) failure to use scales tested and certified in accordance with the provisions of the Weights and Measures Act 1915 in contravention of clause 12(1)(c);

(d) obstructing pedestrians or vehicles by depositing a box or basket in contravention of clause 12(1)(e);

(e) displaying advertisements and the like in contravention of clause 12(1)(f);

(f) using a flashing or intermittent light in contravention of clause 12(1)(g)

(g) failure to clean or leave clean the trading area in contravention of clause 12(1)(i);

(4) A modified penalty payable on an infringement notice issued under sub clause (3) is Fifty Dollars ($50).

19. Objection and Appeal Rights

When the local government makes a decision as to whether it will:

(a) grant a person a licence under this local law; or

(b) renew, vary or cancel a licence that a person has under this local law,

the provisions of Division 1 of Part 9 of the Act and regulations 33 and 34 of the Local Government (Functions and General) Regulations 1996 shall apply to that decision.

Schedule 1

LOCAL GOVERNMENT ACT 1995

Shire of Corrigin

Local Law Relating to Trading in Public Places

APPLICATION FOR A TRADER'S LICENCE

1. Name of applicant:

.....

2. Address of applicant:

.....

3. Application being made on behalf of:

.....

4. Is the application being made on behalf of a Community Association as defined in this local law (Please circle)? **Yes / No**

5. Name/s of assistant/s:

.....

6. Address of assistant/s:

.....

7. The type of goods, wares, merchandise or service proposed to be sold or hired

.....

.....

.....

8. Specific location of the proposed site for which the licence is being sought:

.....

.....

.....

9. Description of any proposed stall, stand, table, structure or vehicle which may be used for trading:

(To be accompanied by accurate plans and/or photographs)

.....

10. The period for which the licence is sought:

From: .....To: .....

11. Proposed days and hours of trade:

.....

.....

Signature of Applicant: .....

Date: .....

Schedule 2

LOCAL GOVERNMENT ACT 1995

Shire of Corrigin

Local Law Relating to Trading in Public Places

LICENCE FOR TRADERS

1. Name of Licensee:

.....

2. Address of Licensee:

.....

3. Date of issue of Licence:

.....

4. Date of Expiration of Licence:

.....

5. Requirements, Terms and Conditions:

(a) Location to which the Licence applies:
.....

(b) The type of goods, wares, merchandise and services permitted to be sold or hired:

.....

(c) Description of the stall, stand, table, structure or vehicle permitted to be used for trading:

.....

(d) Name and Address/es of assistants who may be engaged at any one time:

.....

.....

(e) The permitted days and hours when the trading may take place:

.....

(f) Other requirements, terms and conditions applicable to this Licence:

.....

Chief Executive Officer
Shire of Corrigin

Schedule 3

LOCAL GOVERNMENT ACT 1995

FORM 1

Shire of Corrigin

Local Law Relating to Trading in Public Places

NOTICE TO OWNERS OF VEHICLE INVOLVED IN OFFENCE

Date ...../...../.....

To:
(1).....

Of: *(2)* .....

It is alleged that on ...../...../..... at *(3)* .....

at *(4)* .....

your vehicle:

Make: .....;

Model: .....;

Registration: .....,

Was involved in the commission of the following offence:

.....

.....

contrary to clause ..... of the **Local Law Relating to Trading in Public Places**.

You are required under section 9.13 of the Local Government Act 1995 to identify the person who was the driver or person in charge of the vehicle at the time when the offence is alleged to have been committed.

If you do not prove otherwise, you will be deemed to have committed the offence unless:

(a) within 28 days after being served with this notice;

(i) you inform the Chief Executive Officer or another authorised officer of the Local Government as to the identity and address of the person who was the driver or person in charge of the vehicle at the time the offence is alleged to have been committed; and

(ii) you satisfy the Chief Executive Officer that the vehicle had been stolen, or was being unlawfully used, at the time the offence is alleged to have been committed;

or

(b) you were given an infringement notice for the alleged offence and the modified penalty specified in it is paid within 28 days after the notice was given or such further time as it allowed.

(*5*)
.....

(*6*)
.....

Insert:

(*1*) Name of owner or “the owner”

(*2*) Address of owner (not required if owner not named)

(*3*) Time of alleged offence

(*4*) Location of alleged offence

(*5*) Signature of authorised person

(*6*) Name and title of authorised person giving notice

Schedule 3

LOCAL GOVERNMENT ACT 1995

FORM 2

Shire of Corrigin

Local Law Relating to Trading in Public Places

INFRINGEMENT NOTICE

Serial No. .....

Date ...../...../.....

To: *(1)* .....

Of: *(2)* .....

It is alleged that on ...../...../..... at *(3)* .....

at *(4)* .....

In respect of vehicle:

Make: .....;

Model: .....;

Registration: .....,

you committed the following offence:

.....

.....

contrary to clause ..... of the **Local Law Relating to Trading in Public Places**.

The modified penalty of the offence is $ .....

If you do not wish to have a complaint of the alleged offence heard and determined by a court, the

amount of the modified penalty may be paid on an authorised person at *(5)* .....

within a period of 28 days after the giving of this notice.

Unless within 28 days after being served with this notice;

(a) you pay the modified penalty; or

(b) you:

(i) inform the Chief Executive Officer or other authorised person of the Local Government as to the identity and address of the person who was the driver or person in charge of the above vehicle at the time the offence is alleged to have been committed; or

(ii) satisfy the Chief Executive Officer that the above vehicle had been stolen or was being unlawfully used at the time the offence is alleged to have been committed, you will in the absence of proof to the contrary, be deemed to have committed the above offence and court proceedings may be instituted against you.

If you take no action this infringement notice may be registered with the Fines Enforcement Registry after which your driver's licence or any vehicle licence held by you may be suspended. If the matter is registered with the Registry additional costs will also be payable.

If the above address is not your current address, or if you change your address, it is important that you advise us immediately. Failure to do so may result in your driver's licence or any vehicle licence you hold being suspended without your knowledge.

(*6*) .....

(*7*) .....

Insert:

(*1*) Name of alleged offender or "owner"

(*2*) Address of alleged offender

(*3*) Time of alleged offence

(*4*) Location of alleged offence

(*5*) Place where modified penalty may be paid

(*6*) Signature of authorised person

(*7*) Name and title of authorised person giving notice

Schedule 3

LOCAL GOVERNMENT ACT 1995

FORM 3

Shire of Corrigin

Local Law Relating to Trading in Public Places

WITHDRAWAL OF INFRINGEMENT NOTICE

Serial No. .....

Date ...../...../.....

To: *(1)* .....

Of: *(2)* .....

Infringement Notice No ..... dated ...../...../.....

In respect of vehicle:

Make: .....;

Model: .....;

Registration: .....,

For the alleged offence of

….....

.....

has been withdrawn.

The modified penalty of the offence is $ .....

v has been paid and a refund is enclosed.
v has not been paid and should not be paid.
v *Delete as appropriate.*

(*3*).....

(*4*).....

Insert:

(*1*) Name of alleged offender to whom infringement notice was given or “the owner”

(*2*) Address of alleged offender.

(*3*) Signature of authorised person

(*4*) Name and title of authorised person giving notice

Schedule 4

LOCAL GOVERNMENT ACT 1995

Shire of Corrigin

Local Law Relating to Trading in Public Places

TRANSFER OF A LICENCE

The Council of the Shire of Corrigin transfers the licence to trade situated at:

.....
(Location)

from the present holder ..... *(Present Licensees Names)*

to ..... *(New Licensees Name)*

of ..... *(New Licensees Address)*

for the period from the date of this transfer until the .....

In accepting this Transfer of Licence, the transferee agrees:

(a) to indemnify and hold indemnified the Local Government claims for compensation however arising from the operation of the Trade: and

(b) not to seek from the Local Government or any person acting on their behalf, compensation by way of damages or loss of income arising from any public work within the street.

.....

Chief Executive Officer Date
Shire of Corrigin

Dated this 16th August 2000.

The Common Seal of the Shire of Corrigin was hereunto affixed in the presence of:

DAVID ABE, President.

BRUCE MEAD, Chief Executive Officer.

SHIRE OF CORRIGIN

DOGS LOCAL LAW 2021

DOG ACT 1976

LOCAL GOVERNMENT ACT 1995

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LOCAL GOVERNMENT ACT 1995

SHIRE OF CORRIGIN

DOGS LOCAL LAW

Under the powers conferred by the *Dog Act 1976,* the *Local Government Act 1995* and under all other powers enabling it, the Council of the *Shire of Corrigin* resolved on 18 May 2021 to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Corrigin Dogs Local Law* 2021.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Interpretation

In this local law unless the context otherwise requires -

Act means the *Dog Act 1976*;

authorised person means a person appointed by the local government to perform all or any of the functions conferred on an authorised person under this local law;

CEO means the Chief Executive Officer of the local government;

dangerous dog means a dog which is the subject of a declaration under section 33E of the Act declaring it to be a dangerous dog;

district means the district of the local government;

local government means the *Shire of Corrigin*;

pound keeper means a person authorised by the local government to perform all or any of the functions conferred on a "pound keeper" under this local law;

Regulations means the *Dog Regulations 2013*;

Schedule means a schedule in this local law;

thoroughfare has the meaning given to it in section 1.4 of the *Local Government Act 1995*; and

town planning scheme means a town planning scheme made by the local government under the *Planning and Development Act 2005* which applies throughout the whole or a part of the district.

PART 2 - IMPOUNDING OF DOGS

2.1 Charges and costs

The following are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995* -

(a) the charges to be levied under section 29(4) of the Act relating to the seizure and impounding of a dog;
(b) the additional fee payable under section 29(4) of the Act where a dog is released at a time or on a day other than those determined under clause 2.2; and
(c) the costs of the destruction and the disposal of a dog referred to in section 29(15) of the Act.

2.2 Attendance of pound keeper at pound

The pound keeper is to be in attendance at the pound for the release of dogs at the times and on the days of the week as are determined by the CEO.

2.3 Release of impounded dog

(1) A claim for the release of a dog seized and impounded is to be made to the pound keeper or in the absence of the pound keeper, to the CEO.

(2) The pound keeper is not to release a dog seized and impounded to any person unless that person has produced, to the satisfaction of the pound keeper, satisfactory evidence -

(a) of her or his ownership of the dog or of her or his authority to take delivery of it; or
(b) that he or she is the person identified as the owner on a microchip implanted in the dog.

PART 3 - REQUIREMENTS AND LIMITATIONS ON THE KEEPING OF DOGS

3.1 Dogs to be confined

(1) An occupier of premises on which a dog is kept must -

(a) cause a portion of the premises on which the dog is kept to be fenced in a manner capable of confining the dog;
(b) ensure the fence used to confine the dog and every gate or door in the fence is of a type, height and construction which having regard to the breed, age, size and physical condition of the dog is capable of preventing the dog at all times from passing over, under or through it;
(c) ensure that every gate or door in the fence is kept closed at all times when the dog is on the premises (unless the gate is temporarily opened in a manner that ensures

that the dog remains confined) and is fitted with a proper latch or other means of fastening it;

(d) maintain the fence and all gates and doors in the fence in good order and condition; and

(e) where no part of the premises consists of open space, yard or garden or there is no open space or garden or yard of which the occupier has exclusive use or occupation, ensure that other means exist on the premises (other than the tethering of the dog) for effectively confining the dog within the premises.

(2) Where an occupier fails to comply with subclause (1), he or she commits an offence.

(3) Notwithstanding subclause (1) and (2), the confinement of dangerous dogs is dealt with in the Act and Regulations.

3.2 Limitation on the number of dogs

(1) This clause does not apply to premises which have been -

(a) licensed under Part 4 as an approved kennel establishment; or

(b) granted an exemption under section 26(3) of the Act.

(2) The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act -

(a) 2 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within a townsite; or

(b) 4 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated outside a townsite.

PART 4 - APPROVED KENNEL ESTABLISHMENTS

4.1 Interpretation

In this Part and in Schedule 2 -

licence means a licence to keep an approved kennel establishment on premises;

licensee means the holder of a licence;

premises, in addition to the meaning given to it in section 3 of the Act, means the premises described in the application for a licence; and

transferee means a person who applies for the transfer of a licence to her or him under clause 4.14.

4.2 Application for licence for approved kennel establishment

An application for a licence must be made in the form of that in Schedule 1, and must be lodged with the local government together with -

(a) plans and specifications of the kennel establishment, including a site plan;
(b) copies of the notices to be given under clause 4.3;
(c) written evidence that either the applicant or another person who will have the charge of the dogs, will reside on the premises or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare;
(d) a written acknowledgement that the applicant has read and agrees to comply with any code of practice relating to the keeping of dogs nominated by the local government; and
(e) the fee for the application for a licence referred to in clause 4.10(1).

4.3 Notice of proposed use

(1) An applicant for a licence must give notice of the proposed use of the premises as an approved kennel establishment after the application for a licence has been lodged –
(a) once in a newspaper circulating in the district; and
(b) to the owners and occupiers of any premises adjoining the premises.

(2) The notices in subclause (1) must specify that -
(a) any written submissions as to the proposed use are to be lodged with the CEO within 14 days of the date the notice is given; and
(b) the application and plans and specifications may be inspected at the offices of the local government.

(3) Where –

(a) the notices given under subclause (1) do not clearly identify the premises; or
(b) a notice given under subclause (1)(a) is of a size or in a location in the newspaper which, in the opinion of the local government, would fail to serve the purpose of notifying persons of the proposed use of the premises,

then the local government may refuse to determine the application for a licence until the notices or notice, as the case may be, is given in accordance with its directions.

4.4 Exemption from notice requirements

Where an application for a licence is made in respect of premises on which an approved kennel establishment is either a -

(a) permitted use; or
(b) use which the local government may approve subject to compliance with specified notice requirements,

under a town planning scheme, then the requirements of clauses 4.2(b), 4.3 and 4.5(a) do not apply in respect of the application for a licence.

4.5 When application can be determined

An application for a licence is not to be determined by the local government until -

(a) the applicant has complied with clause 4.2;
(b) the applicant submits proof that the notices referred to in clause 4.3(1) have been given in accordance with that clause; and
(c) the local government has considered any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises.

4.6 Determination of application

In determining an application for a licence, the local government is to have regard to –

(a) the matters referred to in clause 4.7;
(b) any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises;
(c) any economic or social benefits which may be derived by any person in the district if the application for a licence is approved;
(d) the effect which the kennel establishment may have on the environment or amenity of the neighbourhood;
(e) whether the approved kennel establishment will create a nuisance for the owners and occupiers of adjoining premises; and
(f) whether or not the imposition of and compliance with appropriate conditions of a licence will mitigate any adverse effects of the approved kennel establishment identified in the preceding paragraphs.

4.7 Where application cannot be approved

The local government cannot approve an application for a licence where -

(a) an approved kennel establishment cannot be permitted by the local government on the premises under a town planning scheme; or
(b) an applicant for a licence or another person who will have the charge of the dogs will not reside on the premises, or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare.

4.8 Conditions of approval

(1) The local government may approve an application for a licence subject to the conditions contained in Schedule 2 and to such other conditions as the local government considers appropriate.

(2) In respect of a particular application for a licence, the local government may vary any of the conditions contained in Schedule 2.

4.9 Compliance with conditions of approval

A licensee who does not comply with the conditions of a licence commits an offence.

Penalty: $5,000 and a daily penalty of $100.

4.10 Fees

(1) On lodging an application for a licence, the applicant is to pay a fee to the local government.

(2) On the issue or renewal of a licence, the licensee is to pay a fee to the local government.

(3) On lodging an application for the transfer of a valid licence, the transferee is to pay a fee to the local government.

(4) The fees referred to in subclauses (1) to (3) are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995*.

4.11 Form of licence

The licence is to be in the form determined by the local government and is to be issued to the licensee.

4.12 Period of licence

(1) The period of effect of a licence is set out in section 27(5) of the Act.

(2) A licence is to be renewed if the fee referred to in clause 4.10(2) is paid to the local government prior to the expiry of the licence.

(3) On the renewal of a licence the conditions of the licence at the time of its renewal continue to have effect.

4.13 Variation or cancellation of licence

(1) The local government may vary the conditions of a licence.

(2) The local government may cancel a licence –
(a) on the request of the licensee;
(b) following a breach of the Act, the Regulations or this local law; or
(c) if the licensee is not a fit and proper person.

(3) The date a licence is cancelled is to be, in the case of –
(a) paragraph (a) of subclause (2), the date requested by the licensee; or
(b) paragraphs (b) and (c) of subclause (2), the date determined under section 27(6) of the Act.

(4) If a licence is cancelled the fee paid for that licence is not refundable for the term of the licence that has not yet expired.

4.14 Transfer

(1) An application for the transfer of a valid licence from the licensee to another person must be –
   (a) made in the form determined by the local government;
   (b) made by the transferee;
   (c) made with the written consent of the licensee; and
   (d) lodged with the local government together with –
      (i) written evidence that a person will reside at or within reasonably close proximity to the premises the subject of the licence; and
      (ii) the fee for the application for the transfer of a licence referred to in clause 4.10(3).

(2) The local government is not to determine an application for the transfer of a valid licence until the transferee has complied with subclause (1).

(3) The local government may approve, whether or not subject to such conditions as it considers appropriate, or refuse to approve an application for the transfer of a valid licence.

(4) Where the local government approves an application for the transfer of a valid licence, then on the date of approval, unless otherwise specified in the notice issued under clause 4.15(b), the transferee becomes the licensee of the licence for the purposes of this local law.

4.15 Notification

The local government is to give written notice to -

   (a) an applicant for a licence of the local government's decision on her or his application;
   (b) a transferee of the local government's decision on her or his application for the transfer of a valid licence;
   (c) a licensee of any variation made under clause 4.13(1);
   (d) a licensee when her or his licence is due for renewal and the manner in which it may be renewed;
   (e) a licensee when her or his licence is renewed;
   (f) a licensee of the cancellation of a licence under clause 4.13(2)(a); and
   (g) a licensee of the cancellation of a licence under paragraphs (b) or (c) of clause 4.13(2), which notice is to be given in accordance with section 27(6) of the Act.

4.16 Inspection of kennel

With the consent of the occupier, an authorised person may inspect an approved kennel establishment at any time.

PART 5 - MISCELLANEOUS

5.1 Offence to excrete

(1) A dog must not excrete on –
(a) any thoroughfare or other public place; or
(b) any land which is not a public place without the consent of the occupier.

(2) Subject to subclause (3), if a dog excretes contrary to subclause (1), every person liable for the control of the dog at that time commits an offence.

Penalty: $1000

(3) The person liable for the control of the dog does not commit an offence against subclause (2) if any excreta is removed immediately by that person.

PART 6 - ENFORCEMENT

6.1 Interpretation

In this Part -

infringement notice means the notice referred to in clause 6.3; and

notice of withdrawal means the notice referred to in clause 6.6(1).

6.2 Modified penalties

(1) The offences contained in Schedule 3 are offences in relation to which a modified penalty may be imposed.

(2) The amount appearing in the third column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if -
(a) the dog is not a dangerous dog; or
(b) the dog is a dangerous dog, but an amount does not appear in the fourth column directly opposite that offence.

(3) The amount appearing in the fourth column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if the dog is a dangerous dog.

6.3 Issue of infringement notice

Where an authorised person has reason to believe that a person has committed an offence in respect of which a modified penalty may be imposed, he or she may issue to that person a notice in the form of Form 8 of the First Schedule of the Regulations.

6.4 Failure to pay modified penalty

Where a person who has received an infringement notice fails to pay the modified penalty within the time specified in the notice, or within such further time as may in any particular case be allowed by the CEO, he or she is deemed to have declined to have the offence dealt with by way of a modified penalty.

6.5 Payment of modified penalty

A person who has received an infringement notice may, within the time specified in that notice or within such further time as may in any particular case be allowed by the CEO, send or deliver to the local government the amount of the penalty, with or without a reply as to the circumstances giving rise to the offence, and the local government may appropriate that amount in satisfaction of the penalty and issue an acknowledgment.

6.6 Withdrawal of infringement notice

(1) Whether or not the modified penalty has been paid, an authorised person may withdraw an infringement notice by sending a notice in the form of Form 9 of the First Schedule of the Regulations.

(2) A person authorised to issue an infringement notice under clause 6.3 cannot sign or send a notice of withdrawal.

6.7 Service

An infringement notice or a notice of withdrawal may be served on a person personally, or by leaving it at or posting it to her or his address as ascertained from her or him, or as recorded by the local government under the Act, or as ascertained from inquiries made by the local government.

SCHEDULE 1 - APPLICATION FOR A LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT

(clause 4.2)

I/we (full name) .....

of (postal address) .....

(telephone number) .....

(facsimile number) .....

(E-mail address) .....

Apply for a licence for an approved kennel establishment at (address of premises) .....

.....

For (number and breed of dogs) .....

* (insert name of person) ..... will be residing at the premises on and from (insert date) .....

* (insert name of person) ..... will be residing (sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare) at .... (insert address of residence) on and from ..... (insert date).

Attached are -

(a) a site plan of the premises showing the location of the kennels and yards and all other buildings and structures and fences;
(b) plans and specifications of the kennel establishment;
(c) copy of notice of proposed use to appear in newspaper;
(d) copy of notice of proposed use to be given to adjoining premises;
(e) written evidence that a person will reside -
    (i) at the premises; or
    (ii) sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare; and
(f) if the person in item (e) is not the applicant, written evidence that the person is a person in charge of the dogs.

I confirm that I have read and agree to comply with the Code of Practice known as ....., in the keeping of dogs at the proposed kennel establishment.

Signature of applicant .....

Date .....

* delete where inapplicable.

Note: a licence if issued will have effect for a period of 12 months – section 27.5 of the Dog Act.

OFFICE USE ONLY

Application fee paid on *[insert date]*.

SCHEDULE 2 - CONDITIONS OF A LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT

(clause 4.8(1))

An application for a licence for an approved kennel establishment may be approved subject to the following conditions -

(a) each kennel, unless it is fully enclosed, must have a yard attached to it;

(b) each kennel and each yard must be at a distance of not less than -

  (i) 25m from the front boundary of the premises and 5m from any other boundary of the premises;

  (ii) 10m from any dwelling; and

  (iii) 25m from any church, school room, hall, factory, dairy or premises where food is manufactured, prepared, packed or stored for human consumption;

(c) each yard for a kennel must be kept securely fenced with a fence constructed of link mesh or netting or other materials approved by the local government;

(d) the minimum floor area for each kennel must be calculated at 2.5 times the length of the breed of dog (when it is fully grown), squared, times the number of dogs to be housed in the kennel and the length of the dog is to be determined by measuring from the base of the tail to the front of its shoulder;

(e) the floor area of the yard attached to any kennel or group of kennels must be at least twice the floor area of the kennel or group of kennels to which it is attached;

(f) the upper surface of the kennel floor must be –

  (i) at least 100mm above the surface of the surrounding ground;
  (ii) smooth so as to facilitate cleaning;
  (iii) rigid;
  (iv) durable;
  (v) slip resistant;
  (vi) resistant to corrosion;
  (vii) non-toxic;
  (viii) impervious;
  (ix) free from cracks, crevices and other defects; and
  (x) finished to a surface having a fall of not less than 1 in 100 to a spoon drain which in turn must lead to a suitably sized diameter sewerage pipe which must be properly laid, ventilated and trapped in accordance with the health requirements of the local government;

(g) all kennel floor washings must pass through the drain in item (f)(x) and must be piped to approved apparatus for the treatment of sewage in accordance with the health requirements of the local government;

(h) the kennel floor must have a durable upstand rising 75mm above the floor level from the junction of the floor and external and internal walls, or internal walls must be so constructed as to have a minimum clearance of 50mm from the underside of the bottom plate to the floor;

(i) where a yard is to be floored, the floor must be constructed in the same manner as the floor of any kennel;

(j) from the floor, the lowest internal height of a kennel must be, whichever is the lesser of -

(i) 2m; or
(ii) 4 times the height of the breed of dog in the kennel, when it is fully grown, measured from the floor to the uppermost tip of its shoulders while in a stationary upright position;

(k) the walls of each kennel must be constructed of concrete, brick, stone or framing sheeted internally and externally with good quality new zincalume or new pre-finished colour coated steel sheeting or new fibrous cement sheeting or other durable material approved by the local government;

(l) all external surfaces of each kennel must be kept in good condition;

(m) the roof of each kennel must be constructed of impervious material;

(n) all kennels and yards and drinking vessels must be maintained in a clean condition and must be cleaned and disinfected when so ordered by an authorised person;

(o) all refuse, faeces and food waste must be disposed of daily into the approved apparatus for the treatment of sewage;

(p) noise, odours, fleas, flies and other vectors of disease must be effectively controlled;

(q) suitable water must be available at the kennel via a properly supported standpipe and tap; and

(r) the licensee or the person nominated in the application for a licence, must, in accordance with the application for the licence, continue to reside -

(i) at the premises; or
(ii) in the opinion of the local government, sufficiently close to the premises so as to control the dogs, and to ensure their health and welfare.

SCHEDULE 3 - OFFENCES IN RESPECT OF WHICH MODIFIED PENALTY APPLIES

(clause 6.2)

Offence	Nature of offence	Modified penalty $	Dangerous Dog Modified Penalty $
3.1	Failing to provide means for effectively confining a dog	50	200
4.9	Failing to comply with the conditions of a licence	200	
5.1(2)	Dog excreting in prohibited place	100	

Dated 1 June 2021

The Common Seal of the }
Shire of Corrigin }
was affixed by authority of a }
resolution of the Council in the }
presence of: }

SHIRE OF CORRIGIN COMMON SEAL VIAS·TUTAS·CUPIMUS W A 5/2021

PRESIDENT

CHIEF EXECUTIVE OFFICER

Local Government Act 1995

Shire of Corrigin

LOCAL LAWS RELATING TO STANDING ORDERS

In pursuance of the powers conferred upon it by the abovementioned Act and of all other powers enabling it, the Council of the Shire of Corrigin hereby records having resolved on the 16th day of August, 2000, to make the following local laws.

1. INTERPRETATIONS AND STANDING ORDERS

1.1 Proceedings Conducted According to Standing Orders

The proceedings and business of the council shall be conducted in accordance with the Act, the regulations and any other Law, and where not specifically prescribed, according to this local law, the clauses of which shall be referred to as "the Standing Orders".

1.2 All Meetings Governed by Standing Orders

The proceedings of all council meetings, committee meetings and other meetings of the council shall be governed by these Standing Orders unless otherwise provided in the Act, regulations, or any other law.

1.3 Interpretations

The interpretations should be used in these Standing Orders, unless the context otherwise requires–

"Act" means the "Local Government Act, 1995 and amendments and successors";

"Clause" means a clause of these standing orders;

"Committee" means any Committee appointed in accordance with the provisions of the Act;

"Council" means the council of the Shire of Corrigin;

"President" includes the Deputy President, in the absence of the President, and any councillor chosen to preside in place of the President or Deputy President at any meeting of the council in the manner prescribed in the Act.

"Presiding Member" includes the Deputy Presiding Member, in the absence of the Presiding Member, and any member chosen to preside at any meeting in the manner prescribed in the Act.

"Meeting" includes any Ordinary or Special Meeting of the Council or any other meeting held in accordance with the Act and properly convened as the Act requires;

"Councillor" means the President, or a councillor of the council.

"Officer" is an employed member of the staff of the council;

"Chief Executive Officer" means the Chief non-elected officer of the Shire or other officer who, for the time being, is acting in that capacity;

"Absolute Majority" is more than 50% of the current number of elected Council positions whether they are vacant or not regardless of the number actually present;

"Simple Majority" is more than 50% of the councillors present and voting.

"Special Majority" means that –

(a) if there are more than 11 offices of councillor, the power can only be exercised by, or in accordance with, a decision of 75% majority of the Council; or

(b) if there are not more than 11 offices of councillor, the power can only be exercised by, or in accord with, a decision of an absolute majority of the Council.

"75% majority" means a majority comprising enough of the councillors for the time being of the Council for their number to be at least 75% of the number of offices (whether vacant or not) of councillor;

"Substantive motion" means any motion other than an amendment or a procedural motion.

2. MEETINGS-NOTICE AND BUSINESS

2.1 Notice of Meetings – Councillors to Receive Notice

Before any ordinary or special meeting of the Council, a notice signed by the Chief Executive Officer, stating the place, date and hour of holding the meeting and specifying the business to be transacted with an agenda and supporting committee reports, shall be transmitted by facsimile or sent by any other electronic means (so long as it is capable of being printed out in its entirety), by post, or otherwise left or delivered to each councillor, at least 5 days before the meeting, at the usual or last known place of abode or business, or to another address any councillor may request by notice in writing to the Chief Executive Officer.

2.2 Emergency Meetings

A meeting of Council for the purpose of dealing with an emergency situation may be called by the President or Chief Executive Officer, or in their absence, any three councillors. The Chief Executive Officer, or a person authorized by him or her, shall either personally or by telephone, facsimile or other electronic means or otherwise leave or deliver to each councillor, details of the nature of the emergency and the date, time, place and purpose of the emergency meeting. Decisions made at this meeting must be by absolute majority unless the Act specifies otherwise.

2.3 Business to be Specified on Notice Paper

No business shall be transacted at any meeting other than that specified in the notice without the approval of the President or if there is dissent by any councillor to the President's ruling, with the approval of the majority of councillors present determined by vote, except;

(1) matters which the Act permits to be dealt with without notice;
(2) matters which this local law (clause 5.5) permits to be dealt with without notice.

2.4 Specified Papers

Any councillor may, in writing addressed to the Chief Executive Officer and delivered to the office of the Chief Executive Officer at least 48 hours before any meeting of the Council, or of any committee of the Council, request that any specified papers be laid upon the table at any meeting to be named and the papers shall be laid upon the table accordingly.

2.5 Papers Relating to Matter Under Discussion

At any meeting of the Council, or of any committee of the Council, the President or any councillor may require the production of any specified papers, documents, books or records, books of accounts, plans, or any other record or matter whatsoever relating to any question then under discussion providing that wherever possible, the notice prescribed in clause 2.4 shall be given. In the event of notice not having been given, the proceedings of the council shall not be unreasonably delayed while documents are obtained.

2.6 Public Notice of Meetings

The Chief Executive Officer shall give local public notice of Council and committee meetings, as required by Regulation 12 of the Local Government (Administration) Regulations 1996.

2.7 Public Inspection of Certain Documents

The Chief Executive Officer is to ensure that the notice papers and agenda relating to any council or committee meeting and reports and other documents which –

(a) are to be tabled at the meeting; or
(b) have been produced by the local government or committee for presentation at the meeting and which have been made available to councillors or committee,

are available for inspection by members of the public at the same time as they were made available to the Council or committee members.
Members of the public are not entitled to inspect the information referred to above, if in the Chief Executive Officer's opinion the meeting, or that part of the meeting to which the information refers, is likely to be closed to the public.

3. MEETINGS - QUORUM

3.1 Quorum at Meetings

Except in cases where the Minister for Local Government may have reduced the number necessary to form a quorum for a council meeting or the council may have reduced the number necessary to form a quorum for a committee meeting, the number of members necessary to form a quorum for any meeting shall be –

(a) where the total number of offices of member (whether vacant or not) is an even number, one half of that total;
(b) where the total number of offices of member (whether vacant or not) is an odd number, the integer nearest to, but greater than, one half of that total.

3.2 Count-out/Adjournment

3.2.1 If a quorum has not been established within the 30 minutes after a Council or committee meeting is due to begin then the meeting shall be adjourned, and

(a) in the case of Council, by the President or if the President is not present at the meeting, by the Deputy President;
(b) in the case of a committee, by the presiding councillor of the committee of if the presiding councillor is not present at the meeting, by the deputy presiding councillor;
(c) if no person referred to in paragraph (a) or (b), as the case requires, is present at the meeting, by a majority of councillors present;
(d) if only one councillor is present, by that councillor; or
(e) if no councillor is present or if no councillor other that the Chief Executive Officer is present, by the Chief Executive Officer or a person authorized by the Chief Executive Officer.

3.2.2 At any time during any meeting of the council any councillor or the Chief Executive Officer may call the attention of the President to the fact that a quorum is not present. The President shall immediately suspend the proceedings of the meeting for a period of up to thirty minutes. If a quorum is not present at the end of this period, the meeting shall be deemed to have been counted out, and the President shall adjourn it to a later hour of the same day or to any other time, not more that seven days from the date of adjournment.
3.2.3 Absence of Quorum – Record in Minutes
At all meetings of the council when the council is counted out, and an absence of a quorum noted, the circumstances, together with the names of the councillors present, shall be recorded in the Minute Book.

4. MEETINGS - MINUTES

4.1 Recording of Minutes

4.1.1 The person presiding at a meeting of the Council or a committee is to cause minutes to be kept of the meetings proceedings.
4.1.2 Binding or otherwise permanently affixing the minutes to form the leaves of a book shall be a sufficient recording of the minutes.

4.2 Confirmation of Minutes

4.2.1 Reading of the minutes of a previous meeting at a meeting of the Council or a committee may be dispensed with provided that a copy of those minutes has been supplied to each councillor at least 72 hours prior to the date of the meeting at which they are presented for confirmation.
4.2.2 The minutes of any preceding meeting or meetings of the Council or a committee, not previously confirmed, shall be submitted for confirmation to the next ordinary meeting of the Council or the committee as the case requires and no discussion of them shall be permitted except as to their accuracy as a record of the proceedings. The last page of the minutes must be signed and dated by the person presiding at the meeting certifying that the minutes have been confirmed.
4.2.3 Copies of unconfirmed minutes of each Council and committee meeting shall be made available for inspection at the Shire office, Shire library and such other publicly accessible places as determined by the Chief Executive Officer, for inspection by members of the public-

(a) in the case of a Council meeting, within 10 business days after the meeting; and
(b) in the case of a committee meeting, within 5 business days after the meeting.

5. MEETINGS – ORDER OF BUSINESS

5.1 Ordinary Meeting – Order of Business

The order of business at meetings of the Council, unless altered by Council resolution to that effect, shall be as nearly as practicable as follows –

(a) apologies and leave of absence
(b) reception of questions and limited to a total of fifteen minutes of duration, except by consent of the person presiding. Each speaker will be limited to three minutes duration to speak, except by consent of the person presiding
(c) petitions, memorials and deputations;
(d) declarations of councillors and officers interest;
(e) confirmation of minutes of previous Council meeting(s);
(f) receipt of minutes or reports and consideration of adoption of recommendations from committee meetings held since the previous Council meeting;
(g) motions of which notice has been given;
(h) notice of motions for the following meeting;
(i) a report by the Chief Executive Officer relative to business arising out of minutes of any previous meeting, work or business carried out in the period between meetings or requests for instructions as to future business;
(j) Presidents report;
(k) Councillor reports and information items;
(l) Urgent business;
(m) Councillors questions of which notice has been given;
(n) Late items in accordance with 5.5;
(o) Closure

5.2 Order of Business at Special Meeting

The order of business at any special meeting shall be the order in which that business stands in the notice of the meeting unless the Council, by resolution, alters the order of business to that effect.

5.3 Unacceptable Business

If the Presiding Member is of the opinion that any motion or business proposed to be made or transacted at a meeting is disrespectful, he or she may, either before or after the matter is brought forward at any meeting, declare that the motion or business shall not be entertained. Any Councillor may move dissent from such a declaration made from the Chair and in the event of the dissent being

carried by a majority of the councillors present, the business referred to shall then be considered immediately, but if the motion is lost, the ruling of the President shall stand.

5.4 Business at Adjourned Meeting

At an adjourned meeting of the Council, no business shall be transacted other than such as shall have been specified on the notice of the meeting of which it is an adjournment and which remains undisposed of, save and except in the case of an adjournment to the next ordinary meeting of the Council, when the business undisposed of at the adjourned meeting shall have the precedence at such ordinary meeting of the Council.

5.5 Urgent Business

5.5.1 A Councillor may move a motion involving urgent business that is not included in the notice paper for that meeting provided that the Presiding Member has agreed to the business being raised and the Presiding Member considers that either;

(a) the urgency of the business is such that the business cannot wait inclusion in the notice paper for the next meeting of the Council or committee; or
(b) the delay in referring the business to the next meeting of the Council or committee could have adverse legal or financial implications for the council;

5.5.2 Any councillor may move without notice a procedural motion of dissent in respect of the Presiding Member's ruling that the business is not worthy of inclusion as urgent business. If the motion of dissent is agreed to at the meeting by the majority of councillors present, the business must then be included as a matter of urgent business.

5.6 Meeting of Electors

The Standing Orders apply, so far as is practicable, to any meeting of electors but where there is any inconsistency between the Standing Orders and the provisions of the Act, the Act shall prevail.

6. MEETINGS – PUBLIC CONDUCT

6.1 Admission and Removal of the Public

6.1.1 The public is admitted to Council meetings on the basis that no expression of dissent or approval, conversation or interruption to the proceedings of the council shall take place. In the event of any such interruption, the President may use discretion and without a vote of the council, require those interrupting to withdraw. The person or persons concerned shall immediately withdraw from the meeting. This direction by the President may not be challenged by moving dissent with the ruling and the President's ruling is final.

6.1.2 Any person, not being a member of the council, who interrupts the orderly conduct of the business of the council who does not withdraw immediately upon being called by the President to withdraw from the meeting place, may, by order of the President, be removed from the meeting place.

7. ROLE OF PRESIDENT

7.1 Directions by the President

7.1.1 At any meeting of the council the President shall have the right to direct attention to any matter of interest or relevance to the business of the Council or propose a change to the order of business.

7.1.2 Any member may move that a change in order of business proposed by the President not be accepted and if carried by a majority of councillors present, the proposed change in order will not take place.

7.2 The President to Take Part in Debates

Subject to the provisions of the Act and the standing orders, the President may take part in a discussion upon any question before the council, provided that like other councillors in accordance with these standing orders, the President may only speak once and provided that this is done before the right of reply is exercised.

7.3 Precedence of President

When the President speaks during the progress of a debate, any councillor then speaking, or offering to speak, shall immediately cease speaking and every councillor present shall preserve strict silence so that the President may be heard without interruption. This clause should not be used by the President to exercise the right provided in clause 7.2, but should be used to preserve order.

7.4 Dissent With the President's Ruling

Except where expressly denied in the Standing Orders or the Act, a councillor may move a procedural motion to disagree with a ruling given by the President. The President must immediately call for a seconder and put the motion without debate.

8. DISCLOSURE OF FINANCIAL INTERESTS

8.1 Separation of Committee Recommendations

Where a member of the Council has disclosed an interest in a matter, at a Committee meeting, and the matter is contained in the recommendations of the Committee to an ordinary meeting of Council or to another Committee meeting that will be attending by the member, the recommendation concerned is to be separated on the Agenda of the ordinary meeting or other committee meeting, from other recommendations of the Committee, to enable the member concerned to declare the interest and leave the room prior to consideration of that matter only.

8.2 Member with an Interest may ask to be Present

8.2.1 Where a member has disclosed the nature of his or her interest in a matter, immediately before the matter is considered by the meeting, he or she may, without disclosing the extent of the interest, request that he or she be allowed to be present during any discussion or decision making procedure related to the matter.

8.2.2 If such a request is made, the member is to leave the room while the request is considered. If the request is allowed by the members, the member may return to the meeting and be present during the discussion or decision making procedure related to that matter, but is not permitted to participate in any way.

8.3 Member with an Interest may ask Permission to Participate

8.3.1 A member who discloses both the nature and extent of an interest, may request permission to take part in the consideration or discussion of the matter, or to vote on the matter.

8.3.2 If such a request is made, the member is to leave the room while the request in considered. If it is decided at a meeting that a member who has disclosed both the nature and extent of an interest in a matter, be permitted to participate discussion of the matter or to vote on the matter, or both, then the member may return to participate to the extent permitted.

8.4 Invitation to Return to Provide Information

Where a member has disclosed an interest in a matter and has left the room in accordance with the Act, the meeting may resolve to invite the member to return to provide information in respect of the matter or in respect of the member's interest in the matter and in such case the member is to withdraw after providing the information.

8.5 Disclosures by Employees

8.5.1 If an employee within the meaning of section 5.70 of the Act, presents a written report to a meeting on a matter in which the employee has an interest, the nature of the interest is to be disclosed at the commencement of the report.
8.5.2 If such an employee makes a verbal report to a meeting on a matter in which the employee has an interest, the employee is to preface his or her advice to the meeting by verbally disclosing the nature of the interest.

9. PETITIONS, MEMORIALS, DEPUTATIONS AND COMMUNITY FORUM

9.1 Petitions and Memorials

9.1.1 Any petition or memorial to be submitted to the Council shall be in writing.
9.1.2 Presentation of Petitions and Memorials
A Councillor presenting a petition or memorial shall be limited to a statement of the parties from whom it comes, of the number of the signatures attached to it, the material issues contained in it.
9.1.3 Responsibility of Councillor Presenting Petitions and Memorials
A councillor presenting a petition or memorial shall be familiar with the nature and contents of the petition and ascertain that is does not contain language disrespectful to the Council or other persons.
9.1.4 Procedure for Petitions and Memorials
The only question which shall be considered by the Council on the presentation of any petition or memorial shall be –

(a) that the petition or memorial shall be accepted; or
(b) that the petition or memorial not be accepted; or
(c) that the petition or memorial be accepted and referred to a committee for consideration and report; or
(d) that the petition or memorial be accepted and be dealt with by the Council.

9.2 Deputations

9.2.1 Deputations wishing to be received by the Council shall be required in the first instance to send or deliver to the Chief Executive Officer in writing the subject matter to be raised by the deputation and the Chief Executive Officer shall arrange to have the written subject matter and deputation visit included on the agenda of the appropriate Council or committee at the first possible opportunity.
9.2.2 If the committee having received the deputation is of the opinion that the deputation matter is one that should be brought before the Council, the Chief Executive Officer shall arrange for the deputation written subject matter and deputation visit to be placed on the ordinary or special Council meeting agenda at the first possible opportunity.
9.2.3 A deputation shall not exceed three in number and any member of the deputation shall be at liberty to address the Council or a committee of the Council.

9.3 Community Forum

Any member of the public may at a committee meeting of the Council, only and during the community forum segment of the agenda and with the consent of the Presiding Member, speak on any matter either on the agenda for the meeting or that comes under the jurisdiction of the Council, provided that –

(a) the member of the public's speaking rights to be exercised before the meeting debates the particular item if it is on the agenda;
(b) a member of the public speaking during the community forum will be limited to a maximum period of three (3) minutes unless extended by the consent of the meeting which shall be signified without debate;
(c) the meeting may, by resolution (which may be moved without notice) bring forward and deal with any item listed on the agenda immediately following the conclusion of a person's address to the meeting during community forum.

10. NOTICES OF MOTION

10.1 Notices of Motion to be in Writing
Unless the Act or the Standing Orders otherwise provides, a councillor may only bring forward at a meeting such business as is referred to in this clause in the form of a motion of which notice has been given, in writing, to the Chief Executive Officer.

10.2 Notice of Motion to the Chief Executive Officer
Notice of motion shall be given to the Chief Executive Officer either –

(a) at the last previous Council meeting, or
(b) at least seven clear days before the meeting at which it is to be brought forward.

10.3 Subject of Notice of Motion
Every notice of motion shall relate to business affecting the constitution, administration or condition of the Shire of Corrigin or the Council and the Chief Executive Officer shall rule out of order any notice of motion which does not comply with this clause.

10.4 Motion to Lapse
Every such motion as is mentioned in subclause 10.1 shall lapse unless –

(a) the councillor who gave notice, or another councillor authorized by the councillor, in writing, is present to move the motion when called on; or
(b) the council by resolution agrees to defer consideration of the motion to a later stage or date.

11. CONDUCT OF MEMBERS

11.1 Official Titles to be Used
Councillors shall address each other in the council during the transaction of business by their respective titles of President or Councillor. Councillors speaking of, or addressing officers, shall designate them by their respective official title.

11.2 Leaving Meetings
After a meeting of the Council has been formally constituted and the business commenced, a councillor officer of the Council shall not enter or leave such meeting without first paying due respect by deferring to the Presiding Member.

11.3 Debate – Maintenance of Order – Imputations – Offensive Expressions
No member may impute motives or use offensive or objectionable expression in reference to any councillor, officer of the council, or any other person.

11.4 Members to Occupy Own Seats
11.4.1 At the first ordinary meeting attended by a councillor after election, the Chief Executive Officer shall allot a position at the council table to each councillor and the councillor shall, until such time as there is a call by a majority of councillors for a re-allotment of positions, occupy that position when present at meetings of the council.
11.4.2 No councillor shall be deemed to be present unless occupying that member's allotted place within the council chambers.

11.5 Alcohol
Consumption of alcohol in Council or committee meetings is prohibited.

11.6 Smoking

Smoking in Council or committee meetings is prohibited.

12. CONDUCT OF MEMBERS DURING DEBATE

12.1 Councillors Wishing to Speak
Every councillor wishing to speak during a council meeting shall indicate by show of hand or other method agreed upon by the Council. When invited by the President to speak, Councillors shall address the council through the President.

12.2 Priority
In the event of two or more councillor members wishing to speak at the same time, the President shall decide which councillor is entitled to priority to be heard. The decision shall not be open to discussion or dissent.

12.3 Relevance
Every councillor shall restrict remarks to the motion or amendment under discussion, or to an explanation or point of order.

12.4 Speaking Twice/Right of Reply
Except where this clause is suspended under clause 12.5, a councillor shall not speak twice on the same motion or amendment except;

(a) in reply, upon an original motion of which the councillor was the mover;
(b) in reply, upon an amendment last debated of which the councillor was the mover of the original motion;
(c) by way of personal explanation, in accordance with clause 19.

12.5 Suspension
The Council may, by resolution moved without notice, suspend the operation of clause 12.4 and it shall be suspended until such time as the Council shall, by similar resolution, otherwise decide.

12.6 Limit of Speeches
A councillor shall only speak on any motion or amendment in reply for a period as in the discretion of the President is appropriate and in any event not for a period longer than five minutes without the consent of the Council, which shall be signified without debate. An extension shall not be permitted under this clause beyond a total of ten minutes.

12.7 Councillors not to speak After Conclusion of Debates
No councillor may speak to any motion or amendment after –

(a) the mover has replied, or
(b) the question has been put.

12.8 Irrelevance, Repetition, Imputations, Offensive Expressions
12.8.1 Any councillor may call the attention of the Council to continued irrelevance, tedious repetition, unbecoming language, or any breach of order or decorum on the part of a councillor. The President may then direct the offending councillor to cease the activity brought to the attention of the Council.

12.8.2 If after having been directed by the President in accordance with clause 12.8.1 to cease speaking a councillor continues to speak, any other councillor may move a motion that the councillor ceases to speak. The President shall immediately call for a seconder but there shall be no debate. If the motion is carried by a majority of councillors present, the offending councillor may take no further part in any debate on the question before the meeting.

12.9 Councillors Not to Interrupt

No councillor shall interrupt another councillor who is speaking unless –

(a) to raise a point of order;
(b) to call attention to the absence of a quorum;
(c) to move a permissible procedural motion, as set out in clause 14.1.

12.10 Presiding Member's Right to Adjourn Without Explanation to Regain Order

If a meeting ceases to operate in an orderly manner, the President may use his/her discretion to adjourn the meeting for a period of up to fifteen minutes without explanation, for the purpose of regaining order. This action cannot be challenged by any councillor. Upon resumption, debate will continue at the point at which the meeting was adjourned. If at any one meeting, the President has cause to adjourn the meeting on two occasions, the President has the right to adjourn the meeting for a period of no longer than seven days.

13. PROCEDURES FOR DEBATE OF MOTIONS

13.1 Motions and Amendments to be Presented

Any councillor who intends moving a substantive motion or amendment to a substantive motion shall present its substance before speaking to it and if required by the President, shall cause the motion or amendment to be put and submitted in writing.

13.2 Motion or Amendment to be Seconded

A motion or amendments to a motion shall not be discussed or put to the vote unless there is a seconder.

13.3 Only one Substantive Motion Considered

When a substantive motion is under debate at any meeting of the Council, no further substantive motions shall be accepted.

13.4 Order of Call in Debate

The President will call speakers to a substantive motion in the following order –

(a) The mover to state the motion;
(b) A seconder to the motion;
(c) The mover to speak to the motion;
(d) The seconder to speak to the motion;
(e) A speaker against the motion;
(f) A speaker for the motion;
(g) Other speakers against and for the motion, alternating in view, if any;
(h) Mover takes right of reply which closes debate.

13.5 Limit of Debate

The President may offer the right of reply and put the motion to the vote if the President believes sufficient discussion has taken place even though all members may not have spoken.

13.6 Seconder Requesting Right to Speak

A seconder may request the right to speak at a later time in the debate, however in the moving of any procedural motion which will close debate, or any amendment to the substantive motion, if carried, will automatically deny the seconder the right to speak to the substantive motion.

13.7 Negated Motions

A motion to the same effect as any motion that has been negated by the Council, except those motions provided for in clause 14.1 of the Standing Orders, shall not again be entertained within a period of three months except with the consent of an absolute majority of the councillors.

14. PROCEDURAL MOTIONS

14.1 Permissible Procedural Motions

In addition to proposing a properly worded amendment to a substantive motion, it is permissible for a councillor to move the following procedural motions –

(a) that the Council proceed to the next business;
(b) that the question be adjourned;
(c) that the Council now adjourn;
(d) that the question be put;
(e) that the Council move into committee;
(f) that the Council move out of committee;
(g) that the Councillor no longer be heard;
(h) that the ruling of the President (or person chairing the meeting) be disagreed with;
(i) that the motion lie on the table;
(j) that the Council or committee meet behind closed doors;
(k) that the Council meet with open doors.

14.2 Procedural Motions Not Required in Writing

Procedural motions are not required to be presented in writing.

14.3 Procedural Motions – Recording in Minutes

The mover, seconder and result of all procedural motions shall be recorded in the minutes of the meeting.

14.4 Procedural Motions – Majority Required

Any procedural motion shall be carried upon the majority of Councillors voting.

14.5 Procedural Motions – Right of Reply

There shall be no right of reply on any procedural motion.

14.6 Procedural Motion – Right of Reply of Substantive Motion

The carrying of a procedural motion wish closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment will not deny the right of reply, to the mover of the substantive motion.

15. EFFECT OF PROCEDURAL MOTIONS

15.1 That the Council Proceed to the Next Business – Effect of Motion

The motion, that the Council proceed to the next business, having been carried, will cause the debate to cease immediately and for the Council to move to the next item on the agenda of the meeting. No decision will be made on the substantive motion being discussed, nor is there any requirement for the matter to be placed on any future notice paper.

15.2 That the Question be Adjourned – Effect of Motion

The motion, that the question be adjourned, having been carried, will cause all debate on the substantive motion or amendment to cease but to continue when the discussion is reconvened.

15.3 That the Council now Adjourn – Effect of Motion

The motion, that the Council now adjourn, having been carried, will cause the meeting to stand adjourned until it is re-opened at which time the meeting continues from the point at which it was adjourned, unless the President or the majority of Councillors by voting, determine otherwise.

15.4 That the Question be Put – Effect of Motion

15.4.1 The motion, that the question be put, having been carried during discussion on a substantive motion without amendment, will cause the President to offer the right of reply and then immediately put the question under consideration without further debate.

15.4.2 The motion, that the question be put, having been carried during discussion on an amendment, will cause the President to put the amendment to the vote without further debate.

15.4.3 The motion, that the question be put, having been lost, will allow debate to continue.

15.5 That the Council Move Into Committee – Effect of Motion

The motion, that the Council move into committee, having been carried, will allow free and open discussion on the matter before the meeting. There will be no restrictions on the number of times each councillor may speak, provided that normal courtesy and order is maintained.

15.6 That the Council Move Out of Committee – Effect of Motion

The motion, that the Council move out of committee, having been carried, will see the meeting resume its former status and any decisions made during the time that the Council sits in committee must be formally agreed by the carrying of a substantive motion when the Council moves out of committee.

15.7 That the Councillor Be No Longer Heard – Effect of Motion

The motion, that the councillor be no longer heard, having been carried, will cause the President to not allow the councillor against whom the motion has been moved to speak to the current substantive motion or any amendment relating to it, except to exercise the right of reply if the person is the mover of the substantive motion.

15.8 That the Ruling of the President be Disagreed with – Effect of Motion

15.8.1 The motion, that the ruling of the President be disagreed with, having been carried, will cause the ruling of the President about which this motion was moved, to be reversed and for the meeting to proceed accordingly.

15.8.2 Where the President has adjourned the meeting in accordance with clause 11.10 of the Standing Orders, the motion, that the President be disagreed with, may not be moved.

15.9 That the Motion Lie on the Table – Effect of Motion

15.9.1 The motion, that the motion lie on the table, having been carried, will cause debate on the substantive motion and any amendment to cease immediately and for the meeting to proceed to the next business.

15.9.2 Any councillor may raise the motion from the table, by giving appropriate notice of motion for any meeting in the future.

15.9.3 When a motion is raised from the table, the mover of the original substantive motion, or in the absence of the original mover, the person moving this procedural motion, is given the opportunity to re-introduce the matter after which debate shall continue according to the standing orders.

15.10 That the Council or Committee Meets Behind Closed Doors – Effect of Motion

15.10.1 In accordance with the Act, the motion, that Council meet behind closed doors, if carried, will cause the public and any officers or employees of the Shire of Corrigin as the Council determines to leave the room.

15.10.2 No person shall in any way publish, or make public, any of the discussion taking place on a matter discussed behind closed doors, but this prohibition shall not extend to the actual resolution or resolutions carried as a result of such discussion and recorded in the minute book.

15.11 That Council Now Meet with Open Doors

The motion, that Council now meet with open doors, if carried, will revert the meeting to its former status, being open to the public.

16. DECISION MAKING PROCEDURES

16.1 Voting and Decisions – Majority to Determine

All acts of the Council, and all questions coming before the council, may be decided by a simple majority of the councillors present and voting, at a properly constituted meeting, unless otherwise provided for in the standing orders or the Act.

16.2 Breaking Down of Complex Questions

The President may order a complex question to be broken down and put in the form of several motions, which shall be put in sequence.

16.3 Councillor May Require Questions to be Read

Any Councillor may require the question or matter under discussion to be read at any time during a debate but not so as to interrupt any other councillor whilst speaking.

16.4 Order of Amendments

Any number of amendments may be proposed to a motion, but whenever an amendment is proposed to be made to a substantive motion, no second or subsequent amendment shall be moved or considered until the first amendment has been disposed of.

16.5 Substantive Motion

If an amendment to a substantive motion is carried, the motion as amended shall then be submitted as the substantive motion, and shall become the question before the Council upon which any member may speak and any further amendment may be moved.

16.6 Repetition of Motions

No motion or amendment shall be proposed which is the same in substance as a motion or amendment which has been resolved during the same sitting of Council or during the last 3 months, unless agreed by an absolute majority.

16.7 Consent of Seconder Required to accept Alteration of Wording

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

16.8 Withdrawal of Motion and Amendments

Council may, without debate, grant leave to withdraw a motion or amendment upon the request of the mover of the motion or amendment and with the approval of the seconder provided that there is no objection raised by any councillor, in which case discussion on the motion or amendment shall not continue.

16.9 Limitation of Withdrawal

Subject to clause 10, where an amendment has been moved to a substantive motion, the substantive motion shall not be withdrawn, except by consent of the majority of councillors present, until the amendment proposed has been withdrawn or lost.

16.10 Authority for Withdrawal
A motion or amendment to a motion shall not be withdrawn in the absence of the councillor who proposed it, except with their written authority.

16.11 Right of Reply
16.11.1 The mover of a substantive motion shall have the right of reply. After the mover of the substantive motion has commenced the reply, no other councillor shall speak on the question.
16.11.2 The right of reply must be confined to rebutting arguments raised by previous speakers and no new matters may be introduced.

16.12 Right of Reply Provisions
The right of reply shall be governed by the following provisions –

(a) If there is no amendment to the substantive motion, the mover may reply at the conclusion of the discussion on the motion.
(b) If there is an amendment, the mover of the substantive motion shall take the right of reply at the conclusion of the vote on any amendments.
(c) The mover of any amendment does not have a right of reply.
(d) Once the right of reply has been taken as the mover of the substantive motion, there can be no further discussion, nor any other amendment and the substantive motion as amended is immediately put to the vote.

16.13 Amendments to be Relevant
Every amendment shall be relevant to the motion upon which it is moved and be framed to show precisely which words need to be deleted, added or altered.

16.14 Amendments Must Not Negate Original Motion
No amendment to a motion can be moved which negates the original motion or the intent of the original motion.

16.15 Mover of Motion not to Speak on Amendment
On an amendment being moved, any councillor may speak to the amendment, except the person who moved the substantive motion who is only entitled to a right of reply except, that if the person who moved the substantive motion does choose to speak to the amendment, that person's right of reply is forfeited.

16.16 Questions – When Put
When the debate upon any question is concluded and the right of reply has been exercised, the President shall immediately put the question to the Council and, if so desired by any councillor shall again state it.

16.17 Method of Taking Vote
If the vote of members present at a council meeting are equally divided, the person presiding may cast a second vote.

16.18 Votes to be Recorded
If a Councillor at a meeting asks that his or her vote, or the vote of all members present, be recorded in the Minutes, this shall be done.

16.19 Revoking or Changing Decisions made at Council or Committee Meetings
16.19.1 A substantive motion may be revoked at any time provided that no action in relation to the resolution being rescinded has already occurred.

16.19.2 If a decision has been made at a council meeting, then any motion to revoke or change the decision must be supported –

(a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or
(b) in any other case, by as least one third of the number of offices (whether vacant or not) of Councillors of the council or mover, inclusive of the mover.

16.19.3 This clause does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

16.20 Unopposed Business

16.20.1 Upon a motion being moved and seconded, the President shall enquire if any councillor opposes that motion. If no one indicates an intention to oppose the motion, the President may proceed to put the motion to the vote without debate.

16.20.2 If a councillor signifies opposition to a motion the motion shall be dealt with according to the Standing Orders generally.

15.21 All Councillors to Vote

Save where the Act otherwise provides, at every meeting of the council every member shall vote, and if any member who is entitled to vote fails to vote, the President shall call upon the member to vote.

17. POINTS OF ORDER

17.1 Points of Order – When to Raise - Procedure

Upon a matter of order arising during the progress of a meeting, any councillor may raise a point of order including interrupting the speaker. Any councillor who is speaking when a point of order is raised, shall immediately cease while the President listens to the point of order.

17.2 Points of Order - Definitions

Expressing a difference of opinion or to contradict a speaker shall not be recognized as raising a point of order, but the following shall be recognized as valid points of order –

(a) That the discussion is of a question not before the Council.
(b) That offensive or insulting language is being used.
(c) Drawing attention to the violation of any local law or standing order of the council, providing that the councillor raising the point of order shall state the local law or standing order believed to be breached.

17.3 Points of Order - Ruling

The President shall give a decision on any point of order after the point has been raised by either upholding or rejecting the point of order.

17.4 Points of Order – Ruling Conclusive, Unless Dissent Motion is Moved

The ruling of the President upon any point of order shall be final, unless a majority of the councillors support a motion of dissent with the President's ruling.

17.5 Points of Order – Motion Against Ruling Procedure

An objection having been taken to the ruling of the President, the councillor so objecting may immediately move dissent with the ruling. Should the motion be seconded it shall be put to the vote immediately and the result of the vote, whether in support of the ruling or otherwise, shall determine the action of the Council.

17.6 Points of Order Take Precedence

Notwithstanding anything contained in these standing orders to the contrary, all points of order take precedence over any other discussion and until decided, suspend the consideration and decision of every other matter.

18. ADJOURNMENT OF MEETING

18.1 Meeting May be Adjourned
The council may, upon a motion moved and seconded, adjourn any meeting to a later hour of the same day, or to any other time not more that seven days from the date of adjournment.

18.2 Notice of Adjourned Meeting
When a meeting is adjourned, if time permits, notice of the adjourned meeting shall be forwarded to each councillor in the manner provided in clause 2 of the Standing Orders.

18.3 Business at Adjourned Meeting
At an adjourned meeting, no additional business shall be discussed except that which was on the original notice paper for that meeting.

18.4 Limit to Moving Adjournment of Council
No councillor shall be allowed to move or second more that one motion of adjournment during the same sitting of the Council.

18.5 Unopposed Business – Motion for Adjournment of Council
On a motion for the adjournment of the Council, the President, before putting the motion, may seek leave of the council to proceed to the transaction of unopposed business.

18.6 Withdrawal of Motion for Adjournment of Council
A motion or an amendment relating to the adjournment of the Council may be withdrawn by the mover, with the consent of the seconder, except that if any councillor objects to the withdrawal the motion must continue to be debated.

19. PERSONAL EXPLANATION

19.1 Personal Explanation
No councillor shall speak, except upon the question before the Council, unless it is to make a personal explanation. Any councillor who is permitted to speak under these circumstances must confine the personal explanation to a succinct statement relating to a specific part of the former speech which may have been misunderstood. When a councillor gives an explanation, that councillor shall make no reference to matters not strictly necessary for that purpose, nor endeavor to strengthen the former position by introducing new argument or matter, nor reply to other councillors of the council.

19.2 Personal Explanation – When Heard
A councillor wishing to make a personal explanation of matters referred to by any other councillor then speaking shall be entitled to be heard immediately if the councillor then speaking consents, but if the councillor who is speaking declines to give way, the personal explanation must be offered at the conclusion of that speech.

19.3 Ruling on Questions of Personal Explanation
The ruling of the President on the admissibility of a personal explanation shall be final unless a motion of dissent with the ruling is moved before any other business proceeds.

20. COMMITTEES OF COUNCIL

20.1 Committees
Committees of the Council shall operate in accordance with the Act and its regulations.

20.2 Standing Order to Apply to Committee
The Standing Orders shall apply generally to the proceedings of committees of the Council except that the requirement for councillors to speak only once shall not be applied in meetings of committees and at meetings of committees of the Council only, with the petitions, memorials and deputations segment of the meeting agenda, there shall be a community forum segment as set out in clause 9.3 of the Standing orders.

20.3 Attendance by Councillors as Observers
Councillors have the right to attend meetings of committees that they are not appointed to as observers and may be permitted by the Presiding Member to speak on any matter under consideration by the committee but shall not be entitled to vote.

21. ADMINISTRATIVE MATTERS

21.1 Copies of Act and Standing Orders and papers to Councillors of the Council
The Chief Executive Officer shall provide to each Councillor as soon as convenient after being elected to office, a copy of the Act and local laws regulating and governing the administration of the local government.

21.2 Custody and Use of Common Seal
The Chief Executive Officer shall have charge of the common seal of the Council and shall be responsible for the safe custody and proper use of it.

21.3 Seal Not to be Improperly Used
Except as required by law, or in the exercise of the express authority of the Council, the Chief Executive Officer shall not use the common seal of the Council.

21.4 Suspension of Standing Orders
The mover of a motion to suspend any Standing Order shall state the clause or subclause of the Standing Order to be suspended.

21.5 Cases not Provided for in the Standing Orders
The Presiding member shall decide all questions of order, procedure, debate or otherwise where no provision or insufficient provision is made in the Standing Orders.

21.6 Decisions of the Presiding Member
All decisions of the Presiding member shall be final unless a majority of the councillors then present, by resolution made forthwith and without discussion, dissent therefrom.

21.7 Duty of Chief Executive Officer
It is the duty of the Chief Executive Officer to draw the attention of the Council to any breach or likely breach of the Standing Orders even if it requires interrupting any person speaking, including the President.

21.8 Enforcement
21.8.1 The Presiding member of any Council or committee meeting is authorized to enforce the Standing Orders during the course of the meeting.

21.8.2 No action shall be taken by the Shire of Corrigin to institute legal proceedings for an alleged breach of the Standing Orders unless by resolution of the Council.

Dated this 16th day of August 2000.

The Common Seal of the Shire of Corrigin is hereunto affixed by authority of a resolution of Council in the presence of –

D.P. Abe, President
B.W. Mead, Chief Executive Officer

SHIRE OF CORRIGIN

LOCAL LAWS REVIEW REPORT 2026

October 2026

File Ref LE.0002

1. Background

At the Ordinary Council Meeting held on 18 August 2026, Council resolved to undertake a review of the Shire of Corrigin's local laws in accordance with section 3.16 of the *Local Government Act 1995*.

Section 3.16 requires local governments to periodically review local laws and determine whether each local law should be repealed, amended or remain unchanged. The review process requires public notice of the proposed review, consideration of public submissions and preparation of a report to Council before a determination is made by absolute majority.

The *Local Government Amendment Act 2024* amended the local law review framework by extending the review period from eight years to fifteen years and introducing transitional arrangements for existing local laws.

At the Ordinary Council Meeting on 18 August 2026 the following resolution (78/2026) was passed:

That Council in accordance with section 3.16 of the Local Government Act 1995, undertakes a review of the following local laws:

- *Pest Plants Local Law 1982 – 30/7/1982;*
- *Trading in Public Places Local Law 2001 – 23/1/2001;*
- *Standing Orders Local Law 2001 – 23/1/2001;*
- *Fencing Local Law 2003 – 26/9/2003;*
- *Health Local Law 2016 – 11/10/2016;*
- *Animals, Environment Nuisance Local Law 2016 – 6/12/2016;*
- *Dogs Local Law 2021 – 9/6/2021*
- *Bush Fire Brigades Local Law 2024 – 31/5/2024.*

Local public notice of the review was published from 24 August to 9 October 2026 advising that Council proposed to review its local laws as follows:

Shire of Corrigin Newsletter – 24 August 2026 and 17 September 2026
Corrigin Windmill News – 24 August 2026 and 21 September
Shire of Corrigin Facebook Page– 21 August, 16 September, 6 October
Shire of Corrigin Website – 20 August 2026 and 21 September 2026
Public Noticeboards – 20 August 2026

Copies of the local laws were available for inspection and written submissions were invited during a consultation period exceeding six weeks.

The Local Laws Review considered the following:

- the Local Laws Register;
- the outcomes of the 2017 local law review;
- legislative and regulatory changes since the previous review;
- operational experience in administering the local laws;
- advice and information provided by relevant government agencies; and
- the State Government's ongoing local government reform program.

Several matters identified during the 2017 review have subsequently been addressed through the adoption of the Animals, Environment and Nuisance Amendment Local Law 2018, Dog Local Law 2021 and Bush Fire Brigades Local Law 2024. Other recommendations, including replacement of the Standing Orders Local Law and Fencing

Local Law, were not implemented and therefore have no effect on the operation of the current local laws.

This report presents the outcomes of the current review and provides recommendations to Council regarding whether each local law should be repealed, amended or remain unchanged.

Public Consultation Outcome
No submissions were received during the public consultation period and no requests for amendment, repeal or replacement of any local law were raised by the community for Council consideration.

2. Review of Local Laws

Pest Plants Local Law
The Pest Plants Local Law was published in the Government Gazette on 13 August 1982 and remains the oldest local law in the Shire of Corrigin Local Laws Register.
The local law declares Caltrop to be a pest plant within the district and provides Council with a mechanism to require eradication where necessary.

The 2017 review considered whether the local law should be repealed due to changes to biosecurity legislation. Following consultation with the relevant State Government agency, it was determined that the local law continued to provide a useful regulatory tool and should be retained.

Although the legislative framework for biosecurity management has evolved since the local law was adopted, the local law remains available where required and no operational issues have been identified.

Recommendation: Remain unchanged.

Trading in Public Places Local Law
The Trading in Public Places Local Law was adopted by Council on 19 December 2000, published in the Government Gazette on 2 February 2001 and commenced on 6 February 2001.

The local law regulates hawking, trading, selling goods and conducting commercial activities within public places and on local government property.

The local law remains relevant and provides an appropriate framework for managing trading activities within public places where required.

Recommendation: Remain unchanged.

Standing Orders Local Law
The Standing Orders Local Law was adopted by Council on 19 December 2000, published in the Government Gazette on 2 February 2001 and commenced on 6 February 2001.

The local law establishes procedures for Council and committee meetings, petitions, notices of motion and the use of the common seal.

The 2017 review identified opportunities to modernise the local law and recommended repeal of the existing local law and preparation of a replacement local law. While that recommendation was considered, a replacement local law was never progressed and the current local law remains in force.

Since the previous review, substantial amendments have been made to the *Local Government Act 1995* and the *Local Government (Council Meetings) Regulations 1996*. The State Government's ongoing local government reform process is expected to introduce standard council meeting procedures, governance requirements, public participation and meeting administration.

Given further legislative changes are anticipated, preparation of a replacement local law is not recommended at this time. The current local law remains operative and no significant operational issues have been identified.

Recommendation: Remain unchanged pending completion of State Government governance reforms.

Fencing Local Law
The Fencing Local Law was adopted by Council on 19 August 2003, published in the Government Gazette on 6 October 2003 and commenced on 10 October 2003.
The local law regulates fencing standards within the district, including provisions relating to permitted materials, fencing adjacent to roads and visibility requirements at intersections and vehicle crossings.

The 2017 review identified opportunities to modernise the local law and recommended preparation of a replacement local law. No replacement local law was subsequently adopted and the current local law therefore remains in force.

The local law continues to provide a workable regulatory framework and has not generated any operational concerns since the previous review.

Recommendation: Remain unchanged.

Health Local Law 2016
The Health Local Law 2016 was adopted by Council on 17 May 2016, published in the Government Gazette on 21 October 2016 and commenced on 25 October 2016.

The local law regulates a range of public health matters and supports the Shire's responsibilities in maintaining public health and amenity within the district.

Since the previous review, implementation of the *Public Health Act 2016* has continued. Advice issued by the Chief Health Officer during 2026 confirmed that the proposed repeal of the remaining local law-making provisions under the *Health (Miscellaneous Provisions) Act 1911* has been delayed and local governments should continue to maintain and review existing health local laws until further notice.

The local law remains a valid and necessary regulatory instrument and continues to support the Shire's public health responsibilities.

Recommendation: Remain unchanged.

Animals, Environment and Nuisance Local Law 2016
The Animals, Environment and Nuisance Local Law 2016 was adopted by Council on 16 August 2016, published in the Government Gazette on 16 December 2016 and commenced on 20 December 2016.

The local law regulates a range of nuisance, environmental and animal-related matters affecting public amenity within the district.

Following the 2017 review, several matters raised by the Joint Standing Committee on Delegated Legislation were addressed through the development and adoption of the Animals, Environment and Nuisance Amendment Local Law 2018.

The amendments introduced through the Animals, Environment and Nuisance Amendment Local Law 2018 have been implemented and incorporated into the operation of the principal local law. While the amendment local law remains part of the legislative history of the local law, the local laws are considered together for administrative and review purposes.

The consolidated local law continues to provide an effective framework for managing nuisance complaints, environmental issues and animal-related matters and remains relevant to the Shire's operational requirements.

Recommendation: Remain unchanged.

Animals, Environment and Nuisance Amendment Local Law 2018
The Animals, Environment and Nuisance Amendment Local Law 2018 was adopted by Council on 18 September 2018, published in the Government Gazette on 12 February 2019 and commenced on 15 February 2019.

The amendment local law implemented changes arising from issues identified during the earlier review process and addressed concerns raised by the Joint Standing Committee on Delegated Legislation.

The amendment achieved its intended purpose and no further legislative or operational issues have been identified since commencement.

Recommendation: Remain unchanged.

Dog Local Law 2021
The Dog Local Law 2021 was adopted by Council on 20 April 2021, published in the Government Gazette on 18 June 2021 and commenced on 23 June 2021.

The local law was developed following recommendations arising from the 2017 review, which identified that the Shire did not have a local law regulating matters available under the *Dog Act 1976*, including dog prohibited areas and limits on the number of dogs that may be kept on premises.

The local law remains relatively new, is operating effectively and continues to provide a useful complement to the provisions of the *Dog Act 1976*.

Recommendation: Remain unchanged.

Bush Fire Brigades Local Law 2024
The Bush Fire Brigades Local Law 2024 was adopted by Council on 19 March 2024, published in the Government Gazette on 11 June 2024 and commenced on 14 June 2024.

The local law establishes a governance and administrative framework for the operation of bush fire brigades within the district and supports the Shire's responsibilities under the *Bush Fires Act 1954*.

The local law was developed following recommendations arising from the 2017 review that Council consider adopting a local law governing the administration and management of volunteer bush fire brigades.

As the local law has only recently commenced operation and no operational concerns have been identified, amendment is not considered necessary.

Recommendation: Remain unchanged.

3. Future Local Law Review Schedule

The future review dates contained within the Shire's Local Laws Register have been reviewed against the transitional provisions introduced by the *Local Government Amendment Act 2024* and associated WALGA guidance material.

The local laws reviewed by Council on 19 September 2017 are next due to be reviewed by 19 September 2032. Local laws adopted after that review are required to be reviewed within fifteen years of commencement unless reviewed earlier.

Local Law	Last Review Determination	Next Review Due
Pest Plants Local Law	19 September 2017	19 September 2032
Trading in Public Places Local Law	19 September 2017	19 September 2032
Standing Orders Local Law	19 September 2017	19 September 2032
Fencing Local Law	19 September 2017	19 September 2032
Health Local Law 2016	19 September 2017	19 September 2032
Animals, Environment and Nuisance Local Law 2016	19 September 2017	19 September 2032
Animals, Environment and Nuisance Amendment Local Law 2018	Not previously required	15 February 2034
Dog Local Law 2021	Not previously required	23 June 2036
Bush Fire Brigades Local Law 2024	Not previously required	14 June 2039

The review dates will continue to be maintained within the Shire of Corrigin Local Laws Register and governance compliance systems to support future compliance with section 3.16 of the *Local Government Act 1995*.

4. Conclusion

The review determined that the Shire of Corrigin Local Laws continue to provide an appropriate and effective framework for supporting local government functions within the district. No submissions were received during the public consultation process and no operational or legislative issues were identified that warrant amendment or repeal of any local law at this time.

The review confirms that recommendations arising from the 2017 review have either been addressed through the adoption of new local laws and amendments or remain matters that may be considered in the future if operational requirements or legislative reform require further action.

The Local Laws remain effective and the absence of any public submissions means they continue to meet community expectations. The Local Laws may require further review or updates pending the ongoing State Government legislative reform processes,.

Council may consider future Cemetery Local Law pending publication of a model local law. The purpose of a Cemetery Local Law would be to provide for orderly conduct of the Corrigin Cemetery in accordance with established plans and to create offences for inappropriate behaviour within the cemetery grounds.

The Cemetery local law could assist with the overall planning of the cemetery, it will give guidance on the depths of graves, vehicle access, use of certain materials and design of monumental works, plants and trees, decorations and more as well as provide guidance on the application process and forms required. Some of these matters are currently outlined in the Shire of Corrigin Cemetery Guidelines

Council may also consider a Cat Local Law pending proposed changes to the Cat Act 2011 to limit the number of cats that can be kept.

5. Recommendation

That Council, by absolute majority and pursuant to section 3.16(4) of the Local Government Act 1995:

1. Receives the Review of Shire of Corrigin Local Laws Report 2026.
2. Notes that public notice of the review was provided in accordance with section 3.16(2) of the *Local Government Act 1995* and that no submissions were received.
3. Determines that the following local laws remain unchanged:
    a) Pest Plants Local Law;
    b) Trading in Public Places Local Law;
    c) Standing Orders Local Law;
    d) Fencing Local Law;
    e) Health Local Law;
    f) Animals, Environment and Nuisance Local Law 2016;
    g) Animals, Environment and Nuisance Amendment Local Law 2018;
    h) Dog Local Law 2021; and
    i) Bush Fire Brigades Local Law 2024.
4. Notes the future local law review dates contained within this report and requests that the review schedule continue to be maintained within the Shire of Corrigin Local Laws Register and governance compliance framework.

Local Law Reforms FAQ

Implementing the Act Amendments effective from 7 December 2024

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1. Introduction

Local Government Act reform - what is changing?

The WA State Government has amended the *Local Government Act 1995* (the Act) through the *Local Government Amendment Act 2024*. These amendments:

- Change local law review requirements
- Make minor changes to the process for making local laws
- Introduce a streamlined process for making local laws that adopt model local laws (prepared by the Governor and published in the Government Gazette)

The statutory requirement for a Local Government to review its local laws every 8 years has been extended to 15 years. Subject to the transitional provisions, local laws not reviewed within 15 years after they commenced, or after the last s.3.16 review, will be repealed.

This change came into effect on 7 December 2024. Local Governments have a period of two years from this date to conduct any overdue local law reviews.

This document focuses on changes to local law reviews, touching briefly on other changes in parts 3 and 4.

What are the different types of local laws and how do they relate to each other?

There are three types of local law that may be made:

Principal Local Law	A new local law that may include provisions that have the effect of repealing and replacing an existing principal local law (as amended).
Amendment Local Law	A local law that has the effect of amending a principal local law.
Repeal Local Law	A local law that repeals, and does not replace, a principal local law.

In addition, Local Governments must publish on their website a:

Consolidated version of each local law	This is the Principal Local Law as amended, so that the text of the Principal Local Law is updated to include amendments from each relevant Amendment Local Law - s5.96A(1)(b).

2. Local law reviews

What is a local law review?

The Act enables local governments to **make** local laws considered necessary for the good government of their districts. A Local Government is required to undertake periodic

reviews of their current local laws (as amended) in accordance with Section 3.16 of the Act.

Under Section 3.16 of the Act, the Local Government must conduct a review to consider whether a current local law should be repealed, amended, or remain unchanged.

A review must be conducted by:

- Providing local public notice (in accordance with section 1.7 of the Act, and regulation 3A of the *Local Government (Administration) Regulations 1996* stating:
    - the Local Government's intention to review the local law;
    - that a copy of the local law may be inspected at a specified place; and
    - that submissions by the community may be made until a certain date. This date must be at least 6 weeks after the notice is given. [s.3.16(2)]

    NOTE: A Council resolution is not required in order to commence a local law review.
- Providing a report to Council after the submission period closes, that outlines the submissions, and recommends the local law be either repealed, amended, or remain unchanged. [s.3.16(3)]
- After considering the report and submissions Council must determine (by absolute majority) whether the local law be either repealed, amended, or remain unchanged. [s.3.16(4)]

If Council determines it is necessary to repeal or amend the local law, the Local Government must commence the process of making a new repeal or amendment local law (outlined in section 3.12 of the Act) to implement any changes. This includes the requirement to conduct another local public notice process under section 3.12(3).

What is the difference between an 'amendment' and a 'review'?

An amendment local law is a new local law that has the effect of amending an existing principal local law. Making an amendment local law will require following the procedure set out in section 3.12 of the Act, exactly as making an entirely new principal local law would.

This will involve:

- A report to Council providing the purpose and effect of the proposed amendment local law, and commencing the local law-making process. [s.3.12(2)]
- Providing local public notice (in accordance with section 1.7 of the Act, and regulation 3A of the *Local Government (Administration) Regulations 1996* stating:
    - the Local Government proposes to make a local law;
    - that a copy of the proposed local law may be inspected at a specified place; and
    - that submissions by the community may be made until a certain date. This date must be at least 6 weeks after the notice is given. [s.3.12(3)]

- Providing copies of the proposed amendment local law to relevant Departmental CEOs.
- Providing a report to Council after the submission period closes, that outlines the submissions, and recommends making the amendment local law as proposed, or a local law not significantly different than was proposed. [s.3.12(5)]
- After considering the report and submissions Council must determine (by absolute majority) to make the local law as proposed, or a local law not significantly different than was proposed. [s.3.16(4)]
- Publishing a copy of the local law in the Gazette, providing copies to relevant Departmental CEOs, and giving local public notice of the new local law. [s.3.12(5)&(6)]

These are quite different processes carried out under different sections of the Act. The outcome of a Section 3.16 review may be a decision to commence making an amendment local law in accordance with s.3.12. However, if a Section 3.16 review of the local law was not completed before an amendment (making of a new local law) process was undertaken, then the local law was not 'reviewed'.

What does this mean for my Local Government's local laws?

The statutory requirement for a Local Government to review its local laws every 8 years has been extended to 15 years. Subject to the transitional provisions, local laws not reviewed within 15 years after they commence, or after the last s.3.16 review, will be repealed.

Schedule 9.3 - Transitional Provisions in the Act sets out directions for the purpose of the transitioning former Local Government Act provisions to the amended provisions. Division 7, Subdivision 3, Clause 65 of the Transitional Provisions specifically addresses the amendments relevant to periodic review of local laws as part of the *Local Government Amendment Act 2024.*

Local Governments must apply these transitional provisions to their local laws, to determine when the next review is required.

The first step in this process is to identify when each local law commenced, and when it was last reviewed. The date of the last review should be noted as the date of the Council determination under s.3.16(4). It is recommended to create a register to maintain dates of when a local law was made, reviewed, or amended. An example register can be seen in Appendix 1, and a populated example is provided in Appendix 2.

Once the date of making a new local law or date of last review is established, the action required for each local law can be determined.

The below is designed to help Local Governments determine how the Act amendments affect different local laws review period requirements based on when they were last reviewed.

Important dates

The following key dates are defined in Clause 65(1).

amendment day	the day on which the amendment came into operation, **7 December 2024**.
relevant pre-amendment period	the period of 8 years ending on the day before amendment day. WALGA has calculated this to be **7 December 2016 to 6 December 2024**.

When determining dates for compliance, Local Governments should do their own calculation, with reference to Part VIII of the *Interpretation Act 1984*.

Local law commenced in the pre amendment period (7 December 2016 to 6 December 2024)?

If a new local law commenced in the period between 7 December 2016 and 6 December 2024 and has not been reviewed (because a review was not due), that local law is required to be reviewed before 15 years have lapsed since the date it commenced.

The new Section 3.16 applies to these local laws without modification by the transitional provisions.

Example:

Local Law Title:	Health Local Law 2022
Local Law made: *Date of Council decision s.3.12(4)*	24 March 2022
Local Law Gazetted	13 April 2022
Commencement date: *14th day after gazettal or later date if specified in the Local Law - s.3.14*	27 April 2022
Local Law Review (s.3.16) completed no later than: *Last date for Council decision under s.3.16(4)*	26 April 2037

Last review completed in the pre-amendment period (7 December 2016 to 6 December 2024)?

[Clause 65(3)&(4)]

If, between 7 December 2016 and 6 December 2024, the Local Government:

- gave local public notice of a review; and
- completed that review in accordance with section 3.16 of the Act,

then the date of the Council determination (whether the local law is repealed, amended or remain unchanged) which concluded the review process (s.3.16(4)), is used as the date of the last review.

The local law is now required to be reviewed before 15 years have lapsed since this determination.

Example:

Local Law Title:	Parking Local Law 2014
Local Law made: *Date of Council decision s.3.12(4)*	12 August 2014
Local Law Gazetted:	20 August 2014
Commencement date: *14th day after gazettal or later date if specified in the Local Law - s.3.14*	3 September 2014
Local Law Review (s.3.16) last completed: *Date of Council decision following local public notice and close of 6-week submission period*	26 July 2022
Local Law Review (s.3.16) NEXT to be completed no later than: *Last date for Council decision under s.3.16(4)*	25 July 2037

Last review started but not completed before amendment day (7 December 2024)?

[Clause 65(5),(6)&(7)]

If, before 7 December 2024, a Local Government:

- began the process of reviewing a local law by providing local public notice (s.3.16(2)), but
- did not complete the process with a Council determination (whether the local law is repealed, amended or remain unchanged) (s.3.16(4)),

then the local law review should be completed in accordance with the Act as it read prior to the Act amendments.

Once Council has made a determination regarding the review (and therefore concluding the review process) the new Act requirements will be followed, and the date of the determination will used as the date of the last review. The local law is now required to be reviewed before 15 years have lapsed since this determination.

Example:

Local Law Title	Local Government Property Local Law 2016
Local Law made: *Date of Council decision s.3.12(4)*	22 November 2016
Local Law Gazetted	28 November 2016
Commencement date	12 December 2016
Local Law Review (s.3.16) commenced by local public notice on:	30 October 2024
Local Law Review (s.3.16) completed: *Date of Council decision after close of the 6 week submission period.*	10 December 2024
Local Law Review (s.3.16) NEXT to be completed no later than: *Last date for Council decision under s.3.16(4)*	10 December 2039

Last review due but not conducted in the pre-amendment period (7 December 2016 to 6 December 2024)?

[Clause 65(9)&(10)]

If a local law commenced before 7 December 2016, and the Local Government did not give local public notice of reviewing the local law between 7 December 2016 and 6 December 2024, then the local law must be reviewed before 6 December 2026.

If the review is not completed in this time, the local law will be revoked and no longer be applicable or enforceable.

Clause 65(10) of the Transitional Provisions has the effect of providing a 2-year grace period for overdue local law reviews. That is, any local laws which were due for review before 7 December 2024 but were not reviewed in accordance with Section 3.16 must be reviewed before 6 December 2026.

3. Local law-making process

Do we still send draft local laws to the Minister?

Section 3.12(3)(b) has also been amended so that, when **making** a local law (this includes an amendment or repeal local law), the draft local law is to be sent to the Departmental CEO instead of the Minister.

The requirement is for a copy of the notice and a copy of the proposed local law (if it is not an unedited model local law) to be provided to the Director General of the department assisting the Minister and any other relevant Director General (or equivalent).

All local laws should go to the Director General of DLGSC, however, depending on the content of the local law (for example Health or Bush Fire Brigade) it would need to be sent to additional Director Generals.

Once the local law has been made by Council, a copy of the local law is to be published in the Gazette and sent again to the Departmental CEO (s.3.12(5)).

4. Model local laws

What is a model local law?

A model local law is prepared by the Governor and published in the Gazette. Local Governments may then choose to adopt model local laws, with or without modifications.

At the time of publication, **no model local laws have been made**.

WALGA has a list of template local laws available for Member Local Governments to use. These are **not** model local laws.

What changes apply to model local laws?

The amendments to the Act provide a simplified process for the adoption of model local laws. This is through reduced advertising requirements for Local Governments who propose to make a local law that entirely adopts a model local law or adopts a model local law excluding provisions the Council determines are not relevant.

APPENDIX 1 – Example Local Law Administration (Management) Register – BLANK FORM

This table may assist Local Governments to record for each Local Law the progressive making of a principal local law, subsequent amendment local laws, completion of a local law review and, if applicable the eventual repeal local laws.

The range of cells applicable to the activity can be copied and inserted, so the register accurately records sequence of activity.

Principal Local Law - Made	Title:	[insert full title of the PRINCIPAL local law]		
	Council Minutes:	[insert Council meeting date]		[use this column to record administrative notes and reminders of matters that require consideration in the next amendment local law]
	Gazettal:	[insert Gazette number & date]		
	Commencement:	[insert commencement date]	*Local Law commences on 14th day after gazettal, unless otherwise prescribed - see s.3.14*	
	Publish on Website:	[Date published]	*See s.5.96A(1)(b)*	
Amendment Local Law - Made	Title:	[insert full title of the AMENDMENT local law]		
	Council Minutes	[insert Council meeting date]		
	Gazettal:	[insert Gazette number & date]		
	Commencement:			
Consolidated Local Law	Published on Website:	[Date published]	*Section 5.96A(1)(b) requires an up-to-date consolidated version of each Local Law to be published on the LGs website.*	

Amendment Local Law - Made	Title:	[insert full title of the AMENDMENT local law]		
	Council Minutes:	[insert Council meeting date]		
	Gazettal:	[insert Gazette number & date]		
	Commencement:			
Consolidated Local Law	Published on Website:	[insert commencement date]	*Section 5.96A(1)(b) requires an up-to-date consolidated version of each Local Law to be published on the LGs website.*	
Local Law Review NEXT DUE: [insert due date] *15 years after commencement or last review*	Review Completed - Council Minutes:	[insert Council meeting date]	Review outcome: ☐ Remain unchanged ☐ To be amended ☐ To be repealed ☐ Review **not** completed within 15 years - Local Law to be repealed *s.3.16(5)-(7).*	
Repeal Local Law	Title:	[insert full title of the REPEAL local law]		
	Council Minutes:	[insert Council meeting date]		
	Gazettal:	[insert Gazette number & date]		
	Commencement:	[insert commencement date]		

APPENDIX 2 – Example Local Law Administration (Management) Register - populated with fictional data

Here is an example for how this Local Laws Administrative (Management) Register can be used (the information is fictional and for demonstration purposes only):

Principal Local Law - Made	Title:	Shire of Westralia Dog Local Law 2012		
	Council Minutes:	OCM 09/08/2012		Local Law was based on the WALGA template, with minor modifications for the Shire of Westralia's purposes.
	Gazettal:	No.112 - 15/08/2012		
	Commencement:	22/08/2012	*Local Law commences on 14th day after gazettal, unless otherwise prescribed - see s.3.14*	
	Publish on website>	22/08/2012	*See s.5.96A(1)(b)*	
Amendment Local Law - Made	Title:	Shire of Westralia Dog Amendment Local Law 2016		
	Council Minutes	OCM 11/10/2016		• JSCDL letter dated 20/11/2016 required the Shire to provide an undertaking to amend the Dog Amendment Local Law 2016 within 6 months. • Council resolved to provide the undertaking see Council Minutes dated 20/12/2016. • Letter to JSCDL advising Council resolution - dated 22/12/2016 - refer Record No: 457342
	Gazettal:	No.96 17/10/2016		
	Commencement:	31/10/2016		

Consolidated Local Law	Published on Website:	31/10/2016	*Section 5.96A(1)(b) requires an up-to-date consolidated version of each Local Law to be published on the LGs website.*	As required by the JSCDL undertaking Consolidated Local Law marked up to identify un-enforceable provisions and was republished on the website on 22/12/2016.
Amendment Local Law - Made	Title:	Shire of Westralia Dog Amendment Local Law 2017		
	Council Minutes:	OCM 14/02/2017		This Amendment Local Law gives effect to the undertakings required by the JSCDL.
	Gazettal:	No. 16 22/02/2017		
	Commencement:	08/03/2017		
Consolidated Local Law	Published on Website:	08/03/2017	*Section 5.96A(1)(b) requires an up-to-date consolidated version of each Local Law to be published on the LGs website.*	
Local Law Review DUE: 22/08/2020 **8 years after commencement or last review*	Review Completed - Council Minutes:	OCM 16/06/2020	Review outcome: ☒ Remain unchanged ☐ To be amended ☐ To be repealed	Principal Local Law commenced on 22/08/2012 - Review required within 8 years.
Local Law Review NEXT DUE: 22/08/2035 **15 years after commencement or last review*	Review Completed - Council Minutes:	[insert Council meeting date]	Review outcome: ☐ Remain unchanged ☐ To be amended ☐ To be repealed	

			☐ Review **not** completed within 15 years - Local Law to be repealed *s.3.16(5)-(7)*.	

*The first local law review above, was completed under the former Local Government Act provisions requiring a s.3.16 local law review within every 8 years. The second local law review is required under the now amended s.3.16 provisions requiring a review within every 15 years.

SHIRE OF CORRIGIN

REGISTER OF COUNCIL POLICIES

Adopted by Council ~~21 October 2025~~XXXX

Council Resolution ~~118/2025~~XXXX

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1 ADMINISTRATION POLICIES

1.1 COMMUNICATIONS

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **31 March 1989**
Amended: **21 April 2015, 17 October 2017, 20 October 2020, 23 October 2023**

Objective: To provide a high quality service to all stakeholders in the Shire of Corrigin for all communications regarding Council business.

Policy: The Shire of Corrigin is committed to ensuring fairness and equity and that the community is kept informed on matters before Council, whilst providing a friendly, helpful and respectful professional service. Effective communication is a key to ensuring that these principles of operation are met. All communication regarding Council business from a member of staff or an elected member shall be at all times courteous, clear and professional.

Correspondence will be managed within the protocol contained within Council records management system and will comply with the requirements of the *State Records Act 2000* and the *State Records Principles and Standards 2002***.**

Correspondence Received
All external written correspondence will be date stamped and entered to the Shire of Corrigin records management system. Once distributed to the appropriate member of staff they are required to respond within a reasonable timeframe.

Facsimiles and electronic mail (Email) will be treated as written correspondence.

The CEO, in consultation with staff, shall determine which items of correspondence will be presented to Council.

Presidential Correspondence
Presidential correspondence will be issued on Shire of Corrigin letterhead. A file copy shall be maintained in the appropriate file(s), together with originating correspondence. In instances where the President is providing technical information to correspondents, the appropriate officer will draft the correspondence, or that section of correspondence.

Elected Member Correspondence – incoming

1. All correspondence received by the Shire of Corrigin is deemed as Shire of Corrigin correspondence, unless:
   a) it is addressed to an elected member by name; and
   b) it is marked “Private and Confidential”; and
   c) it has no reference to the Shire of Corrigin as part of the address or addressee.

2. In all cases where correspondence is described in Item 1 complies with 1a, b or c, above, it will be left unopened on the elected members desk.

3. On all occasions where correspondence bearing an elected member’s name is received and does not comply with Item 1a, b, c, it will be opened by administration.

4. The above items are conditional upon total compliance with all telecommunications and Australian postal regulation and laws.

In cases when the contents makes reference to matters that are deemed as requiring attention by administration, a reference note will be added to the correspondence by an appropriate administration officer, marked for the elected member's attention, and the note will detail the action to be taken by the appropriate department, with particular reference to Item 3 above only.

Stationery
The Shire's stationery and equipment, including letterhead and envelopes are not to be used for election purposes.

Communication between Elected Members and Staff
In order to facilitate effective use of staff resources, all enquiries and requests from elected members shall be directed to the CEO. Where the request entails the use of Shire resources (human or physical) to an extent which may impact on the effective management of the Shire, the request is to be referred to the CEO for determination. The CEO will discuss such requests with the originating elected member to determine the extent of information or action required.

The CEO may subsequently refer the matter to Council for determination should a resolution not be achieved.

Communication between elected members and staff will in general be governed by the Code of Conduct.

Media Contact
In accordance with the *Local Government Act 1995*, the spokesperson for the Council is the Shire President, and with the President's authorisation the CEO, who may be authorised to make a statement on behalf of the Shire.

The Shire President and the CEO are permitted to make media releases prior to minutes being confirmed and made public.

Publications
Publications produced by the Shire will be available for residents and ratepayers from the administration centre and Council website.

All publications are available on request in alternative formats.

Advertising
All statutory advertisements requiring local public notice shall be published in The West Australian or The Narrogin Observer and if possible, be published in The Corrigin Windmill, unless in the opinion of the CEO, this is not practicable for the purposes of meeting time frames and required deadlines.

Public notices will also be posted on notice boards at the Corrigin Community Resource Centre, main street noticeboards and the Shire Administration Centre as well as on the Shire of Corrigin website.

1.2 LEGAL REPRESENTATION

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **15 November 2000**
Amended: **21 April 2015**

Objective: This policy aims to protect the interests of individual elected members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the Shire may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the Shire of Corrigin.

Policy:

Payment Criteria
There are four major criteria for determining whether the Shire of Corrigin will pay the legal representation costs of an elected member or employee. Including:

a) the legal representation costs must relate to a matter that arises from the performance, by the elected member or employee, of his or her functions;
b) the legal representation cost must be in respect of legal proceedings that have, or may be, commenced;
c) in performing his or her function, to which the legal representation relates, the elected member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
d) the legal representation costs do not relate to a matter that is of a personal or private nature.

Legal Representation Costs that may be approved
If the criteria in clause 1 of this policy is satisfied, the Shire of Corrigin may approve the payment of legal representation costs –

a) where proceedings are brought against a council member or employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the council member or employee; or
b) to enable proceedings to be commenced and/or maintained by a council member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the council member or employee; or
c) where exceptional circumstance are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about council members or employees.

The Shire of Corrigin will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instituted by a council member or employee.

Application for Payment
A council member or employee who seeks assistance under this policy is to make an application(s), in writing, to the council or the CEO.

The written application for payment of legal representation costs is to give details of –

a) the matter for which legal representation is sought;
b) how that matter relates to the functions of the council member or employee making the application;
c) the lawyer (or law firm) who is to be asked to provide the legal representation;
d) the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc.);
e) an estimated cost of the legal representation; and
f) why it is in the interests of the Shire of Corrigin for payment to be made.

The application is to contain a declaration by the applicant that he or she has acted in good faith, and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.

As far as possible, the application is to be made before commencement of the legal representation to which the application relates.

The application is to be accompanied by a signed written statement by the applicant that he or she –

a) has read, and understands, the terms of this policy;
b) acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 6 and any other conditions to which the approval is subject; and
c) undertakes to repay to the Shire of Corrigin any legal representation costs in accordance with the provisions of clause 6.

In relation to clause 3.5(c), when a person is to be in receipt of such monies the person should sign a document which requires repayment of those monies to the local government as may be required by the local government and the terms of the policy.

An application is also to be accompanied by a report prepared by the CEO or, where the CEO is the applicant, by an appropriate employee.

Legal Representation Costs – Limit
The council in approving an application in accordance with this policy shall set a limit on the costs to be paid based on the estimated costs in the application.

A council member or employee may make a further application to the council in respect of the same matter.

Council Powers
The council may –

a) refuse;
b) grant; or
c) grant subject to conditions,
d) an application for payment of legal representation costs.

Conditions under clause 5.1 may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.

In assessing an application, the council may have regard to any insurance benefits that may be available to the applicant under the Shire of Corrigin council member or employees' insurance policy or its equivalent.

The council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.

The council may, subject to clause 5.6, determine that a council member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved –

a) not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
b) given false or misleading information in respect of the application.

A determination under clause 5.5 may be made by the council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.

Where the council makes a determination under clause 5.5, the legal representation costs paid by the Shire of Corrigin are to be repaid by the council member or employee in accordance with clause 6.

Repayment of Legal Representation Costs

A council member or employee whose legal representation costs have been paid by the Shire is to repay the Shire of Corrigin –

a) all or part of those costs – in accordance with a determination by the council under clause 5.7;
b) as much of those costs as are available to be paid by way of set-off – where the council member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire of Corrigin paid the legal representation costs.

The Shire of Corrigin may take action in a court of competent jurisdiction to recover any monies due to it under this policy.

1.3 SHIRE OF CORRIGIN OPERATIONAL HOURS

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: **15 August 2006**
Amended: **21 March 2016, 19 October 2021**

Objective: To set guidelines for recognition of core operational hours and extended hours worked by staff in the course of normal and additional duties in a consistent manner across the organisation.

Policy: The Shire Administration Office shall be open to the public from 8.30am to 4.30pm, Monday to Friday.

The Corrigin Community Resource Centre shall be open to the public from 8.30am to 4.30pm, Monday to Friday.

All with the exception of public holidays.

1.4 OFFICE CLOSURE – CHRISTMAS/NEW YEAR PERIOD

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: **19 October 2010**
Amended: **21 April 2015, XXXX**

Objective: This policy is for the authorisation for the Council facilities, i.e. administration, works and services, to close over the Christmas and New Year period.

Policy: The Shire Administration Office, Corrigin Community Resource Centre and Works Depot will be closed at a suitable time agreed to by the CEO on the last working day before Christmas and re-open on the first working day following the New Year's Day public holiday.

Shire staff will be required to use leave entitlements during this closure period for those days that are not designated public holidays.

Shire staff will be provided with notification of the closure period at least four weeks prior, as per the Shire of Corrigin Enterprise Agreement or relevant Industry Award~~Local Government Industry Award 2010~~.

1.5 FLYING FLAGS

Policy Owner: Corporate and Community Services
Person Responsible: Customer Service Officer
Date of Approval: **1 June 2014**
Amended: **19 July 2016, 17 October 2017**

Objective: This policy aims to be consistent with Australian Government protocols for flying flags.

Policy: The following underpins the policy position:

- The flying of flags represents an opportunity to demonstrate and foster a sense of pride in the community.
- Flag flying should be done with respect and with sensitivity to community expectations.
- This policy aims to be consistent with Australian Government protocols for flying flags.

Flags Flown From two (2) Administration Building Poles
Where flags are flown from only two (2) flagpoles at the Administration Building, these shall be the Australian National Flag and the Western Australian State Flag.

When facing the Shire Offices from Lynch Street, the Australian National Flag is to be flown on the left flagpole, with the Western Australian State Flag on the right of the Australian National Flag. This follows the Australian Protocol and Procedures for flying the Australian National Flag. The Australian National Flag and the Western Australian State Flag will also be presented in the Council Chambers in a similar manner.

Australian Aboriginal Flag
Where flags are flown from only two (2) Administration Building flagpoles, and where requested by the National Aboriginal and Islander Day Observance Committee (NAIDOC), Council agrees to a temporary Australian Aboriginal flag[1] at the Shire Administration Street offices during opening hours in NAIDOC week each year.

Flags Flown From Three (3) Administration Building Poles
Where three (3) flagpoles are available at the Administration Building, these shall be the Australian National Flag, the Western Australian State Flag and the Australian Aboriginal flag.

1: Australian Aboriginal Flag means the Aboriginal Flag (designed by Harold Thomas) that has been proclaimed as a flag of Australia under Section 5 of the Flags Act 1953 (Commonwealth).

When facing the Shire Offices from Lynch Street, the Australian National Flag is to be flown on the left flagpole, with the Western Australian State Flag centre and the Australian Aboriginal flag on the right of the State Flag. This follows the Australian Protocol and Procedures for flying the Australian National Flag.

Flags Flown at Half Mast
Flags may be flown at half-mast:

- at the Shire Office as a sign of mourning at the passing of a local resident or past resident of the Shire of Corrigin;
- for a period of up to 2 working days from the time of notification of a local resident or past resident's death with the Flags also flown at half-mast on the day of their funeral; or

- when directed by the National or State Government; and at the discretion of the CEO and President.

1.6 INFORMATION PRIVACY POLICY

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **16 October 2018**
Amended: **16 June 2026**

Objective: To ensure that the Shire of Corrigin manages personal information in a lawful, transparent and responsible manner in accordance with the *Privacy and Responsible Information Sharing Act 2024 (PRIS Act)*, including the collection, use, disclosure and protection of personal information, and the management of information sharing and information breaches.

Policy:

Scope

This policy applies to:

- Council Members
- Employees
- Contractors
- Volunteers

It applies to all personal information handled by the Shire, regardless of format (including electronic and physical records).

Definitions

- *Personal Information*
  Information or an opinion about an identified individual or an individual who is reasonably identifiable.
- *Sensitive Information*
  Personal information that requires a higher level of protection, including information relating to health, beliefs, criminal history or other sensitive matters.
- *Information Breach*
  Unauthorised access, disclosure, loss or misuse of information.
- *Notifiable Information Breach*
  An information breach likely to result in serious harm that requires notification under the PRIS Act.

Policy

The Shire will manage personal information in accordance with the Information Privacy Principles (IPPs) under the PRIS Act.

The Shire of Corrigin is committed to protecting personal information and ensuring that information is:

- collected, used and disclosed lawfully;
- managed in accordance with community expectations;
- safeguarded against misuse, loss and unauthorised access; and
- handled in compliance with the PRIS Act and other relevant legislation.
- The Shire will only collect personal information where it is reasonably necessary for its functions and activities.

The Shire will take reasonable steps to:

- maintain the accuracy of personal information, ensuring records are complete, relevant and up to date;
- safeguard personal information from misuse, interference and unauthorised access, modification or disclosure; and

- ensure appropriate access for individuals to their personal information in accordance with legislative requirements, including the *Freedom of Information Act 1992*.

Where practical, individuals will be provided the option of anonymity when engaging with the Shire.

The Shire will make information about its privacy practices available to the public upon request.

Collection, Use and Disclosure
The Shire will:

- collect personal information only where necessary to perform its functions;
- collect information by lawful and fair means, and where practicable directly from the individual;
- only use or disclose information for the primary purpose of collection or a related purpose that would be reasonably expected; and
- only use or disclose personal information outside these circumstances where permitted or required by law.

Information Sharing
The Shire may share personal information where permitted under the PRIS Act, including where:

- the individual has provided informed consent;
- disclosure is required or authorised by law;
- there is a serious threat to life, health or safety; or
- it is reasonably necessary to carry out the Shire's functions or deliver services.
- All information sharing must be:
- lawful, necessary and proportionate;
- limited to what is required for the intended purpose; and
- appropriately documented where required.

Information Security and Storage
The Shire will implement appropriate administrative, physical and technical safeguards to protect personal information from:

- loss;
- unauthorised access;
- modification; and
- disclosure.

Personal information will be stored securely and accessed only by authorised personnel.

Information will be retained and disposed of in accordance with the *State Records Act 2000* and the Shire's recordkeeping requirements.

Information Breaches
All suspected or actual information breaches must be reported as soon as practicable to the Chief Executive Officer.
The Shire will:

- investigate and assess all information breaches;
- maintain a register of information breaches;
- take appropriate steps to mitigate harm; and
- notify affected individuals and relevant authorities where required.

From 1 January 2027, notifiable information breaches will be managed in accordance with the notification requirements of the PRIS Act.

Responsibility

The Chief Executive Officer is responsible for:

- ensuring compliance with this policy and the PRIS Act; and
- overseeing the management of privacy risks and information breaches.

All Council Members, employees and contractors are responsible for:

- complying with this policy;
- protecting personal information;
- using information appropriately; and
- reporting any suspected information breaches.

Legislation

- *Privacy and Responsible Information Sharing Act 2024 (WA)*
- *Freedom of Information Act 1992*
- *State Records Act 2000*
- *Local Government Act 1995*

1.7 FREEMAN – GUIDELINES FOR APPOINTMENTS

Policy Owner: Governance and Compliance
Person Responsible: Executive Support Officer
Date of Approval: **27 October 2009**
Amended: **21 April 2015**

Objective: To enable Council to honour exceptional individuals who have served the community in an outstanding and meritorious manner that stands above the service and contribution of most other persons in provision of benefits to the community and advancing the interests of the Shire of Corrigin.

Policy: Council may, subject to eligibility and selection criteria of this policy being met, decide to confer the title of "Freeman of the Shire of Corrigin" on any person who has rendered exceptional service to the Shire of Corrigin community. This prestigious honour will not be awarded regularly, but only on rare and exceptional occasions.

The award is in title only – no financial benefit is attached to the award. Recipients are however invited to significant Shire of Corrigin events.

The process for nominating and selecting a person and awarding the title is as follows:

Award Criteria
A person may be nominated for the honorary award Freeman of the Shire of Corrigin under the following circumstances:

- They will have identifiable and long standing connections with the community in the Shire of Corrigin and have made an outstanding, significant and meritorious contribution to the Shire and community across a range of endeavours.
- Their exceptional service is a matter of public record.
- Their endeavours will have benefited the community of the Shire of Corrigin, Australia and humanity.

Process of Nomination
The process of nominations will be as follows:

- Nominations will be considered infrequently or as the need is identified by Council.
- A nomination may be submitted by any person at any time, provided that nomination is in writing and addresses the criteria for the award.
- A nomination must be sponsored by an elected member and supported in writing by at least two (2) other elected members.
- A nominee must not be made aware of their nomination.
- Any nominations received will be validated and the findings presented at a meeting of Council behind closed doors, with recommendations to approve/not approve a nominee for the award. The decision will be based on a simple majority vote.
- Acceptance of the award must be determined prior to being conferred.

Entitlements

- Any person who has the honour of Freeman bestowed may refer to themselves as Freeman of the Shire of Corrigin.
- The Freeman will be presented with a special name badge and framed certificate at a function to be hosted by Council to acknowledge their Freemanship.
- The Freeman shall be invited to formal civic events and functions held by Council.
- A photograph and plaque of the Freeman is to be displayed in an appropriate place.

Limitations

- In recognition of the significance and standing of Freeman consideration should be given to the number of living persons who hold the title of Freeman of the Shire of Corrigin at any time.
- Bestowing of the title Freeman of the Shire of Corrigin carries with it no legal rights or privileges.

1.8 COMMUNITY RECOGNITION

Policy Owner: Governance and Compliance
Person Responsible: Executive Support Officer
Date of Approval: **15 October 2024**
Amended: **XXXX**

Objective: To provide guidance on the recognition of community members and organisations for achievements, ~~and~~ milestones and contributions to the community.

Policy: Council recognises community members and organisations ~~for two significant~~across three categories ~~of achievement~~: life memberships bestowed by local clubs/groups, the Corrigin Agricultural Society for delivery of the annual Corrigin Agricultural Show and milestone birthdays and anniversaries. The recognition process is outlined as follows:

Life Membership Recognition

- Once per year on a Council meeting day, invite new life membership recipients and their partners to a presentation ceremony, during which the life members will be presented with a certificate signed by the Shire President and CEO.
- Following the presentation ceremony, recipients along with their partners are welcome for lunch or afternoon tea with Council.

Corrigin Agricultural Society

- Each year, representatives of the Corrigin Agricultural Society are invited to join Council for lunch or afternoon tea alongside the Life Membership recipients.
- The invitation recognises and thanks the Agricultural Society for the delivery of the annual Corrigin Agricultural Show.

Recognition of Milestone Birthdays and Anniversaries

- Community members reaching milestone birthdays or anniversaries will be recognised upon request of a friend or relative, and will be in the form of a signed certificate by the Shire President and CEO
- Birthday Milestones include 90th and 100th Birthday
- Wedding Anniversaries include 50th, 60th and 70th year Anniversary

1.9 EXECUTION OF DOCUMENTS~~COMMON SEAL USAGE POLICY~~

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **19 July 2016**
Amended: **17 October 2017, 15 October 2024, XXXX**

Objective:

To establish the circumstances in which the Shire of Corrigin's Common Seal may be affixed and to provide for the proper execution and recording of documents in accordance with the *Local Government Act 1995*.~~To establish the circumstances under which the official Council Common Seal may be affixed to documents. The application of this policy is to be by Elected Members and the CEO and any legislative requirements of the *Local Government Act 1995* that may be enforced.~~

Policy:

Execution of Documents

Documents may be executed on behalf of the Shire of Corrigin:~~Common seal to be affixed with adherence to section 9.49A of the *Local Government Act 1995*.~~

- by affixing the Common Seal in accordance with section 9.49A of the *Local Government Act 1995*; or
- without the Common Seal, by a person authorised by Council under section 9.49A(4) of the *Local Government Act 1995*.

The Common Seal is not required where a document may be properly executed by an authorised signatory.

Use of the Common Seal~~Documents Requiring the Common Seal to be Affixed~~

The Common Seal may only be affixed to a document where:~~The Common Seal is to be affixed only to documents required by Legislation to be executed using the Common Seal e.g. *Transfer of Land Act 1893* or following Council resolution.~~

- its use is required by legislation;
- Council has resolved to authorise its use; or
- the form or terms of a document require execution under the Common Seal and Council has resolved to authorise its use.

Documents that may require execution under the Common Seal include, but are not limited to:

- local laws and local planning scheme documents;
- land transactions and documents required to be lodged with Landgate, including leases, transfers, easements, covenants and caveats;
- loan, mortgage and debenture documents;
- deeds and agreements requiring execution under the Common Seal;
- documents of a ceremonial nature; and
- any other document that Council resolves is to be executed under the Common Seal.

The inclusion of a document type in this list does not remove the requirement for Council to authorise the affixing of the Common Seal.

The Common Seal must be affixed in the presence of the Shire President and the CEO, who must each sign the document to attest that the Common Seal was affixed.

Where there is uncertainty regarding the appropriate method of executing a document, the CEO may obtain legal advice or refer the matter to Council for determination.

Custody and Records~~Procedures for the use of the Common Seal~~

The CEO is responsible for the security and proper use of the Common Seal.

~~Wording of the~~ Common Seal Clause

Where legislation or the relevant document does not prescribe the wording of the Common Seal clause, the following wording will apply:~~If the legislation is silent on the wording of the Common Seal clause then the following shall apply:~~

Dated: _____

The Common Seal of the Shire of Corrigin was hereunto affixed by the authority of a resolution of the Council in the presence of:

_____

Name of Shire President
Shire President

_____

Name of Chief Executive Officer
Chief Executive Officer

2 COUNCIL/ELECTED MEMBERS

2.1 INVITATION TO END OF YEAR FUNCTION

Policy Owner: Governance and Compliance
Person Responsible: Executive Support Officer
Date of Approval: **20 November 1996**
Amended: **16 October 2018, 21 October 2025**

Objective: To ensure the continuity of the annual end of year function hosted by Council.

Policy: That all current Councillors, past Presidents, Freeman of the Shire and local Members of Parliament, including partners are invited to the annual end of year function of Council.

All senior designated employees and partners are also to be invited to the function. Any other members of staff may be invited at the CEO's discretion.

2.2 DRESS STANDARD

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **20 June 2001**
Amended:

Objective: To present a tidy and professional image of staff and elected members to the community.

Policy: Dress requirements for Councillors and staff attending the following meetings will be:

- Special and Ordinary Council meetings is to be business attire.
- Committee Meeting is to be neat casual clothes or good work clothes (depending on the nature of the business to be discussed).

2.3 MONTHLY ORDINARY COUNCIL MEETINGS AND COUNCILLOR DISCUSSION PERIOD

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **19 December 2006**
Amended: **17 October 2017, 20 October 2020, 18 March 2025, XXXX**

Objective: To provide guidance to the Executive staff on the appropriate day and time for the regular meetings of Council.

Definitions:

Ordinary Council Meeting
A meeting of Council that is open to the public, conducted at least once every three (3) months dealing with general business of the Local Government.

Councillor Discussion Period
A forum convened to discuss strategic or important operational matters and receive presentations from community organisations and government agencies.

Explanatory Notes
A Local Government is required to hold an Ordinary Council Meeting at least once in every three (3) month period pursuant to s5.3(2) of the *Local government Act~~,~~ 1995.*

A Councillor Discussion Period is conducted between Councillors and staff to discuss strategic items, receive project updates and be briefed on important operational matters and may be of a confidential or sensitive nature. This forum is also used to receive presentations from community organisations and government agencies but is not to facilitate or debate on forthcoming prepared agenda items.

Policy:

1. That Ordinary Council Meetings be conducted on the third Tuesday of each month, except January, unless otherwise determined by Council as a Special meeting.
2. The commencement time of Ordinary Council Meetings will be determined by Council resolution and may be varied from time to time by further resolution of Council.~~at Council meetings commence at 6.00pm unless otherwise determined by the Shire President.~~
3. The CEO may convene a Councillor Discussion Period on the third Tuesday of each month (prior to or following the Council meeting), except January unless a Special meeting has been determined by Council.
4. Councillor Discussion Period is closed to general public with attendance by invitation only by the Shire President.

2.4 ELECTED MEMBERS' FEES, ALLOWANCES AND BENEFITS

Policy Owner: Corporate and Community Services
Person Responsible: Senior Finance Officer
Date of Approval: **15 August 2006**
Amended: **17 October 2017, 16 October 2018**

Objective: To clearly outline the timing of payment to Elected Members of Members fees and allowances within the provisions of the *Local Government Act 1995.*

Policy: At the end of December and June, Council staff shall arrange payment to Councillors for all entitled allowances within the provisions of the *Local Government Act 1995.*

The determination of allowances to be paid will be set out during the annual budget adoption process including information technology and telephone allowance.

Elected members payments are to be provided by electronic funds transfer with elected members notifying the Deputy CEO of their account details upon election.

A statement of payments received will be provided to elected members at the end of the financial year on request.

2.5 ELECTED MEMBERS' TRAINING, PROFESSIONAL DEVELOPMENT, AND EXPENSES POLICY

Policy Owner: Governance and Compliance
Person Responsible: President, Councillors and Chief Executive Officer
Date of Approval: **15 October 2024**
Amended:

Objective: To ensure that Councillors have equitable access to a range of relevant Councillor training and professional development opportunities while providing clear guidelines for covering expenses related to conducting Council business, attending conferences, or participating in training.

Policy:

Training and Professional Development
Elected Members are strongly encouraged to participate in conferences, programs and training courses specifically designed for professional development relating to their role and responsibilities in local government.

Council shall ensure adequate resources are allocated annually in the Shire's budget to provide the opportunity for Councillors to participate in appropriate training and development. (I.e. $2,000 per Councillor plus an additional $3,000 for the President to attend an interstate conference or function annually).

Mandatory Training
Pursuant to the *Local Government Act 1995*, Elected Members must complete Council Member Essentials which incorporates the following mandatory training units:

- Understanding Local Government;
- Conflicts of Interest;
- Serving on Council;
- Meeting Procedures and Debating; and
- Understanding Financial Report and Budgets.

Council preferred provider for the training is WALGA (WA Local Government Association).

All units and associated costs will be paid for by the Shire and must be completed within the first 12 months following their election to Council. The training is valid for a period of five years.

It is Council preference that the training is undertaken via the eLearning method which is the more cost efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

Additional Authorised Training / Conferences
Elected Members are permitted to attend the following training opportunities without requiring further Council authorisation:

- WALGA Elected Member Training Modules, seminars, forums webinars, and workshops;
- WALGA Annual Local Government Week Conference and associated training courses;
- The Planning Institute of Australia (PIA) Annual State Conference, seminars and forums; and

- Breakfast or workshop speakers identified by the President in liaison with the CEO and advertised by email.

Requests for participation in additional training or conferences should be forwarded to the CEO for approval, and attendance is subject to a cost limit of $5,000 per Councillor and $8,000 for the President annually. All training and conferences must be organised by an industry-recognised training provider.

Expenses Related to Training and Conferences

- **Approval and Budget**: Any approval for travel by Elected Members shall be subject to the availability of adequate funds allocated in the budget for this purpose.
- **Prepaid Expenses:** Accommodation, travel, business or conference expenses, and meals will be prepaid where possible.
- **Expense Limits:**
    - Moderate claims for alcoholic beverages, when consumed in conjunction with a meal, are acceptable. Unrelated mini-bar costs, alcoholic beverages, and in-house movie hire are considered personal expenses and will not be paid for or reimbursed by Council.
    - No Business Class or First Class air travel is permitted unless approved by Council.
    - All expenses incurred by an accompanying partner will be at the personal expense of the Elected Member other than shared accommodation costs unless otherwise resolved by Council.

Conference Attendance

- The following conferences have ongoing approval for the Shire President or their nominee and the CEO or their nominee: Sustainable Economic Growth for Regional Australia, Australian Local Government Association - National General Assembly, and National Roads Forum.
- Attendance at conferences not identified in this policy requires a report to Council for merit assessment.

WALGA Local Government Convention

The CEO or their nominee and all interested Elected Members are approved to attend with associated costs (accommodation, travel, meals) covered, excluding partner social or non-business related activities. The Shire President and Deputy Shire President, or their nominees, will be the voting delegates at the WALGA Annual General Meeting (AGM).

Training Days

Elected Members can access an allocation of two training days per year through WALGA or the Department of Local Government, including registration, travel, meals, and accommodation, without Council approval. Training attendance beyond this allocation requires Council approval.

Training Register

A register of elected member training will be published on the Shire of Corrigin website and updated regularly.

Reporting Back on Attendance

Councillors who represent the Shire at meetings or seminars shall make every effort to present a written report back to Council for the Agenda, where minutes are not made available. If a written report is not possible, Councillors may provide a verbal report during the Councillors' report section of the Council meeting.

Reimbursement of Expenses

- **Information Technology:** allowance is determined in the budget.
- **Child Care:** Section 5.98 of the *Local Government Act 1995* states Councillors with children are allowed to claim professional child care fees where meetings are scheduled that require their children to be put into child care
    - costs incurred to attend Council meetings are reimbursed at actual cost per hour or $25 per hour
    - Child carer can not be a close relative of the member, being for example ~~husband, wife~~partner or ~~,~~ grandparent
    - Reimbursements will only be paid on production of receipt of costs incurred including dates expenses were incurred

- **Travel Costs:**
    - For local travel, actual costs will be reimbursed.
    - For travel beyond 100 kilometres, costs are reimbursed from the outer boundary of an adjoining local government district.
    - For regional travel, actual costs are reimbursed.
    - Travel by privately owned or leased vehicles is reimbursed at rates specified in the *Local Government Officers' Interim Award 2011*

- **Other Costs:** Reimbursed upon presentation of sufficient evidence of the cost incurred, in accordance with the *Public Service Award 1992*.

2.6 ELECTED MEMBER, CHIEF EXECUTIVE OFFICER AND EMPLOYEE ATTENDANCE AT EVENTS POLICY

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **18 February 2020**
Amended:

Objective: The purpose of this policy is to establish guidelines for appropriate disclosure and management of acceptance of invitations to events or functions, or other hospitality occasions, where elected members and employees are invited free of charge, whether as part of their official duties as council or Shire of Corrigin representatives or not.

Policy: This policy applies to Elected Members, the Chief Executive Officer and all employees of the Shire of Corrigin in their capacity as an Elected Member or employee of the Shire.

When considering whether an invitation to an event or hospitality given to an elected member or an employee is a gift for the purposes of the Act and Regulations, the key issues are:

- The business, community group or individual offering the gift, ticket or benefit.
- Value of the benefit.
- Expectation of anything of value in return for the benefit such as formally opening or speaking at the event or presenting prizes/awards.
- Whether the value of that contribution outweighs the value of the benefit.

Definitions
District: is defined as the Wheatbelt Region of Western Australia.
Elected Members: includes the Shire President and all Councillors.

In accordance with the *Local Government Act 1995 s 5.90A*, an event is defined as a:

- Concert
- Conference
- Function
- Sporting event
- Occasions prescribed by the *Local Government (Administration) Regulations 1996*.

Entertainment Events
Any tickets accepted by an elected member, or employee, without payment for any commercial entertainment event, for which a member of the public is required to pay whether sponsored by the Shire of Corrigin or not will generally be classified as a gift for the purposes of the Act and Regulations.

An exception to this is where the President or President's representative attends the event in an official capacity to perform a civic function. Where there is commercial entertainment event that, in the opinion of the Chief Executive Officer, it is in the interests of the Shire of Corrigin for one or more elected members or employees to attend in order to assess and understand first-hand the impacts on the community or business, then one or more tickets for that event will be purchased for the relevant elected member or employee by the Shire of Corrigin at full cost.

Other Commercial (non-entertainment) Events
For other commercial (non-entertainment) events, such as a conference or seminar, for which a member of the public is required to pay, where the Chief Executive Officer is of the opinion that it is in the interests of the Shire of Corrigin for one or more elected members or employees to attend (such as for their professional development or to undertake a function as an elected member or employee), then one or more registrations or other benefits for that event will be purchased for the relevant elected member or employee by the Shire of Corrigin at full cost to enable attendance.

If the Shire of Corrigin does not pay for the event, free registration or any other benefit (such as hospitality) given to an elected member or employee would be classified as a 'gift' unless the contribution of the elected member or employee to the event (such as by way of a paper or speaking engagement) is reasonably considered to outweigh the value of registration or other benefit given to the elected member or employee.

Community/Local Business Events
Acceptance of reasonable and modest hospitality by an elected member or employee at an unpaid event run by a local community group for local business would not generally be classified as a 'gift' where the contribution by the elected member or employee to the event is reasonably considered to outweigh the value of the hospitality.

This is more likely where the elected member or employee attends the event in his or her capacity as an elected member or employee - preferably where the attendance has been requested by the sporting club or community group, and is specifically authorised by the Shire of Corrigin, but otherwise where the person is performing his or her functions as an elected member or employee.

Conflicts of Interest
Attendance at events may lead to a perceived or actual conflict, which may prevent council members participating, or employees, providing advice at a future meeting. If the amount of an event ticket (gift) is less than $1,000, and relates to a matter before Council, under section 5.68 of the Act, Council may allow the disclosing council member to participate in the discussion and vote on the condition that the interest, the Council decision and the reasons for that decision are recorded in the minutes.

If the amount gift is above $1,000 the Council or CEO must apply to the Minister for permission to allow the member or employee to participate.

Scope
The policy provides guidance to elected members and employees when an invitation to an event or function, or other hospitality occasion, ticketed or otherwise, is offered free of charge. It does not provide guidance on the acceptance of a tangible gift or travel contribution.

Travel and accommodation excluded: This policy does not apply to tangible gifts or money, travel or accommodation. Any contribution to travel, subject to the exceptions in section 5.83 of *the Local Government Act 1995* (the Act), must be disclosed in writing to the CEO within 10 days of receipt of the contribution.

Contributions to travel costs, whether financial or otherwise are now incorporated within the definition of gift.

The following situations are specifically excluded where the event ticket (gift) is received from one of the following organisations:

- WALGA (but not LGIS)
- Local Government Professionals Australia (WA)
- Australian Local Government Association
- A department of the public service
- A government department of another State, a Territory or the Commonwealth
- A local government or regional local government

The gift is still required to be recorded on the "gift register".

Pre-Approved Events

In order to meet the policy requirements, tickets and invitations to events must be received by the Shire (as opposed to in the name of a specific person in their role with the Shire).

The Shire approves attendance at the following events by elected members, the Chief Executive Officer and employees of the Shire:

a) Advocacy, lobbying or Members of Parliament or Ministerial briefings (elected members, the Chief Executive Officer only);
b) Meetings of clubs or organisations within the Shire of Corrigin;
c) Any free event held within the Shire of Corrigin;
d) Australian or West Australian Local Government events;
e) Events hosted by sporting clubs or not for profit organisations within the Shire of Corrigin to which the Shire President, elected member, Chief Executive Officer or employee has been officially invited;
f) Shire hosted ceremonies and functions;
g) Shire hosted events with employees;
h) Shire run tournaments or events;
i) Shire sponsored functions or events;
j) Community art exhibitions within the Shire of Corrigin or District;
k) Cultural events/festivals within the Shire of Corrigin or District;
l) Events run by a Local, State or Federal Government;
m) Events run by schools and universities within the Shire of Corrigin;
n) Major professional bodies associated with local government at a local, state and federal level;
o) Opening or launch of an event or facility within the Shire of Corrigin or District;
p) Recognition of Service events within the Shire of Corrigin or District;
q) Where Shire President, elected member or Chief Executive Officer representation has been formally requested.

All elected members, the Chief Executive Officer and employees with the approval of the CEO, are entitled to attend a pre-approved event.

If there is a fee associated with a pre-approved event, the fee, including the attendance of a partner, may be paid for by the Shire of Corrigin by way of reimbursement.

If there are more elected members than tickets provided then the Shire President shall allocate the tickets.

Approval Process
Where an invitation is received to an event that is not pre-approved, it may be submitted for approval prior to the event for approval as follows:

- Events for the Shire President may be approved by the Deputy Shire President;
- Events for Councillors may be approved by the Shire President;
- Events for the Chief Executive Officer may be approved by the Shire President; and
- Events for employees may be approved by the Chief Executive Officer.

Considerations for approval of the event include:

- Any justification provided by the applicant when the event is submitted for approval.
- The benefit to the Shire of Corrigin of the person attending.
- Alignment to the Shire of Corrigin Strategic Objectives.
- The number of Shire representatives already approved to attend.

Non-Approved Events
Any event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event.

- If the event is a free event to the public then no action is required.
- If the event is ticketed and the Elected Member, Chief Executive Officer or employee pays the full ticketed price and does not seek reimbursement, then no action is required.
- If the event is ticketed and the Elected Member, Chief Executive Officer or employee pays a discounted rate, or is provided with a free ticket(s), with a discount value, then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days to the Chief Executive Officer (or President if the CEO) if the discount or free value is greater than $50 for employees, other than the Chief Executive Officer, and greater than $300 for Elected Members and the CEO.

Conference Registration, Bookings, Payment and Expenses
Shall be dealt with in ~~avoidance~~ accordance with Council Policy:

- Elected Members Training, Professional Development and Expenses Policy

Dispute Resolution
All disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to elected members and the Chief Executive Officer and the CEO in relation to other employees.

Procedures
Organisations that desire attendance at an event by a particular person(s), such as the President, Deputy President, elected member, Chief Executive Officer or particular officer of the Shire, should clearly indicate that on the offer, together what is expected of that individual, should they be available, and whether the invite / offer or ticket is transferable to another Shire of Corrigin representative.

Free or discounted invitations / offers or tickets that are provided to the Shire of Corrigin without denotation as to who they are for, are be provided to the Chief Executive Officer and attendance determined by the Chief Executive Officer in liaison with the Shire President, based on:

- the relative benefit to the organisation in attending the event,
- the overall cost in attending the event, inclusive of travel or accommodation,

- availability of representatives, and
- the expected role of the relevant elected member or employee.

Legislation
Local Government Act 1995
- s 5.90A – requirement to prepare and adopt a policy that deals with matters relating to the attendance of council members and the CEO at events.

- s 5.87A and 5.87B council members and CEOs are required to disclose gifts that are received in their capacity as a council member (or CEO) and
- are valued over $300; or
- are of a cumulative value that exceeds $300 where the gifts are received from the same donor in a 12-month period.

Local Government (Administration) Regulations 1996 –
- r.34B – required code of conduct contents about gifts to employees

Local Government (Rules of Conduct) Regulations 2007.

Department Circular No 11-2019 – New Gifts Framework

Department of Local Government, Sport and Cultural Industries - Gifts and Conflicts of Interests - Frequently Asked Questions

2.7 USE OF VEHICLE FOR COUNCIL RELATED BUSINESS

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **20 April 2005**
Amended:

Objective: To supply elected members with a means of transportation in order that they may provide effective and efficient services.

Policy: Council allows Councillors, staff and other members of the community use of a Shire vehicle to attend training seminars, conferences or meetings when they are acting as a representative of Council, at the discretion of the CEO and/or President.

If a suitable car is unavailable the attendee will be reimbursed a rate specified in the *Local Government Industry Award 2020* for use of their private vehicle, provided an appropriate claim form/invoice is submitted.

2.8 RECOGNITION OF SERVICE - ELECTED MEMBERS – COUNCIL GIFT/FUNCTIONS

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: **15 October 2024**
Amended: **21 October 2025**

Objective: This policy is to provide the necessary guidelines for gifts and/or function for the retirement or resignation of an Elected Member.

Policy: Upon resignation/retirement of an Elected Member who has provided satisfactory service to Council for four (4) years or more, the Council authorises the CEO to acquire a suitable gift to be presented to that member.

1. The CEO is to arrange a suitable gift for departing elected members, to the value permitted by the *Local Government (Administration) Regulations 1996* s.34AC, on the basis of –
   a) $50.00 per year for each Elected Member,
   b) an additional $50.00 per year for each year of service as President,
   c) an additional $25.00 per year for each year of service as Deputy President
2. Multiple terms of service as a member of Council are to be considered individually according to each period, and not cumulatively.
3. Each departing elected member shall also receive an appropriate plaque or certificate of service.
4. Presentation of the gift and plaque or certificate will generally be made at the final meeting being attended by the elected member, or at a suitable function.
5. Where qualifying, application for a Certificate of Appreciation from the Minister is to be made through the Department of Local Government.

Functions
The retirement/resignation function will depend on the following length of service and consist of:

Length of Service	Details of Function
0 – 4 years	At the discretion of Council
4-8 years	Council sponsored sun downer (all elected members and partners) with nibbles, beer, wine and soft drink.
8 – 16 years	Council sponsored sun downer (Elected Members, staff and partners) with nibbles, beer, wine and soft drink.

16- 20yrs plus	Council sponsored reception (Elected Members, staff and partners as well as previous CEO's and elected members from neighbouring Councils).

The executive Support Officer together with the Chief Executive Office or Deputy CEO will be responsible for arranging the function and gift.

Statutory context: *Local Government Act 1995 –*

s.5.60 – when a person has an interest
s.5.60A – financial interest
s.5.69 – Minister may allow members disclosing interests to participate etc. in meetings
s.5.100A – gifts to elected members may only be made in prescribed circumstances

Local Government (Administration) Regulations 1996 – r.34AC – gifts to council members, when permitted etc.
(1) at least one 4 year term must be completed
(2) maximum gift of $100 per year of service to maximum of $1,000

2.9 CONDUCTING ELECTRONIC MEETINGS AND ATTENDANCE BY ELECTRONIC MEANS

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **23 October 2023**
Amended:

Objective: To establish the Shire of Corrigin decision making framework enabling electronic attendance at in-person meetings and for the conduct of meetings by electronic means.

This policy is to be read in conjunction with the *Local Government Act 1995* ('the Act') and *Regulations 14C, 14CA, 14D and 14E* of the *Local Government (Administration) Regulations 1996*.

Policy:

Definitions

Electronic Means: refers to the approved electronic requirements to access an in-person meeting or attend an electronic meeting, encompassing hardware and software requirements to enable instantaneous communication. The electronic means must be determined before the suitability of a location and equipment can be assessed as part of a request to attend electronically to an in-person meeting or to an electronic meeting.

Members: refers to a Councillor and any other person appointed as a member of a committee under Section 5.10 of the Act.

Electronic Attendance at an In-Person Meeting

1. For efficiency and to avoid unnecessary inconvenience, Members are to submit requests for electronic attendance at the earliest opportunity.
2. Requests must be received in sufficient time to be considered and the necessary technology and meeting protocols to be implemented.
3. A request for electronic attendance at an in-person meeting:
   a) Is to be provided to the President.
   b) Where the President is unavailable to approve a request, the request is to be considered by Council (the request is to be moved, seconded and approved).
   c) Where the President rejects a request, the requester may ask Council to re-consider the request; and
   d) The President may refer their own request to the Deputy President, or alternatively, may refer the request to Council for decision.

Note: for committees, a request for electronic attendance to an in-person committee meeting can only be approved by the President or Council (not the relevant committee). A request for a committee to be held as an electronic meeting (outside of a declared emergency) must first be approved by Council.

4. Where a request meets the following criteria, approval will not be unreasonably withheld:
   a) The electronic means of instantaneous communication, and the location and equipment from which the Member seeks to attend the meeting, are determined as suitable for the Member to effectively engage in deliberations and communications throughout the meeting.
   b) The Member has made a declaration prior to the meeting, or that part of the meeting, that will be closed, that confidentially can be maintained. In the absence of such a declaration, the Member is prohibited from participation in the meeting, or that part of the meeting, that is closed; and
   c) The approval does not exceed prescribed limitations for the number of meetings attended by that Member by electronic means.

5. Records of requests and decisions about requests must be retained:
   a) Where the President makes the decision, the record is retained as a Local Government record (e.g. email communication) in accordance with the Shire of Corrigin Record Keeping Plan and protocols established by the CEO; and
   b) Where Council makes the decision, the decision must be recorded in the minutes.

6. The CEO shall ensure that necessary administrative and technological support is readily available to facilitate attendance by electronic means at any meeting, on the basis that approvals may be given at any reasonable time prior to commencement of the meeting by the President or during the meeting itself by Council for a Council meeting.

Conducting a Meeting by Electronic Means

1. Ordinary meetings will primarily be held as in-person meetings.
2. Where a declared public health or state of emergency, or associated directions, are in effect that prevent an in-person meeting being held, the President or the Council can approve a meeting to be held by electronic means:
   Meetings held by electronic means in these circumstances are not subject to, or included in, the prescribed limitation on the number of meetings held by electronic means.
3. Where it is otherwise considered expedient or necessary (and there is no declared emergency), the Council may resolve to authorise the meeting to be held by electronic means, subject to:
   a) The prescribed limitation is not exceeded on the number of electronic meetings allowed.

b) The CEO has been consulted, before the electronic means by which the meeting is to be held is determined by the President or Council resolution.
c) The decision has given due regard to whether the location from which each Member seeks to attend the meeting and the equipment each Member intends to use, are suitable to ensure each Member is able to effectively engage in deliberations and communications throughout the meeting; and
d) Each Member has made a declaration prior to the meeting, or that part of the meeting, that is closed, that confidentially can be maintained. In the absence of such a declaration, a member is prohibited from participation in the meeting, or that part of the meeting, that is closed.

4. Where a meeting is authorised to be held as an electronic meeting, the CEO must ensure details are:
   a) published on the Local Government's Official webpage.
   b) provided in the Notice of Meeting/Agenda; and
   c) broadly promoted to ensure community awareness, such as through social media, newsletters, on noticeboards, etc.

Participating in Meetings by Electronic Means

1. **Presiding at Meeting**
   Where the President is approved to attend an in-person meeting by electronic means, the President may choose to defer to the Deputy President for the purpose of presiding at the meeting.

2. **Conduct**
   Members are to be familiar with their Meeting Procedure/Standing Orders and Code of Conduct requirements, in, protecting confidential information and appropriate communication practices, when participating in a meeting by electronic means.

3. **Meeting Procedures**
   Where provisions of a Meeting Procedures/Standing Orders are not applicable to an electronic meeting environment, the Presiding Member may need to consider modification or suspension of the inconsistent subject provisions.

4. **External Parties Participating in Closed Meetings**
   Where external parties are invited to participate in a closed part of an electronic meeting (such as auditor attending an Audit Committee electronic meeting), before being approved to attend by a resolution of the meeting, they are to first confirm they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.

Electronic Means

1. **Platform**
   The Shire of Corrigin utilises the Microsoft Teams or Zoom platform for electronic meetings. Alternative software will be considered for members that request an alternative when making a written request to join a meeting by electronic means.

2. **Equipment**
   Members attending meetings electronically must ensure they have access to a computer or laptop with a working microphone, camera and either speakers or a headset.

3. **Network**
   Members must also ensure they are using a suitable connection for electronic attendance. Suitable networks include a private home internet, either LAN or WIFI, or a mobile hotspot from a trusted personal mobile device. Public WIFI is not considered suitable.

4. **Location**
   Members must confirm the location from which they are attending from is safe, quiet, private, devoid from distractions, and where a meeting or part thereof is closed to the public, a place where confidentiality can be maintained.

3 FINANCE POLICIES

3.1 PURCHASING POLICY

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer, Senior Finance Officer
Date of Approval: **20 February 2007**
Amended: **15 December 2016, 17 October 2017, 20 February 2018, 16 October 2018, 19 May 2020, 18 October 2022, XXXX**

Objective: The Shire of Corrigin (the Shire) is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* (the Act) and Part 4 of the *Local Government (Functions and General) Regulations 1996*, (the Regulations) Procurement processes and practices to be complied with are defined within this policy and the Shire's prescribed procurement procedures.

Policy: Ensure that all purchasing activities:

- demonstrate that best value for money is attained for the Shire.
- are compliant with relevant legislations, including the Act and Regulations.
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the Shire.
- mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness, and equity to all potential suppliers.
- ensure that the sustainable benefits, such as environmental, social, and local economic factors are considered in the overall value for money assessment; and
- are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.

1. **Ethics and Integrity**

1.1 Code of Conduct

All officers and employees of the Shire undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire must always act in an honest and professional manner which supports the standing of the Shire.

1.2 Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective, and proper expenditure of public monies based on achieving value for money.
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire's policies and Code of Conduct.
- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly, and consistently.
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation.
- any actual or perceived conflicts of interest are to be identified, disclosed, and appropriately managed; and

- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

2. Value for Money

2.1 Policy

Value for money is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved for the Shire.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

2.2 Application

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance, and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history).
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers.
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the Shire's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

3. Purchasing Requirements

3.1 Legislative / Regulatory Requirements

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

3.2 Policy

Purchasing that is **$250,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 3.5 of this Purchasing Policy.

Purchasing that **exceeds $250,000 in total value** (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under 4.5 of this Policy is not deemed to be suitable.

3.3 Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

3.3.1 Exclusive of Goods and Services Tax (GST).

3.3.2 The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.

3.3.3 Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

3.4 Purchasing from Existing Contracts

Where the Shire has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

3.5 Purchasing Thresholds

The table below prescribes the purchasing process that the Shire must follow, based on the purchase value:

Purchase Value Threshold	Purchasing Requirement
Up to $~~1,000~~2,500	Purchase directly from a supplier using a Purchase Order or credit card issued by the Shire.
Over $~~1,000~~2,500 and up to $10~~5~~,000	Obtain at least one (1) oral or written quotation from a suitable supplier, either from: • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. • Where the purchase is of an urgent or emergency nature the purchase is permitted without a quote.
Over $10~~5~~,000 and up to $50,000	Obtain at least two (2) written quotations from suppliers following a brief outlining the specified requirement, either from: • an existing panel of pre-qualified suppliers administered by the Shire; or • from the open market. Or Obtain at least one (1) written quotation from a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA.

	Where the purchase is of an urgent or emergency nature the purchase is permitted without undertaking the quotation process.
Purchase Value Threshold	**Purchasing Requirement**
Over $50,000 and up to $250,000	Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy. Quotations within this threshold may be obtained from: • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market. Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.
Over $250,000	Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed in this Policy, conduct a public Request for Tender process in accordance with Part 4 of the *Local Government (Functions and General) Regulations 1996,* this policy and the Shire's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.
Emergency Purchases *(Within Budget)*	Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds. Where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply OR compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. An emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.

	The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire of Corrigin Record Keeping Plan.
Emergency Purchases *No budget allocation available)*	Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the *Local Government Act 1995,* the President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred. The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting. The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.
LGIS Services Section 9.58(6)(b) *Local Government Act 1995*	The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the *Local Government Act 1995* and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy. Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.

3.6 Tendering Exemptions

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.
- the purchase is from a Regional Local Government or another Local Government.
- the purchase is acquired from an Australian Disability Enterprise and represents value for money.
- the purchase is from a pre-qualified supplier under a Panel established by the Shire; or
- any of the other exclusions under Regulation 11 of the Regulations apply.
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth $250,000 or less and represents value for money.
- an emergency situation as defined by the *Local Government Act 1995*.
- the purchase is from a Department of Finance Common Use Arrangements (where Local Government use is permitted), a Regional Local Government or another Local Government.
- the purchase is under auction that has been authorised by Council.
- the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or

3.7 Inviting Tenders Under the Tender Threshold

Where considered appropriate and beneficial, the Shire may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness, and

compliance requirements and whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be $250,000 or less in value, the Shire's tendering procedures must be followed in full.

3.8 Expressions of Interest

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process (Functions and General Regulation 21) where the required supply evidence one or more of the following criteria:

a) Unable to sufficiently scope or specify the requirement.
b) There is significant variability for how the requirement may be met.
c) There is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created, or delivered.
d) Subject to a creative element; or
e) Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes will be based upon qualitative and other non-price information only.

3.9 Unique Nature of Supply / Sole Source of Supply

Where the purchasing requirement is over the value of $105,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Shire must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be referenced on the Purchase Order prior to a contract being entered into.

From time to time, the Shire may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

3.10 Anti-Avoidance

The Shire shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

3.11 Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation, or imminent risk to public safety to protect or make safe property of infrastructure assets, as provided for in the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

A State of Emergency declared under the *Emergency Management Act 2005* and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy.

3.12 Contract Renewals, Extensions and Variations
Where a contract has been entered into as the result of a publicly invited tender process, then *Functions and General Regulation 21A* applies.

For any other contract, the contract must not be varied unless

a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
b) The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the shire is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy

A decision to approve a contract variation must be made by Council resolution, unless within the *Functions and General Regulations 20 and / or 21A* delegated authority of the CEO.

4. Records Management

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*, the Shire's Records Management Policy and associated procurement procedures.

For each procurement activity, such documents may include:

- The Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable).
- Procurement pPlanning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract.
- Request for Quotation/Tender documentation.
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable).
- Copies of quotes/tenders received.
- Evaluation documentation, including individual evaluators note and clarifications sought.
- Negotiation documents such as negotiation plans and negotiation logs.
- Approval of award documentation.
- All correspondence to respondents notifying of the outcome to award a contract.
- Contract Management Plans which describe how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.

5. Sustainable Procurement and Corporate Social Responsibility

The Shire is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of corporate social responsibility (CSR).

Where appropriate, the Shire shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social

impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Shire's sustainability objectives.

6. Buy Local Policy

As much as practicable, the Shire must:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses.
- consider indirect benefits that have flow on benefits for local suppliers (i.e., servicing and support).
- ensure that procurement plans address local business capability and local content.
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses.
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

A regional price preference may be afforded to locally based businesses for the purposes of assessment. Provisions are detailed within Council Policy 2.11 *Regional Price Preference*.

7. Exemptions

The following exemptions to the Purchasing Thresholds and Processes apply:

- Live Shows, Artistic Performances, Digital Movies: For the procurement of live shows, artistic performances, and digital movies a purchase order is required to be raised, however, only one quotation needs to be obtained due to there being only one supplier.
- Insurance (LGIS) brokers, utilities, and the like: For the procurement of Insurance (LGIS) brokerage and utilities normally only one supplier is available.
- Staff Corporate Uniforms: The staff corporate uniform is exempt from seeking quotations.
- All Freight: All freight is exempt from seeking quotations but where possible attain the best price for the best required freight service.
- Travel/Airfares: The procurement of airfares for travel purposes is exempt from seeking quotations but the Shire must be equitable in procuring this service from all local travel suppliers if and when the pricing is comparable.
- Staff Housing (Leasing of Property): Leasing property for the purpose of providing staff housing is exempt from seeking quotations but the Shire must be equitable in procuring this service from all local suppliers if and when the pricing is comparable, taking into consideration what housing is required to accommodate staff needs and what is available on the rental market at that time.
- Souvenirs and Tourism Merchandise For the procurement of souvenirs and tourism merchandise for on sale at the Shire office or Resource Centre, these items will be exempt from seeking quotations provided the quality of the merchandise is proven or known.
- Subscriptions

The list of individualised purchases from local suppliers below are exempt from quotations but purchases need to be alternated between those local suppliers in respect to each individualised purchase. Comparing price, quality and service factors must be taken into account; should purchase items be of the same quality and service, then the lowest priced local supplier should be engaged for the purchase:

- Newspapers, books, and periodical deliveries purchased locally for in-house provision and for the Shire are exempt from seeking quotations.
- Catering of Food Catering of food from local suppliers for in-house meetings (not external meetings or events) are exempt from seeking quotations.
- Catering of alcoholic and non-alcoholic drinks including milk and water from local suppliers for in-house provision and for Shire events/functions are exempt from seeking quotations.
- Stationery items

8. Purchasing From Disability Enterprises

Local Government (Functions and General) Regulations 1996 Regulation 11(2)(i) provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

The Shire of Corrigin will first consider undertaking a quotation process with other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the shire.

Where the Shire of Corrigin makes a determination to contract directly with an Australian Disability Enterprise for any amount, including an amount over the Tender threshold of $250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds $50,000 (ex GST), a formal Request for Quotation will be issued to the relevant business. The rationale for making the purchasing decision must be recorded in accordance with the Shire of Corrigin Record Keeping Plan.

A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

9. Panels of Pre-Qualified Suppliers

9.1 Policy Objectives

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the Shire determines that a range of similar goods and services are required to be purchased on a continuing and regular basis.
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the value for money test.
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk.
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Shire will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

9.2 Establishing a Panel

Should the Shire determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General) Regulations 1996*. Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Shire. Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Shire will endeavour to appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated. Where less than three (3) suppliers are appointed to each category within the Panel, the category is not to be established.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire must state the expected number of suppliers it intends to put on the panel. Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

9.3 Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire intends to:

9.3.1 Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 0; or

9.3.2 Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or

9.3.3 Develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 0(b).

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or

b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD (5) (f) when establishing the Panel. The Shire is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract.
Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the

Panel, in accordance with the Purchasing Thresholds stated in section 5.5 of this Policy. When a ranking system is established, the Panel must not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

9.4 Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be made through eQuotes, or any other electronic quotation facility.

9.5 Recordkeeping

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.

For the creation of a Panel, this includes:

- The Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created.
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel.
- Request for Applications documentation.
- Copy of public advertisement inviting applications.
- Copies of applications received.
- Evaluation documentation, including clarifications sought.
- Negotiation documents such as negotiation plans and negotiation logs.
- Approval of award documentation.
- All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters.
- Contract Management Plans which describe how the contract will be managed; and
- Copies of framework agreements entered into with pre-qualified suppliers.

The Shire is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire.

10. **Purchasing Policy Non Compliance**

The Purchasing Policy is mandated under the *Local Government Act 1995* and Regulation 11A of the *Local Government (Functions and General) Regulations 1996* and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision making processes that substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire of Corrigin policies and procedures.

If non-compliance with; legislation, this Purchasing Policy, or the Code of Conduct, is identified it must be reported to the Chief Executive officer or the Deputy Chief Executive Officer. A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority, and reasonable expectations for performance of their role.

Where a breach is substantiated, it may be treated as:

a) an opportunity for additional training to be provided.
b) a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or
c) where the beach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003.*

3.2 AUTHORISATION TO PURCHASE GOODS AND SERVICES

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer, Senior Finance Officer
Date of Approval: **17 October 2017**
Amended: **16 October 2018, 18 October 2022, 23 October 2023, 16 December 2025, XXXX**

Objective: To establish guidelines for the purchasing of goods and services by employees, ensure appropriate authorisation of liabilities and payments, and strengthen internal control measures including segregation of duties for high value purchases.

Policy: The CEO is permitted to issue orders and purchase all authorised expenditure on Council behalf.

The following employees are authorised, on delegation by the CEO, to purchase goods and services included in the annual budget

Position	Amount
Deputy CEO	$50,000
Manager Works and Services	$50,000
Building Officer	$40,000
Pool Manager	$5,000
Leading Hand – Roads & Civil	$5,000
Leading Hand – Parks, Gardens & Town Maintenance & Community Resource Centre Coordinator	$5,000
Customer Service Officer (Shire Administration), Administration Officer, Executive Support Officer, Finance Administration Officer, Finance/HR Officer, Senior Finance Officer, Environmental Health Officer, ~~Community Resource Centre Coordinator~~ and Workplace Safety and Depot Administration Officer	$21,0500

Purchase Orders
A purchase order is required for all expenditure over $100 and will only be raised for items within a budget.

The CEO or Deputy CEO may authorise expenditure without a purchase order for services that may include (but not limited) to the following: utilities, insurance premiums, subscription renewals, general service charges and the like.

Direct purchases using credit cards and statutory or government charges do not require a purchase order.

The following information is to be included on the Purchase Order:

- Date Requested.
- Requesting Officer.
- Contact details of supplier.
- Description of goods including quantity.
- General ledger code (request code from Finance Officer if not known).

- Date required by if applicable.
- Include supporting information e.g. Council resolution in support of request, delivery location, date required etc.
- Details of verbal or written quotations or tender.

Evidence of requested quotes should be maintained such as names, telephone numbers, email addresses and written correspondence.

Quotes for goods and services may be selected based for reasons other than price alone, such as previous good service, availability and reliability. Recording the reasons for selection is required to demonstrate the probity of all purchasing decisions. Quotes and supporting documentation should be attached to the purchase order and forwarded to the Finance Administration Officer.

Segregation of Duties - For purchases exceeding $50,000 (including GST), and for minor plant, equipment or tyre purchases exceeding $1,000, the Ordering Officer and Authorising Officer must be different individuals.

- The Ordering Officer is responsible for checking and signing to confirm goods or services have been received and quantities match.
- The Authorising Officer must independently review, verify, and sign to confirm receipt before payment approval.

This requirement is in addition to existing purchasing and creditor procedures and forms part of the Shire's internal control framework to reduce the risk of error, fraud, or unauthorised expenditure.

3.3 REGIONAL PRICE PREFERENCE POLICY

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer, Senior Finance Officer
Date of Approval: **21 June 2016**
Amended: **17 October 2017**

Objective: To stimulate economic activity and growth in the Shire by maximising the use of competitive local businesses in supplying goods, services and works purchased or contracted on behalf of the Shire of Corrigin (the 'Shire').

Legislative Requirements
This policy sets out the requirements that must be complied with by the Shire for the implementation and application of a regional price preference when purchasing goods and/or services through a tender process. The policy is compliant with the *Local Government (Functions and General) Regulations 1996,* as the relevant legislation.

Policy: A price preference will apply to suppliers who are based in, operate from or source goods or services from within the Shire Region in relation to all tenders invited by the Shire for the supply of goods, services and construction (building) services, unless the tender document specifically states prior to advertising of the tender that this policy does not apply.
The regional price preference enables tenders to be evaluated as if the proposed tender bid price were reduced in accordance with permitted price preferences as specified below in this policy. This policy will operate in conjunction with the purchasing considerations and procedures for tenders as outlined in the Shire's 'Purchasing Policy' when evaluating and awarding tender contracts.

Qualifying Criteria
1. **Regional Tenderer**
A supplier of goods or services who submits a tender is regarded as being a regional tenderer if:

a) that supplier has been operating a business continuously out of premises in the Region for at least six months before the time after which further tenders cannot be submitted. This is further defined as follows and the supplier will be required to meet all of these criteria:

   i. the supplier to have a physical business premises (in the form of an office, depot, shop, outlet, headquarters or other premises where goods or services are being supplied from), located in the Region. This does not exclude suppliers whose registered business is located outside the Region but undertake the business from premises located in the Region;
   ii. the physical location of the business premises in the Region has been operating on an ongoing basis for more than six months prior to the closing date for the tender;
   iii. a business having permanent staff that are based at the business premises located in the Region;
   iv. management or delivery of the majority of the tendered outcomes will be carried out from the business premises located in the Region; and
   v. the business being registered or licensed in Western Australia; or

b) some or all of the goods or services are to be supplied from regional sources. Goods and/or services that form a part of a tender submitted may be wholly supplied from regional sources; or partly supplied from regional sources, and partly supplied from non-regional sources. Only those goods or services identified in the tender as being from regional sources may be included in the discounted calculations that form a part of the assessments of a tender when the regional price preference policy is in operation.

In order for the policy to apply, the tenderer is required to provide to the Shire written evidence within the tender submission which demonstrates compliance with the above criteria. Tenderers who claim that they will use goods, materials or services supplied from regional sources in the delivery of the contract outcomes will be required, as part of the contract conditions, to demonstrate that they have actually used them.

2. **Regional Price Preference Categories**

The following levels of regional price preference will be applied (where relevant) to tenders received from a regional tenderer, as outlined above under this policy:

- **Where the contract is for goods and services:** Up to a 10% price preference (to a maximum price reduction of $50,000 excluding GST) where goods and services are sourced from within the Shire Region.
- **Where the contract is for construction (building) services:** Up to a 5% price preference (up to a maximum price reduction of $50,000 excluding GST) where construction (building) services are sourced from within the Shire Region.
- Where the contract is for goods or services (including construction (building) services), if the Shire is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the Shire:

Up to 5% price preference (up to a maximum price reduction of $200,000 excluding GST) where goods or services (including construction (building) services) are sourced from within the Shire Region

3. **Competitive Purchasing**

Whilst price is a competitive consideration in the provision of goods and/or services via tender, it is only one aspect of the tender evaluation process. Value for money principles, as described within the Shire's 'Purchasing Policy', will be employed by assessing the price component in conjunction with the tender selection criteria and requirements in order to determine value for money. The tender offering the lowest price may not necessarily be successful.

4. **Terminology**

Construction (building) services: is defined as the construction of and improvement to buildings (including housing) on or over any area of land, lake, river or ocean and any services related to that activity in the Shire Region.

Goods**:** include tangible, quantifiable material requirements usually capable of being moved or transported that are purchased, rented, leased or hired by the Shire.

Region: for the purposes of this policy the Region is specified as the entire geographical area encompassed within the boundaries of the Shire of Corrigin.

Services: means any task, consultancy, work or advice to be performed or provided that is procured by the Shire. Included are services such as

management consultancies, outsourcing, maintenance contract/agreement, cleaning, waste removal, equipment repairs, external auditors, utilities and services, public infrastructure construction and repair etc.

3.4 SIGNIFICANT ACCOUNTING POLICIES

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer
Date of Approval: **21 April 2015**
Amended: **16 October 2018, 20 October 2020, 18 October 2022, 19 December 2023, 20 May 2025**

Objective: To establish financial management procedures that ensure full compliance with local government statutory requirements and accepted accounting policies, while providing clear direction for the preparation of financial transactions and reporting.

Policy:

The Local Government Reporting Entity.
In accordance with Australian Accounting Standards, for the purposes of budgets and financial reports, the reporting entity includes all activities of the Council and any other entities controlled by the Council.
All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of the financial reports. All monies held in the Trust Fund are excluded from financial statements. A separate statement of those monies appears in the notes to the financial statements.

Basis of Preparation of the Annual Financial Report
The annual financial report for the Shire of Corrigin, which is a Class 4 local government is a general purpose financial report and has been prepared to comply with applicable Australian Accounting Standards (as they apply to local governments and not for profit entities) and disclosure requirements of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*. The financial report has been prepared on the accrual basis under the convention of historical cost accounting as modified by the accounting treatment relating to the revaluation of financial assets and liabilities at fair value through profit and loss and certain classes of non-current assets.

Significant Accounting Policies
All significant accounting policies are included in the annual financial report and are updated and reviewed each year in accordance with applicable Australian Accounting Standards and the *Local Government (Financial Management) Regulations 1996.*

3.5 RUBBISH SERVICE CHARGE DISCOUNT

Policy Owner: Corporate and Community Services
Person Responsible: Senior Finance Officer - Rates
Date of Approval: **4 July 2007**
Amended: **21 April 2015**

Objective: To provide guidelines for the collection of rubbish charges and to delegate authority to the CEO to apply alternative instalment options, to appoint debt collection agencies and to comply with all other requirements of the *Local Government Act 1995*.

Policy:

Rubbish Service Charge Discount

A 25% discount will be allowed on the Rubbish Service charge to Pensioner Concession holders who have registered and are eligible for a rebate on their rates under the *Rates and Charges (Rebates and Deferments) Act 1992*.

Where the eligible pensioner is co-owner with a non-pensioner the full discount will still be allowed and any person who becomes eligible during the rating year will be allowed a pro-rata discount.

3.6 CHARITABLE ORGANISATIONS

Policy Owner: Corporate and Community Services
Person Responsible: Senior Finance Officer - Rates
Date of Approval: **21 April 2015**
Amended:

Objective: To ensure that organisations claiming an exemption from rates, particularly under the *Local Government Act 1995 Section 6.26 (2) (g)* are eligible.

Policy: Each claim for exemption under this section of the Act shall be accompanied by documentary evidence that the claimant is an approved charitable institution as defined by the Charitable Collections Advisory Committee.

Council will determine each case on merit through the monthly meeting process.

3.7 ANNUAL BUDGET PREPARATION

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer
Date of Approval: **18 October 2022**
Amended: **16 June 2026**

Objective: To provide clear direction to elected members, staff, and community members on the adoption of the Annual Budget, in compliance with the *Local Government Act 1995*.

Policy: The decision to adopt the annual budget is an approval given by Council to the Chief Executive Officer (CEO) for all items of expenditure to be committed without further authorisation except:

a) Major projects requiring a resolution of Council approving a design or concept
b) Works subject to tenders that require Council approval in accordance with section 3.57 of the *Local Government Act 1995* and have not been delegated to the CEO under section 5.43(b) of the *Local Government Act 1995*.
c) Any other items specified by Council at the time of adopting the annual budget requiring the approval of the Council.

A compliant, accurate, and well forecast budget is critical to the success of the overall finances of the Shire.

The budget must be consistent with the requirements and principles of the WA Local Government Accounting Manual, the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* and the Australian Accounting Standards Board.

This policy establishes a structure for the formalisation, administration and management of the Council budget that satisfies statutory and Council requirements.

Budget Formalisation Principles
In setting budget priorities, the Council Plan (CP) provides the required guidance to staff along with the following principles:

- Financial indicators from the CP form the basis of the annual budget.
- Revenue from rates will be to a level that produces a balanced budget while achieving the priorities and expectations as outlined in the CP.
- Evaluation of initiatives outside of the CP will be based on sustainability, value for money and community needs.
- Formalisation of the annual budget will include the end of year current surplus/deficit estimate.
- Funding allocations for Financial Assistance Programs will be determined annually by Council, with funding caps applied where appropriate.

Key Components of the Annual Budget
There are several key components of the Shire's annual budget:

- Operating Revenue
- Operating Expenditure
- Capital Expenditure
- Cash Backed Reserves

Budget Considerations for Reserve Funds
The requirement for each reserve fund and associated target values will be assessed and net transfers to reserves will be managed in accordance with the LTFP's goal of achieving target values.

Form and Content of Budget and Working Papers
The budget will be produced and considered at a series of executive briefings and Councillor budget workshops. The statutory budget will be presented to Council in accordance with Part 3 of the *Local Government (Financial Management) Regulations 1996.*

Mid-Year Budget Review
The Shire will conduct a budget review between January and March of each financial year for the purpose of addressing budget variations during the first half of the year in line with Part 3 section 33A of the *Local Government (Financial Management) Regulations 1996.* The review will be presented to Council for consideration no later than the Ordinary Meeting of Council in March of the financial year.

Budget Management Timetable
The timetable below outlines the key activities associated with Council's budget processes, including the adoption of the Annual Budget. It is intended as a guide and may vary from year to year.

The budget workshop process is flexible and may include a range of matters for discussion depending on Council priorities, strategic planning requirements, and operational needs.

Items considered during budget workshops include financial assistance programs, fees and charges, capital works, carryover projects, strategic planning and policy reviews.

January
- Review and prepare the application and advertisements for the Community Assistance Program with a closing date being the last Friday in April.
- Commence advertising of the Community Assistance Program to the community requesting submissions for the upcoming budget.

February
- DCEO to commence a review of the current budget

March
- CEO and DCEO to present the budget review to the Council at the Ordinary Meeting of Council.
- DCEO to set budget workshop dates and distribute to Council for comment and confirmation.
- Review of CP and identify community expectations for the relevant financial year.
- Commence a review of the fees and charges. Work towards listing all relevant statutory references and be aware of the requirements of section 6.17(1)(a) of the *Local Government Act 1995* with respect to demonstrating how the cost of the service equates to the fee or charge.
- Works Supervisor to carry out review of informing strategies 10 year plant replacement program and 10 year road program.
- Building Officer to carry out asset inspections and review informing strategy 10 year building program.

- Pool Manager to review informing strategy 10 year swimming pool program.
- Staff to commence preparation of the annual budget and rates brochure.

April

- Population of operating expenditure and income budget worksheets.
- Workshop informing strategies, LTFP and rates and rubbish models with Councillors.
- Building Officer to submit annual building maintenance budgets.
- Review all Financial Assistance Program guidelines and funding allocations (Community Assistance Program, Business Assistance Grant Program and CCTV Subsidy Partnership Program) and present any recommended changes to Council.

May

- Calculate asset disposals and review against informing strategy.
- Prepare salaries and wages budget worksheets in line with the Shire of Corrigin Enterprise Agreement and workshop with CEO, Manager of Works and Services and HR Officer.
- Commence preparation of the Capital Road and Project budget worksheets and workshop with CEO and Manager of Works and Services.
- Workshop revenue budget, asset disposal calculations, Community Assistance Program applications and Financial Assistance Program allocations (including Business Assistance Grant Program and CCTV Subsidy Partnership Program) with Councillors.
- All staff with information to go out with rate notices (excluding budget and rates brochure) to have it compiled, printed, and folded.

June

- Advise Community Assistance Program applicants of the status of the applications.
- Commence calculating depreciation and insurance budgets.
- Prepare elected member's remuneration budget.
- Commence review of carry forward surplus/deficit.
- Workshop operating expenditure, salaries and wages and capital expenditure with Councillors.

July

- Review borrowings budgets.
- Review annual material variance policy pursuant to regulation 34(5) of the *Local Government (Financial Management) Regulations 1996.*
- Finalise carry forward surplus/deficit
- Finalise fees and charges document
- Workshop the entire budget with Council.
- Prepare Statutory Budget document.
- Review Budget Adoption resolution pursuant to relevant legislation.
- Present statutory budget and fees and charges to Councillors at the Ordinary Meeting of Council.
- Raise rates billing and send out rate notices before 31 July of each year, preferably within 3 days of the budget adoption.
- Publish fees and charges on Council website.
- Publish and promote final statutory budget on Council website.

August

- Advise Community Assistance Program applicants of the budget outcome.
- Submit the statutory budget to the Department of Local Government, Sport and Cultural Industries in the prescribed manner within 30 days of adoption.
- Commence advertising and opening of the Business Assistance Grant Program and CCTV Subsidy Partnership Program, subject to available budget allocations.

3.8 ASSET ACCOUNTING CAPITALISATION AND DEPRECIATION THRESHOLDS

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer, Senior Finance Officer
Date of Approval: **18 August 2009**
Amended: **21 April 2015, 16 October 2018, 20 October 2020, 20 May 2025, 16 June 2026**

Objective: To provide a clear framework for the consistent reporting of the Shire's financial information to Council, in accordance with Australian Accounting Standards and the statutory requirements of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996.*

This policy also establishes minimum capitalisation thresholds and standard depreciation practices for asset management.

Policy: This policy provides guidance for the development and presentation of the following financial documents:

- Management Reports
- Annual Financial Report
- Annual Budget
- Long Term Financial Plan (LTFP)

It ensures the correct recognition of capital expenditure and the subsequent capitalisation, depreciation, revaluation, and disposal of assets, which directly affect the Shire of Corrigin's financial position.

This policy should be read in conjunction with:

- Policy 3.19 Portable and Attractive Assets
- Policy 3.20 Asset Disposal

Recognition of Non-Current Assets
In accordance with AASB 116, expenditure on non-current assets must meet the following criteria:

- The asset has physical substance (unless it is an intangible asset);
- The Shire has control over the asset;
- Future economic benefits or service potential are probable;
- The item is not held for sale and is expected to be used for more than 12 months;
- The cost can be measured reliably; and
- The value exceeds the Shire's capitalisation threshold.

All recognised assets must be recorded in the asset register in a complete, accurate and timely manner.

Asset records must be regularly reviewed and reconciled with accounting records to ensure accuracy and completeness.

Non-Current Assets Held for Sale
These are recognised in accordance with AASB 5 and measured at the lower of:

- Carrying amount, or
- Fair value less costs to sell.

Subsequent Measurement
Expenditure on a capitalised asset after its initial acquisition must be classified as either:

- Operating expenditure (maintenance), or
- Capital expenditure, if the following apply:
  1. The value exceeds the capitalisation threshold; and
  2. The works extend the asset's useful life by more than 12 months; or
  3. The works provide materially increased economic benefit or service potential.

If these criteria are not met, the expenditure is considered maintenance.

Capitalisation Threshold
The capitalisation threshold is $5,000 (excluding GST) for all asset classes.

Capitalisation Thresholds by Asset Class

Asset Class	Threshold
Land	$Nil
Buildings	$5,000
Plant and Equipment	$5,000
Furniture and Equipment	$5,000
Infrastructure – Roads	$5,000
Infrastructure – Drainage	$5,000
Infrastructure – Parks and Gardens	$5,000
Infrastructure – Footpaths	$5,000
Infrastructure – Other	$5,000

**Note: Airports may include components from various asset classes. Apply the relevant threshold to each component.*

Portable and Attractive Assets
Portable and attractive assets that fall below the capitalisation threshold must be recorded and managed in accordance with the Portable and Attractive Assets Policy.
Assets below the threshold that are considered portable and attractive must still be tracked and monitored, including:

- maintaining records for identification and management;
- undertaking an annual stocktake; and
- reporting and investigating any discrepancies.

Portable and attractive assets that fall below the capitalisation threshold are to be recorded and managed in accordance with the Portable and Attractive Assets Policy.

Asset Classification – Renewal, Upgrade or New

All asset-related expenditure must be classified as:

- Renewal – extends the remaining useful life of an asset;
- Upgrade – increases the economic benefit or service potential;
- New – creates an asset not previously recognised.

Note: If expenditure replaces a part of an existing asset but does not increase useful life or benefit, it is classified as maintenance.

Measurement Basis
Assets are initially measured at cost.

Where assets are acquired at no cost or below fair value (e.g. contributed assets), they are recognised at fair value at the acquisition date.

Where no market exists:

- current replacement cost is to be used;
- market value is applied where available; or
- cost approach methods may be applied where market data is not available.

Annual Reviews
At the end of each financial year, the following must be reviewed:

- replacement cost / unit rates
- condition or consumption rating
- pattern of consumption
- useful life
- residual value
- recoverable amount

These reviews must be documented and support the valuation and financial reporting of assets in accordance with relevant standards and legislation.

Depreciation
Depreciation is to be applied systematically over an asset's useful life and must:

- reflect the pattern of consumption;
- be applied at a component level where appropriate;
- be adjusted for residual value; and
- be reviewed annually.

Assets under construction are not depreciated until complete and available for use and are recognised as Works in Progress.

Depreciation is applied on a straight-line basis unless otherwise justified.

Useful Life Guidelines by Asset Class
Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful Life
Buildings	30 to 120 years
Furniture and Equipment	3 to 15 years
Plant and Equipment	2 to 25 years
- Heavy Vehicles	15 to 25 years
- Light Vehicles	2 to 7 years
Sealed Roads and Streets - Formation	Not depreciated
- Pavement	15 to 80 years
- Seal (Bituminous / Asphalt)	15 to 80 years
Gravel Roads - Formation	Not depreciated
- Gravel Sheet	15 to 80 years
Footpaths – Slab	30 to 40 years
Sewerage Piping	100 years
Water Supply and Drainage Systems	30 to 50 years
Infrastructure – Parks and Ovals	5 to 50 years
Infrastructure – Other	5 to 50 years

Non-Depreciable Assets

Assets that are **not** depreciable:
- Freehold and Vested Land;
- Road Sub-grade;
- Artworks and Art Collections.

Revaluation
Assets will be revalued to fair value in accordance with regulation 17A of the *Local Government (Financial Management) Regulations 1996*. Fair value is determined using AASB 13.

The Shire will apply a rolling revaluation program across asset classes to ensure assets are maintained at fair value in accordance with relevant accounting standards and legislative requirements.

As a general guide, major asset classes will be revalued on a cyclical basis, typically over a period of up to five years. Asset classes may include:

- Infrastructure assets (including roads, footpaths, drainage and other infrastructure)
- Plant, equipment and furniture
- Land and buildings

Asset classes may be revalued more frequently where there is a material change in value or where required to ensure fair presentation.

Detailed revaluation schedules will be developed and maintained through the Long Term Financial Plan and Asset Management Plans.

Internal Controls

All asset accounting practices must be supported by appropriate internal controls, including:

- accurate record keeping;
- periodic review and reconciliation processes; and
- documentation to support valuation and financial reporting outcomes.

3.9 FINANCIAL ASSISTANCE PROGRAMS

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer
Date of Approval: **16 June 2026**
Amended:

Objective: To provide an overarching framework for all financial assistance programs administered by the Shire of Corrigin, including community, business, and safety initiatives, ensuring transparency, accountability, and consistency across all programs.

Policy: The Shire of Corrigin provides a range of financial assistance programs to support community development, economic growth, and public safety. These programs are delivered through separate Council policies and guidelines which outline specific eligibility criteria, funding limits and assessment processes.

Funding amounts, limits and eligibility requirements vary between programs and are defined in the relevant program guidelines.

The Shire's financial assistance programs currently include:

- Community Assistance Program
- Business Assistance Grant Program
- CCTV Subsidy Partnership Program

Each program operates under its own guidelines and application process as approved by Council.

Applicants must meet the eligibility requirements outlined in the relevant program guidelines.

This policy should be read in conjunction with relevant Council policies and program guidelines, including the Community Assistance Program Policy.

All programs will be administered in accordance with the following principles:

- Transparency and accountability to the Corrigin community
- Fairness and equity to all applicants
- Alignment with the Shire of Corrigin Council Plan
- Responsible financial management within approved budget allocations

Applications will be assessed by the Shire Executive and determined by Council or under delegated authority, in accordance with the relevant program guidelines. Assessment criteria and processes are outlined in the relevant program guidelines.

Elected Members and staff involved in the assessment or approval process must disclose any conflicts of interest in accordance with the *Local Government Act 1995*, associated Regulations, and Council policies.

Funding for all programs is subject to the adoption of the Annual Budget and availability of funds within each program allocation.

Applicants may not receive funding from more than one Shire financial assistance program for the same project within the same financial year, unless otherwise approved by Council.

All financial assistance programs will be reviewed annually as part of the budget process to ensure they remain aligned with community needs, Council priorities, and available resources.

Council may vary funding amounts, approve applications in part, or decline any application based on available funds and alignment with the Shire of Corrigin Council Plan and strategic priorities.

3.10 COMMUNITY ASSISTANCE PROGRAM

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer, Senior Finance Officer
Date of Approval: **18 October 2022**
Amended: **16 June 2026**

Objective: To provide an overarching framework for financial assistance to not for profit community-based organisations, event organisers and eligible applicants, supporting social, economic, recreational, arts and cultural projects that contribute positively to the quality of life within the Shire of Corrigin.

Policy: This policy provides prospective applicants with information about the financial assistance available through the Community Assistance Program.

The program is designed to ensure the assessment process provides:

- Transparency and accountability to the Corrigin community
- Fairness and equity to all applicants
- Clear eligibility criteria for each funding category
- Defined funding limits
- Guidance to assist applicants in the completion and lodgement of applications
- Assessment by a delegated officer or Council

Types of Funding

1. **Community Donations**
   Community donations are small grants of up to $500.

   Each organisation may submit multiple applications per financial year, provided the cumulative total of approved funding does not exceed $500.

2. **Community Grants**
   Community grants provide financial assistance of up to $5,000 to support community events or projects.

   Funding is generally based on a one-third contribution from the Shire, with the balance contributed by the applicant organisation.

   Each organisation may submit one application per financial year.

3. **Significant Event Sponsorship/Assistance**
   Significant event sponsorship/assistance provides financial assistance from a funding pool of up to $15,000 or as determined by Council to support major community events.

   Funding may be allocated to one or more approved applications, as determined by Council. ~~funding of up to $10,000 per financial year to support major community events.~~

   Each organisation may submit one application per financial year.

Restrictions on Funding
Council may allocate funding for the Community Assistance Program each financial year through the Annual Budget process. As a guide, the current total allocation is $35,000 for the funding categories and $30,000 for the waiver of rates, rubbish and facility or equipment fees.

The allocation of funding across categories will be determined by Council and may include:

- Community Donations — up to $5,000
- Community Grants — up to $15,000
- Significant Events — up to $15,000

Community organisations receiving waivers or reduced fees will only be eligible to apply for Community Grants and Significant Event Sponsorship/Assistance where the combined value of assistance does not exceed the relevant funding category limit.

Eligible projects and events are outlined in the Community Assistance Program Guidelines.

Eligibility

To be eligible for assistance, applicants must be:

- a not for profit incorporated community organisation; or
- an unincorporated not for profit organisation applying through an auspice of an incorporated body or local government authority.

The following are not eligible:

- unincorporated organisations without an auspice arrangement
- commercial for-profit organisations
- organisations with outstanding acquittals from previous funding

Individuals may only apply where an eligible incorporated organisation submits the application on their behalf under an auspice arrangement.

Recurring Grants

Funding is not guaranteed. Council is not obligated to fund any application or to provide the full amount requested.

Advertising

Applications for the Community Assistance Program will open in January and will be advertised through local media, the Shire website, and social media channels.

Selection Criteria

Applications will be assessed against the criteria outlined in the Community Assistance Program Guidelines.

Administration of Financial Assistance

Financial assistance approvals will be administered as follows:

- Where funding is contingent on external funding and that funding is unsuccessful, Council may withdraw the allocation and reallocate funds.
- Funding will generally be paid upon completion of the project or event, following submission of a tax invoice.
- Approved funding not claimed by 31 May of the relevant financial year will be considered forfeited.
- Late applications will not be accepted.
- Projects demonstrating broad community benefit and contribution will be prioritised.
- Applications for salaries, administration or recurring expenses will not be supported.

Council may determine applications in full, in part or decline applications based on available funding and alignment with Council priorities.

Council's decision is final and no appeals process applies.
Applicants may only be successful in one funding round per financial year unless otherwise approved by Council.

Applicants may not receive funding from more than one Shire financial assistance program for the same project within the same financial year, unless otherwise approved by Council.

Timeframe
Applications will be considered during budget workshops held in April/May, with recommendations incorporated into the Annual Budget.

Applicants will be advised in writing of outcomes following budget adoption.

The Annual Budget will be adopted no later than August, with final notifications issued no later than September.

Acquittal process and outcomes
Successful applicants must submit an acquittal within 30 days of project completion, including:

- receipts; and
- a project outcome report.

Failure to complete an acquittal will result in ineligibility for future funding.

Related Policies
This policy applies only to the Community Assistance Program and should be read in conjunction with the Community Assistance Program Guidelines.

Other Shire financial assistance programs, including the Business Assistance Grant Program and CCTV Subsidy Partnership Program, are administered under separate policies and guidelines.

3.11 INVESTMENT OF FUNDS

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer, Senior Finance Officer
Date of Approval: **17 August 2010**
Amended: **21 April 2015, 16 October 2018**

Objective: To invest the Shire of Corrigin surplus funds, with consideration of risk and the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met.

Policy:

Legislative Requirements
All investments are to comply with the following:

- *Local Government Act 1995* – Section 6.14;
- *The Trustees Act 1962* – Part III Investments;
- *Local Government (Financial Management) Regulations 1996* – Regulation 19, Regulation 28 and Regulation 49
- Australian Accounting Standards

Delegation of Authority
Authority of the implementation of the Investment of Funds Policy is delegated by Council to the CEO in accordance with the *Local Government Act 1995.* The CEO may in turn delegate the day-to-day management of Council investments to the Deputy CEO and other Finance Officers subject to regular reviews.

Prudent Person Standard
The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment of Funds Policy, and not for speculative purposes.

Approved Investments
Without approvals from Council, investments are limited to:

- State/Commonwealth Government Bonds;
- Interest bearing deposits;
- Bank accepted/endorsed bank bills;
- Commercial paper; and
- Bank negotiable Certificate of Deposits.

Investments may only be made with authorised institutions.
Definition of an "authorised institution" is as follows:
An authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
The Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*.

Prohibited Investments
Investments which are not allowed are as follows:

- Deposits with an institution except an authorised institution;
- Deposits for a fixed term of more than 12 months;
- Bonds that are not guaranteed by the Commonwealth Government, or a State or Territory Government;
- Bonds with a term to maturity of more than 3 years;
- Foreign currency.

Risk Management Guidelines
Investments are restricted to bank and WA Treasury investments only. The term of the investment will be based on forward cash flow requirements to ensure investment return on available surplus funds.

Reporting and Review
A monthly report will be provided to Council in support of the monthly financial report. The report will detail the investment portfolio in terms of performance, percentage of exposure of total portfolio, maturity date and changes in market value, and enable the identification of the: –

- nature and location of all investments; and
- transactions related to each investment.

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on Council behalf as at 30 June each year and reconciled to the Investment Register.

3.12 RATES – PROCEDURE FOR UNPAID RATES

Policy Owner: Corporate and Community Services
Person Responsible: Senior Finance Officer - Rates
Date of Approval: **31 March 1989**
Amended: **21 April 2015, 16 October 2018, 21 April 2020**

Objective: To provide guidelines and to prescribe the process for the collection of outstanding debts, recovery of rates and service charges and the charging of interest in relation to those debts.

Policy: The Shire of Corrigin will:

- take all appropriate action to ensure the maximum amount of rateable income is received in any one financial year;
- recover all outstanding debts, rates and service charges, utilising the relevant legislation and legal processes, in accordance with the *Local Government Act 1995* and *Civil Judgements Enforcement Act 2004*, and the Guidelines and Policy Procedures;
- have regard to individuals *Serious Hardship* and/or *Exceptional Hardship/Circumstances* relating to outstanding debts, rates and service charges, when administering this Policy, Guidelines and Policy Procedures; and
- consider all requests from person's experiencing difficulties with making payments for debts or rates and service charges. Such persons will be required to make a written application to the CEO to enter into a Negotiated Special Payment Arrangement, detailing their Serious Hardship and/or Exceptional Hardship/Circumstances to warrant consideration and leniency.

Definitions
In the administration of this policy, the following will apply:
Serious Hardship and/or Exceptional Hardship/Circumstances has no statutory definition in case law and will normally be at the discretion of the courts to decide if circumstances warrant leniency. However, many agencies use these terms when considering applications for leniency. In effect it can mean a level of hardship that will also impact on innocent parties.

Circumstances will vary in each situation, however there are common elements which can be considered by a statutory authority/local government. These can include (but not limited to) the following:

Serious Hardship: exists when a person is unable to provide adequate food, accommodation, clothing, medical treatment, education or other necessities for themselves, their family or other people for whom they are responsible. (Source: Australian Taxation Office).
Consideration will be given as to whether a person's current financial difficulties are short term, when deciding whether a person is suffering Serious Hardship.

Financial Assets: there are several types of assets that are generally regarded as a normal and reasonable possession. A person is not expected to sell these to meet a payment. These assets include a motor vehicle and "tools of trade".

Also, a person will not be expected to use any cash on hand or in a bank balance which they need to meet the cost of their basic necessities, to pay a payment.

If a person has assets such as rental property, shares or other investments, this may be regarded as having the capacity to make the payment, without suffering serious hardship.

Exceptional Hardship/Circumstances: these cover any unusual or exceptional circumstances that do not qualify as *Serious Hardship*, but make it fair and reasonable for a person not to make a payment at a specific time. If a person considers that there are other special reasons why they should not have to make their payment, they should specify these in writing to the CEO.

Some examples of what may constitute Exceptional Hardship/Circumstances include (but not limited to):

- a serious accident;
- sudden bereavement within a family;
- severe/life threatening illness or medical condition;
- an impact on a dependent or family member who has a serious disability or health problem and who relies on the affected person for their financial support; prolonged imprisonment;
- temporary physical or mental incapacity; or
- or any other matters considered acceptable by the CEO.

Exceptional Hardship/Circumstances are not limited to the above examples.

Note: The temporary loss of a job will not normally in itself qualify as *Exceptional Hardship* unless a convincing case can be put forward that the impact would be so exceptional as to warrant leniency such as a government direction to shut down or close a business due to the COVID-19 pandemic.

Negotiated Special Payment Arrangement (NSPA): A Negotiated Special Payment Arrangement is a non-legal (but binding) arrangement between the Debtor/Ratepayer and the Shire of Corrigin, whereby the debt/outstanding money is progressively paid in agreed instalments over a period of time, by amounts that are mutually agreed between the two parties.

Guidelines and Procedures

1. **Debt Recovery Process**
   The following process is to be followed for the recovery of rates and service charges. Legal proceedings will continue until outstanding rates and service charges are paid in full or otherwise determined by the CEO and/or the Council.

2. **Final Notice**
   - Where the rates remain outstanding fourteen (14) days after the due date shown on the Annual Rates Notice and the ratepayer has not elected to pay by the instalment option, a Final Notice shall be issued requesting payment in full within fourteen (14) days.
   - Eligible pensioners registered under the *Rates and Charges (Rebates and Deferments Act) 1992* are exempt as they are entitled to pay by the 30th June under the legislation.

3. **Notice of Intention to Summons (Demand Letter)**
    - Rates remaining unpaid after the expiry date shown on the Final Notice will be examined for the purposes of issuing a Demand Letter (Notice of Intention to Summons).
    - The Demand Letter is to be issued within sixty (60) days of the expiry date on the Final Notice and must specify that the ratepayer has fourteen (14) days to pay in full or alternatively enter into a special payment arrangement with the Shire of Corrigin.
    - Failure to enter into an agreed payment arrangement will result in the debt being referred to a debt collection agency and a General Procedure Claim being issued without further notice.

4. **General Procedure Claim**
    - Where a Demand Letter has been issued and remains unpaid and the ratepayer has not elected to enter into an agreed special payment arrangement, a General Procedure Claim will be issued.
    - Legal costs and the costs of proceedings will be added to the ratepayers account upon issue of a General Procedure Claim, in accordance with Section 6.56 of the *Local Government Act 1995*.
    - Ratepayers are required to pay in full or by instalments once they receive a General Procedure Claim. If they choose to pay by instalments, they must sign the *Admission of Claim* on the reverse of the General Procedure Claim and state the amount they agree to pay for each instalment. This Negotiated Special Payment Arrangement is subject to acceptance by the Manager Finance. A letter will be sent to the ratepayer to confirm this arrangement, if accepted.
    - The signed *Admission of Claim* must be returned to the Shire of Corrigin for the Negotiated Special Payment Arrangement to be accepted.
    - A person who is experiencing difficulty in making a payment, can apply to the Shire of Corrigin to make a Negotiated Special Payment Arrangement.
    - When a ratepayer has elected to enter into Negotiated Special Payment Arrangement and instalments are not paid as per the arrangement or three consecutive payments are missed, a Default Letter will be issued for payment in full within fourteen (14) days. Rates remaining unpaid will be issued with a General Procedure Claim or the Shire of Corrigin may proceed straight to Enforcement, if a General Procedure Claim has previously been issued.
    - Following the issue of a Claim and the addition of the costs of proceedings to the rates assessment, a reasonable offer to discharge a rate account will not be refused.
    - If the General Procedure Claim is paid in full before entering into Judgement, then a Notice of Discontinuance (NOD) may be requested by the ratepayer and granted at the discretion of the CEO based on the circumstances of each case. The request must be received in writing and a NOD will only be issued to any one ratepayer once as a matter of goodwill. No further Notices of Discontinuance will be issued in any subsequent financial years to that same ratepayer, unless the Shire of Corrigin is advised circumstances.
    - If a General Procedure Claim proceeds to Judgement and was not issued in error, then the matter will not be granted a Notice of Discontinuance, nor permission granted to have the matter set aside.

5. **Non-Service of General Procedure Claim**
   - When a General Procedure Claim is unable to be served, the Bailiff may advise whether the property is a rental property or may provide an alternative address for the General Procedure Claim to be re-issued. In the case of a rental property, the Managing Agent will be contacted to ascertain the owner/s new residential address. If the Managing Agent is responsible for payment of rates, then a Rates Notice will be re-issued to the managing agent for payment in full within fourteen (14) days.
   - If a new address is supplied for the owner/s of the property, the address will be recorded and a Rates Notice re-issued for payment within fourteen (14) days. If payment is not received, the General Procedure Claim will be re-issued to the new address.
   - Where an owner resides in a property which cannot be accessed by the Bailiff or the property is vacant, a *skip trace* will be completed to verify the residential address of the owner. If required, a Substituted Service Claim can be filed at court to have the General Procedure Claim issued via post to the verified residential address of the owner.

6. **Property Sale and Seizure Order**
   - Where a General Procedure Claim has been issued and served and the amount remains outstanding fourteen (14) days after the issue date of the Claim, legal proceedings will continue until payment of rates is received. This includes Judgement and Enforcement of the Claim. Enforcement of the Claim may include a Property Sale and Seizure Order of goods and or land.
   - The Property Sale and Seizure Order is at first a Goods Order and if the Property Sale and Seizure Order is returned *Nulla Bona* (no goods), then a land warrant will be issued.
   - If a Property Sale and Seizure Order against goods and or land is proposed to collect outstanding rates due on a property, the Council prior approval shall be obtained before the Property Sale and Seizure Order is lodged.

7. **Rates or Service Charges Recoverable in Court (Section 6.56)**
   - If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the cost of proceedings, if any, for that recovery, in a court of appropriate jurisdiction.
   - Rates or service charges due by the same person to the local government may be included in one writ, summons, or other process.

8. **Seizure of Rent (Section 6.60)**

In cases where the owner of a leased or rented property on which rates outstanding cannot be located, or refuses to settle rates owed, a Notice will be served on the lessee under the provisions of the *Local Government Act 1995* - Section 6.60, requiring the lessee to pay to the Shire of Corrigin the rent due under the lease/tenancy agreement as it becomes due, until the amount in arrears has been fully paid.

9. **Sale of Land (Section 6.64)**

Where Rates and Service Charges are outstanding for a period of three (3) years or more, the Council may:
   - from time to time lease the land;
   - sell the land;
   - have the land transferred to the Shire of Corrigin;

- have the land transferred to the Crown; or
- sell the land as per the *Local Government Act 1995* - Section 6.64. Council approval will be obtained prior to the above course of action being undertaken.

The above action under Section 6.64 of the *Local Government Act 1995*, will be reported on a confidential basis to the Council, for approval.

Debts (Other Than Rates and Service Charges)
These Guidelines and Policy Procedures will apply to all those invoices raised in respect of non-rates and service charges debtors.

Debt Management
It is acknowledged that the terms of payment for each invoice may vary depending on the goods or service rendered to the debtor.

If the invoice is not paid by the due date then the following procedure will take place:
Recovery Procedure:

- A letter or Reminder Notice will be issued advising the debtor that if there exists a dispute or query to contact the Shire of Corrigin, otherwise payment is expected within fourteen (14) days of the issue date of the letter;
- If no response is received from the debtor, then following a review of the circumstances with the relevant Shire of Corrigin employees involved, a Demand Notice may be sent to the debtor advising that if payment is not made within fourteen (14) days of the date of the notice, then further action may be taken to recover the debt. The debtor will be advised that any additional fees incurred in recovering the debt will be passed on to the debtor.

Application for Special Payment Arrangement: Persons experiencing difficulties in paying their debts by the specified date, can apply to the Shire of Corrigin to enter into a Negotiated Special Payment Arrangement.

Write-Off:

- Once all reasonable attempts to either locate the Debtor or to obtain payment have failed, or the cost of recovery exceeds the Debt amount the Finance Officer will submit a written request to the CEO for the invoice to be considered for write off.
- Approval will be sought from the CEO and subsequently Council (if required) for approval for the debt to be written off. Once approval has been received, the appropriate entries will be made in the Debtors System.

Debt Raised in Error or Debt Adjustment: If a debt has been raised in error or requires an adjustment, then an explanation will be sought from the Finance Officer. Once this has been received, a credit note request will be raised which is to be authorised by both the Finance Officer and Deputy CEO, where applicable.

Other Action Which May be Taken: The following list of actions may also be instituted at the discretion of the CEO, against defaulting sundry Debtors, who do not respond to normal requests for payment:

- Issue a Letter of Demand;
- Commencement of Court proceedings to recover the outstanding monies;
- Rescinding any seasonal hall/reserve booking licence (if applicable);

- Refusing further hire of facilities, private works, etc.;
- Request “up-front” bonds for future dealings with the Shire of Corrigin, which may be used to offset against the outstanding debt;
- Offset of any Shire of Corrigin contributions owing to the personal entity against, any outstanding debt; and
- Report to the Council to consider cancellation of a Lease Agreement (if applicable).

Interest on Overdue Monies

- Interest will be calculated on the total outstanding debt/rates once it has exceeded the due date. The rate of interest imposed is that as determined by the Council as prescribed in the Annual Budget and in accordance with Section 6.13 of the *Local Government Act 1995*.
- Interest will cease to be charged on overdue rates while a Negotiated Special Payment Arrangement is maintained.
- Should the ratepayer default in the Negotiated Special Payment Arrangement, the waiving of the interest will cease and interest, will be calculated from the date that the rates, or debt default occurred within the Negotiated Special Payment Arrangement.

Application for Negotiated Special Payment Arrangements

- Applicants are required to make a written request for a Special Payment Arrangement.
- Following an assessment by the Finance Officer, the Application will be referred to the Deputy CEO for approval.
- In the event of an Applicant being dissatisfied with the decision of the Finance Officer/Deputy CEO, they have rights for a review by the CEO.

Delegated Authority

The CEO will administer and enforce this Policy, Guidelines and Procedures, in accordance with the Council Delegated Authority Register.

3.13 FINANCIAL HARDSHIP POLICY

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer
Date of Approval: **15 October 2024**
Amended:

Objective: To give effect to the Shire of Corrigin commitment to support those in need in our community to meet financial challenges if they arise.

This Policy is intended to ensure that we offer fair, equitable, consistent, and dignified support to community members suffering hardship, while treating all members of the community with respect and understanding during financial hardship.

Policy: This Policy applies to all community members experiencing financial hardship and is applicable to outstanding rates and service charges as at the date of adoption of this Policy and as subsequently levied.

Serious Hardship exists when a person is unable to provide adequate food, accommodation, clothing, medical treatment, education or other necessities for themselves, their family or other people for whom they are responsible. (Source: Australian Taxation Office).

Consideration will be given as to whether a person's current financial difficulties are short term, when deciding whether a person is suffering Serious Hardship.

The provisions of the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and *Rates and Charges (Rebates and Deferments) Act 1992* apply.

Payment difficulties, hardship, and vulnerability
Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or sundry debt.

Financial hardship occurs where a person is unable to pay a debt without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Corrigin recognises that people in our community may be experiencing payment difficulties, financial hardship, and vulnerability.

Anticipated Financial Hardship
We recognise that some community members may experience financial hardship and we respect and anticipate the probability that additional financial difficulties will arise when rates notices or invoices are received.

We will write to community members at the time their rating account falls into arrears, to advise them of the terms of this policy and encourage eligible community members to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

Financial Hardship Criteria
While evidence of financial hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment

- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family.

community members are encouraged to provide information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

Exceptional Hardship/Circumstances
These cover any unusual or exceptional circumstances that do not qualify as Serious Hardship, but make it fair and reasonable for a person not to make a payment at a specific time. If a person considers that there are other special reasons why they should not have to make their payment, they should specify these in writing to the CEO.

Some examples of what may constitute Exceptional Hardship/Circumstances include (but not limited to):

- a serious accident;
- sudden bereavement within a family;
- severe/life threatening illness or medical condition;
- an impact on a dependent or family member who has a serious disability or health problem and who relies on the affected person for their financial support; prolonged imprisonment;
- temporary physical or mental incapacity; or
- or any other matters considered acceptable by the CEO.

Exceptional Hardship/Circumstances are not limited to the above examples.

Note: The temporary loss of a job will not normally in itself qualify as *Exceptional Hardship* unless a convincing case can be put forward that the impact would be so exceptional as to warrant leniency such as a government direction to shut down or close a business due to a pandemic.

Payment Agreements
Payment arrangements may be made in accordance with Section 6.49 of the *Local Government Act 1995* and are to include an agreed payment frequency and amount. Rates financial hardship, payment plan applications will be considered in context of:

- The community member has made genuine effort to meet rate and service charge obligations in the past.
- The payment plan will clear the debt within an agreed end date that is realistic and achievable.
- The community member is responsible for informing the Shire of any change in circumstance that jeopardises the agreed payment plan.

Interest Charges
In the case of severe financial hardship, the Shire may consider writing off interest accrued on rates and service charge debts.

Pension / Concession / Seniors Cardholders and Rates
Persons who hold a Pension Card, State Concession Card, Seniors Card, or Commonwealth Seniors Health Care Card may be eligible to claim a Rate Rebate, Emergency Services Levy Rebate or Deferment of Rates.

Ratepayers who hold a Pension Card, State Concession Card, Seniors Card, or Commonwealth Seniors Health Care Card and who are experiencing financial hardship may also apply for consideration under this policy.

Deferment of rates may apply for Ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid.
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property.
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

Rates and Service Charge Debt Recovery
We will suspend our debt recovery processes whilst negotiating a suitable rates and service charge payment arrangement with the community member.

Where a community member is unable to make payments in accordance with the agreed payment arrangement and the community member advises the Shire and makes an alternative arrangement before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a community member has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July of the current financial year, we will offer the community member one further opportunity of adhering to a payment plan that will clear the total debt by the end of the next financial year.

Rates and service charge debts that remain outstanding at the end of that next financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

Review
We will establish a mechanism for review of decisions made under this policy and advise the applicant of their right to seek review and the procedure to be followed.

Communication and Confidentiality
The Shire will always maintain confidentiality about any financial hardship matter, and we undertake to communicate with a nominated support person or other third party at your request.

We will advise community members of this policy and its application, when communicating in any format (i.e. verbal or written) with a community member that has an outstanding rates or service charge debt.

We recognise that applicants for financial hardship consideration are experiencing additional stressors and may have complex needs. We will provide additional time to respond to communications and will communicate in alternative

formats where appropriate. We will ensure all communication with applicants is clear and respectful.

3.14 DEBT COLLECTION

Policy Owner:	Corporate and Community Services
Person Responsible:	Deputy Chief Executive Officer, Senior Finance Office - Rates
Date of Approval:	**19 July 2016**
Amended:	**16 October 2018, 21 April 2020**

Objective: The purpose of this policy is to provide guidance to Council in determining efficient, effective and economical procedures for debt collection.

This is achieved through manageable and efficient control over overdue accounts by closely monitoring aged accounts in an attempt to reduce the likely occurrence of unrecoverable debts and to ensure consistency for all debt collection activities.

Policy:

Debt Management
Invoices for goods or service rendered to the debtor are usually due 30 days after the date of invoice unless specific regulations apply or application for special payment arrangement has been approved.

Invoicing
A debt is created when the service is provided or when the invoice is created; whichever occurs first. Unless there is regulation or accepted practice to the contrary, an invoice should be produced and payment requested at the time, or in advance, of the service being provided. This practice reduces the risk of non-payment. It is recognised that there will be instances where invoicing and payment in advance is not practicable.

Invoices will detail payment terms and that interest may apply to accounts that are outstanding for 60 days and over. Interest will not apply to invoices generated in relation to unpaid grants.

If the invoice is not paid within 60 days of the due date then the following will apply:

Recovery Procedure

- A Statement will be sent at the end of the month advising the debtor that the account is due for payment.
- If the debt remains outstanding after 60 days a Reminder Notice will be issued advising the debtor to contact the Shire of Corrigin if they wish to dispute or query the invoice otherwise payment is expected within 14 days of the issue date of the letter.
- If no response is received from the debtor and the debt remaining after 90 days then a Demand Notice will be sent to the debtor advising that if payment is not made within 14 days of the date of the notice, then further action may be taken to recover the debt. The debtor will be advised that any additional fees incurred in recovering the debt will be passed on to the debtor.
- If there is still no response received from the debtor in response to the Notice of Demand, the debt may be sent to the debt collection agency. A demand notice may not be sent in relation to unpaid grants. However, further reminder notices should continue to be sent.

A record shall be kept of all attempts to contact the debtor, whether successful or unsuccessful.

Application for Special Payment Arrangement
Debtors experiencing difficulties in paying their debts by the specified due date can apply to the Shire of Corrigin to enter into a Negotiated Special Payment Arrangement.

Write-Off
Once all reasonable attempts to either locate the debtor or to obtain payment have failed, or the cost of recovery exceeds the debt amount the Finance Officer will submit a written request to the Chief Executive Officer for the invoice to be considered for write off.

Approval will be sought from the Chief Executive Officer and subsequently Council (if required) for approval for the debt to be written off. Once approval has been received, the appropriate entries will be made in the debtors system.

Debt Raised in Error or Debt Adjustment
In the event that an invoice has been raised in error, the Finance Officer will complete a request to raise invoice or request to raise credit note as required to correct the error detailing the reason for the error and supply supporting documentation. This is to be authorised by the Chief Executive Officer or Deputy Chief Executive Officer.

Other Action Which May be Taken
The following list of actions may also be instituted at the discretion of the Chief Executive Officer, against defaulting sundry debtors, who do not respond to normal requests for payment:

- Rescind any seasonal hall/reserve booking licence (if applicable).
- Refuse further hire of facilities, private works, etc.
- Request up-front bonds for future dealings with the Shire of Corrigin, which may be used to offset against the outstanding debt.
- Offset of any Shire of Corrigin contributions owing to the personal entity against, any outstanding debt.
- Report the matter to Council to consider cancellation of a Lease Agreement (if applicable).
- Commencement of Court proceedings to recover the outstanding monies.

3.15 CORPORATE CREDIT CARDS

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer, Senior Finance Officer
Date of Approval: **19 June 2012**
Amended: **21 April 2015, 17 October 2017, 19 June 2018, 16 October 2018, 20 October 2020**

Objective:

To establish guidelines for the use of the Shire of Corrigin credit cards and the responsibilities of cardholders using the credit cards.

The policy ensures that the risks associated with credit card use are minimised while providing cardholders with a convenient method of purchasing goods and services on behalf of the shire.

Policy:

Legislation

The following provisions of the *Local Government Act 1995* (the Act) and associated regulations impact on the use and control of corporate credit cards:

- Section 2.7(2) (a) and (b) requires the council to oversee the allocation of the local government's finances and resources and determine the policies of the local government.
- Section 6.5(a) of the Act requires the CEO to ensure that proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.
- *Local Government (Financial Management) Regulation* 11(1) (a) requires local governments to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained.

Authority for the Use of Corporate Credit Cards

Shire of Corrigin credit cards may be issued to the following Shire of Corrigin employees, with credit card limits as described.

Officer	Credit Card Limit
CEO	$10,000
Deputy CEO	$5,000
Manager Works and Services	$5,000

Approval for additional credit card holders and any change to credit card limits must be approved by Council.

The *Local Government Act 1995* does not allow for the issue of credit cards to elected members. A Local Government can only pay allowances or reimburse expenses to an elected member.
An agreement between the cardholder and the Shire of Corrigin is to be signed which sets out the cardholder's responsibilities, legal obligations and action to be taken in the event that the cardholder fails to comply with procedures.

A register is to be kept of all current cardholders which includes card number, expiry date of credit card, credit card limit and details of goods and services the cardholder has authority to purchase.

All new and existing cardholders are to be provided with a copy of this policy relating to the use of credit cards on an annual basis.

Purchases and Use of Corporate Credit Cards
The shire's credit cards shall only be used for purchase of goods and services in the performance of official duties for which there is a budget provision. Under no circumstances are they to be used for personal or private purposes or for the withdrawal of cash.
A compliant tax invoice/receipt must be provided for all purchases (irrespective of whether it has been purchased by facsimile, over the telephone or on the internet). The tax invoice/receipt and purchase order are to be forwarded to the responsible Finance Officer as soon as received. Credit card purchases will be checked and processed in accordance with normal accounts authorisation and payment processes. Credit card statements are to be reviewed and reconciled by the Manager Finance monthly.

For fringe benefits tax record keeping purposes, any expenditure for entertainment must include the number of people who were in attendance and the full names of any Shire of Corrigin staff.

Card Lost or Stolen
Cards that are lost or stolen must be reported immediately by the cardholder to the issuing banker by telephone. At the earliest opportunity the cardholder is to notify the CEO, Deputy CEO or Manager Finance so that the cancellation of the card can be confirmed and a reconciliation of the card account from the date the card was lost or stolen may be performed.

Misuse of Corporate Credit Cards
Any officer that believes a cardholder is entering into transactions that seem to be unauthorised, excessive and unreasonable will be reported to the CEO. Any breach by a cardholder will require an investigation into activities and if necessary action taken by the CEO which may result in the withdrawal of the card and/or disciplinary action. Cardholders that do not follow any component of this policy may also have their credit card cancelled and may be subject to disciplinary action.

Recovery of Unauthorised Expenditure
Unauthorised expenditure and expenditure of a private nature that is proved to be inappropriate will be recovered by deductions from the cardholder's salary.

Rewards/Bonus Points
Where the credit cards carry rewards or bonus points, these points will be accumulated in the name of the Shire of Corrigin. The CEO will decide how these points are to be utilised. Under no circumstances are reward or bonus points to be redeemed for a cardholder's private benefit.

Return of Cards
In the event that a cardholder's employment ceases with the Shire of Corrigin, takes an extended period of leave, or moves to a position which does not require the use of a credit card the credit card is to be handed to the Manager Finance for cancellation of the corporate card account and destruction of card. Credit cards are not to be transferred to other users.

Credit Card Reporting
A report is provided to Council on a monthly basis that addresses (but not limited to) an independent assessment undertaken by the Deputy CEO along with a copy of the credit card statement.

Payments

- The monthly credit card statement is paid via a direct debit on or before the due date.
- All tax invoices and supporting documents for credit card purchases are to be presented to the Finance Officer to be matched up with the statement.
- The Finance Officer will code the individual transactions and submit the list to the credit card holder for their confirmation. The transaction list and associated codes will also be authorised by the CEO.
- The CEO will authorise and sign the DCEO & MWS credit card statement and the DCEO will authorise and sign the CEO credit card statement.

Finance Officer Responsibilities
The Finance Officer will:

- Arrange the issuing and cancellations of credit cards as directed by the CEO.
- Maintain a register of all cardholders.
- Provide cardholders with the credit card policy and where required any changes to the policy and their responsibilities and obligations as cardholders.
- Process payments of credit cards including the attachment of all receipts and tax invoices and the relevant authorising officers have signed off on the statements.
- Arrange for all cardholders to sign the Credit cardholder Agreement on receipt of the new card and ensure the signed agreement is placed in the Corporate Credit Card Register in the Synergy Central Records system.

Cardholders Responsibilities and Obligations
Credit cardholder's must:

- Keep their card in a safe place.
- Make payments for goods and services that are within their card limit, budget and authority to do so.
- Adhere to the credit card policy and procedures and purchasing policy.
- Ensure all receipts and tax invoices are kept and submitted to the Finance Officer within seven days of receipt.

3.16 TRANSACTION CARD POLICY

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer
Date of Approval: **15 October 2024**
Amended:

Objective: To provide the Executive Management Team with a framework of principles to guide the use and management of Transaction Card facilities and which:

1. Ensures efficient and effective procurement and payment operations.
2. Minimises the risk of misuse, fraudulent or corrupt use.
3. Defines allowable and prohibited uses.
4. Defines management and oversight obligations.
5. Defines Cardholder duty of care and responsible use obligations.

Policy: This policy provides an in-principle framework to guide the Chief Executive Officer when fulfilling their statutory duties for establishing and implementing appropriate systems and procedures for incurring expenditure and making payments specific to Transaction Cards.

Definitions
Cardholder: means an employee who has been authorised by the CEO to incur expenditure by means of a Transaction Card.

Transaction Card: means a card facility (which may include credit, store, parking, cab-charge, and fuel cards) approved for use in lieu of cash transactions, to incur expenditure for goods and services for the purposes of the Shire of Corrigin business activities only in accordance with relevant Shire of Corrigin Policies.

Management Oversight and Reporting

1. **Legislation**

1.1 Section 6.5(a) of the *Local Government Act 1995* prescribes the Chief Executive Officer's (CEO) duty to ensure that proper accounts and records of the transactions and affairs of the Local Government are kept in accordance with regulations.

1.2 The *Local Government (Financial Management) Regulations 1996* prescribe:
- a) Regulation 5, the Chief Executive Officer's duties to ensure efficient systems and procedures are established for the proper authorisation of incurring of liabilities and the making of payments.
- b) Regulation 11(1)(a) and (2) of the requires Local Government to develop procedures that ensure effective security for the authorisation and payment of accounts and for the authorised use of payment methods, including credit cards.

2. **Determining When Transaction Card Facilities are Appropriate**

2.1 Transaction Card facilities may be implemented and maintained where the card facility provides benefit to the Shire of Corrigin operations by ensuring:
- a) goods and services can be obtained in a timely and efficient manner to meet the business needs of the Shire of Corrigin;
- b) financial management and accounting standards are met; and
- c) purchasing and payment functions are secure, efficient, and effective.

2.2 Transaction Card facility providers will only be acceptable where, in the opinion of the CEO, they:

a) provide appropriate and sufficient statement, administration and acquittal controls that enable the Shire of Corrigin to sufficiently administer the facility; and
b) provide the Shire of Corrigin with protection and indemnification from fraudulent unauthorised transactions.

3. **Management Oversight**

The Chief Executive Officer shall determine and implement systems and procedures adequate to ensure:

a) Assessment and selection of Transaction Card facilities suitable to the efficient and effective operations of the Shire of Corrigin;
b) Authorisation and appointment of suitably eligible Cardholders;
c) Cardholder duties and responsibilities are documented and Cardholders provided with training; and
d) Monitoring and auditing of Transactional Card activities is planned and reported.

4. **Reporting**

The CEO will ensure that acquitted transaction statements for each Transaction Card facility are provided to Council as part of the monthly financial reporting regime.

5. **Misuse, Misconduct and Fraudulent Use**

Any alleged misuse of Transaction Cards will be investigated and may be subject to disciplinary procedures. Where there is reasonable suspicion of misconduct or fraudulent activity arising from Transaction Card facilities the matter will be reported to the appropriate regulatory agency, subject to the requirements of the *Public Sector Management Act 1994* and the *Corruption, Crime and Misconduct Act 2003*.

6. **Principles for Transaction Card Usage**

6.1 Allowable Transactions

6.1.1 Transaction Card facilities may only be used where:

a) The expenditure is directly arising from a Shire of Corrigin operational business activity for which there is an Annual Budget provision;
b) The expenditure is in accordance with legislation, the Shire of Corrigin Purchasing Policy, Code of Conduct and any conditions or limitations applicable to the individual Cardholder.
c) The procurement of the required goods or services is impractical or inefficient if undertaken via a purchase order or is not able to be obtained other than by a Transaction Card;
d) Supplier surcharges (fees) on transactions are minimised and only allowable where the alternative method of obtaining the supply (i.e. by purchase order) is more onerous, not cost effective or there is no alternative mode of supply.
e) Hospitality expenditure may only occur when it is in accordance with the Shire of Corrigin Hospitality Policy or is undertaken with the express written permission of the CEO.
f) Official travel, accommodation and related expenses may only occur in accordance with Shire of Corrigin policies and procedures;
g) Accounts payable payments are made under the direction of the Manager Finance;
h) A sufficient record of each transaction is obtained and retained in the local government record.

6.1.2 Allowable transaction modes include:

a) In-person and over the counter retail purchases;
b) Telephone or facsimile purchasing;
c) Mail order purchasing and subscriptions;
d) Internet purchasing.

6.2 Prohibited Transactions

6.2.1 The Shire of Corrigin prohibits the use of Transaction Card facilities for:

a) Cash advances;
b) Incurring expenses which are personal or private (i.e. any expenditure which is not an approved Local Government activity);
c) Making deposits onto the Card, whether to offset misuse or otherwise;
d) Incurring Capital expenditure;
e) Incurring expenditure for goods or services which are subject to a current supplier contract;
f) Incurring expenses which are not in accordance with legislation, the Shire of Corrigin Purchasing Policy, the Annual Budget and / or the conditions or limitations relevant to the individual Cardholder;
g) Expenses for which another Transaction Card is the approved facility (i.e. the Corporate Credit Card is not to be used for purchasing fuel or oil, as the Fuel Card is the approved facility for that purpose);
h) Splitting expenditure to avoid compliance with the Purchasing Policy or to negate limits or conditions applicable to the Cardholder; and
i) Incurring expenses for the primary purpose of obtaining personal advantage through the transaction (i.e. membership or loyalty rewards).

6.2.2 For clarity, Elected Members are prohibited from using Shire of Corrigin Transaction Cards as the Local Government Act 1995 does not provide authority for an Elected Member to incur liabilities on behalf of the Local Government. The Act limits Local Governments to only paying Elected Member allowances and reimbursing Elected Member expenses.

6.3 Cardholder duty of care and responsible use obligations

6.3.1 A Cardholder is required to:

a) Keep the Transaction Card and access information in a safe manner; protected from improper use or loss.
b) Only use the Transaction Card for allowable purposes and not for prohibited purposes.
c) Obtain, create, and retain Local Government records that evidence transactions.
d) Acquit the reconciliation of Transaction Card usage in the required format and within required timeframes. The onus is on the cardholder to provide sufficient detail for each transaction to avoid any potential perception that a transaction may be of a personal nature.
e) Return the Transaction Card to the Shire of Corrigin before termination of employment, inclusive of reconciliation records.
f) Reimburse the Shire of Corrigin the full value of any unauthorised, prohibited or insufficiently reconciled expenditure.

6.3.2 Benefits obtained through use of a Transaction Card (i.e. membership or loyalty rewards) are the property of the Shire of Corrigin and may

only be used for Shire of Corrigin business purposes. Such benefits must be relinquished by the Cardholder to the Shire of Corrigin. Under no circumstances may such benefits be retained as a personal benefit.

6.4 Transaction evidence

6.4.1 A sufficient transaction record must include the following minimum information:

a) Invoice and / or receipt that includes; the date, company name, address, ABN, amount and any GST amount included;

b) Where an invoice and / or receipt cannot be obtained, the Cardholder must provide a Statutory Declaration, in accordance with the *Oaths, Affidavits and Statutory Declarations Act 2005*, detailing the nature of the expense and sufficient information to satisfy the requirements of subclause (a) above.

6.4.2 Where a Transaction Card is used to incur an expense for hospitality, the transaction record must include for the purposes of Fringe Benefits Tax calculations and probity:

a) the number of persons entertained;

b) the names of any employees in that number; and

c) the purpose of providing the entertainment or hospitality.

3.17 MOTOR VEHICLE REPLACEMENT

Policy Owner: Corporate Services
Person Responsible: Chief Executive Officer, Deputy Chief Executive Officer
Date of Approval: **17 November 2009**
Amended: **17 October 2017, 23 October 2023**

Objective: To facilitate better understanding and minimise the whole of life costs for the Shire of Corrigin light vehicle fleet.

Policy: Fleet cycle costs vary regularly due to a variety of factors including fuel costs, used vehicle prices, and market and industry trends. The Shire will review these costs and replacement periods on a regular basis to ensure the most cost effective outcome at all times as part of the development of annual budgets and long term financial plan including the plant replacement program.

Regular advice will be sought from vehicle dealers on the optimum changeover period and vehicle type to minimise the whole of life costs to the Shire. This information will provide the basis of decision making as to when optimum replacement/changeover of light vehicles is deemed appropriate as market industry trends vary.

Vehicle changeover cycles will then be determined by Council through consultation between the CEO and the Deputy CEO after consideration of prevailing market conditions. Changeover will generally occur between one and six years or 50,000 to 100,000km. At all times, the net cost to Council will be the primary consideration in order to minimise change over costs.

The Policy will not override any relevant contractual arrangements with staff.

3.18 PETTY CASH POLICY

Policy Owner: Corporate and Community Services
Person Responsible: Senior Finance Officer
Date of Approval: **16 October 2018**
Amended:

Objective: Provide clear parameters in relation to the use of petty cash.

Petty cash advances are established to facilitate the payment of low-value claims to ensure that these claims are processed in the most efficient manner. Petty cash funds are to be used to pay for miscellaneous and incidental items of small value. Expenditure may only be incurred for Shire of Corrigin business purposes. This policy seeks to ensure that petty cash floats are established and managed appropriately and that staff are not financially disadvantaged as a result of incurring minor work-related expenses.

Policy: The following policies and procedures are designed to control the use of petty cash:

- It shall be the responsibility of the CEO to consider any application for a petty cash float.
- The amount of the petty cash float shall be as determined by the CEO from time to time, but in general should not exceed $500.
- It shall be the responsibility of the Finance Officer to manage the petty cash funds and their reimbursement according to this policy.
- Petty cash is only to be used where an urgent purchase is required and payment by corporate credit card is not an option or the amount does not warrant normal purchasing procedure.
- Petty cash claims over $50 including GST must include a tax invoice.
- Petty cash claims under $50 including GST must include one of the following:
  - a tax invoice
  - a cash register docket
  - a receipt
  - an invoice.
  - the name and ABN of the supplier, the date of purchase, and a description of the items purchased, and the amount paid.

- Petty cash vouchers will be completed for each petty cash transaction. These vouchers will include:
  - Date of the transaction
  - GL or job number
  - Description of the purchase
  - Amount reimbursed to employee
  - Signature of the employee reimbursed

- At all times the sum of transactions made since the last reimbursement of the petty cash advance should equal the total value of the receipts on hand plus the amount of cash on hand to equal the total value of the petty cash advance.
- Petty cash must be reconciled monthly but reimbursed on an as needs basis no more than 2 months after the first transaction since the previous reimbursement.
- Petty cash must be reimbursed and reconciled 30 June to meet EOFY requirements.

The following transactions are specifically excluded from petty cash reimbursement:

- Cashing of cheques.
- Temporary loans to any person whatever.
- Payment of expenses exceeding $100 for any one voucher.
- Payment of creditors' accounts.
- Purchase of fuel where a fuel card exists.
- Payment of any personal remuneration to any person whatever, whether for salaries, wages, honoraria or for any other reason.

Reimbursement of Petty Cash

Petty cash advances are maintained on an imprest system, which means that details of all disbursements of petty cash to staff must be carefully recorded. To do this, a Petty Cash Reimbursement form is to be prepared listing each transaction from the petty cash advance. The Petty Cash Reimbursement form acts as a register of petty cash transactions and must contain the following information:

- Date of transaction
- Name of supplier
- Amount including GST
- GST Amount
- Details of the transaction
- GL/Job allocation
- Balance of petty cash remaining

Regulation 11 of the *Local Government (Financial Management) Regulations 1996* states:

(1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of –

(a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and

(b) petty cash systems.

3.19 PORTABLE AND ATTRACTIVE ASSETS

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer
Date of Approval: **20 July 2021**
Amended: **16 June 2026**

Objective: To establish guidelines for the management, control and recording of portable and attractive assets to minimise risk of loss, theft or misuse and to ensure appropriate accountability and record keeping.

Policy:

Definition
Portable and attractive assets are items of relatively low value that are susceptible to theft or loss due to their portability and attractiveness and may not be immediately noticeable as missing.

Portable and attractive assets are generally items below the asset capitalisation threshold but considered high risk due to their nature.

Scope
This policy applies to all portable and attractive assets owned or controlled by the Shire of Corrigin, including items purchased, donated or otherwise acquired.

Statement
Portable and attractive assets are to be recorded and controlled to:

a) safeguard assets against theft, loss or misuse;
b) ensure accountability for the use and management of assets; and
c) minimise financial loss to the Shire.

Recording and Reporting
All portable and attractive assets must be recorded in a portable and attractive asset register 'the register'.

The register should, where applicable, include:

- asset description
- location
- identifying number or serial number
- date of acquisition
- value (where known)
- responsible officer or custodian

The portable and attractive asset register must be maintained in a complete, accurate and up to date manner and reconciled with accounting records where applicable.

Assets should be clearly identified or tagged where practical.

Internal Controls
Portable and attractive assets must be managed in accordance with appropriate internal controls, including:

- allocation of responsibility to a designated officer;
- secure storage where appropriate;
- asset identification and tagging where practical;
- documentation of asset movement between users or locations; and
- separation of responsibilities where feasible.

Monitoring and Stocktakes
A stocktake of portable and attractive assets is to be undertaken at least annually or on a rolling basis.

Any discrepancies identified during stocktakes must be:
- investigated;
- recorded; and
- updated in the register.

Reports on stocktake outcomes are to be provided to the Executive.
Periodic audits may also be undertaken to verify asset existence and accuracy of records.

Loss, Theft or Damage
All portable and attractive assets that are lost, stolen or damaged must be reported as soon as practicable to the responsible officer.

All incidents must be:
- recorded; and
- updated in the register in a timely manner to ensure records remain accurate and complete.

Where appropriate, incidents are to be reported in accordance with the Shire's risk management and insurance processes.

Disposal
Portable and attractive assets must be disposed of in accordance with the Shire's Asset Disposal Policy and delegations.

All disposals must be recorded in the register in a timely manner to ensure records remain accurate and complete.

Responsibility
The Deputy Chief Executive Officer is responsible for the overall administration of this policy.

Relevant key staff are responsible for:
- maintaining records of portable and attractive assets within their areas of responsibility;
- assisting with and participating in stocktakes of assets within their work areas;
- monitoring the usage and condition of assets; and
- ensuring compliance with this policy.

All Employees are responsible for:
- the appropriate use and care of assets assigned to them; and
- reporting any loss, theft or damage as soon as practicable.

3.20 ASSET DISPOSAL

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer
Date of Approval: **18 October 2022**
Amended: **16 June 2026**

Objective: To establish protocols for the disposal of assets owned by the Shire of Corrigin in accordance with section 3.58 of the *Local Government Act 1995*, ensuring the best possible financial, environmental and community outcomes while maintaining transparency, accountability and appropriate internal control.

Policy: The following principles apply to the disposal of assets:

1. Asset disposal decisions, including the reasons for such actions, are to be recorded in the Shire's asset registers and associated accounting records.
2. Asset disposals must be recorded in a timely manner to ensure asset registers and accounting records remain accurate, complete and up to date.
3. Asset disposal records must be reconciled with the asset register and accounting records to ensure completeness and accuracy.
4. The financial outcome of asset disposals will be influenced by market conditions.
5. Disposal of assets by private treaty must demonstrate that the most beneficial outcome was achieved.
6. Assets approved to be written off are to be removed from the asset register at their written down value at the date of write-off.
7. Environmental considerations must be taken into account where assets are disposed of to landfill, in accordance with the *Environmental Protection Act 1986* and relevant waste classification guidelines.
8. Appropriate documentation must be retained to support all asset disposal decisions, including approvals, valuation considerations and disposal outcomes.

Section 3.58 of the *Local Government* ~~*(Functions and General) Regulations 1996*~~*Act 1995* establishes the methods by which local governments may dispose of assets. These methods are to be followed by Shire staff in accordance with this policy.

Responsibility for Disposal

- Vehicles shall be either traded in against a replacement vehicle as part of a public tender process or disposed of by public auction.
- Heavy plant shall be either traded in against a replacement item of plant through a public tender process or sold by public auction. The Manager of Works and Services is responsible for heavy plant disposals in accordance with this policy.
- Minor plant items are to be disposed of in accordance with this policy and are the responsibility of the Manager of Works and Services.
- Land is to be disposed of in accordance with this policy and is the responsibility of the Chief Executive Officer.
- Buildings are to be disposed of in accordance with this policy and are the responsibility of the Chief Executive Officer or Deputy Chief Executive Officer.
- Furniture and equipment are to be disposed of in accordance with this policy and are the responsibility of the Chief Executive Officer or Deputy Chief Executive Officer.

- Infrastructure assets are to be disposed of in accordance with this policy and are the responsibility of the Chief Executive Officer or Deputy Chief Executive Officer.
- Information technology assets are to be disposed of in accordance with this policy and are the responsibility of the Deputy Chief Executive Officer.
- Artwork assets within the Shire of Corrigin are the responsibility of Council and must be disposed of in accordance with this policy.

Authority to Dispose of Property
Assets to be disposed of must be included in the Annual Budget or approved by a resolution of Council, unless the disposal falls under a condition outlined in the relevant delegation.

Asset disposals must be undertaken in accordance with established internal controls, including appropriate authorisation, segregation of duties and documentation to support the disposal decision.

Reasons for disposal
Assets may be disposed of where they:
a) have reached their pre-determined economic life;
b) are no longer required due to changes in functionality or usage;
c) have reached the end of their useful life based on condition assessment;
d) no longer comply with workplace health and safety standards;
e) are environmentally unviable, subject to risk assessment;
f) are beyond repair or no longer operable;
g) are unable to provide an acceptable level of service; or
h) are stolen, lost or damaged.

Methods of Disposal
The disposal method must comply with section 3.58 of the *Local Government Act 1995* and be appropriate to the value, nature and condition of the asset.

Approved methods include:
a) Trade-in – as part of an asset replacement program.
b) Public Tender – in accordance with legislative advertising requirements.
c) Auction – conducted by a licensed auctioneer in accordance with relevant requirements.
d) Destruction or Landfill – where items have no commercial value.
e) Donation or contribution – as approved by Council.
f) Other means – as resolved by Council.

Disposal of Information and Communication Technology
All ICT equipment must undergo appropriate data sanitisation prior to disposal to ensure that all data is permanently removed and cannot be recovered.

Data sanitisation may include:
- secure data wiping using approved software; or
- physical destruction of data storage devices where required.

Where required, internal storage components may be removed and sanitised by the Shire's ICT support provider.

The responsible officer must ensure that:

- all ICT assets are sanitised prior to disposal;
- a record of data sanitisation is maintained as part of disposal documentation; and
- disposal does not compromise the confidentiality, integrity or availability of information.

Following sanitisation, ICT equipment may be:

- disposed of through approved methods;
- made available for sale; or
- donated for community use,

provided the equipment is in suitable working condition and restored to a standard operating state where appropriate.

Where ICT equipment is not suitable for reuse, it is to be physically destroyed or disposed of in accordance with relevant environmental and e-waste guidelines.

Roles and Responsibilities

Chief Executive Officer

a) The CEO is the custodian of the Shire's assets and has delegated authority to approve disposal of property as outlined in the Delegations Register.
b) The CEO is responsible for ensuring compliance with this policy and relevant legislation.

Deputy Chief Executive Officer and Manager of Works and Services

a) The DCEO and Manager of Works and Services have delegated authority to approve disposal of property in accordance with the Delegations Register.
b) They are responsible for ensuring that all disposals are carried out in accordance with this policy and that appropriate controls, documentation and records are maintained.

4 RISK MANAGEMENT AND WORKPLACE POLICIES

4.1 RISK MANAGEMENT

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **21 October 2014**
Amended: **21 April 2015, 16 June 2020**

Objective: The Shire of Corrigin (the Shire's) intention to identify risks before they occur so that impacts can be minimised or opportunities realised, ensuring that the Shire achieves its strategic and corporate objectives efficiently, effectively and within good corporate governance principles.

Policy: It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2018 Risk management - Guidelines), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk management functions will be resourced appropriately to match the size and scale of the Shire's operations and will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

This policy applies to Council Members, Executive Management and all employees and contractors involved in any Shire operations.

Definitions

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Risk Management Objectives

- Optimise the achievement of our values, strategies, goals and objectives.
- Aligns with and assists the implementation of Shire policies.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Reflects risk versus return within the Shire's risk appetite.
- Embeds appropriate and effective controls to mitigate risk.
- Achieves effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhances organisational resilience.
- Identifies and provides for the continuity of critical operations.

Risk Assessment and Acceptance Criteria
The Shire has quantified its broad risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Framework.

All organisational risks are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation's appetite and are to be noted within the individual risk assessment.

Roles, Responsibilities and Accountabilities
Councils role is to:

- Review and approve the Risk Management Policy and Risk Assessment and Acceptance Criteria.
- Establish and maintain an Audit and Risk Management Committee in terms of the *Local Government Act*.

The CEO is responsible for the:

- Implementation of this Policy.
- Review and improvement of this Policy and the Shire's Risk Management Framework at least every 18 months, or in response to a material event or change in circumstances.

The Shire's Risk Management Framework outlines in detail all roles and responsibilities under CEO delegation associated with managing risks within the Shire.

Monitor and Review
The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be reviewed by the Shire's Management Team and employees. It will be formally reviewed by Council biennially by the Audit and Risk Management Committee.

4.2 HEALTH SAFETY AND ENVIRONMENT

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **18 November 2014**
Amended: **21 April 2015, 17 October 2017, 15 October 2019**

Objective: The Shire of Corrigin Council and Executive is committed to, as far as is practicable, maintaining a working environment where persons at the workplace are not exposed to hazards.

Policy: The Shire of Corrigin seeks to efficiently provide a wide range of vital services to residents and visitors to our region. We are an equal opportunity employer committed to providing and maintaining an environmentally conscious, safe and healthy workplace for all employees and those who may be affected by our work operations. This commitment is consistently demonstrated through the behaviours of our management and employees at the workplace.

Responsibilities for addressing safety, health and environmental concerns are shared by everyone at the Shire of Corrigin. The Shire understands and acknowledges specific responsibility for providing and maintaining a legislatively compliant working environment where persons at the workplace are not exposed to hazards and are provided with adequate resources, education and training to meet our safety, health and environmental obligations. Employees assist our management team to fulfil obligations through actively ensuring their own safety and that of others in the workplace.

All workers engaged with the Shire of Corrigin are required to report in a timely manner any incident, hazard or issues that are identified as posing a risk to health, safety or to the environment. These are promptly managed in accordance with the hierarchy of risk controls and accepted risk management principles.

At the Shire of Corrigin, we vigorously monitor our environmental impact and we are committed to continually improving our environmental performance through the prevention of pollution, efficient use of resources, waste minimisation, reuse and recycling practices. Our environmental intent is to ensure that our operations are conducted in a manner that contributes to the overall environmental sustainability of Australia.

We are proud of our excellent workplace safety and environmental record and are committed to continuously improving our workplace safety and health performance aimed at the elimination of workplace injury through the achievement of the specific targets and objectives which are documented in our Safety, Health and Environmental Management Plan.

Our Safety, Health and Environmental Management Plan is supported by a procedural framework intended to guide our employees and subcontractors to work safely and in an environmentally conscious manner including, but not limited to, compliance with all applicable legislative regulatory requirements, relevant Australian Standards and with all other requirements to which our organisation subscribes.

This Safety, Health and Environmental Policy and our supporting management systems documentation are regularly reviewed in line with continual improvement and occupational health and safety management system recommendations.

4.3 WORKPLACE BEHAVIOUR POLICY

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer, Deputy Chief Executive Officer, Manager Works and Services
Date of Approval: **21 April 2015**
Amended: **15 October 2019**

Objective:

The Shire of Corrigin is committed to providing a workplace that is free from discrimination, harassment, bullying and victimisation for all employees and members of the community. The Shire believes that in providing such a workplace it will enable all employees to feel safe, secure and free from intimidation when they are at work.

The Shire of Corrigin prohibits any form of unacceptable behaviour in the workplace and encourages all employees to report any unacceptable behaviour to their Manager, Supervisor, or CEO.

Any breach of the Workplace Behaviour Policy will be considered a serious matter that will be investigated and may result in disciplinary action including termination of employment.

Scope and Responsibilities:

The policy applies to any person involved in the Shire of Corrigin, including all elected members, employees, potential employees, contractors, volunteers and visitors. All employees are responsible for ensuring that their behaviour reflects the standards of conduct outlined in the Shire of Corrigin Code of Conduct, policies and procedures and builds on a positive workplace culture. All elected members and employees must take responsibility for reporting improper conduct or misconduct which has been, or may be occurring in the workplace.

This policy applies to all activities during the course of work within the Shire of Corrigin including:

- In the workplace, including work outside normal working hours;
- During work activities, including dealing with members of the public; and
- At work related events, including conferences and social functions outside work premises.

Managers have a special responsibility to support employees in achieving these goals by leading by example and assisting employees to understand Council policies and procedures. They must also take all reasonable steps to ensure that the workplace is free from unacceptable behaviour.

Policy:

Discrimination

Discrimination is treating a person less favourably on the basis of certain characteristics they possess and it can happen either directly or indirectly and be intentional or unintentional.

Direct discrimination occurs when a person is treated less favourably than another person in the same or similar circumstances, because of any of the grounds or attributes listed below.

Indirect discrimination occurs when an apparently neutral rule has a negative effect on a substantially higher proportion of people with a particular attribute or characteristic, such as those listed below, compared to people without that attribute or characteristic, and the rule is unreasonable in the circumstances.

For example, the minimum height requirement that used to exist in the police force *directly* discriminated against short people on the basis of physical appearance, and *indirectly* discriminated against women and people of certain races, who tend to be shorter.

Unacceptable grounds or attributes of discrimination
Discrimination based on any of the following grounds or attributes is unacceptable:

- Age
- Family responsibility
- Family status
- Gender
- Gender history
- Disability or impairment
- Marital status
- Political conviction
- Pregnancy
- Race
- Religious conviction
- Sexual orientation
- Spent conviction
- Personal association: In some of the listed circumstances the *Equal Opportunity Act 1984* may apply to a relative or person who has a close relationship to a person affected by these grounds.

Examples of Discriminatory Behaviour
Discrimination may involve:

- Offensive 'jokes' or comments about another person's racial or ethnic background, sex, sexual preference, age, disability, and the like.
- Displaying pictures, calendars, pin-ups, posters, computer images (e.g. in electronic mail messages), which are offensive or derogatory.
- Expressing negative stereotypes of particular groups, for example, 'married women shouldn't be working'.
- Judging a person on characteristics such as religious or political beliefs, cultural practices, sex or age rather than work performance.
- Using stereotypes or assumptions when making decisions about a person's career.

Exceptions
In some situations the legislation may provide exceptions to discrimination or permit what would otherwise be unlawful discrimination. In these circumstances discrimination will be permissible. For example, while it is unacceptable to discriminate against a person with disability, what would otherwise be unlawful discrimination may be justified if the person cannot perform the inherent requirements of their position.

Responsibilities
Liability of people involved in unlawful acts
A person who causes, instructs, induces, aids or permits another person to do something that is unlawful under the *WA Equal Opportunity Act 1984* shall be considered to have done the act themselves.

Vicarious liability
When an employee, or agent, in connection with their employment, does something which is unlawful under the Act, their organisation, employer or principal will be liable for that act unless the employer can demonstrate that they

have taken all reasonable steps to prevent the employee/agent from acting unlawfully.

Refer to the WA Equal Opportunity Act 1984 for more information.

Sexual harassment
A person sexually harasses another person if they:

- Make an 'unwelcome sexual advance'.
- Make an 'unwelcome request for sexual favours'.
- Engage in other 'unwelcome conduct of a sexual nature'.
  and the behaviour must be such that the harassed person has reasonable grounds to believe if they reject the advance, refuse the request or object to the conduct they will be disadvantaged, or they are in fact disadvantaged.

'Conduct of a sexual nature' can take many forms including, but not limited to:

- Unwelcome physical touching, hugging or kissing.
- Making, orally or in writing, any remark or statement with sexual connotations to a person or about a person.
- Making any gesture, action or comment of a sexual nature.
- Staring or leering at someone, or at parts of their body.
- Suggestive comments or jokes.
- Insults or taunts based on sex.
- Sexually explicit pictures, e-mails or text messages.
- Intrusive questions about an employee's private life or body.

Motive or intention is irrelevant
Sexual harassment is unwelcome, uninvited behaviour which is offensive from the viewpoint of the person being harassed. It does not matter that the offender did not mean or intend to sexually harass the other person. In other words, an offender's 'innocent intent' is irrelevant.

Examples of sexual harassment
Sexual harassment can involve any physical, visual, verbal or non-verbal conduct of a sexual nature including either one-off incidents or a series of incidents. It also includes workplace behaviour or behaviour in connection with work, for example, at a Christmas party or at a work function outside of work hours. Depending on the circumstances, other examples of sexual harassment include:

- Displays of sexually graphic material including posters, pictures, calendars, cartoons, graffiti or messages left on boards or desks.
- Electronic mail messages, voice mail messages, screen savers, any material of a sexual nature downloaded from the internet, or viewed on a computer, offensive telephone calls, faxes, or gifts.
- Deliberate and unnecessary physical contact, such as patting, pinching, fondling or deliberately brushing against another body, attempts at kissing.
- Leering or staring at a person's body.
- Inappropriate 'humour' such as smutty or sexist jokes or comments.
- Innuendo, including sexually provocative remarks, suggestive or derogatory comments about a person's physical appearance, inferences of sexual morality or tales of sexual performance.
- Repeatedly asking someone out, especially after prior refusal.
- Intrusive inquiries into a person's private life or in reference to a person's sexuality.

Behaviour can breach this policy even if it is not unlawful
The Shire of Corrigin may decide that behaviour breaches this policy even if a complaint has not been raised. For example, storing and viewing sexually explicit images in the workplace or on a computer at work may constitute sexual harassment under this policy, even if a complaint has not been made against the offender. This behaviour is still unacceptable at work, even if it is not unlawful, and may result in disciplinary action being taken, including termination of employment.

Alcohol and functions
Everyone who works for the Shire of Corrigin is expected to behave in a professional and appropriate manner at all work related events, including client or social functions, industry events and conferences. Alcohol is no excuse for unacceptable behaviour.

Bullying
Workplace bullying is repeated, unreasonable or inappropriate behaviour directed towards an employee, client, contractor or other external party that creates a risk to their health and safety.
Unreasonable behaviour is that which victimises, humiliates, undermines or threatens the person being bullied, or would reasonably be expected to do so.
Bullying breaches this policy and also the Shire of Corrigin Health, Safety and Environment policy which provides that all workers must take reasonable care for the health and safety of their co-workers.

Examples of bullying
Bullying is defined by the effect of the behaviour, even though there may not be a specific intent to bully. Bullying may include one or more behaviours. Bullying may also include violence and aggression. Where bullying involves assault or threat of assault it may become a police matter.
There are two main types of bullying behaviour, overt and covert.

Examples of **overt** bullying include:

- Abusive, insulting or offensive language.
- Behaviour or language that frightens, humiliates, belittles or degrades, including criticism that is delivered with yelling and screaming.
- Inappropriate comments about a person's appearance, lifestyle, or their family.
- Teasing or regularly making someone the brunt of pranks or practical jokes.
- Interfering with a person's personal effects or work equipment.
- Harmful or offensive initiation practices.
- Isolation of workers from others.
- Physical assault or threats.

Covert behaviour that undermines, treats less favourably or disempowers others is also bullying, for example:

- Overloading a person with work or not providing enough work.
- Setting timelines that are difficult to achieve or constantly changing deadlines.
- Constantly setting tasks that are below or beyond a person's skill level.
- Ignoring or isolating a person.
- Deliberately denying access to information, consultation or resources.
- Unfair treatment in relation to accessing workplace entitlements such as leave or training.

What bullying does not include
Bullying does not include:

- Genuine and reasonable disciplinary procedures.
- Constructively delivered feedback or counselling that is intended to assist employees to improve their work performance or the standard of their behaviour. For example, objective comments which indicate observable performance deficiencies.
- Directing and controlling how work is done (a fundamental right of all employers)

Victimisation
Victimisation means subjecting or threatening to subject someone to a detriment (as defined below), as a form of retribution in response to an actual or possible discrimination, harassment or bullying issue. The complaint need not actually have been made; it is sufficient that the original issue could have been raised as discrimination, harassment or bullying complaint, or that an individual:

- Intends to make a complaint.
- Makes a complaint.
- Intends to provide information as a witness.
- Provides information as a witness.
- Supports an individual who intends to make a complaint.
- Supports an individual who has made a complaint.
- Is believed to have done any of the above.

Victimisation also applies to anyone giving evidence about a complaint.

What is a detriment?
A detriment in employment includes demotion, dismissal, transfer, suspension, loss of a benefit, being ostracised from work or work related social functions, or being the subject of gossip or innuendo.

Our approach
The Shire of Corrigin does not permit retaliation against a person just because they propose to, have, or are believed to have made a complaint of unacceptable behaviour under this policy, equal opportunity legislation or occupational health and safety legislation.

If someone raises a complaint with you about your behaviour
If a person raises a complaint directly with you about your behaviour, you should appreciate that they are letting you know that they find your behaviour unacceptable. They are giving you an opportunity to change your behaviour and possibly prevent a formal complaint from being made against you. If someone does raise a complaint with you about your behaviour, you should consider monitoring and changing your behaviour, and you should not victimise the person making the complaint.

If you are concerned about a complaint raised directly with you, or the person who has raised the complaint, you are encouraged to discuss this with the CEO or your Manager or Supervisor.

4.4 EQUAL EMPLOYMENT OPPORTUNITY, DIVERSITY & INCLUSION

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer, Deputy Chief Executive Officer, Manager Works and Services
Date of Approval: **15 August 2006**
Amended: **21 April 2015, 15 October 2019, 23 October 2023**

Objective: To ensure that the Shire conducts the recruitment of staff in accordance with legislation, and in conjunction with sound management practices.

Policy:

a) The Shire will recognise its legal obligations under the WA *Equal Opportunity Act 1984* and shall actively promote Equal Employment Opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, Gender history, gender identity, age, marital status, pregnancy, race, family responsibility, family status, disability or impairment, sexual orientation, spent conviction, religious or political convictions and personal association.
b) The equal employment opportunity goals of the Shire shall be designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.
c) This policy applies to full time, part time, permanent, temporary and casual employees of the Shire of Corrigin.
d) All employment training with the Shire shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.
e) All promotional policies and opportunities with the Shire shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.
f) All offers of employment within the Shire shall be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.
g) The Shire shall not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's gender, Gender history, gender identity, age, marital status, pregnancy, race, family responsibility, family status, disability or impairment, sexual orientation, spent conviction, religious or political convictions and personal association.
h) The Shire of Corrigin encourages the use of gender-neutral language. This includes utilising the correct modern use of pronouns, such as using "they/them" or none at all. Such as "Mary Smith", when the gender preference is unknown or using preferred pronouns when provided by individuals. Employees are expected to respect and adhere to these communication practices in all written and verbal interactions with colleagues, clients, residents, and ratepayers.

Grievance
The Shire undertakes to treat any grievance under this policy fairly, quickly and in confidence. It will treat each case on its merits having regard to the relevant legislation and the Shire's Code of Conduct. Determinations in relation to any grievance will be the responsibility of the relevant Manager(s). Employees have the right to appeal any such determination to the CEO.

The above process is not intended to impede or prevent any action the employee may wish to take through an appropriate external tribunal.

To be read in conjunction with the Shire of Corrigin Workforce Plan 2021/22 – 2024/25 – adopted 16 September 2021, Council Resolution 141/2021

4.5 EMPLOYEE HEALTH AND WELLBEING SUPPORT

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **20 October 2020**
Amended: **18 October 2022**

Objective: To ensure that employees have an opportunity to access a range of health and wellbeing support services and programs to show commitment to:

- Improving the health and wellbeing of employees.
- Promote awareness of key health issues.
- Promote and encourage participation in workplace health and wellbeing activities.
- Encourage employees to provide input into health and wellbeing activities.

Policy: The Shire is committed to providing employees with a safe, healthy and supportive work environment. The shire recognises the importance of a supportive workplace culture where healthy lifestyle choices are valued and encouraged.

The health and wellbeing of employees and maintaining a good work life balance enables employees to fulfil their work and personal responsibilities effectively and efficiently which benefits both the employee and employer.

The health and wellbeing support services and incentives aim to improve the general health of employees, assist with retention and attraction of staff and assist in the reduction of workers compensation claims.

Employee Support Services
The Shire of Corrigin provides a range of opportunities and support services to assist employees to create a healthy workplace, improve awareness of health issues, lower risk factors and improve employee's safety.

The Shire of Corrigin offers all employees access to the following services provided by Local Government Insurance Service (LGIS) Health and Wellbeing Program including:

- Skin cancer screening.
- Hearing testing.
- Flu vaccinations.
- Injury prevention such as manual task training and ergonomic assessments.
- Health and wellbeing assessments.
- Healthy lifestyle programs.
- Mental health awareness.
- COVID-19 vaccinations

Additional health and wellbeing programs are promoted throughout the year depending on topical issues, demand, funding and work arrangements.

Counselling and Support Service.
Employees are able to access free and confidential counselling sessions over the telephone or face to face. The LGIS Counselling Service is generally a short term service and employees requiring longer term counselling are encouraged to discuss alternative support which may require a medical referral.

Employee Health and Wellbeing Incentives
In order to encourage fitness and general wellbeing all permanent full time and part time employees are offered **one** of the following incentives to a maximum value of $250 per financial year:

- Season pass for individual or family (immediate family and dependent children under 16).
- Heated pool entry passes or aqua aerobics classes.
- Reimbursement of local Corrigin sporting team membership fees for active participation eg football, netball, hockey, cricket, tennis, bowls, etc.
- Reimbursement of local personal training or fitness programs or classes.

Conditions
The following conditions apply to the incentives

- These incentives apply to all permanent full time and part time employees of the Shire of Corrigin.
- Not to be used for the purchase of clothes, shoes or equipment.
- Not to be used for social or non-playing membership fees.
- Applies to individual employees and immediate family only including: dependent children under 16 and excluding siblings, grandchildren or parents.

Roles and Responsibilities
Employees are encouraged to:

- Support and contribute to the Shire of Corrigin aim of providing a safe, healthy and supportive environment for all employees.
- Seek clarification from management if required.
- Support fellow workers in their awareness of this policy.
- Actively support and contribute to the implementation of health and wellbeing support services and programs.

Communication Monitoring and Review
The Shire of Corrigin will ensure that:

- All employees receive information about the range of health and wellbeing support services offered by the Shire of Corrigin during the induction process.
- This policy is easily accessible by all employees and are provided with notification of any changes to the policy.
- Employees are encourage to actively contribute and provide feedback to this policy.
- The effectiveness of the policy will be assessed through feedback from employees.
- The policy will be reviewed by management and the Occupational Health and Safety Committee to determine if objectives are being met.

4.6 LEGISLATIVE COMPLIANCE

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: **17 October 2017**
Amended: **20 October 2020**

Objective: To outline the obligations of Councillors and Staff to ensure that all legislative compliance is met.

Policy: A fundamental principle of good public administration is that public officials comply with both the letter and the spirit of the law.
The Shire of Corrigin has an obligation to ensure that legislative requirements are complied with. The community and those working at the Shire have an expectation that the Council will comply with applicable legislation and the Council should take all appropriate measures to ensure that that expectation is met.

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires local governments to carry out a compliance audit for the period 1 January to 31 December in each year. The compliance audit is structured by the Department of Local Government, Sporting and Cultural Industries and relates to key provisions of the *Local Government Act 1995.*

Regulation 17 of the *Local Government (Audit) Regulations 1996* also requires a review of the appropriateness and effectiveness of systems and procedures in relation to legislative compliance at least once every three financial years and a report to the Audit Committee on the results of that review.

1. The Shire will have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the local government.

2. The processes and structures will aim to:
   a) Develop and maintain a system for identifying the legislation that applies to the Shire's activities.
   b) Assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented.
   c) Provide training for relevant employees, elected members, volunteers and other relevant people in the legislative requirements that affect them.
   d) Provide people with the resources to identify and remain up-to-date with new legislation.
   e) Establish a mechanism for reporting non-compliance.
   f) Review accidents, incidents and other situations where there may have been non-compliance.
   g) Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved.

3. Roles and Responsibilities
   a) Elected members and committee members – Elected members and committee members have a responsibility to be aware and abide by legislation applicable to their role.
   b) Senior management – Senior management should ensure that directions relating to compliance are clear and unequivocal and that

legal requirements which apply to each activity for which they are responsible are identified. Senior Management should have systems in place to ensure that all staff are given the opportunity to be kept fully informed, briefed and/or trained about key legal requirements relative to their work within the financial capacity to do so.

c) Employees – Employees have a duty to seek information on legislative requirements applicable to their area of work and to comply with the legislation.

d) Employees shall report through their supervisors to Senior Management any areas of non- compliance that they become aware of.

4. Implementation of Legislation

The Shire will have procedures in place to ensure that when legislation changes, steps are taken to ensure that future actions comply with the amended legislation.

5. Legislative Compliance Procedures

a) Identifying Current Legislation – The Shire accesses electronic up to date versions of legislation through the Department of Justice Parliamentary Counsel's Office website at www.legislation.wa.gov.au.

b) Identifying New or Amended Legislation –

i. Western Australian Government Gazette
The Government Gazette publishes all new or amended legislation applicable to Western Australia. Copies of Government Gazettes are able to be downloaded from the State Law Publisher website at slp.wa.gov.au. It is incumbent on the CEO and Senior Staff to determine whether any gazetted changes to legislation need to be incorporated into processes.

ii. Department of Local Government, Sporting and Cultural Industries –
The Shire receives regular circulars from the Department on any new or amended legislation. Such advice is received through the CEO and relevant Shire officers for implementation.

iii. Department of Planning, Lands and Heritage (DPLH) –
The Shire receives Planning Bulletins from DPLH on any new or amended legislation. Such advice is received through relevant Shire officers or contractors for implementation.

iv. Western Australian Local Government Association (WALGA) –
The Shire receives regular circulars from WALGA and these circulars highlight changes in legislation applicable to local governments.

c) Obtaining advice on Legislative Provisions
The Shire will obtain advice on matters of legislation and compliance where this is necessary. Contact can be made with the Department of Local Government, Sporting and Cultural Industries, WALGA or the relevant initiating government department for advice.

d) Informing Council of legislative change

i. If appropriate the CEO will, on receipt of advice of legislative amendments, advise the Council on new or amended legislation.

ii. The Council format for all its reports to Council meetings provides that all reports shall have a section headed 'Statutory implications' which shall detail the sections of any Act, Regulation or other legislation that is relevant.

6. Review of Incidents and Complaints of Non-compliance
   The CEO shall review all incidents and complaints of non-compliance. Such reviews will assess compliance with legislation, standards, policies and procedures that are applicable.
7. Reporting of Non-compliance
   a) All instances of non-compliance shall be reported immediately to the supervising Executive Manager.
   b) The Executive Manager shall determine the appropriate response and then report the matter to the CEO.
   c) The CEO may investigate any reports of significant non-compliance and if necessary, report the non- compliance to the Council and/or the relevant government department.
   d) The CEO will also take the necessary steps to improve compliance systems.

4.7 FRAUD AND CORRUPTION CONTROL

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **15 November 2000**
Amended: **18 October 2022, 20 August 2025**

Objective: This policy details the Shires approach to fraud and corruption risk management, prevention, detection and response and to convey the Shire's commitment to a zero-tolerance culture concerning fraud and corruption in the performance of its functions.

Policy: This policy applies to –

- elected members, external committee members and employees of Shire of Corrigin, including volunteers and trainees;
- contractors, consultants and suppliers who provide goods or services to the Shire; and
- members of the public who may have business or other dealings with the Shire.

Definitions
Fraud: Dishonest activity causing actual or potential financial loss to any person or entity, including theft of monies or other property by elected members, employees or persons external to the entity and where deception is used at any stage of the activity (*Australian Standard AS8001 – 2021 Fraud and Corruption Control*).

Fraud can include deliberate falsification, concealment, destruction or use of falsified information; improper use of information or abuse of position for personal financial benefit; misappropriation of assets; or manipulation of financial reporting.

Corruption: Dishonest activity in which an elected member, employee or contractor of the entity acts contrary to the interests of the entity and abuses their position of trust in order to achieve personal gain or advantage for themselves or others. (*Australian Standard AS8001 – 2021 Fraud and Corruption Control*).

Corruption is any deliberate or intentional wrongdoing that is improper, dishonest and fraudulent; this may include conflicts of interest that are not disclosed or appropriately managed, acceptance of bribes or undisclosed gifts, misuse of position, or improper use or disclosure of confidential information.

Statement
Shire of Corrigin is committed to an organisational culture that promotes a high standard of ethical and professional behavior, consistent with its Code of Conduct and fosters integrity, accountability and transparency in all business activities.

Shire of Corrigin commits to thoroughly investigating any reported or suspected acts of fraud or corruption regardless of seniority or relationship with the organisation.

In all circumstances that the investigation indicates serious fraudulent or corrupt activity has occurred the matter will be reported to the appropriate authority, such as the Public Sector Commission, Corruption and Crime Commission and/or Western Australian Police.

Any person who suspects or is aware of actual fraudulent or corrupt activity is encouraged to report such conduct to the appropriate senior person ie CEO, DCEO or Shire President. No detrimental action will be taken against a person acting in good faith, unless the report is malicious or the person is also involved with fraudulent or corrupt activity.

Roles and Responsibilities

Fraud and corruption control is the responsibility of every employee or elected member, however the following details are specific roles and responsibilities:

Role	Responsibility
Council	• Adopts the Fraud and Corruption policy. • Adheres to the Fraud and Corruption policy.
Chief Executive Officer	• Legislated responsibility to exercise authority on behalf of the Shire. • Overall accountability for prevention and detection of fraud and corruption in the workplace. • Ensures integrity and accountability in the performance of the Shire's functions. • Responsibility for the effective and efficient use of the Shire's resources. • Promotes continuous evaluation and improvement of the Shire's management practices. • Notifies the Corruption and Crime Commission or Public Sector Commission if misconduct is suspected. • Promotes a strong ethical tone from the top and ensures a positive fraud and corruption resistant culture across the Shire.
Deputy Chief Executive Officer	• Oversees implementation and continued monitoring of the fraud and corruption policy. • Provides accurate and timely advice to the CEO and the Audit and Risk Committee on fraud and corruption matters. • Ensures training and awareness programs are designed to assist employees and contractors to identify, prevent, detect and report fraud and corruption. • Ensures the policy is reviewed annually. • Integrates fraud and corruption into risk management systems and processes.
All Executive Staff	• Encourage and maintain a culture and working environment that fosters personal responsibility, integrity and accountability. • Model the highest standards of integrity and ethical behaviour, consistent with the Code of Conduct. • Ensure effective employee communication about the process for identifying and reporting potential fraudulent and corrupt activities. • Support the embedding of fraud and corruption controls into operational planning and performance frameworks.
Audit and Risk Committee	• Oversight of risk management, including fraud and corruption control.

	• Review governance processes to ensure all matters relating to alleged fraud and corruption or unethical conduct are managed appropriately. • Review the Shire risk dashboard for identifying, monitoring and managing business risk, including risks associated with fraud and corruption. • Review the Internal Audit Plan annually to ensure it covers fraud and corruption risks.
PID Officers	• Investigate disclosures under the *Public Interest Disclosure Act 2003.*
All Employees	• Understand responsibilities associated with performing their official duties and commit to acting ethically and with integrity in accordance with the Shire's Code of Conduct and relevant policies and procedures. • Undertake awareness training and education. • Report all suspected or actual incidents of fraud and corruption that they may be aware of to a line manager and/or director.

Prevention

Robust internal controls and systems are a prime defense mechanism against fraud and corruption. Shire of Corrigin demonstrates these by –

- Adopting a Code of Conduct, which reinforces a commitment to a high standard of integrity and accountability by demonstrating professional behaviours consistent with the Shire's values.
- A commitment from the Executive staff to be role models and demonstrate ethical and accountable behaviour in their actions.
- Ensuring effective management of conflicts of interest in accordance with the Shire's Conflict of Interest Guidelines.
- Establishing effective reporting mechanisms and protection for employees making disclosures about fraud and corruption activities.
- Promoting, practicing and adhering to risk management policies and procedures, ensuring risk assessments are conducted and regularly reviewed and controls developed to address identified risks as required.
- Pre-employment screening to verify qualifications, suitability and experience of a potential candidate for employment.
- Thorough screening of suppliers to verify credentials and stringent assessment of grant recipients.
- Promote organisational values and culture as key tools in the prevention of fraud and corruption

Detection

Shire of Corrigin has the following measures in place to identify and detect incidents of fraud and/or corruption –

- Risk management system to identify, analyse, evaluate and treat risk, including corruption and fraud; Segregation of duties in high risk areas (finance, procurement, contract management, regulatory functions etc.);
- Regular reviews and checks to detect irregularities in high-risk areas;
- Reconciliations (payroll, accounts payable);
- Analysis of management accounts and financial statements;
- Delegations manual;

- IT system controls (access restrictions, strong passwords etc.);
- Internal audit plan covers high risk fraud areas (procurement, credit cards etc.); and
- Public Interest Disclosure.

Response

- All reports of suspected fraud or corruption will be investigated by the Chief Executive Officer and the Deputy Chief Executive Officer.
- Immediate action will be taken to preserve relevant evidence from theft, removal, alteration or destruction. Evidence includes but is not limited to documents and IT (computers, laptops, portable devices, system access etc.).
- Appropriate action will be taken, which may include disciplinary action and/or referral to an external agency (CCC, Public Sector Commission or Police).
- Confidentiality will be maintained throughout this process.
- In each instance where fraud or corruption is detected, the Chief Executive Officer will instruct the Deputy Chief Executive Officer to reassess the adequacy of internal control systems, particularly those directly relating to the fraud and corruption incident and recommend improvements where necessary.
- Lessons learned from fraud and corruption incidents will be documented and used to improve internal controls, awareness training and risk mitigation strategies.

4.8 CHANGE MANAGEMENT POLICY

Policy Owner: Governance and Compliance
Person Responsible: Deputy Chief Executive Officer
Date of Approval: **15 October 2024**
Amended:

Objective: The objective of this policy is to establish a structured and effective framework for managing changes to Information and Communication Technology (ICT) systems within the Shire of Corrigin. This ensures that all changes are coordinated, evaluated, and communicated properly to minimize risks and maintain operational integrity. This policy applies to all changes that impact multiple users and excludes regular system maintenance functions.

Policy:

Overview
The Shire of Corrigin recognises that as technology and operational needs evolve, changes to ICT systems are necessary. This policy outlines a four-step change management process:

1. Initiating Change
2. Change Approval
3. Change Implementation
4. Accepting Change

Initiating Change
Changes may be initiated due to various factors, including:

- Legislative or regulatory changes
- Obsolescence of existing systems
- Supplier-initiated changes (e.g., software patches)
- Security threats
- Resource adjustments (e.g., staffing)
- Other Council-initiated reasons

The change must be documented, detailing:

- The need for the change
- Affected systems
- Risks associated with the change, including the urgency and risk of inaction
- Identified stakeholders impacted by the change
- Testing plan with success or failure thresholds
- Required resources and timeline
- Cost analysis
- A business case for major changes

Change Approval
Changes may be proposed directly to the Deputy CEO, who will assess the need for change based on operational requirements. In instances where formal documentation is not available, the Deputy CEO will communicate the rationale and impact of the proposed change to the Chief Executive Officer for approval. Once the change is approved, the Deputy CEO will act as the permanent Change Manager, overseeing the implementation process.

Change Implementation
The Deputy CEO, as Change Manager, is responsible for implementing the change, ensuring all prerequisites (e.g., backups, contractor arrangements) are met prior to execution. The Change Manager has the authority to take necessary operational actions to complete the change process.
For complex changes, regular updates to the Chief Executive Officer may be required. A comprehensive testing regimen must be conducted before finalising the implementation. Should testing reveal issues, the Change Manager must promptly inform the Chief Executive Officer to collaboratively devise a mitigation strategy.

Accepting Change
Upon completing the change, the Change Manager will evaluate its success and prepare a project completion report. The Chief Executive Officer will review this report to decide whether to officially close the change project. If necessary, a remedial action plan will be developed for any identified issues before final project closure.

Compliance
All employees, contractors, and third-party vendors must adhere to this Change Management Policy. Non-compliance may result in disciplinary action.
This policy is intended to ensure effective change management within the Shire of Corrigin, fostering a culture of accountability and continuous improvement in ICT operations.

5 CODE OF CONDUCT

5.1 CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

Policy Owner:	Governance and Compliance
Distribution:	All Elected Members and Staff
Person Responsible:	Chief Executive Officer, Deputy Chief Executive Officer, Manager Works and Services
Date of Approval:	**15 June 2010**
Amended:	**16 February 2021, 17 March 2026**

Division 1 — Preliminary provisions

1. Citation

This is the Shire of Corrigin Code of Conduct for Council Members, Committee Members and Candidates.

2. Terms used

1. In this code —

Act means the *Local Government Act 1995*;
candidate means a candidate for election as a council member;
complaint means a complaint made under clause 11(1);
publish includes to publish on a social media platform.

2. Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

1. A council member, committee member or candidate should —
   a) act with reasonable care and diligence; and
   b) act with honesty and integrity; and
   c) act lawfully; and
   d) identify and appropriately manage any conflict of interest; and
   e) avoid damage to the reputation of the local government.

2. A council member or committee member should —
   a) act in accordance with the trust placed in council members and committee members; and
   b) participate in decision-making in an honest, fair, impartial and timely manner; and
   c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
   d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

1. A council member, committee member or candidate should —
   a) treat others with respect, courtesy and fairness; and
   b) respect and value diversity in the community.

2. A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

a) base decisions on relevant and factually correct information; and
b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
c) read all agenda papers given to them in relation to council or committee meetings; and
d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

a) requirements relating to the behaviour of council members, committee members and candidates; and
b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

1. A council member, committee member or candidate —
   a) must ensure that their use of social media and other forms of communication complies with this code; and
   b) must only publish material that is factually correct.

2. A council member or committee member —
   a) must not be impaired by alcohol or drugs in the performance of their official duties; and
   b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

a) must not bully or harass another person in any way; and
b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
c) must not use offensive or derogatory language when referring to another person; and
d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

a) must not act in an abusive or threatening manner towards another person; and
b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
c) must not repeatedly disrupt the meeting; and
d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
e) must comply with any direction given by the person presiding at the meeting; and
f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

1. A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.

2. A complaint must be made —
   a) in writing in the form approved by the local government; and
   b) to a person authorised under subclause (3); and
   c) within 1 month after the occurrence of the alleged breach.

3. The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.
   a) *the following persons to receive Division 3 complaints and withdrawals of same, relating to about Council Members, Committee Members and Candidates:*
      i. Complaints about Council Members or candidates for elections that become Council Members, excluding those made by the Shire President – the Shire President;
      ii. Complaints made by the Shire President excluding those made by the Deputy Shire President – the Deputy Shire President;
      iii. Complaints about the Shire President – the Deputy Shire President; and
      iv. Complaints about the Deputy Shire President made by the Shire President – a committee comprising the remaining Council Members.

4. A complaint must be dealt with under clauses 12 to 15 unless —
   a) The complaint is referred to the Inspector in accordance with subclause (5); and
   b) The Inspector refers the complaint to be dealt with under Part 8A Division 5 of the Act.

Note for this subclause:

See section 5.105(1) of the Act.

5. If the *Local Government (Model Code of Conduct) Regulations 2021* regulation 3A applies to a complaint, a person authorised under subclause (3) must refer the complaint to the Inspector under section 5.105(3) of the Act.

6. A complaint must also be dealt with under clauses 12 to 15 if the Inspector refers the complaint to the local government under the *Local Government (Local Government Inspector) Regulations 2025* regulation 6.

Complaint About Alleged Breach Form - Located in GOV.0014 and in Complaints Register in Shire Safe.

12. Dealing with complaint

1. After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

Note for this subclause:

See also clause 14A in relation to the appointment of a monitor to assist the local government to deal with matters raised by a complaint.

2. Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.

3. A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

4. If the local government makes a finding that the alleged breach has occurred, the local government may —
   a) take no further action; or
   b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

5. When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.

6. A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
   a) engage in mediation;
   b) undertake counselling;
   c) undertake training;
   d) take other action the local government considers appropriate.

7. If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
   a) its finding and the reasons for its finding; and
   b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

1. The local government must dismiss a complaint if it is satisfied that —
   (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
   (b) either —
      i. the behaviour was dealt with by the person presiding at the meeting; or
      ii. the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.

2. If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

1. A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.

2. The withdrawal of a complaint must be —
   a) in writing; and
   b) given to a person authorised under clause 11(3).

14A. Appointment of monitor

1. The Inspector may appoint a monitor for the local government to assist the local government to deal with matters raised by a complaint.

2. If the Inspector appoints a monitor —
   a) the Inspector may direct the local government to defer further dealing with the complaint until the monitor reports to the Inspector on the outcome of the monitoring assignment; and
   b) the local government must comply with the direction.

14B. Performance of local government's functions under cl. 12 and 13

1. The local government's functions under clauses 12 and 13 must be performed by the council

2. Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a committee of the council comprising council members only to perform a function for and on behalf of the local government.

3. Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a person who is none of the following to perform a function for and on behalf of the local government —
   a) a member of the council of any local government;
   b) a member of the governing body of any regional subsidiary; local government must comply with the direction.
   c) an employee of any local government or regional subsidiary;
   d) an employee of WALGA or the Local Government Professionals Australia (WA);
   e) a member of the governing body of, or an employee of, a body corporate the activities of which are, wholly or partly, advocating or otherwise acting for, or on behalf of, 1 or more of the following —
      i. local governments;
      ii. members of councils;
      iii. employees of local governments.

4. A resolution made under subclause (3) must include the following —
   a) a statement to the effect that the council is satisfied that the person being authorised is suitably qualified and experienced to perform the function;
   b) an explanation as to why the council is satisfied as referred to in paragraph (a);
   c) a statement to the effect that the council is satisfied that the person being authorised is impartial and has no close association with any member of the council or any employee of the local government.

5. Nothing in this clause prevents an employee of the local government from providing, in relation to the performance of a function, any advice or other assistance to the council, a committee authorised under subclause (2) or a person authorised under subclause (3).

15. Other provisions about complaints

1. A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.

2. The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

3. Clauses 14A and 14B do not apply in relation to a complaint made before 1 January 2026.

Note for this clause:

See also section 5.105(4) and (5) of the Act for restrictions on the activities of a person who makes a complaint or who is alleged to have breached a requirement set out in this Division.

Division 4 — Rules of conduct

Notes for this Division:

1. Under section 8A.3(1) of the Act, a council member commits a conduct breach if the council member contravenes a rule of conduct. Section 8A.3(2) of the Act extends this to the contravention of a rule of conduct that occurred when the council member was a candidate.

A conduct breach is dealt with under Part 8A Division 5 of the Act.

16. Overview of Division

1. This Division sets out rules of conduct for council members and candidates.

2. A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

1. In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

a) local government property; and
b) services provided, or paid for, by a local government.

2. A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

1. A council member must not make improper use of their office —
   a) to gain, directly or indirectly, an advantage for the council member or any other person; or
   b) to cause detriment to the local government or any other person.

2. Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or The Criminal Code section 83.

19. Prohibition against involvement in administration

1. A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.

2. Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

1. In this clause —

local government employee means a person —

a) employed by a local government under section 5.36(1) of the Act; or
b) engaged by a local government under a contract for services.

2. A council member or candidate must not —
   a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
   b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
   c) act in an abusive or threatening manner towards a local government employee.

3. Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

4. If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
   a) make a statement that a local government employee is incompetent or dishonest; or
   b) use an offensive or objectionable expression when referring to a local government employee.

5. Subclause (4)(a) does not apply to conduct that is unlawful under The Criminal Code Chapter XXXV.

21. Disclosure of information

1. In this clause —

closed meeting —

   a) means a part of a council or committee meeting that is closed to members of the public under section 5.23(2), (3) or (4) of the Act; and
   b) includes a council or committee meeting held before 1 January 2026, or a part of a council or committee meeting held before 1 January 2026, that was closed to members of the public under section 5.23(2) of the Act as in force before 1 January 2026;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non-confidential document means a document that is not a confidential document.

2. A council member must not disclose information that the council member —
   a) derived from a confidential document; or
   b) acquired at a closed meeting other than information derived from a non-confidential document.

3. Subclause (2) does not prevent a council member from disclosing information —
   a) at a closed meeting; or
   b) to the extent specified by the council and subject to such other conditions as the council determines; or
   c) that is already in the public domain; or
   d) to an officer of the Department; or
   e) to the Minister; or
   f) to a legal practitioner for the purpose of obtaining legal advice; or
   g) if the disclosure is required or permitted by law.

22. Disclosure of interests

1. In this clause —

interest —

   a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
   b) includes an interest arising from kinship, friendship or membership of an association.

2. A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —

a) in a written notice given to the CEO before the meeting; or
b) at the meeting immediately before the matter is discussed.

3. Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.

4. Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
   a) that they had an interest in the matter; or
   b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.

5. If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
   a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
   b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

6. Subclause (7) applies in relation to an interest if —
   a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
   b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.

7. The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

Adopted by the Council of the Shire of Corrigin on 17 March 2026

Adapted from the Western Australian Local Government Model Code of Conduct.

5.2 CODE OF CONDUCT FOR EMPLOYEES

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **15 June 2010**
Amended: **15 June 2021, 15 October 2024**

Objective:

PREAMBLE

The Shire of Corrigin Code of Conduct (the Code) provides employees with clear guidelines for the standards of professional conduct expected of them in carrying out their functions and responsibilities.

The Code addresses the broader issue of ethical responsibility and encourages transparency and accountability. The Code expresses the Shire of Corrigin commitment to high standards of ethical and professional behaviour and outlines the principles in which individual responsibilities are based.

The Code is complementary to the principles adopted in the *Local Government Act 1995* (the Act) and associated regulations, which incorporate four fundamental aims:

(a) better decision-making by local governments;
(b) greater community participation in the decisions and affairs of local governments;
(c) greater accountability of local governments to their communities; and
(d) more efficient and effective local government.

Policy: **STATUTORY ENVIRONMENT**

The Code addresses the requirement in section 5.51A of the Act for the CEO to prepare and implement a code of conduct to be observed by employees of the Local Government, and includes the matters prescribed in Part 4A of the *Local Government (Administration) Regulations 1996*.

The Code should be read in conjunction with the Act and associated regulations. Employees should ensure that they are aware of their statutory responsibilities under this and other legislation.

APPLICATION

For the purposes of the Code, the term employees includes persons employed by the Shire of Corrigin or engaged by the Shire of Corrigin under a contract for services. The Code applies to all employees, including the CEO, while on the Local Government's premises or while engaged in Local Government related activities. Clause 3.15 of this Code (Gifts), does not apply to the CEO.

1. CODE OF CONDUCT

1.1. Role of Employees

The role of employees in Local Government is determined by the functions of the CEO as set out in section 5.41 of the Act.

5.41. Functions of CEO

The CEO's functions are to:

(a) advise the council in relation to the functions of a local government under this Act and other written laws;
(b) ensure that advice and information is available to the council so that informed decisions can be made;
(c) cause council decisions to be implemented;
(d) manage the day to day operations of the local government;

(e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;
(f) speak on behalf of the local government if the mayor or president agrees;
(g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);
(h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
(i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

Local Government Act 1995

1.2. Principles affecting employment by the Shire of Corrigin

The principles set out in section 5.40 of the Act apply to the employment of the Shire of Corrigin employees:

5.40. Principles affecting employment by local governments

The following principles apply to a local government in respect of its employees —

(a) *employees are to be selected and promoted in accordance with the principles of merit and equity; and*
(b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and
(c) employees are to be treated fairly and consistently; and
(d) there is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and
(e) employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and
(f) such other principles, not inconsistent with this Division, as may be prescribed.

Local Government Act 1995

1.3. Personal Behaviour

Employees will:

a) act, and be seen to act, properly, professionally and in accordance with the requirements of the law, the terms of this Code and all policies of the Shire of Corrigin;
b) perform their duties impartially and in the best interests of the Shire of Corrigin, uninfluenced by fear or favour;
c) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire of Corrigin and the community;
d) make no allegations which are improper or derogatory (unless true and in the public interest);
e) refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
f) always act in accordance with their obligation of fidelity to the Shire of Corrigin.

1.4. Honesty and Integrity

Employees will:

a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
b) be frank and honest in their official dealing with each other; and
c) report any dishonesty or possible dishonesty on the part of any other employee to their Manager or the CEO in accordance with this Code and the Shire of Corrigin policies.

1.5. Performance of Duties

While on duty, employees will give their whole time and attention to the Shire of Corrigin business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire of Corrigin.

1.6. Compliance with Lawful and Reasonable Directions, Decisions and Policies

a) Employees will comply with any lawful and reasonable direction given by any person having authority to make or give such an order, including but not limited to their Manager or the CEO.
(b) Employees will give effect to the lawful decisions and policies of the Shire of Corrigin, whether or not they agree with or approve of them.

1.7. Administrative and Management Practices

Employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

1.8. Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire of Corrigin upon its creation unless otherwise agreed by separate contract.

1.9. Recordkeeping

Employees will ensure complete and accurate local government records are created and maintained in accordance with the Shire of Corrigin Record Keeping Plan.

1.10. Dealing with Other Employees

a) Employees will treat other employees with respect, courtesy and professionalism, and refrain from behaviour that constitutes discrimination, bullying or harassment.
b) Employees must be aware of, and comply with their obligations under relevant law and the Shire of Corrigin policies regarding workplace behaviour and occupational safety and health,
c) Employee behaviour should reflect the Shire of Corrigin values and contribute towards creating and maintaining a safe and supportive workplace.

1.11. Dealing with community

a) Employees will treat all members of the community with respect, courtesy and professionalism.
b) All Shire of Corrigin services must be delivered in accordance with relevant policies and procedures, and any issues resolved promptly, fairly and equitably.

1.12. Professional Communications

a) All aspects of communication by employees (including verbal, written and electronic), involving the Shire of Corrigin activities should reflect the status, values and objectives of the Shire of Corrigin.
b) Communications should be accurate, polite and professional.

1.13. Personal Communications and Social Media

a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether intended or not.
b) Employees must not, unless undertaking a duty in accordance with their employment, disclose information, make comments or engage in communication activities about or on behalf of the Shire of Corrigin, it's Council Members, employees or contractors, which breach this Code.
c) Employee comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter

and may also be determined as misconduct and be notified in accordance with the *Corruption, Crime and Misconduct Act 2003.*

1.14. Personal Presentation

Employees are expected to comply with professional, neat and responsible dress standards at all times, in accordance with the Shire of Corrigin Staff Uniforms policy.

1.15. Gifts

a) Application
This clause does not apply to the CEO.
b) Definitions

activity involving a local government discretion has the meaning given to it in the *Local Government (Administration) Regulations 1996;*

activity involving a local government discretion means an activity —
a) that cannot be undertaken without an authorisation from the local government; or
b) by way of a commercial dealing with the local government;
[r.19AA of the *Local Government (Administration) Regulations 1996*]

associated person has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

associated person means a person who —
(a) is undertaking or seeking to undertake an activity involving a local government discretion; or
(b) it is reasonable to believe, is intending to undertake an activity involving a local government discretion
[r.19AA of the *Local Government (Administration) Regulations 1996]*

gift has the meaning given to it in the *Local Government (Administration) Regulations 1996;*

gift —
a) has the meaning given in section 5.57 [of the *Local Government Act 1995*]; but
b) does not include —

i. a gift from a relative as defined in section 5.74(1); or

ii. a gift that must be disclosed under the *Local Government (Elections) Regulations 1997* regulation 30B; or

iii. a gift from a statutory authority, government instrumentality or non-profit association for professional training; or

iv. a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876), the Local Government Professionals Australia WA (ABN 91 208 607 072) or the LG Professionals Australia (ABN 85 004 221 818);
[r.19AA of the *Local Government (Administration) Regulations 1996]*

gift means —
a) a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or

b) a travel contribution;

travel includes accommodation incidental to a journey;

travel contribution means a financial or other contribution made by 1 person to travel undertaken by another person
[Section 5.57 of the Local Government Act 1995]

relative, in relation to a relevant person, means any of the following —

a) a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or of the relevant person's spouse or de facto partner;
b) the relevant person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a),

whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by a written law;
[Section 5.74(1) of the Local Government Act 1995]

prohibited gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

prohibited gift, in relation to a local government employee, means —

a) a gift worth the threshold amount or more; or
b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;
[r.19AA of the *Local Government (Administration) Regulations 1996]*

reportable gift means:

a) a gift worth more than $50 but less than $100; or
b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth more than $50 but less than $100.

threshold amount has the meaning given to it in the *Local Government (Administration) Regulations 1996,* subject to the CEO's determination under subclause (c);

threshold amount, for a prohibited gift, means —

a) a gift worth the threshold amount or more; or
b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;
[r.19AA of the *Local Government (Administration) Regulations 1996]*

c) Determination
In accordance with Regulation 19AF of the *Local Government (Administration) Regulations 1996* the CEO has determined $150 as the threshold amount for prohibited gifts. For clarification, and gifts over $150 is not to be accepted and must be refused or returned.

d) Employees must not accept a prohibited gift from an associated person.
e) An employee who accepts a reportable gift from an associated person is to notify the CEO in accordance with subclause (f) and within 10 days of accepting the gift.
f) The notification of the acceptance of a reportable gift must be in writing and include:
    i. the name of the person who gave the gift; and
    ii. the date on which the gift was accepted; and
    iii. a description, and the estimated value, of the gift; and
    iv. the nature of the relationship between the person who is an employee and the person who gave the gift; and
    v. if the gift is one of two or more accepted from the same person within a period of one year:
1. a description;
2. the estimated value; and
3. the date of acceptance,

of each other gift accepted within the one year period.

g) The CEO will maintain a register of reportable gifts and record in it details of notifications given to comply with subclause (f).
h) The CEO will arrange for the register maintained under subclause (g) to be published on the Shire of Corrigin official website.
i) As soon as practicable after a person ceases to be an employee, the CEO will remove from the register all records relating to that person. The removed records will be retained for a period of at least 5 years.

1.16. Conflict of Interest

a) Employees will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire of Corrigin, without first disclosing the interest to the CEO. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
c) Employees will lodge written notice with the CEO describing an intention to undertake a dealing in land which is within the district of the Shire of Corrigin, or which may otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence).
d) Employees who exercise a recruitment or any other discretionary function will disclose any actual (or perceived) conflict of interest to the CEO before dealing with relatives or friends and will disqualify themselves from dealing with those persons.
e) Employees will conduct themselves in an apolitical manner and refrain from political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

1.17. Secondary Employment

An employee must not engage in secondary employment (including paid and unpaid work) without receiving the prior written approval of the CEO.

1.18. Disclosure of Financial Interests

a) All employees will apply the principles of disclosure of financial interest as contained within the Act.

b) Employees who have been delegated a power or duty, have been nominated as 'designated employees' or provide advice or reports to Council or Committees, must ensure that they are aware of, and comply with, their statutory obligations under the Act.

1.19. Disclosure of Interests Relating to Impartiality

a) In this clause, interest has the meaning given to it in the *Local Government (Administration) Regulations 1996.*

interest —

a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
b) includes an interest arising from kinship, friendship or membership of an association.
[r.19AA of the *Local Government (Administration) Regulations 1996]*

b) An employee who has an interest in any matter to be discussed at a Council or Committee meeting attended by the employee is required to disclose the nature of the interest:
   i. in a written notice given to the CEO before the meeting; or
   ii. at the meeting immediately before the matter is discussed.

c) An employee who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the employee is required to disclose the nature of any interest the employee has in the matter:
   i. in a written notice given to the CEO before the meeting; or
   ii. at the time the advice is given.

d) A requirement described under (b) and (c) excludes an interest referred to in Section 5.60 of the Act.
e) An employee is excused from a requirement made under (b) or (c) to disclose the nature of an interest because they did not now and could not reasonably be expected to know:
   i. that they had an interest in the matter; or
   ii. that the matter in which they had an interest would be discussed at the meeting and they disclosed the nature of the interest as soon as possible after the discussion began.

f) If an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of (b) or (c), then:
   i. before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
   ii. at the meeting the person presiding must bring the notice and its contents to the attention of persons present immediately before a matter to which the disclosure relates is discussed.

g) If:
   i. to comply with a requirement made under item (b), the nature of an employee's interest in a matter is disclosed at a meeting; or
   ii. a disclosure is made as described in item (e)ii., at a meeting; or
   iii. to comply with a requirement made under item (f)ii., a notice disclosing the nature of an employee's interest in a matter is brought to the attention of the persons present at a meeting,

   the nature of the interest is to be recorded in the minutes of the meeting.

1.20. Use and Disclosure of Information

a) Employees must not access, use or disclose information held by the Shire of Corrigin except as directly required for, and in the course of, the performance of their duties.
b) Employees will handle all information obtained, accessed or created in the course of their duties responsibly, and in accordance with this Code, the Shire of Corrigin policies and procedures.
c) Employees must not access, use or disclose information to gain improper advantage for themselves or another person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Shire of Corrigin.
d) Due discretion must be exercised by all employees who have access to confidential, private or sensitive information.
e) Nothing in this section prevents an employee from disclosing information if the disclosure:
    i. is authorised by the CEO or the CEO's delegate; or
    ii. is permitted or required by law.

1.21. Improper or Undue Influence

a) Employees will not take advantage of their position to improperly influence Council Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.
b) Employees must not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body.
c) Employees must not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

1.22. Use of Shire of Corrigin Resources

a) In this clause –

Shire of Corrigin resources includes local government property and services provided or paid for by the Shire of Corrigin;

local government property has the meaning given to it in the Act.

local government property means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government

[Section 1.4 of the *Local Government Act 1995*]

a) Employees will:
    i. be honest in their use of the Shire of Corrigin resources and must not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
    ii. use the Shire of Corrigin resources entrusted to them effectively, economically, in the course of their duties and in accordance with relevant policies and procedures; and
    iii. not use the Shire of Corrigin resources (including the services of employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the CEO).

1.23. Use of Shire of Corrigin Finances

a) Employees are expected to act responsibly and exercise sound judgment with respect to matters involving the Shire of Corrigin finances.
b) Employees will use Shire of Corrigin finances only within the scope of their authority, as defined in position descriptions, policies and procedures, administrative practices.
c) Employees with financial management responsibilities will comply with the requirements of the *Local Government (Financial Management) Regulations 1996.*
d) Employees exercising purchasing authority will comply with the Shire of Corrigin Purchasing Policy, and the systems and procedures established by the CEO in accordance with regulation 5 of the *Local Government (Financial Management) Regulations 1996.*
e) Employees will act with care, skill, diligence, honesty and integrity when using local government finances.
f) Employees will ensure that any use of Shire of Corrigin finances is appropriately documented in accordance with the relevant policy and procedure, including the Shire of Corrigin Recordkeeping Plan.

1.24. Reporting of Suspected Breaches of the Code of Conduct

Employees may report suspected breaches of the Code to their Manager or the CEO, in accordance with the Shire of Corrigin policies for complaints.

1.25. Handling of Suspected Breaches of the Code of Conduct

Suspected breaches of the Code will be dealt with in accordance with the relevant Shire of Corrigin policies and procedures, depending on the nature of the suspected breach.

1.26. Reporting Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

a) Employees may report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour to their supervisor, Manager, or the CEO in accordance with Shire of Corrigin policies.
b) In accordance with the Corruption, Crime and Misconduct Act 2003, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:
    i. the Corruption and Crime Commission, in the case of serious misconduct; or
    ii. the Public Sector Commissioner, in the case of minor misconduct.

c) Employees, or any person, may also report suspected serious misconduct to the Corruption and Crime Commission or suspected minor misconduct to the Public Sector Commissioner.
d) Employees, or any person, may also make a Public Interest Disclosure to report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour, using the Shire of Corrigin Public Interest Disclosure Procedures, published on the Shire of Corrigin website.

1.27. Handling of Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

Suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour will be dealt with in accordance with the appropriate Shire of Corrigin policies and procedures, and where relevant, in accordance with the lawful directions of the appropriate statutory body.

Adopted by the Council of the Shire of Corrigin on 15 June 2021

Adapted from the Western Australian Local Government Model Code of Conduct.

I, _____, confirm that I have read and understood the Code of Conduct for Employee provided to me in correspondence from the Shire of Corrigin.

…… ……

Signed Dated

6 STAFF POLICIES

6.1 CODE OF BEHAVIOUR – STAFF, VOLUNTEERS AND CONTRACTORS

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer, Manager Works and Services
Date of Approval: **19 July 2016**
Amended:

Objective: The Code of Behaviour clarifies the standards of behaviour that are expected of all staff and volunteers in the Shire of Corrigin in the performance of their duties. It gives guidance in areas where staff and volunteers need to make personal and ethical decisions and is to be used in conjunction with the Shire's other Human Resources Policies and Procedures and the official Code of Conduct.

Policy: Employees of the Shire are to carry out work and related activities observing the highest standards of conduct. Staff are expected to carry out their work in an ethical and co-operative manner and perform their duties with efficiency, fairness, impartiality, integrity and honesty. The Code of Behaviour is written as a set of general principles rather than detailed prescriptions.

This Code cannot address all possible issues which staff may face in their employment. The successful development of an ethical environment relies upon employees having responsibility for their professional behaviour, taking into consideration the provisions of the code and policies of the Shire.

The Code of Behaviour sets down the standards and obligations that are not otherwise specified. This code aims to clarify for all staff the conduct expected in the performance of duties. Compliance with the Code of Behaviour will foster and maintain a general environment of trust and confidence in the integrity and professionalism of the Shire. Staff will strive at all times to maintain and enhance the reputation of the Shire.
The Code of Behaviour applies to all staff at the Shire.

Employee Responsibilities
The Shire employees have a responsibility to:

- Observe and comply with the rules and policies of the Shire
- Act in a professional manner at all times
- Carry out roles and tasks assigned to them in a positive, effective and efficient manner
- Act impartially, fairly and without prejudice or favouritism
- Treat the Shire customers with the highest level of customer service Abide by the policies, procedures and guidelines applicable to the Shire Be accountable for decisions made within the course of their duties
- Respect fellow employees and treat each other with courtesy, fairness, equity and sensitivity
- Respect an individual's right to privacy
- Respect confidential information given to them in the course of employment
- Maintain open communication and accountability
- Behave honestly and ethically in all dealings
- Maintain and develop knowledge in their respective fields
- Be loyal to the Shire and not engage in activities that conflict with its operations or result in personal profit
- Not solicit or encourage gifts or benefits in relation to their professional duties

- Make efficient and economical use of Shire resources
- Disclose fraud, corruption or maladministration
- Avoid making public comment regarding the Shire
- Exercise a duty of care to themselves and others within the workplace to avoid hazards or accidents
- Use initiative and strive for excellence
- Ensure that actions or behaviour outside of work do not reflect negatively on the Shire of Corrigin

Managers Responsibilities
In addition to the responsibilities as an employee, managers also have a responsibility to:

- Ensure all staff have access to copies of the Code of Behaviour and other relevant documents and policies
- Ensure that the requirements of the Code of Behaviour are reflected in the day-to-day management of employees
- Ensure staff maintain high standards of conduct in the workplace
- Support staff who disclose information regarding maladministration or corrupt conduct
- Take all necessary steps to resolve conflicts that arise in the workplace and ensure any conflict is avoided in the future
- Appropriately record all reports of actual or potential conflict or contraventions of the Code of Conduct

Breaches or non-compliance with this Code of Behaviour may result in disciplinary action appropriate to the level of breach.

This code of behaviour is an addendum to the formal Code of Conduct of Council.

6.2 CHIEF EXECUTIVE OFFICER RECRUITMENT, PERFORMANCE AND TERMINATION

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer, Shire President
Date of Approval: **19 July 2016**
Amended: **17 October 2017, 20 October 2020, 15 October 2024**

Objective: To ensure compliance with s5.39A of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* in relation to CEO recruitment, performance, and termination.

Policy:

1 **Recruitment of CEO**

1.1 Selection Criteria and Job Description

- The Shire of Corrigin Council shall determine the selection criteria for the CEO position based on necessary knowledge, experience, qualifications, and skills.
- The job description will outline duties, responsibilities, and selection criteria for the CEO role
- The job description form must be approved by absolute majority of Council.

2 **Performance Review of CEO**

2.1 Performance Review Process

- The performance of the CEO will be reviewed annually by the Shire of Corrigin CEO Performance Review Committee and shall comprise of all Councillors
- The review will use the performance criteria set out in the CEO's contract and position description

2.2 Review Procedure

- The Committee will collect and assess evidence related to the CEO's performance, conduct a feedback session, and prepare a report for Council approval. This report will detail the assessment, any required changes, special talks, and performance objectives for the next period.

2.3 Consultants

- The Shire President and CEO may engage a consultant to facilitate the performance review deemed necessary.

2.4 Documentation and Confidentiality

- Proceedings of the performance review will be documented by the CEO and submitted to the next available Council meeting on a confidential basis

3 Termination of CEO Employment

1.1 General Principals

- Decisions regarding termination must be impartial and transparent. The CEO must be informed of their rights and given the opportunity to respond to any allegations or performance issues.

1.2 Performance-Related Termination

- Termination for performance-related reasons will only occur if performance issues were previously identified, communicated, and a reasonable opportunity to remedy the issues was provided.

1.3 Termination Decision

- A decision to terminate the CEO's Employment must be made by an absolute majority decision of Council and must include written notice outlining the reasons for termination.

4 Confidentiality

- All information related to recruitment, performance reviews, and termination processes will be kept confidential and used solely for the purposes of these processes.

6.3 TEMPORARY EMPLOYMENT OR APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **17 October 2017**
Amended: **20 October 2020, 16 February 2021, 18 October 2022, 15 October 2024**

Objective: To establish policy, in accordance with Section 5.39C of the *Local Government Act 1995*, that details the Shire of Corrigin processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.

Scope: This policy applies to the statutory position of the Chief Executive Officer (CEO) of the Shire of Corrigin

Definitions: **Acting CEO** means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed but is on planned or unplanned leave.

Temporary CEO means a person employed or appointed to fulfil the statutory position of CEO for the period of time between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.

Policy:

1. **Acting and Temporary CEO requirements and Qualifications**
   1) When the CEO is on planned or unplanned leave, or the CEO's employment with the Local Government has ended, an Acting or Temporary CEO is to be appointed in accordance with this Policy to fulfil the functions of CEO as detailed in Section 5.41 of the Local Government Act 1995, and other duties as set out in the Act and associated Regulations.
   2) Through this policy, and in accordance with section 5.36(2)(a) of the Act, the Council determines that employees appointed to the substantive position of Deputy Chief Executive Officer are considered suitably qualified to perform the role of Acting or Temporary CEO.
   3) A person appointed to act in the position of Deputy Chief Executive Officer is not included in the determination set out in Clause 3 (2).

2. **Appoint Acting CEO – Planned and unplanned leave for periods up to 6 weeks**
   1) The CEO is authorised to appoint the Deputy Chief Executive Officer in writing as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 6 weeks, subject to the CEO's consideration of the Deputy Chief Executive Officer performance, availability, operational requirements and, where appropriate, the equitable access to the professional development opportunity.
   2) The CEO must appoint an Acting CEO for any leave periods greater than 1 week and less than 6 weeks.
   3) The CEO is to immediately advise all Council Members when and for what period of time the Deputy Chief Executive Officer is appointed as Acting CEO.

4) If the CEO is unavailable or unable to make the decision to appoint an Acting CEO in accordance with (2), then the Deputy Chief Executive Officer will be appointed Acting CEO.
5) Council may, by resolution, extend an Acting CEO period under subclause (4) beyond 6 weeks if the substantive CEO remains unavailable or unable to perform their functions and duties.

3. **Appoint Acting CEO for extended leave periods greater than 6 weeks but less than 12 months**
   1) This clause applies to the following periods of extended leave:
      - Substantive CEO's Extended Planned Leave which may include accumulated annual leave, long service leave or personal leave; and
      - Substantive CEO's Extended Unplanned Leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.
   2) The Council will, by resolution, appoint an Acting CEO for periods greater than 6 weeks but less than 12 months, as follows:
      a) Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
      b) Conduct an external recruitment process in accordance with the principles of merit and equity prescribed in section 5.40 of the Act.
   3) The President will liaise with the CEO, or in their unplanned absence the Deputy Chief Executive Officer to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.
   4) Subject to Council resolution, the President will execute in writing the Acting CEO appointment with administrative assistance from the Deputy Chief Executive Officer.

4. **Appoint Temporary CEO – Substantive Vacancy**
   1) In the event that the substantive CEO's employment with the Shire of Corrigin is ending, the Council when determining to appoint a Temporary CEO may either:
      a) by resolution, appoint Deputy Chief Executive Officer as the Temporary CEO for the period of time until the substantive CEO has been recruited and commences their employment with the Local Government; or
      b) by resolution, appoint Deputy Chief Executive Officer as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or
      c) following an external recruitment process, in accordance with the principles of merit and equity prescribed in section 5.40 of the Act, appoint a Temporary CEO for the period of time until the substantive CEO has been recruited and commences employment with the Local Government.
   2) The President will liaise with the Deputy Chief Executive Officer to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.
   3) The President is authorised to execute in writing the appointment of a Temporary CEO in accordance with Councils resolution/s, with administrative assistance from the Deputy Chief Executive Officer.

5. **Remuneration and Conditions of Acting or Temporary CEO**
    1) Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at 80-100% of the cash component only of the substantive CEO's total reward package.
    2) Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.
    3) Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.

6.4 SENIOR EMPLOYEES

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **20 May 1998**
Amended: **18 March 2014, 15 October 2024**

Objective: The designation of senior employees in accordance with section 5.37 of the *Local Government Act 1995*.

Policy: The following positions are classified as Senior Employees for the purposes of Section 5.37(1) of the *Local Government Act 1995*:

- DCEO

6.5 FIT FOR WORK

Policy Owner: Corporate and Community Services, Works and Services,
Person Responsible: Chief Executive Officer
Date of Approval: **19 July 2016**
Amended: **20 October 2020, XXXX**

Objectives:

The objectives of this policy are to:

- Afford a clear understanding of the Council position in relation to Unfit for Work, primarily in relation to the influence of, in possession of or found to be cultivating, selling or supplying drugs and / or alcohol, or being in any other way impaired for work through substances or fatigue.
- Ensure the Shire meets its duty of care under the ~~*Occupational Safety and Health Act, 1984*~~ *Work Health and Safety Act 2020 (WA)* to, where practicable, reduce hazards in the workplace.
- Impress upon all employees their responsibility to establish and maintain a safe working environment by attending to their duties in a 'Fit for Work' state in the interest of themselves and the safety and wellbeing of other employees.
- Prescribe the circumstances where an employee is deemed Unfit for Work and detail the remedial measures to be taken to achieve the required duty of care across the organisation.
- Establish a structured approach that for the most part is fair and equitable in dealing with employees who attend work in an unfit state.

Definitions:

The following definitions and interpretations shall apply with respect to being under the influence of alcohol and/or other drugs:

- Impaired Work Performance - means sudden or gradual deterioration of a person's ability to function appropriately at work.
- Unfit for Work - means being impaired for work and therefore unable to perform duties in a safe manner.
- Use - means eating, drinking, inhaling, injecting or dermal absorption of any substance or drug.
- Misuse - means inappropriate use of a substance on the Shire premise or property, including overdose of a drug or the failure to take a drug in accordance with medical advice.
- Alcohol - means any beverage containing alcohol.
- Drugs - means amphetamines, cannabinoids THC, opiates, barbiturates, cocaine, methadone, benzodiazepines, alcohol and other narcotics, prescription drugs and non-prescription drugs.
- Substance - means any drug that may have adverse effects causing impaired work performance.
- Fatigue - means the inability to perform work effectively or safely due to lack of sleep. Or the adverse effects of medication, alcohol, drugs and I or other substances (including, hangovers and/or "come downs"), adverse effects of medication, alcohol, drugs and I or other substances (including, hangovers and/or "come downs").
- Fit for Work - means not being under the influence of or affected by the adverse effects of drugs, alcohol or any other substance, or not being fatigued.
- Employee - means a person employed by the Shire in a permanent, part-time of casual role.
- Contractor - means a person engaged by the Shire (includes sub-contractor personnel) to perform works through the issue of a purchase order.

Policy:

1. **Responsibilities**

1.1 Supervisor

If a supervisor or manager has reasonable grounds to believe that an employee or contractor is affected by drugs and/or alcohol, steps will be taken to address the issue.

Reasonable grounds may include (but are not limited to) where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behavior, or otherwise appears to be affected by drugs and/or alcohol.

1.2 Employee/Contractor

The health and wellbeing of an employee and contract personnel is of great importance to the organisation. It is the responsibility of an employee to ensure he or she does not attend work in a manner or condition which will affect their work performance and that could endanger work colleagues, members of the public or cause damage to Shire equipment. An employee assistance program will be offered in order to support the affected employee- refer to Statement 3.0 of this policy.

All matters pertaining to fitness for work will be treated with the utmost confidentiality and any employee or contractor who is interested in receiving counselling services should seek assistance from their supervisor or manager.

2. **Application**

2.1 Alcohol

- Employees and contractors who commence work whilst under the influence of alcohol will be stood down from their duties with Calibrated Breathalyser testing is to be carried out on site by a trained manager/supervisor.
- Breath testing for alcohol shall be set at zero tolerance for all staff.
- Employees and contractors testing positive for alcohol will be given the option to stand down from work without pay, and remain on the premises and re-test within a prescribed amount of time as determined by the relevant manager/supervisor.
- If the breathalyser test is confirmed positive the employee or contractor will be sent home without pay for the remainder of the day. Further, if the blood alcohol level is recorded at 0.05mg% or over transport will be arranged by the manager for the employee to return home.
- On occasions where alcohol may be included as part of a work function or other recognised work event, supervisors/managers shall ensure that sufficient non-alcoholic alternatives are also provided such as soft drinks, water, tea and coffee.
- Where management has approved the consumption of alcohol at a shire function or event, employees must apply a duty of care for their own and other people's safety and wellbeing.
- Failure to follow directions by management with regard to the consumption of alcohol at a shire function or event may result in disciplinary action being taken by the Shire.
- Employees must arrange their own transport in relation to shire function or event as the shire does not accept responsibility and will not be liable for employees during travel to and from the function or event.

2.2 Illicit Drugs and Other Substances

- Illicit drugs and other substances are strictly prohibited by the Shire of Corrigin.
- Being under the influence of, suffering adverse effects of, in possession of, or found to be cultivating, selling or supplying drugs or other substances whilst on the Shire property or premise will result in disciplinary action and possibly instant dismissal. If suspected of the above, an employee must undergo a drug screen paid by the shire. A contractor under the same circumstances will be asked to immediately leave the premises and the matter will be raised with their employer.
- Refusal to a drug screen by an employee may result in instant dismissal. If the drug screen proves positive results on the first offence, the employee will receive a written warning- refer to statement 4.1 of this policy. If an employee is found to give a positive result on the second offence, they will receive a second written warning- refer to statement 4.2 of this policy.
- Any third offence may also result in instant dismissal - refer to statement 4.3 of this policy.

2.3 Prescription and Other Medication

- It is an employee's and contractor's responsibility to inform the relevant supervisor of any medication they are taking. This includes information of any adverse effects that may occur whilst taking such medication, including the amount of times at which the medication is taken per day.
- This information is to be recorded on the employee's personnel file or contractor worksheet for reference in the event of an emergency.
- It is necessary the supervisor to record any known allergic reactions to any medication an employee may have (i.e. penicillin).
- All prescription drugs and other medication must be used in accordance with medical advice.
- Any non-prescription drugs or other medication must be used in accordance with the manufacturer's recommendations.
- Failure to follow these requirements will result in disciplinary action - refer to statement 4.0 of this policy.

2.4 Fatigue

- In the interest of safety and health it is important that employees remain alert and function at full capacity whilst at work to reduce the risk of injury or harm to themselves, personnel or members of the public.
- This procedure directly reflects, but is not limited to, the implications of fatigue through the following external triggers:
  - Lack of sleep
  - Voluntary Work, or
  - External work commitments

- It is an employees' responsibility to report to the relevant supervisor any other work or voluntary commitments outside of their employment with the Shire that may adversely affect their role.
- Depending on the circumstances, the shire may come to an agreement with the employee to ensure there is equilibrium between regular hours worked at the Shire, sleep/rest and additional hours worked elsewhere (including paid and voluntary work).
- If this agreement is reneged by the employee, disciplinary action may result.
- If deprivation of sleep is the cause of fatigue due to other external circumstances, a drug and alcohol screen may be imposed at the direction of the Supervisor. If positive, disciplinary action may be taken.

- In circumstances where the employee or contractor is unfit to remain at work in the opinion of the supervisor/manager, the employee will be stood down from work without pay for the remainder of the day.

2.5 Physical fitness including weight management
to ensure that employees are able to perform the full range of tasks outlined in their position description.

3. **Employee Assistance Program (EAP)**
The Shire of Corrigin understands employees may be experiencing difficulties external to work that may influence their behavior and health whilst at work. To assist with the recovery of the employee, the shire has in place a confidential Employee Assistance Program (EPA). Assistance may be offered to first offence employees through a coordinated group of strategies designed to encourage employees to seek professional, confidential counseling for personal problems that may significantly affect their work performance.

If an EAP is offered as a result of a first offence and the employee declines the offer, they risk the consequence of instant dismissal on second offence. Employees who have failed to meet the guidelines of this procedure yet feel an EAP will benefit due to personal circumstances may request access to these services.

4. **Disciplinary Action - Employees**
Should an employee contravene this policy in anyway the following procedure is to apply with discretion afforded to the CEO to deviate from this approach as deemed necessary and where considered appropriate (refer to explanatory notes).

4.1 First Offence:
- The employee will be immediately suspended from duty without pay if found to be unfit to work.
- The employee will be given the opportunity to explain their circumstances/actions in relation to the test results.
- The employee will be counseled by their supervisor that will focus on; the unacceptability of the employee's behavior; the risk that such behavior creates for the safety of the individual and other employees or members of the public and the employee's responsibility to demonstrate that the problem is being effectively addressed.
- The employee will not be permitted to return to work until they have been tested again and if proved negative, may be sent home at the discretion of their supervisor.

4.2 Second Offence:
- The employee will be immediately suspended from duty without pay if found to be unfit for work. The employee will be given the opportunity to explain their circumstances/actions in relation to the test results.
- The employee will be counseled by their supervisor that will focus on;
    - The unacceptability of the employee's behavior;
    - The risk that such behavior creates for the safety of the individual and other employees or members of the public and the employee's responsibility to demonstrate that the problem is being effectively addressed.
    - The employee will not be permitted to return to work until they have been tested again and proved negative, and may be sent home at the discretion of their supervisor.

- The employee will be submitted to fortnight or random alcohol and I or drug screening for the period of two months paid by the Shire. If the employee refuses to comply with the testing or the results confirm positive on a consistent basis, instant dismissal may be exercised by the CEO.

4.3 Third Offence:

- The employee will be immediately suspended from duty without pay if found unfit for work.
- The employee will be given the opportunity to explain their circumstances/actions in relation to the test results.
- If not accepted by the CEO, the employment will be terminated without notice.

4.4 Instant Dismissal:

- Notwithstanding the disciplinary action above the following circumstances may also apply to dismissal without notice:
  - Any attempt to falsify the drug and alcohol screening
  - Cultivating, selling or supplying drugs and/ or other substances;
  - Unauthorised consumption of illicit drugs or alcohol whilst on the work site or during the working period;
  - Any other unlawful behavior.

4.5 Other:

If an employee is sent home without pay, it is a requirement of the supervisors to:

- Contact the employee's next of kin to arrange pick up.
- If the next of kin is unable to be contacted or unable to take employee home, an alternative arrange must be made to ensure the employee is delivered home safely. The employee is to be advised that their vehicle must be collected the same day.

5. **Disciplinary Action - Contractor**

Should a contractor be found to have breached this policy the shire may seek to review the contractual arrangements and if necessary (as determined by the CEO), move to cancel the purchase order and terminate the working arrangement without any form of compensation.

Explanatory Note:

This policy incorporates a procedure for disciplinary action under Statement 4.0 to address matters where an employee is deemed unfit for work, the Council acknowledges the CEO may, at his or her discretion accounting for a particular circumstance or situation, deviate from this procedure in managing the daily operations of the shire pursuant Section 5.41 of the *Local Government Act, 1995*.

6.6 RETIREMENT/RESIGNATION OF EMPLOYEES - COUNCIL GIFT/FUNCTIONS

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **31 March 1989**
Amended: **16 October 2018, 21 October 2025**

Objective: This policy is to provide the necessary guidelines for gifts and/or function for the retirement or resignation of a Shire employee.

Policy: Upon resignation/retirement of an employee who has provided satisfactory service to Council for two (2) years or more, the Council authorises the CEO to acquire a suitable gift to be presented to that employee.

The value of the gift as a guide to be as follows:

Length of Service	Value of gift up to
0 – 2 years	$0
2 – 5 years	$100
5 – 10 years	$250
10 – 15 years	$350
15 – 20 years	$450
20 years +	$550

The objectives are:

- To show appreciation to employees who have made long term or otherwise contributions to Council and to promote good Council/staff relations.
- To frame a standard procedure when dealing with staff who leave Council employment and to comply with the *Local Government Act 1995***.**

Gifts will be given in accordance with the following guidelines:

- At the discretion of the CEO, a gift may be provided to employees leaving Council prior to two (2) years of service.

Functions will be given in accordance with the following guidelines:

- At the discretion of the CEO, a function may be provided to employees leaving Council prior to two (2) years of service.

Presentation for senior employees leaving Council to be considered independently of this policy.

The retirement/resignation function will depend on the following length of service and consist of:

Length of Service	Details of Function
0 – 2 years	At the discretion of CEO
2 – 5 years	Council sponsored sun downer (all staff and the departing officer's partner) with nibbles, beer, wine and soft drink.
5 – 20 years	Council sponsored sun downer (Elected Members, staff and the departing officer's partner) with nibbles, beer, wine and soft drink.
20yrs plus	Council sponsored reception (Elected Members, staff and partners).

Note: Catering for such functions may include finger foods and drinks (modest quantity of alcohol including mid or low strength beers is permitted).

The Chief Executive Officer or Deputy CEO will notify the Executive Support Officer of the employee's entitlement upon receipt of the employee's retirement/resignation notification.

The Executive Support Officer together with the Chief Executive Office or Deputy CEO will be responsible for arranging the function and gift in advance of the employee's final working day.

6.7 COUNCIL VEHICLES ISSUED TO STAFF

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **15 October 2013**
Amended: **19 July 2016, 17 October 2017, 16 October 2018, 23 October 2023**

Objective: To supply employees with a means of transportation in order that they may provide effective and efficient services.

Policy: No employee shall drive a Shire vehicle without a valid C class driver's licence. Upon request, employees will produce their current driver's licence for inspection by a delegated officer.

The employee shall be responsible for payment of fines incurred as a result of failing to observe the Road Traffic Code and/or any parking prohibitions.

All Shire vehicles are deemed to be 'pool vehicles' during normal business hours and are not exclusive in use to the respective assigned employees.

All vehicles shall be appropriately housed and secured at the residence of the employee. It is the responsibility of the employee to maintain the vehicle in a clean and tidy state, and report immediately any damage or malfunction. Smoking is not permitted in all Shire of Corrigin vehicles.

The following conditions shall apply to staff that have vehicles issued to them by Council:

CEO

- Unrestricted use of the vehicle, unless otherwise specified in contract of employment of Western Australia or other use as approved by Council.
- No Shire logo
- Choice of colour

Deputy CEO

- Unrestricted use of the vehicle within the South West Land Division except for periods of annual leave and long service leave unless otherwise approved by the CEO or provided for in the employees contract.
- No Shire logo
- No choice of colour

Manager Works and Services

- Unrestricted use of the vehicle within the South West Land Division except for periods of annual leave and long service leave unless otherwise approved by the CEO or provided for in the employees contract.
- No Shire logo
- No choice of colour

Environmental Health Officer/s

- Unrestricted use of the vehicle within the South West Land Division except for periods of annual leave and long service leave unless otherwise approved by the CEO.
- No Shire logo
- No choice of colour

Any alterations to the above allowances will be taken to Council for approval.

6.8 STAFF HOUSING

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer,
Date of Approval: **19 July 2016**
Amended: **17 October 2017, 16 October 2018, 20 October 2020**

Objective: To provide clarity on the conditions for use of Council owned housing by allocated tenants and to ensure the residences and gardens are maintained to a suitable level expected by the community and ratepayers.

Council housing and rental subsidy is provided with the specific purpose of aiding Council in being able to attract and retain appropriate staff.

Shire staff who are entitled to a residence as part of their contract of employment or rental agreement are required to maintain the residence including lawns and gardens to a neat and tidy standard.

Definitions: Senior Officer means a person or an employee as defined under the *Local Government Act 1995* Section 5.37(1).

Policy:

Chief Executive Officer
These provisions relate to the CEO as a Senior Employee appointed under Section 5.37(1) of the *Local Government Act 1995*.

In this regard:

a) The CEO will be provided with a Shire owned or rented house to a minimum configuration of three (3) bedrooms and two (2) bathrooms at a rental rate as defined under their contract of employment.
b) If a rental house is required, the CEO in consultation with the Shire President shall determine an appropriate standard and location of the house to be rented.
c) A housing allowance will be paid if the CEO owns their own house.

Deputy Chief Executive Officer
The following will apply to the Deputy CEO:

a) A Shire owned or rented house to a minimum configuration of three (3) bedrooms and two (2) bathrooms at a rental as defined under their contract of employment.
b) If a rental house is required, the CEO shall determine an appropriate standard and location of the house to be rented.
c) A housing allowance will be paid if DCEO owns their own house.

Other Employees
A Shire owned house to an appropriate standard and location the satisfaction of the CEO shall be provided at a discounted rental rate to be determined through the Annual Budget/Fees and Charges to the following positions:

Employee Classification
Manager of Works
Pool Manager
Environmental Health Officer

Building Officer
Other*

*as deemed necessary by the CEO

Permanent fixtures
Permanent fixtures shall include the following:

- Hot water system
- Dish washer
- Authorised air-conditioning units (i.e. authorised air-conditioning units are inbuilt ducted or wall mounted units installed and owned by Council)
- Floor coverings
- Window treatments
- Light fittings (except globes)
- Authorised TV Antennae or Satellite equipment (i.e. authorised TV equipment is equipment installed and owned by Council to ensure the house is able to receive a television service)
- Stove
- Internal heating appliances

Maintenance costs on permanent fixtures shall be the responsibility of Council.

Improvements to housing by tenants
Any improvements carried out to Shire of Corrigin owned houses shall only be permitted with prior approval of the CEO.

Tenancy Agreement

a) All staff occupying Shire owned houses shall be required to complete a Form 1AA Residential Tenancy Agreement (under s27 of the *Residential Tenancies Act 1987 (WA)* with the following requirements for the Lessee:
   - A security bond of an equivalent to 4 weeks rent and (where applicable) a pet bond
   - Term of Agreement as per the tenancy agreement after cessation of employment of the Shire or other as agreed to be the CEO. Where an extension of the accommodation is accepted by the CEO, the rent will be at a rate 100% higher than the discounted rental rate or market rate.

b) The CEO shall make appropriate arrangements through the employment of an independent property manager to undertake inspections of all Shire owned houses on at least twice per year to ensure that the houses and gardens are kept to an acceptable standard.
c) The CEO may approve the lease of vacant Shire of Corrigin properties to persons other than employees.
d) Private rentals can have a property inspection every three months as per the *Residential Tenancies Act 1987.*

Maintenance of the Gardens
Provided tenants keep their lawns and gardens in good order. If gardens and lawns are not maintained employees will be responsible for 100% of water consumption.

Paint in Shire Residences
Council uses neutral tones in all Council owned residential buildings, (Colour palate Porcelain) however if a resident wishes to vary the colour of a room (for

example a child's bedroom), that they be allowed to do so upon approval of the CEO. All must be repainted in neutral colour at expense of the tenant on vacation of property.

Use of Adhesives on Walls
Council requires tenants to ensure the proper care and maintenance of residential properties provided to staff and the community and to this end prohibits the use of adhesive tape, adhesive putty or any similar products, on the walls or ceilings of Council residential properties as these are likely to cause damage to painted surfaces.

Vacating Shire Houses
All tenants of Shire owned houses and flats are to arrange for the carpets to be professionally cleaned prior to vacating the residence as per the tenancy agreement.

Carpets must be professionally cleaned at the end of the tenancy agreement, at the expense of tenant and receipt provided.

6.9 STAFF SUPERANNUATION

Policy Owner: Corporate and Community Services
Person Responsible: Finance Officer - Payroll
Date of Approval: **21 May 2013**
Amended: **18 October 2022, 23 October 2023**

Objective:

This policy sets out the criteria for the payment of additional superannuation to staff. It provides for guidance for officers involved in the recruitment and retention of staff.

The Shire of Corrigin is obliged to pay superannuation into a complying fund on behalf of all staff under the provisions of Federal legislation, and this component is known as Superannuation Guarantee (SG). The percentage payment may be adjusted by legislation from time to time.

The Shire of Corrigin and its employees may also make additional voluntary contributions to a complying fund.

Policy:

Council will make superannuation contributions for employees on the following basis:

- In addition to the *Superannuation Guarantee Administration Act 1992* and *Superannuation Charge Act 1992*, employees may elect to make both salary sacrifice and post-tax contributions of their salary as an additional superannuation contribution.
- This policy applies to all permanent employees except where superannuation benefits have been varied for Senior Employees who are employed under negotiated performance based contracts. The Shire of Corrigin will match any superannuation contribution made by an employee up to a maximum of 3.5%, provided the total payment from Council does not exceed 15.5%
- Employees shall have freedom of choice over the complying fund that their superannuation contributions are paid to, providing this choice is not changed more regularly than annually.
- The default fund shall be Aware Super.

6.10 REDUNDANCY PAYMENTS

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: **18 September 1997**
Amended:

Objective: This policy is designed to provide guidelines for redundancy payments to employees whose employment with the Shire of Corrigin is finishing.

Policy: In respect to redundancies which result from internal restructuring, external restructuring, e.g. amalgamations, boundary changes, etc.:

a) Negotiations and payments shall be in accordance with the Redundancy Payments, Severance Payments, introduction of change or any other provisions of the relevant award, enterprise agreement or if *Schedule 2.1, Clause 11(4) of the Local Government Act 1995* applies in accordance with that Section.

In recognition of the provisions of the above schedule no payment or benefit made to an employee under any provision shall exceed the equivalent of one years' salary at the time of completion of negotiations.

No severance or redundancy payments shall be less than payments or benefits provided for in accordance with:

a) Any Federal or State Award or industrial/enterprise agreement application to the employee
b) Any applicable provisions with the employee contract of employment
c) Any applicable award or order made by a Federal or State industrial tribunal arising from the circumstances of that employee being specifically brought before that tribunal, subject to any right of appeal
d) Where the Council so agrees, any recommendations made by Federal or State Industrial Commissions arising from the circumstances of that employee being specifically brought before that Commission.

Nothing in this policy prevents Council from determining that in special circumstances officers or employees whose employment with the Shire of Corrigin is finishing, may be paid additional monies or provided with additional benefits where justified. Details of such payment and benefits shall be published in accordance with the *Local Government Act Section 5.50(2).*

6.11 LOCAL GOVERNMENT HOLIDAYS

Policy Owner: Corporate and Community Services
Person Responsible: Senior Finance Officer, Deputy Chief Executive Officer
Date of Approval: **18 October 2012**
Amended: **17 October 2017, 16 October 2018, XXXX**

Objective: To establish guidelines for the payment of Local Government public holidays.

Policy: Employees of the Shire of Corrigin shall be entitled to Western Australian gazetted public holidays. In addition to gazetted public holidays employees (excluding casual and employees on fixed term contracts) shall be entitled to Local Government public holidays on 2 January and Easter Tuesday of each year if the days fall on one of eligible employees ordinarily work days.

When a Local Government public holiday falls on a day in which an employee is required to work, the employee will be paid in accordance with the *Shire of Corrigin Enterprise Agreement ~~2022~~ 2025* or ~~*Local Government Industry Award 2010*~~*relevant industry award*. By mutual agreement between the Shire of Corrigin and the employee, an employee may choose to work a Local Government public holiday and take the day off at a later date.

6.12 DEALING WITH FAMILY MEMBERS

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: **17 October 2017**
Amended:

Objective: To set out the Shire's position in relation to dealings with family members, specifically:

- Employment of individuals who are related to another employee or member of Council is covered by the *Equal Opportunities Act 1984* and Section 5.40 of the *Local Government Act 1995.*
- Provision of services to individuals who are related to an employee or member of Council.
- Procurement of goods or services from individuals who are related to an employee or member of Council.

Policy:

Conflict of Interest

Conflicts of interest can occur when the private interests of an employee influence, or could be seen to influence, their public duties or responsibilities. The perception of a conflict of interest can be enough to undermine confidence in the integrity of the employee and the Shire of Corrigin. When dealing with family members, there is a clear potential for an employee's impartiality to be questioned by other staff and the community.

For the purposes of this policy, a family member is as defined in Section 6 of the *Family Court Act 1997 (WA)* and includes: wife, husband, father, mother, son, daughter, grandfather, grandmother, step-father, step-mother, grandson, granddaughter, step-son, step-daughter, brother, sister, half-brother, half-sister, step brother, step-sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, aunt, uncle, niece, nephew, cousin. This also includes any legally recognised variation to these relationships, such as de facto, adoptive, ex-nuptial relationships, same sex relationships and changes resulting from separation / divorce.

Employment of Family Members

Where a family member of an existing employee or member of Council has applied for a position at the Shire of Corrigin, the employee or member of Council will not sit on any selection panel relating to the position and will not attempt to participate in or influence the selection process or decision in any way. Although it is preferable for family members to hold positions in different areas within the Shire, there may be occasions where this is not possible and, in these circumstances, guidelines would be put in place to ensure that there is no conflict of interest in relation to the approval of leave, approval of purchasing, writing or purchase orders, performance appraisals and staff management.

Except in exceptional circumstances, no person employed by the Shire should work under the general supervision of another member of his / her family, even if one or more levels removed. No employee will conduct a performance review of a family member, or take part in any salary, promotion, termination or disciplinary discussions or decisions in relation to the family member.

Provision of Services to Family Members
In a small rural local government, it is inevitable that situations will arise where the Shire of Corrigin provides services to a family member of an employee. Wherever a discretionary power is being exercised, for example when considering a building application or granting a permit, the Code of Conduct requires the employee to declare their interest, and to disqualify themselves from dealing with their family member or close friend. An employee should also consider if their impartiality is affected when dealing with a customer who they know is a family member or friend of another employee.

Procurement of Goods and Services from Family Members
A situation may arise where the Shire of Corrigin purchases goods or services from a family member of an employee (or, in the case of a business, is owned, run or managed by an employee's family member). In order to avoid any actual or perceived conflict of interest, an employee must:

- Disclose that they are related to a prospective supplier, by informing their supervisor or manager prior to any order being placed.
- Not participate in the recommendation of, the drafting of specifications for, or the decision to purchase the goods or services involved.
- Not submit or authorise a purchase order for the goods or services involved.

This does not prevent an entity associated with an employee's family member from being selected for supply of goods or services, where this supply would be the most advantageous to the Shire; and the Shire's Code of Conduct and Purchasing Policy has been complied with.

6.13 COMMUNICATIONS AND SOCIAL MEDIA~~SOCIAL MEDIA AND COMMUNICATION~~

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **19 July 2016**
Amended: **15 October 2024, XXXX**

Objective: This policy ~~details legislative and common law obligations and~~ establishes protocols applicable to the Shire of Corrigin official communications with our community, to ensure the Shire of Corrigin is professionally and accurately represented and to maximise a positive public perception of the Shire.

~~**Statement:** As a Local Government Agency, the Shire of Corrigin and its representatives must follow certain rules when participating in social media.~~

Scope: This policy applies to:

1. Communications initiated or responded to by the Shire of Corrigin ~~with our community; and~~
2. Council Members when making comment in either their Shire of Corrigin role or in a personal capacity about matters relevant to the Shire of Corrigin.

Policy:

1. **Official Communications**
   The purposes of the Shire's official communications include:
   - Sharing information required by law to be publicly available~~.~~
   - Sharing information that is of interest and benefit to the c~~C~~ommunity~~.~~
   - Promoting Shire of Corrigin events and services~~.~~
   - Promoting Public Notices and community consultation / engagement opportunities~~.~~
   - Answering questions and responding to requests for information relevant to the role of the Shire~~.~~
   - Receiving and responding to community feedback, ideas, comments, compliments and complaints~~.~~

   The Shire's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council, and~~.~~ ~~Our communications~~ will always be respectful and professional.

   The Shire will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:
   - Website
   - Advertising and promotional materials
   - Media releases prepared for the Shire President, to promote specific Shire of Corrigin positions
   - Social media~~; and~~
   - Newsletter
   - Community Newspapers
   - SMS Alerts
   - O~~Community newsletters, letter drops, and o~~ther modes of communications undertaken by the Shire's Administration at the discretion of the CEO.

2. **Speaking on behalf of the Shire of Corrigin**
The Shire President is the official spokesperson for the Shire of Corrigin, representing the Local Government in official communications, including speeches, comment, and print, electronic, and social media.

Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson.

The CEO may speak on behalf of the Shire of Corrigin, where authorised to do so by the Shire President.

The provisions of the *Local Government Act 1995* essentially direct that only the Shire President, or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire of Corrigin.

Communications by Council Members and employees, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the Shire of Corrigin into disrepute,
- compromise the person's effectiveness in their role with the Shire
- imply the Shire's endorsement of personal views
- imply the Council Member or employee is speaking on behalf of the Shire, unless authorised to do so; or
- disclose, without authorisation, confidential information

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Corrigin.

Council member communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

3. **Responding to Media Enquiries**
All enquiries from the Media for an official Shire of Corrigin comment, whether made to an individual Council Member or Employee, must be directed to the CEO or Shire President, or a person authorised by the CEO.

Information will be coordinated to support the Shire President or CEO, (where authorised) to make an official response on behalf of the Shire of Corrigin.

Council Members may make comments to the media in a personal capacity – refer to clause 7 below.

4. **Website**
The Shire of Corrigin will maintain an official website, as our community's the on-line resource for access to the Shire's official communications. The website provides current information about the Shire, its services and attractions, and opportunities for the public to request a service or leave feedback.

Community organisations can request the Shire to promote upcoming community events and programs on the website, however, all requests will be moderated by website administrators before being published. Information shared must be consistent with relevant legislation, policies, and procedures.

5. **Social Media**

The Shire of Corrigin uses Social Media primarily as a platform to share information.The platforms are not official authorised points of contact with the Shire.~~to facilitate interactive information sharing and to provide responsive feedback to our community.~~ Social Media will not ~~however,~~ be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs. The Shire generally do not respond to questions on social media, and encourage members of the public to directly contact the Shire through authorised channels.

The Shire of Corrigin maintains a Facebook account as its main Social Media platform, and a tourism promotion-focused Instagram account.

The Shire of Corrigin may also post and contribute to Social Media hosted by others, so as to ensure that the Shire's strategic objectives are appropriately represented and promoted.

The Shire ~~actively seeks ideas, questions and feedback~~ encourages engagement from the ~~our~~ community however, ~~we expect~~ participants are expected to behave in a respectful manner. The Shire of Corrigin will moderate its Social Media accounts to address and where necessary delete content deemed to be:

- Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading
- Promotional, soliciting or commercial in nature
- Unlawful or incites others to break the law
- Information which may compromise individual or community safety or security
- Repetitive material copied and pasted or duplicated
- Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot
- Content that violates intellectual property rights or the legal ownership of interests or another party~~; and~~
- Any other inappropriate content or comments at the discretion of the Shire.

Where a third party contributor to a Shire's social media account is identified as posting content which is deleted in accordance with the above, the Shire may at its complete discretion block that contributor for a specific period of time or permanently.

The Shire of Corrigin may share information from official third parties to its social media platforms if the information is deemed to be relevant and important for the broader community. Official third parties may include Federal and State Government Departments, Agencies, or funded programs, and other Local Government Authorities.

6. **Record Keeping and Freedom of Information**

Official communications undertaken on behalf of the Shire, including on the Shire's Social Media accounts and third party social media accounts must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

Council Member communications that relate to their role as a Council Member are subject to the requirements of the Shire's Record Keeping Plan and the *State Records Act 2000*. Council Members are responsible for

transferring these records to the Shire's administration. Council Member records are also subject to the *Freedom of Information Act 1992*.

7. **Personal Communications**
Personal communications and statements made privately; in conversation, written, recorded emailed, texted or posted in personal social media, have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, Council Members should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the Local Government (Rules of Conduct) Regulations 2007.

8. **Council Member Statements on Shire Matters**
A Council Member may choose to make a personal statement publicly on a matter related to the business of the Shire of Corrigin.

Any public statement made by a Council Member, whether made in a personal capacity or in their Local Government representative capacity, must:

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire of Corrigin>.
2. Be made with reasonable care and diligence
3. Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws
4. Be factually correct
5. Avoid damage to the reputation of the local government
6. Not reflect adversely on a decision of the Council
7. Not reflect adversely on the character or actions of another Council Member or Employee
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Council Member, Employee or community member

6.14 RELATED PARTY DISCLOSURE

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: **17 October 2017**
Amended:

Objective: **To establish a procedure for related party disclosures.**
The scope of AASB 124 Related Party Disclosures was extended in July 2015 to include application by not-for-profit entities, including local governments. The operative date for Local Government is 1 July 2016, with the first disclosures to be made in the Financial Statements for year ended 30 June 2017. This procedure outlines required mechanisms to meet the disclosure requirements of AASB 124.

Policy: The objective of the standard is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire of Corrigin must make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required.
The purpose of this procedure is to stipulate the information to be requested from related parties to enable an informed judgement to be made.

Identification of Related Parties
AASB 124 provides that the Shire of Corrigin will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties includes a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

For the purposes of determining the application of the standard, the Shire of Corrigin has identified the following persons as meeting the definition of Related Party:

- An elected Council member
- Key Management Personnel (KMP) being a person employed under section 5.36 of the *Local Government Act 1995* in the capacity of CEO, Deputy CEO, Manager or Supervisor.
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

The Shire of Corrigin will therefore be required to assess all transactions made with these persons or entities.

Identification of related party transactions
A related party transaction is a transfer of resources, services or obligations between the Shire of Corrigin (reporting entity) and the related party, regardless of whether a price is charged. For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

- Paying rates.
- Fines.
- Use of Shire of Corrigin owned facilities such as the Recreation and Events Centre, Halls, pool, library, parks, ovals and other public open spaces (whether charged a fee or not)].
- Attending council functions that are open to the public.
- Employee compensation whether it is for KMP or close family members of KMP.
- Application fees paid to the Shire of Corrigin for licences, approvals or permits.
- Lease agreements for housing rental (whether for a Shire of Corrigin owned property or property sub-leased by the Shire of Corrigin through a Real Estate Agent).
- Lease agreements for commercial properties.
- Monetary and non-monetary transactions between the Shire of Corrigin and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire of Corrigin (trading arrangement)
- Sale or purchase of any property owned by the Shire of Corrigin, to a person identified above.
- Sale or purchase of any property owned by a person identified above, to the Shire of Corrigin.
- Loan Arrangements.
- Contracts and agreements for construction, consultancy or services.

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire of Corrigin can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

Disclosure Requirements
For the purposes of determining relevant transactions in point 2 above, elected Council members and key management personnel as identified above, will be required to complete a Related Party Disclosures - Declaration form for submission to financial services.

Ordinary Citizen Transactions (OCTs)
Management has determined that the following OCT that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council financial statements make. As

such no disclosure in the quarterly Related Party Disclosures - Declaration form will be required for the following:

- Paying Rates.
- Fines.
- Use of Shire of Corrigin owned facilities such as the Recreation and Events Centre, Halls, library, parks, ovals and other public open spaces (whether charged a fee or not).
- Attending council functions that are open to the public.

Where these services were not provided at arm's length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form about the nature of any discount or special terms received.

All other transactions
For all other transactions listed above, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures - Declaration form.

Frequency of disclosures
Elected Council members and KMP will be required to complete a Related Party Disclosures - Declaration form each year.
Disclosures must be made by all Councillors immediately prior to any ordinary or extraordinary election.
Disclosures must be made immediately prior to the termination of employment of/by a KMP.

Confidentiality
All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

Materiality
Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.
In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

Associated Regulatory Framework
AASB 124 Related Party Disclosures
Local Government Act 1995
Local Government (Financial Management) Regulations 1996

7 COMMUNITY SERVICES AND FACILITIES

7.1 COMMUNITY ENGAGEMENT POLICY

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **18 August 2020**
Amended:

Objective: This policy outlines the purpose, principles and approach to community engagement to be taken by the Shire of Corrigin when engaging communities and stakeholders.

Policy: The policy will be applied by all employees and consultants appointed by the Shire when engaging those affected by and interested in decisions to be made by Council.

Policy Statement

1. **Purpose**

The Shire of Corrigin is committed to providing opportunities for all members of the community to participate in civic decision-making processes.

The Shire recognises that the community is a source of knowledge and expertise, and this can be harnessed to help find solutions to local issues as well as complex Shire challenges.

Community engagement is a key part of our commitment to be a transparent and responsive organisation. Our objective is to make better decisions by giving a voice to communities and stakeholders on matters and topics that are of interest and important to them and to develop and encourage a culture which respects and welcomes community input.

2. **Principles**

The Shire of Corrigin approach to community engagement is guided by the following principles:

2.1 We clearly communicate why we are engaging and the community's role in the engagement. From the outset, we articulate the purpose of our engagement and what will happen as a result of any information gathered. We explain what level of influence the community, stakeholders and Council have on the decision to be made, and any associated limitations or constraints. We consider the requirements for each project and its level of potential impact on the community to determine the required level and timing of engagement. We provide all information necessary so participants can make informed choices.

2.2 We carefully consider who to engage. Before we begin engaging, we identify communities and stakeholders who are directly involved, or likely to be affected by the project. On major projects that set a direction or define a position for the Shire, we encourage broad community participation to ensure that a diverse range of views and ideas are expressed and considered. We also consider barriers that prevent or deter people from participating in engagement activities and consider ways to minimise them.

2.3 We explain the process. We aim to be transparent, and make our decision-making process clear. We do this by explaining upfront the process to be undertaken, identifying where there is opportunity for the community and stakeholders to have input, and where the decision-points are. Where possible, we build on the outcomes of previous engagement. If the

engagement crosses over with a previous engagement process, we explain the outcomes, identify how they relate to the current process and why a new process is required.

2.4 We carefully consider how to engage and ensure our processes, venues and information are accessible. We recognise people engage with civic life in different ways depending on a number of factors, such as age, background and ability. We aim to be responsive to this broad spectrum of needs, and ensure there are multiple engagement methods in various settings, to achieve appropriate community participation. We ensure our engagement is accessible by providing information in clear and easy to understand formats, or is available in alternative formats on request. Our engagement events and venues are designed to be accessible whenever practical and achievable.

2.5 We design our engagement to be engaging. The Shire of Corrigin is working to continuously improve how we engage, and design approaches that are creative, relevant and engaging. We are open to new and innovative engagement methodologies, and we are working on ways to tailor our approach to draw people into the process and maximise the reach and impact of our engagement.

2.6 We complement our engagement with high quality communication. We provide clear, comprehensive and accessible information, written in plain English, to stakeholders throughout the engagement process. Information about our engagement is on our website and through the Shire's usual communication channels.

2.7 We acknowledge contributions made during the engagement process and let participants know how their feedback was used in our decision-making. We are transparent with the community about how their participation was considered, by reporting back what we heard from contributors and how their input has been incorporated in decision making. We also share the results of engagement through our website and other mechanisms as appropriate. We also advise contributors when the matter is to be considered by Council so they may attend Ordinary Council Meetings if they wish.

3. Approach

3.1 The Shire will engage with the community when:

- Council resolves formally to engage.
- A decision or plan will substantially impact the community and there is some part of the decision or plan that is negotiable.
- Stakeholders or the community have expressed an interest, or could be interested in a decision or plan where there is a range of potential outcomes.
- Community input can enhance decision-making, project outcomes or future opportunities.
- There is legislation, policy or an agreement requiring community engagement or consultation.

3.2 How We Engage:

The level of engagement will vary depending on the nature and complexity of the project or decision and will be guided by the Shire of Corrigin community engagement principles as set out above in Section 2 of this Policy.

Consideration is given to matters like community and stakeholder interest, political sensitivity, opportunities for partnerships, the level of impact, legislative requirements, time and resource and budget constraints. These

considerations will guide how and when in the life of a project or decision community engagement may offer the greatest benefit.

Quality community engagement is well planned and executed, inclusive and accessible to all members of the community.

At times Council will engage the community on issues that are of importance or interest to a specific part of the community. In this instance, engagement will be targeted towards this group.

The Shire's engagement approach has four stages to ensure we deliver a consistent approach to engagement activities. This includes: a process of planning (developing an engagement plan); doing (preparing and engaging); reporting (analysing information and providing updates on the engagement) and evaluating (both the process and outcomes).

The purpose of the engagement and the type of input that will assist with the decision to be made, is reflected in the way community engagement is planned and reported. We carefully consider aspects of both qualitative input (such as trends and thoughts) and quantitative input (such as number of participants) when designing engagement methods and reporting back what we heard.

The following matrix is used to assist in determining the most suitable approach, relative to the likely 'level of impact' of a project, plan, service or action. As highlighted by this matrix, there are four levels of engagement: Inform, Consult, Involve, and Collaborate. More than one level of engagement is generally required, as there is likely to be movement back and forth through the different levels as the engagement is implemented, except in the case of projects or issues with only a low level of impact of a localised nature or if there is a statutory requirement to consult.

Expected level of impact	Criteria (one or more of the following)	Engagement approach generally taken	Level of engagement generally required	Examples of engagement methods the Shire may use
High – Shire Wide	High Level of impact on all or a large part of the Shire of Corrigin. Any significant impact on attributes that are considered to be of high value to the Shire, such as the natural environment or heritage. Likely high level of interest across the Shire. Potential high impact on state or regional strategies or directions.	Early engagement with community and stakeholders. Involves a broad range of stakeholders and community members. Utilises a variety of engagement methods to give people who want to contribute, the opportunity to do so. Updates are provided to interested stakeholders and local community. Engagement plan developed in collaboration with the relevant departments and approved by the Chief Executive Officer. Budget allocated to deliver community engagement. Process is evaluated to assess the quality and overall effectiveness of the engagement and assist the Shire's commitment to continually our engagement practice.	Inform Consult Involve Collaborate	Mail drop Media Releases Narrogin Observer Windmill News Website Email Social Media Focus groups Workshops Working group Surveys Online tools on Have Your Say Face to Face and Pop Ups at events and spaces

				Feedback and submission forms
Expected level of impact	**Criteria (one or more of the following)**	**Engagement approach generally taken**	**Level of engagement generally required**	**Examples of engagement methods the Shire may use**
High – Local	High level of impact on a local area, small community or user group(s) of a specific facility or service. Significant change to any facility or service to the local community. Potential for a high degree of community interest at the local level.	May range from seeking comment on a proposal to involving the community and stakeholders in discussion on proposed options. Comprehensive information is made available to the community to enable informed input. Uses a combination of face to face and online engagement methods to encourage broad participation at different levels. Feedback is collated and made available to all stakeholders. Updates are provided to interested stakeholders and local community.	Inform Consult Involve	Mail drop Media Releases Windmill News Surveys Online tools on Have Your Say Face to Face at engagement events Pop ups at community events and spaces Feedback and submissions forms.

Expected level of impact	Criteria (one or more of the following)	Engagement approach generally taken	Level of engagement generally required	Examples of engagement methods the Shire may use
Low – Shire wide	Lower levels of impact across the Shire. Level of interest among various communities or stakeholder groups. Potential for some, although not significant, impact on state or regional strategies or directions.	Approach may range from seeking comment on a proposal involving the community and stakeholders in discussion and debate on proposed options. Ensures informed input through making comprehensive information available to the community. Uses a combination of face to face and online engagement methods to encourage broad participation at different levels. Feedback is collated and made available to all stakeholders. Updates are provided to interested stakeholders and local community.	Inform Consult Involve	Mail drop Media Releases Windmill News Website Email Social Media Surveys Online tools on Have your Say Face to Face at engagement events Pop ups at community events and spaces

				Feedback and submission forms

3.3 When it is Not Effective or Appropriate to Engage:
It is neither effective nor appropriate for the Shire to engage when:

- A final decision has already been made by council or another agency.
- Council cannot influence a decision by another agency or party.
- The decision to be made concerns a minor operational matter with minimal impact on the community or stakeholders.
- Implementing a project or decision that has already been subject to engagement.
- There is insufficient time due to legislative or legal constraints, or urgent safety issues to be addressed.

In these events, the Shire will inform stakeholders why the decision has been made.

3.4 Statutory Engagement
In some instances, the Shire of Corrigin is legally required to consult with the community. In these cases, the Shire will treat the prescribed level of community engagement as the minimum standard.

The most common instance of this is in relation to development applications and other planning proposals. For planning proposals, the Shire relies on its policies, adopted under the *Planning and Development Act 2005*, for guidance in regard to consultation and this will continue to be the basis on which the Shire engages with the community on planning matters.

Delivery of community engagement beyond legally required levels will depend on the decision to be made (or project or service to be delivered), the community's interest to participate, the need for Council to understand the community's view, and the opportunity for the community to influence the decision.

3.5 Holiday Periods
The Shire will not commence an engagement process between the last Council meeting of the calendar year and the first Council meeting of the new-year, unless there is a legal requirement, Council direction or other unavoidable necessity to do so.

An additional 14 days will be added to any engagement period that falls between 15 December and 15 January and seven days before and seven days after Easter Sunday.

4. Definitions and Abbreviations

Engagement: The practice of actively bringing community voices into decisions that affect or interest them, using a range of methods.

Consultation: Seeking and receiving feedback or opinion, usually on a proposed plan or decision, e.g. seeking comment on a draft policy or concept.

Community: A general term for individuals and groups of people not part of an organised structure or group. They may be a community based on geography, or interest, or both, e.g. residents of Bulyee, Bullaring, young people interested in skateboarding. The community is not restricted to ratepayers or residents of the Shire of Corrigin.

Stakeholders: People who are organised under the banner of a defined group or organisation, often providing representation to a broader group, e.g. a local school or sporting group.

Engagement tools/methods: The things we use to activate community input, e.g. an invite for public comment, a workshop, an online survey, a community meeting.

Level of engagement: Refers to any one of five levels of engagement (inform, consult, involve, collaborate, empower) defined by the International Association of Public Participation (IAP2) Public Participation Spectrum to describe the community's role in any engagement programme. A complete description of the IAP2 Public Participation Spectrum can be found online at www.iap2.org.

7.2 MAXIMUM NUMBER OF PERSONS – COUNCIL FACILITIES

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: **23 August 1995**
Amended: **19 April 2016**

Objective: To provide guidance on the hiring of Council buildings.

Policy: All hirers are to be advised of the maximum number of persons allowed in the following facilities under the provisions of the *Health Act 1911*:

- Corrigin Town Hall - 400
- Corrigin Recreation and Events Centre - as per table below:

Public Building Area	Type of Use	Maximum Numbers
Function Room/Bar	Dining	242
	Conference	484
Foyer	Hall	172
	Exhibition	43
Gym/Crèche	Gymnasium	17
Sports Hall	Hall (with all exits available)	916
	Gymnasium	305
Hockey/Netball Kiosk Room	Meeting Room	38
Total (at any one time)	Hall	1000

7.3 SWIMMING POOL – SPECIAL ENTRY ARRANGEMENTS~~USE OF THE POOL BY CORRIGIN DISTRICT HIGH SCHOOL~~

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **31 March 1989**
Amended: **XXXX**

Objective: To provide guidance on special entry and use arrangements at the Corrigin Swimming Pool for Australia Day and school swimming carnivals. ~~To provide guidance on the hiring of the outdoor swimming pools to the local District High School.~~

Policy: ~~When Corrigin District High School is given exclusive use of the outdoor swimming pool for the annual faction swimming carnival or inter-school swimming carnival, all children and adults are allowed free entry to the facility.~~

~~No other members of the public can use the pool during the carnival.~~

Australia Day

- Entry to the Corrigin Swimming Pool will be free of charge to all patrons on Australia Day

Park Party

- Entry to the Corrigin Swimming Pool will be free of charge to all patrons during the end of year Shire of Corrigin Park Party.

School Swimming Carnivals

- Corrigin District High School is granted exclusive use of the Corrigin Swimming Pool for its annual faction swimming carnival and interschool swimming carnivals, with entry to the facility provided free of charge to all children and adults attending the carnivals.
- The swimming pool will be closed to members of the general public for the duration of the carnival.

7.4 SWIMMING POOL – VACATION SWIMMING LESSONS

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **31 March 1989**
Amended:

Objective: To provide guidance on the entry charges for the outdoor swimming pools during Vacation Swimming Lessons (VAC swim).

Policy: Parents accompanying children who are participating in vacation swimming classes and who are not swimming are permitted to enter free of charge provided they leave the pool as soon as the classes are completed.

VAC swim swimming teachers are permitted free entry to the outdoor swimming pool while they are teaching vacation and in term swimming lessons.

7.5 USE OF THE CORRIGIN RECREATION PRECINCT FACILITIES

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **19 September 2001**
Amended: **17 October 2017**

Objective: To provide guidance in the use of the facilities at the Corrigin Recreation Precinct (O'Shea Place) facilities.

Policy:

Ram Field Days
The only people permitted to display rams in the recreation ground area for ram field days be those groups approved by Corrigin Ram Breeders Association is to be used. The Eastern portion only of the grassed area is to be used for such events.

Circus Visits
Circuses are permitted within the Shire of Corrigin subject to consultation with the CEO and Manager of Works

Use of the Oval
Only activities of a sporting nature are to be allowed on the Football, Cricket and Hockey areas, with the exception of the Corrigin Agricultural Show and the biannual Rotary Club of Corrigin's Car Event. The Eastern portion of the grassed area can be used for both sporting and other events.

7.6 CHILD SAFE AWARENESS

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: **23 October 2023**
Amended:

Objective: This policy aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained. The Shire of Corrigin is committed to ensuring children are safe and encouraging local organisations to adopt child safe practices.

Policy: The Shire of Corrigin supports and values all children and young people and is committed to ensuring their safety and, including protection from abuse.

This policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognises that it is important for the Shire of Corrigin to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse.

Consistent with the National Principles for Child Safe Organisations and Commonwealth Child Safe Framework, this policy provides a framework that outlines the role of the Shire of Corrigin in supporting local organisations to be child safe through access to resources, awareness raising and sharing relevant information.

Scope
The safety and wellbeing of children is everyone's responsibility. This policy applies to all, employees, volunteers, trainees, work experience students and anyone else who undertakes work on behalf of the Shire of Corrigin, regardless of their work related to children or young people. It applies to occupants of the Shire of Corrigin facilities and venues, including visitors, contractors and suppliers.

Definitions
Abuse: is an act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional and sexual abuse, and neglect.

Child/Children: means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who appears to be under 18 years of age.

Child Safe Organisation is defined in the Royal Commission Final Report as one that:

- creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions

- places emphasis on genuine engagement with and valuing of children and young people
- creates conditions that reduce the likelihood of harm to children and young people
- creates conditions that increase the likelihood of identifying any harm, and
- responds to any concerns, disclosures, allegations, or suspicions of harm.
- Note: in the context of local governments, this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate.

Implementation of the National Principles for Child Safe Organisations give effect to the above.

Child safe: means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.

Harm: in relation to a child, means any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

Wellbeing: encompasses the care and support of children and young people's overall development, learning, health, and safety.

Policy Principals
The rights of children and young people are upheld.

Children and young people are respected, listened to, and informed about their rights.

Children and young people have the fundamental right to be safe and cared for.

Children and young people have the right to speak up, be heard and taken seriously without the threat of negative consequences.

The safety and best interests of children and young people are a primary consideration when making decisions that concern them.
Access to trusted and reliable information, including the National Principles for Child Safe Organisations, helps support organisations to understand what they must do to help reduce the risk of harm and abuse.

Communities are informed and involved in promoting the safety and wellbeing of children and young people including protection from harm.

Collaboration with the community and our partners promotes the safety, participation and empowerment of all children and young people.

Policy Functions
The Shire of Corrigin will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation.

- Delivering child safe messages (for example at the Shire of Corrigin venues, grounds and facilities or events).

- Connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).

Responsibilities

The Shire of Corrigin has a leadership role in our community to support relevant organisations to be child safe and promote child safe practices.

The Shire of Corrigin is not legally responsible for providing oversight of compliance with child safe practices but will take any reasonable steps to ensure that people and organisations that use the Shire of Corrigin facilities operate in alignment with the Child Safe Awareness policy.

The Shire of Corrigin will determine which roles across the organisation will directly support the implementation of the Child Safe Awareness policy.

7.7 CORRIGIN DOG CEMETERY – MANAGEMENT AND BURIAL POLICY

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: **21 July 2026**
Amended:

Objective: To establish clear, practical and consistent guidelines for the management, operation and use of the Corrigin Dog Cemetery, ensuring respectful burial practices, equitable access for the community, protection of the site as a valued tourism asset, and sustainable long-term use of available land.

Policy: The Shire of Corrigin recognises the Corrigin Dog Cemetery as a significant community and tourism asset and will manage the cemetery in a manner that is respectful, safe, environmentally responsible and sustainable. The Shire will oversee all activities within the cemetery to ensure consistency, safety and efficient use of land while supporting the ability for community members and visitors to memorialise their dogs in an appropriate manner. All burial activities, site works and memorial installations are subject to Shire approval and must comply with the requirements outlined in this policy.

This policy applies to all Shire staff, contractors, community members and visitors undertaking activities within the Corrigin Dog Cemetery, including burial of dogs, installation of memorials and the ongoing maintenance of gravesites.

This policy is to be read in conjunction with the Corrigin Dog Cemetery Guidelines that provide clear, practical information for Shire of Corrigin staff, community members and visitors on how burials are arranged, what is permitted at the cemetery, and how the site is managed.

The guidelines are designed to support the unique character of the Corrigin Dog Cemetery as a vibrant, creative and heartfelt place of remembrance. The intent is to balance respectful burial practices with the community's tradition of celebrating the lives of their dogs through personalised and colourful memorials, while ensuring the site remains safe, well-maintained and sustainable for future generations.

These guidelines will ensure that the cemetery remains a respectful, safe and sustainable place for current and future generations.

7.8 EVENT REGISTRATION, REFUND, AND FEE WAIVER POLICY

Policy Owner: Corporate and Community Services
Person Responsible: Deputy Chief Executive Officer
Date of Approval: **XXXX**
Amended:

Objective: To ensure an equitable approach to the administration of registrations, refunds, and fee waivers relating to events, workshops, and other ticketed functions.

Policy: Registration for a Shire of Corrigin event, workshop, or other ticketed function is deemed as an agreement to attend and pay the applicable fee. This agreement constitutes a debtor liability from the registrant to the Shire of Corrigin. This agreement applies regardless of whether payment has been made at the time of registration or if an alternate payment method has been agreed.

The Shire of Corrigin does not generally provide refunds for event, workshop, or other ticketed functions registrations. This includes circumstances where:

- The registrant withdraws after registering
- The registrant fails to attend
- The fee was to be paid the day of the event, workshop, or other ticketed function
- An invoice has been issued but remains unpaid
- An invoice is yet to be issued

Where the Shire of Corrigin cancels or re-schedules an event, workshop, or other ticketed function, the Chief Executive Officer may authorise a full refund, or a credit towards other events, workshops, or ticketed functions.

Where possible, a participant may transfer their registration to another individual. The debtor liability remains with the original registrant.

Despite the general principle regarding refunds, a registrant may submit a written request addressed to the Chief Executive Officer seeking a fee waiver or refund in exceptional circumstances. Each request will be assessed solely on its individual merits, and there is no entitlement to the request being granted.

The Chief Executive Officer has the delegated authority to defer, grant discounts, waive or write off debts of up to $2000. Any request exceeding $2000 must be referred to Council.

8 PARKS AND LANDSCAPING POLICIES

8.1 ROAD VERGE DEVELOPMENT CRITERIA

Policy Owner: Works and Services
Person Responsible: Manager Works and Services
Date of Approval: **19 April 2016**
Amended:

Objective: To provide guidance to Council, the general public and the Shire administration on the appropriate landscaping development on road verges.

Policy:

- Council shall encourage and support the development of road verges in urban areas, using a dry garden style of either a native garden or cleared gravel.
- The preferred style for the Native Garden option is with irrigation for establishment and up to two trees/20m frontage. Any irrigation system shall be installed and operated to avoid nuisance to the public. All pipes shall be installed at a minimum depth of 400mm and approved pop-up type sprinkler is preferred.
- The trees shall be planted to avoid electrical power lines and all other services. No trees shall be planted within 12m of street corners or within 2.5m of crossovers. Tree planting on road verges shall not take place without prior consultation with the Manager of Works and Services.
- Subject to keeping the verge clear for the first 1.5m width from kerb of seal a dry garden style of small vegetation, shrubs and ground covers may be established, however, no large rocks or non-frangible items shall be placed on the road reserve. Weed control using weed mat with aggregate, mulch, gravel overlay is acceptable.
- No assistance shall be given by Council for development, ongoing operation or maintenance costs.

8.2 CEMETERY PLANTINGS

Policy Owner: Works and Services
Person Responsible: Manager Works and Services
Date of Approval: **19 December 2001**
Amended: **15 October 2024**

Objective: To ensure the Corrigin Cemetery is maintained in an orderly and aesthetically pleasing manner, while respecting the sanctity of the site and the wishes of the community.

Policy: The planting of trees around gravesites is prohibited. This policy is in place to maintain the cemetery's open appearance and prevent potential maintenance issues that may arise from tree root growth.

Any requests for beautification involving vegetation around gravesites must be submitted to the CEO prior for approval. This includes, but is not limited to, the planting of flowers, shrubs, or any other types of plants.

The Council aims to manage the Corrigin Cemetery in a manner that reflects the respect and dignity due to such a site. This includes regular maintenance, clear guidelines for cemetery usage, and ensuring the environment remains as serene as possible and respectful for visitors.

8.3 STREET TREES

Policy Owner: Works and Services
Person Responsible: Manager Works and Services
Date of Approval: **15 November 2000**
Amended: **19 October 2021, 21 October 2025**

Objective: To guide Council and Administration on appropriate removal and replacement of street trees within the Shire of Corrigin.

Policy:

Street Tree Removal
Individual trees within Council reserves or grounds which are diseased, hazardous or roots of which are causing pavement damage shall be removed on approval of the CEO.

Street Tree Planting
Street tree planting is only to be carried out during optimum planting periods and the species of tree to be planted must suit the location with due regard to power, telephone and water services.

The street tree replacement program is to be continued which will replace all the gum trees in the townsite that are currently causing problems with power lines and the roads and footpaths, and these are to be replaced with a more suitable variety.

The following factors influencing the selection of tree species within townsites in the Shire of Corrigin and have been identified to guide the introduction of new plantings and removal and replacement of existing trees. Individual species are to be selected based on the following criteria with preference given to native trees endemic to the Corrigin area.

Minimal water requirements
waterwise species will be selected and newly planted trees will only be watered until they are established. Established trees will be expected to survive without any watering although there may be certain exceptions for specific trees, climate or soil conditions.

Litter
The amount of leaf litter, fruit or seed drop must be at an acceptable level. Management of tree litter is essential, particularly of species prone to shed litter at certain times of the year. Higher levels of leaf litter may be acceptable if procedures are in place for its management.

Low risk of major limb failure
Trees notorious for a relatively high rate of limb failure will not be considered for any new street tree planting. In areas where such species are already in existence appropriate measures are to be undertaken for their management by remedial pruning techniques or removal. Limb drop is a natural event, and despite proper management and monitoring, it is not always possible to predict or avoid.

Longevity
Only species known to be long-lived will be considered, thereby reducing the need for ongoing replacement.

Minimal disturbance by roots to pavements, kerbing and roads
Species known to have vigorous and/or buttress root systems that lift pavements will be avoided.

Low maintenance
Selected species should need little in terms of watering, fertilising and pruning once established.

Termite infestation reduction
When trees are cut and trimmed, all debris is to be removed to reduce termite infestation

8.4 SHIRE OF CORRIGIN SIGNAGE POLICY

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer, Manager Works and Services
Date of Approval: **19 September 2017**
Amended: **20 October 2020, 15 October 2024**

Objective: The Shire of Corrigin Signage Policy seeks to:

- assist with branding the Shire and orientating of visitors using an appropriate combination of signs;
- provide directions to the key destinations, attractions and activities in the town centre;
- establish a visual image of Shire of Corrigin through a coordinated physical and visual presentation that meets both regulatory and visual needs;
- provide consistent branding of the Shire that advises road users about the route they are following and gives directions and distances to Corrigin on the route; and
- provide information about Corrigin and businesses operating in the Shire at key sites.
- preserve and provide direction to key places of historical significance within the Shire and recognise the names of various localities within the Shire boundaries.

The Shire of Corrigin Signage Policy has been developed in response to the Shire's need for a consistent and integrated approach to entry and information signage across the Shire. The Policy seeks to establish a hierarchy of integrated signs for use within road reserves and on Council owned reserves.

Policy: This Policy will enable Council to ensure that signs erected provide clarity of direction, while being complimentary to the natural environment of the Shire.

The Policy establishes the types of directional signs, categorised by their purpose that are consistent, legible, informative and attractive.

SIGNAGE CATEGORIES

There are four signage categories:

Category 1: Themed entry signs on major roads that continue the branding of the Shire.



Sign Category No. 1 (actual)

Category 2: Themed entry signs on secondary or minor roads reflect the Windmill branding motif of Corrigin.



Sign Category No. 2 (Indicative)

Sign Category No. 3 (Indicative examples)

Category 3: Historical Sites and Locality Signage.

In conjunction with the Corrigin Historical Society in 2005 Council developed signage to acknowledge and preserve places of historical significance to the community as well as the localities that each part of the Shire is known by. The places noted for signage and locality importance are below:

Historical Place:
- Gnerkadilling
- Glenmore
- Jubuk
- Kurrenkutten
- Lomos
- Nambadilling
- Nornakin
- Sewells Rock
- Stretton
- Wogerlin

Locality Signs:
- Bulyee
- Kunjin
- Corrigin
- Gorge Rock

Indicative Information Bays and Sign Category No. 4

Category 4: Business and Industrial Area signage to provide guidance to visitors and residents as to where businesses are located in the industrial area and within the townsite. The Shire provides two industrial area signs frames on the corner of Boyd Street and Walton Street with the main highway (Kunjin Street). Businesses are able purchase for the cost of the signage a fingerboard sign that can be installed on these frames. These are the only signs that can have personal business names on them within the townsite. Farm businesses or other businesses outside of the town boundary may have blue directional signs installed on existing road signage by the Shire. The full cost of the sign and installation will be at the farm/business owner's expense.

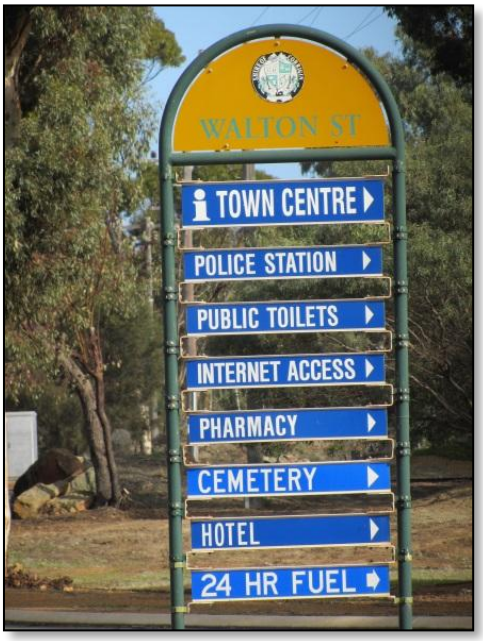
The Shire of Corrigin has information signs at the corners of Goyder Street, Walton Street, Kirkwood Street and the highway (Kunjin Street) directing people to businesses and services located within the town centre. Businesses and organisations can request Council install blue directional fingerboards on to these

signs but the sign will be of a generic nature and will not include business names. For example “Pharmacy” not the name of the business “Corrigin Pharmacy”. These signs and installation costs will be charged to the person requesting the signage.

These types of information signs are located throughout the townsite to mark places of interest, see below example at Apex Park.



Industrial Centre signage



Business/Information Signs



SCHOOL BUS STOP SIGNAGE

The Shire will arrange for suitable signage to be located at every new school bus stop. This includes crossing signs and turning bus signs. The number and design of suitable signage is at the discretion of the Manager of Works and Services.

The specification for bus signs are: B size 750x750mm – Fluro yellow/green and are to be used where required for the purpose of deficient sight distance and warn of children, not buses.

If the bus driver or parents have concerns regarding the signage they are to address these to the CEO.

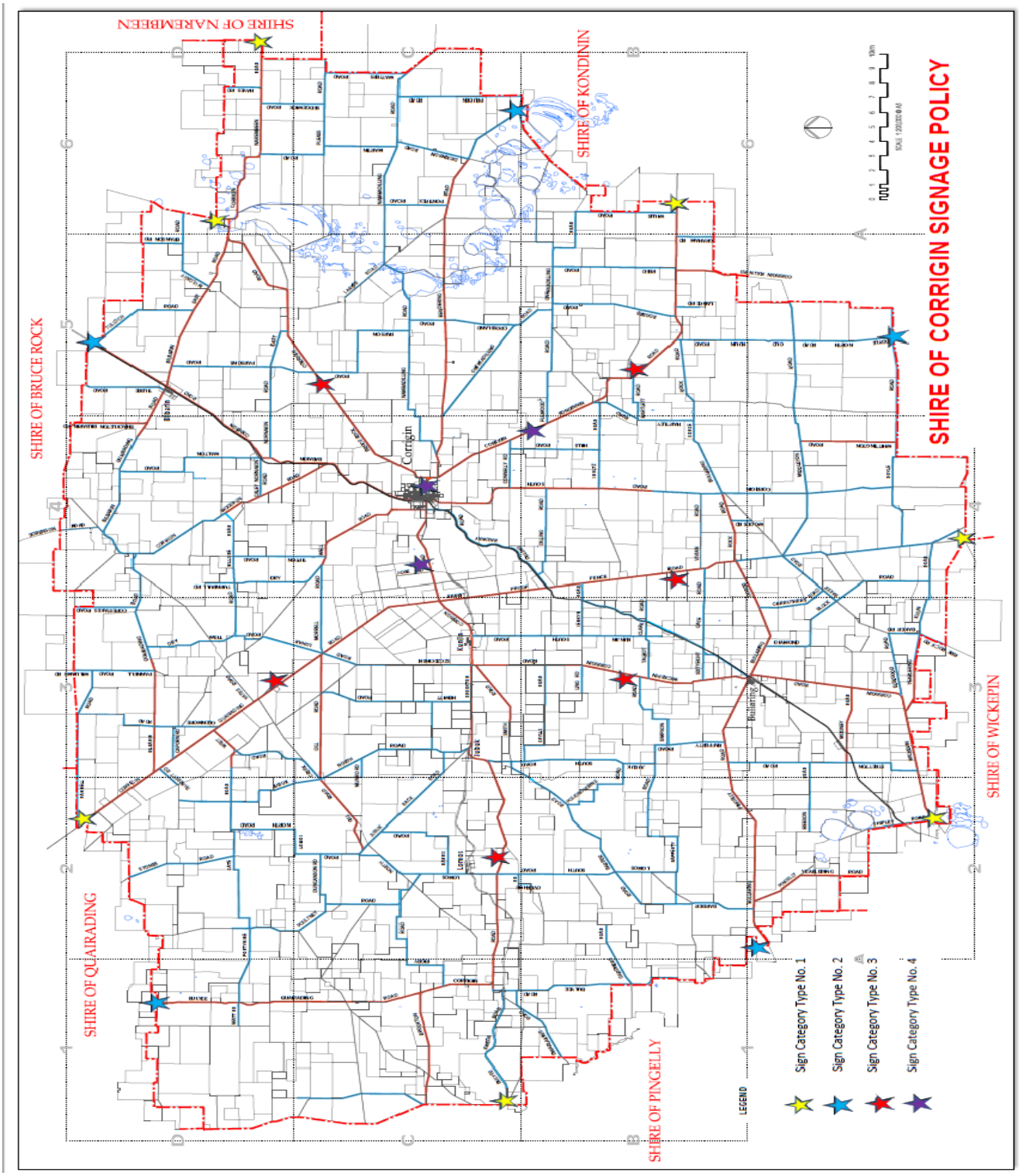
The school will be asked to provide up to date bus routes in November each year.

Once signage is no longer required at the location parents are asked to contact the Shire for the removal of the signage. To aid in this process an annual advertisement will be placed in the local newspaper asking parents to notify of the need for removal.

PROPOSED LOCATIONS FOR SIGN AND VISITOR BAY OPTIONS

The following Policy map identifies the roads where signs are to be erected along with the locations of the existing Visitor Bay at Rotary Park.

The reference to the locations of signs on the map is indicative only and signs will only be elected based upon a site inspection and where it is conclude that it is safe to do so. Main Roads WA (MRWA) approval will be support for signage along the Brookton- Corrigin Road as required.



8.5 MEMORIAL SEAT AND PLAQUE POLICY

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: **18 October 2022**
Amended:

Objective:

This policy aims to provide guidance on the placement of memorials and plaques and the planting of commemorative trees in the shire.

Ensure that applications for memorials, plaques and trees are managed consistently.

Policy:

This policy applies to the placement of memorials and plaques in the Shire of Corrigin owned or managed parks, reserves, public open space and streets and the planting of commemorative trees.

All memorials, plaques and commemorative trees placed on Shire of Corrigin owned or managed land will become Shire assets that are owned and under the care, control and management of the Shire.

This Policy does not apply to cemetery plaques.

Introduction

The Shire of Corrigin recognises that members of the community may wish to acknowledge or commemorate the contribution of a person or group of people to the service of the community with a memorial seat, plaque or tree.

Plaques and memorials in parks, streets and public open spaces will be limited to the following:

- An individual or association that has contributed significantly to the cultural, political or social development of the shire over a significant time eg. 30 years.
- A significant anniversary of an event unique to the history and development of the township or location.
- Historical or other information relevant to the site/location; and
- A public artwork of significance.

Applications

Applications will be assessed individually and will be subject to the following criteria and conditions:

- Applications for memorial must be received in writing to the Shire.
- Location of the memorial seat, plaque or tree will benefit the community.
- Size and design of the plaque must be appropriate to the location.
- Shire staff will coordinate the purchase, design, installation and maintenance of the plaque, street furniture or tree.
- Placement of the memorial seat, plaque or tree in shire owned or managed parks, reserves, public open spaces, or streets is to be determined by the Shire staff in consultation with the applicant.
- Applicants are to meet the cost of the purchase and installation of furniture, plaques and trees.
- Costs are to be determined on a case by case basis and applicants will be advised the costs prior to the application being presented to Council for consideration.

- The Shire reserves the right to remove a memorial after the expiry of 10 years or if it falls into a state of disrepair. The Shire will use reasonable endeavours to contact the applicant/next of kin to return the plaque or memorial.
- If a memorial plaque or piece of furniture is vandalised beyond repair, it will be deemed to be at the end of its useful life and the Shire will use reasonable endeavours to contact the applicant/next of kin to inform them.

Existing Memorial Bench Seat Plaques
All existing memorials on benches across the shire will be transitioned to a 10 year grant from the date of approval of this policy.

The Shire will be responsible for all costs associated with the repair, maintenance and replacement of the bench.

At the expiry of the grant, the memorial plaque will be removed at the discretion of the shire and, where possible, returned to the first named original applicant or their nominated agent. The shire will retain the bench seat as a shire asset.

9 BUSH FIRE CONTROL

9.1 ROADSIDE BURNING AND SPRAYING

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **20 August 1998**
Amended: **15 October 2024**

Objective: To ensure appropriate approvals are in place before any roadside maintenance occurs.

Policy: No roadside burning is allowed by any persons within the Shire without the approval of the CEO in consultation with the Chief Bushfire Control Officer or Deputy Bushfire Control Officer. Similarly, any application to use chemicals on road reserves for firebreak protection must be submitted to the CEO for approval.

Must ensure to check for any rare or endangered flora or fauna so they aren't affected before burning or spraying takes place

9.2 BUSH FIRE CONTROL

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **15 November 2000**
Amended: **17 October 2017, 18 October 2022**

Objective:

- To minimise the risk of out of control fires
- To minimise the damage from fires
- To control burning within the Shire
- To ensure fire fighters receive adequate training
- To carry out the Shire's statutory obligations under the *Bush Fires Act 1954*

Policy:

The Council of the Shire of Corrigin is to establish and maintain a Bush Fire Organisation in accordance with the *Bush Fires Act 1954* to provide adequate fire protection to the Shire.

Bush Fire Advisory Committee
The Council is to establish a Bush Fire Advisory Committee.

The objectives of the Committee are to:

- make recommendations and advise Council on all matters relating to the *Bush Fires Act 1954* Section 67 (1);
- liaise with other emergency organisation and relevant bodies with regards to Fire and Emergency Management within the Shire of Corrigin.

The Committee will advise the local government on matters relating to:

- preventing, controlling and extinguishing of bush fires
- the planning of the form of firebreaks in the district
- prosecution for breaches of the *Bush Fires Act 1954*
- the formation of bush fire brigades and appointment of Bush Fire Control Officers, Fire Weather Officers and Harvesting Ban Officers
- the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities
- any other matters relating to bush fire control whether of the same kind, or a different kind from, those specified.

The Advisory Committee will meet twice yearly, (generally) once in March/April to elect officers and once in September/October to discuss preseason requirements.

Restricted and Prohibited Burning Periods
The Bush Fire Advisor Committee will recommend to Council the Restricted and Prohibited Burning Periods.

Automatic Harvest and Movement of Vehicle Ban
The Shire of Corrigin will impose an automatic Harvest and Movement of Vehicle ban on the following days:

- Christmas Day
- Boxing Day
- New Year's Day

Burning on Sundays
Within the restricted burning period, no person is allowed to light a fire on Sunday without the approval of a Bush Fire Control Officer.

Easter
No burning is permitted on Good Friday and Easter Sunday.

Movement of Vehicle Ban – Contractors in Paddocks
Contractors carting lime, gypsum and fertilizers are allowed to enter into a property owners paddocks to unload at any time there is a total movement of vehicles ban in place, on the condition that a manned fire unit with at least 500 litres of water in attendance.

The land owner is to ensure due care is taken to minimise fire risk when unloading in a paddock.

10 HOUSING AND LAND

10.1 DOCTOR AND DENTIST RESIDENCE GARDEN MAINTENANCE

Policy Owner: Works and Services
Person Responsible: Manager Works and Services
Date of Approval: **31 March 1989**
Amended:

Objective: To ensure the Doctor and Dentist residences are maintained to a suitable level expected by the community, ratepayers and residents.

Policy: The Shire of Corrigin works staff will mow and maintain the lawns and gardens at the following residence as required:

- Doctors residence
- Dentist residence

10.2 PROCEEDS OF THE SALE OF INDUSTRIAL OR RESIDENTIAL LAND

Policy Owner: Corporate and Community Services
Person Responsible: Senior Finance Officer
Date of Approval: **6 November 2002**
Amended: **17 October 2017**

Objective: To ensure funds are set aside for the future expansion of the Shire of Corrigin townsite.

Policy: The proceeds of the sale (less all annual loan repayments) of any residential or industrial land shall be placed in the Land Subdivision Reserve Fund.

10.3 TEMPORARY AND MOVEABLE ACCOMMODATION POLICY

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **17 June 2025**
Amended:

Objective: This policy provides guidance to support applications seeking an approval for temporary moveable accommodation on private property or in an area other than a caravan park or camping ground.

Policy:

Scope
This policy applies specifically to temporary moveable accommodation, such as caravans, camper trailers, and other similar mobile dwellings. It does not apply to fixed or non-moveable forms of temporary accommodation such as dongas, sheds, or other buildings, which require a formal planning application in accordance with the Shire's local planning framework.

A person may stay in temporary accommodation on a property for up to 5 nights per 28-day consecutive period without Shire approval. A person staying in temporary accommodation on a property for more than 5 nights per 28-day consecutive period requires Shire approval.

The Shire can approve one temporary accommodation application for up to 24 months per allotment. An applicant may reapply after 24 months to renew their application.

The Shire may consider an additional temporary accommodation application on the same lot, but the maximum term for any additional application is 3 months. Any period longer than 3 months requires approval from the Minister for Local Government, Sport and Cultural Industries. If an applicant is seeking to camp on a State or Federal reserve, approval must be obtained from the relevant authority who manages that land.

Practice
This policy is supported by the Shires temporary accommodation guidelines, application and assessment process. For applications to be considered, the requirements detailed in the guidelines must be adhered to.

The applicant must own or have a legal right to occupy the land and is to complete the application form and submit to the Shire with the applicable fee.

Applications will not be considered in the Commercial and Town Centre zones.

Any camp is to be located wholly on the property and be at least 1 metre from the property boundary, at least 1 metre from vehicle access areas, and at least 1.8 metres from structures. Occupiers of adjacent properties will be notified in writing and the responses will be considered prior to the approval of any application.

Approvals will only be granted where health, safety and hygiene requirements have been met. This includes the following requirements:

- power
- potable water
- waste water management
- cooking and laundry facilities

- emergency management (fire suppression and smoke detection)
- waste and recycling (rubbish collection service or waste management plan is required)
- any other requirement at the request of the Shire.

Upon receival of an application and fee, the Environmental Health Officer will assess the application, conduct an evaluation of the site, and issue a permit where the application is approved. Follow-up site assessments may be conducted throughout the duration of the approval period by an authorised officer.

Approval can be for a maximum period for 24 months, and any reapplication will require the completion of a new form, fee payable and be accompanied by a structural report confirming the integrity of the habitable camp.

The temporary accommodation cannot be used as holiday rental or for tourism purposes.

Should the temporary accommodation cease prior to the expiry of the permit, the local government must be notified. No refund is applicable.

The Shire reserves the right to withdraw an approval, where a breach of an approval condition has occurred.

11 WORKS AND SERVICES

11.1 GRAVEL SUPPLIES – ROAD CONSTRUCTION

Policy Owner: Works and Services
Person Responsible: Manager Works and Services
Date of Approval: **31 March 1989**
Amended: **17 October 2017**

Objective: To provide guidance on the sourcing of suitable Gravel for road construction.

Policy: It is Council policy that where possible gravel for road building not be obtained from road reserves.

Where gravel supplies are required for roadworks, the Manager of Works and Services is to source gravel from landowners close to the road requiring maintenance. The Manager of Works and Service should approach the landowner concerned at least one month prior to the time when the works are due to commence. This notice is necessary to give the landowner time to make any domestic arrangement in relation to stock, etc. An agreement must also be signed by the Shire of Corrigin and landowner.

If landowners are unwilling to allow Council access for the gravel reserves on their land, that it be Council policy to arrange a meeting with the Shire President and/or local Councillor, CEO and Manager of Works and Services. If the landowner is still unwilling to allow Council access then Council can proceed to resume the land to enable the gravel to be obtained following the required legislative process.

All gravel pits opened on private property are to be reclaimed before the plant moves to the next programmed job unless other firm arrangements are negotiated with the landowner.

All care is to be taken to ensure that the least amount of inconvenience is caused to the landowner as possible.

Where proven, Council will consider compensation for crop loss on a ‘case by case’ basis.

11.2 ROAD HIERARCHY, MAINTENANCE AND RENEWAL POLICY

Policy Owner: Works and Services/Governance and Compliance
Person Responsible: Manager Works and Services, Executive Support Officer
Date of Approval: **15 October 2019**
Amended: **21 October 2025**

Objective: The purpose of the Road Maintenance and Renewal Policy is to establish the framework for implementing consistent and equitable road management processes throughout the Shire of Corrigin.

Policy: Council aim is to provide a safe and secure road network that contributes to an improved quality of life for the community. The road network in the Shire of Corrigin is separated into various components and funded from different sources.

Background
Council has a responsibility to ensure that the road network is as safe as it can be within the limited resources available. To achieve this, Council is committed to implementing a systematic management regime across the road network that falls under Council responsibility.

The aim is to strike a balance between optimal maintenance, minimising whole of life costs, user amenity and value for money in a risk management context. Roads vary in their construction and the environment in which they are required to function. Competing demands for resources across a full range of Council services means that the resources available to undertake new construction work and maintenance activities may not always meet community expectations.

A strategic approach to road management will ensure Council delivers the highest level of service within budget constraints. Regional roads as identified in MRWA's *"Roads 2030 Regional Strategies for Significant Local Roads Wheatbelt South Region Routes/Road"* are funded through State Government grants, managed and maintained by Council, while the local road network is funded, managed and maintained by Council, with the assistance of Federal Government grants (Roads to Recovery funding). Without these grants, the capacity of the Council to maintain the roads within the Shire is significantly diminished.

In terms of an overall Asset Management Process Council has adopted an Asset Management Plan Council Policies: *2.16 'Significant Accounting Policies'* (noting that the policy addresses major depreciation periods for roads) and *11.3 'Road Maintenance'* (noting that this policy replaces *11.3 'Road Maintenance'*). This policy draws on elements of the Asset Management Plan and Council Policies and is also linked to the delivery of the community's priorities and expectations captured in Shire of Corrigin Council Plan 2025 - 2035.

Role of Council
With the high levels of road infrastructure assets held by the Shire in the areas of roads, streets, footpaths, kerbs, drains etc there is a need to define minimum standard roads which reflect and meet community needs but not necessarily community expectations.

The Local Government Act 1995 defines the role of Council as follows:

s2.7 . Role of council
(1) The council —

(a) governs the local government's affairs; and
(b) is responsible for the performance of the local government's functions.
(2) Without limiting subsection (1), the council is to —
(a) oversee the allocation of the local government's finances and resources; and
(b) determine the local government's policies.

With regard to the maintenance, renewal and upgrade or the road network, the role of Council is to assess the priorities and deliver a realistic and achievable program to the community based on available funding and resources.

Levels of Service / Intervention Levels
Levels of service describe what Council intends to deliver within an acceptable timeframe. Performance indicators and targets are used to measure how Council meets it obligations.
Factors such as the condition of the road asset, capacity and projected demands influence the Shire of Corrigin ability to meet levels of service. Intervention levels are linked to the levels of service and define trigger points in asset conditions that determine the types of work to be carried out on an asset. The intervention levels and maintenance programs are the primary source of determining requests for service from members of the community. This approach aims to support consistent and equitable outcomes to our decisions.

The Shire of Corrigin will undertake a road inspection each year to monitor the condition of the road assets and assess whether the 10 Year Road and Footpath Program needs to be amended. Special attention is to be given to the maintenance of major transport and school bus routes. These routes should receive priority at the commencement of the winter maintenance grading season and at the beginning of the school year.

The schools and Public Transport Authority will be asked to provide up to date bus routes in February each year.

Risk Management
The identification and prioritising of risks will determine what resources are required to minimise any possible impact to the travelling public.

Budgeting
In formulating the road component of the Council annual budget, every effort will be made to allocate appropriate funding to maintain and enhance the long term condition of the road network. Budget constraints and funding availability will determine the allocation of finances and resources and the implementation of policies and procedures associated with the road network.

Transport Infrastructure
Council has set standard roads which are expected to meet current and projected transport demand. Local Governments are under pressure to meet the expectations of transport operators for bigger, faster and heavier vehicles and must balance this demand against the limitations of funding and resources to upgrade and maintain the road network.

Many of the roads in the Shire of Corrigin have now been added to the Main Roads Heavy Vehicle – Restricted Access Vehicle (RAV) network. Council can request Main Roads WA (MRWA) to review the RAV rating at any time however in doing so, Council will have regard to the impacts of an increased RAV rating

on the road network and the ability of the Shire to maintain a road to the RAV rating sought.

RAV rated roads have been assessed by MRWA and can be found on the MRWA website:
https://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/Pages/rav.aspx

Road Hierarchy
The following roads have been previously identified by Council as priority roads and are shown on a map in Appendix 5.

Road Name	2030 Road	Council Road Hierarchy Level	Length currently to Type 5 Standard** (km)	Length currently to Type 4 Standard** (km)	Length currently to Type 3 Standard *** (km)	Total Length (km)
2030 Roads – to be constructed to Type 5 Standard Road						
Babakin – Corrigin Rd	Yes	Priority Collector Route # 1	14.59	5.99		20.58
Bullaring – Pingelly Rd	Yes	Priority Collector Route # 2	8.45	9.32		17.77
Bullaring – Gorge Rock Rd	Yes	Priority Collector Route # 2	1.21	12.03	11.24	24.48
Bulyee Rd	Yes	Priority Collector Route # 1	11.98			11.98
Corrigin – Bruce Rock Rd	Yes	Priority Collector Route # 1	14.48	8.72		23.20
Corrigin – Narembeen Rd	Yes	Priority Collector Route # 1	12.14	1.21		13.35
Lomos South Rd	Yes	Priority Collector Route # 3	6.97			6.97
Quairading – Corrigin Rd	Yes	Priority Collector Route # 1	7.17	18.51		25.68
Rabbit Proof Fence Rd	Yes	Priority Collector Route # 1	16.64	12.66		29.30
Wickepin – Corrigin Rd	Yes	Priority Collector Route # 2	5.50	27.36		32.86
Walton St	Yes	Limited Rural Road	1.90			1.90
Yealering – Kulin Rd	Yes	Limited Rural Road	0.16	2.34	11.39	13.89
Total Lengths (2030 Roads)			**101.19**	**95.80**	**22.63**	**221.52**
Non 2030 Roads But Priority Collector Route Roads (Shire Hierarchy Policy)						
Bilbarin East Rd	No	Priority Collector Route # 3	0.26	10.51		10.77
Bilbarin – Quairading Rd	No	Priority Collector Route # 3		12.62	16.23	28.85
Barber Rd	No	Priority Collector Route # ?			19.00	19.00
Bendering Rd	No	Priority Collector Route # 3	0.71	21.34	5.78	27.83
Bulyee – Kweda Rd	No	Priority Collector Route # ?	0.03	0.15	8.26	8.44
Bulyee – Quairading Rd	No	Priority Collector Route # 3	0.46	14.40		14.86
Corrigin South Rd	No	Priority Collector Route # 1	1.71	15.48	9.41	26.60
Doyle Rd	No	Priority Collector Route # 1			4.39	4.39
Dry Well Rd	No	Priority Collector Route # ?	0.26	7.35	14.21	21.82
Gill Rd	No	Priority Collector Route # ?		14.47	0.1	14.57
Lomos North Rd	No	Priority Collector Route # ?			16.90	16.90
Total Lengths (Non - 2030 Roads)			**3.43**	**96.32**	**94.28**	**194.03**
Total Lengths (2030 & Non - 2030 Roads)			**104.62**	**192.12**	**116.91**	**415.55**

** Note : Type 5 standard is a sealed pavement to 7.0m seal width. Type 4 standard is a sealed pavement with seal width < 7.0m.
*** Note : Type 3 standard is an unsealed (but paved) road.
Note : Those roads shown with an unknown (?) Priority Collector Route level, are listed in Council's Road Maintenance, Renewal and Hierarchy Policy as Priority Collector Routes, but are not highlighted on the marked up Shire Road network plan which shows the level of Priority.

The Council has set a road hierarchy and associated maintenance and renewal levels and standard road. Works staff will be required to meet and maintain these standard roads as a performance measure across the organisation. Roads may be defined as follows:

- Major roads - Generally these will be regional and connector roads connecting town sites to other town sites in the region. Strategic freight routes and those identified as being regionally significant as in detailed MRWA's *Roads 2030 Regional Strategies for Significant Local Roads Wheatbelt South Region Routes/Road*.
- Limited Local Roads - Generally unsealed and servicing farms with annual average daily traffic 50 vehicles or less. Considerations such as

school bus routes, harvest destinations and other factors will be considered.

- Feeder roads and streets - Generally are sealed, have an Annual average daily traffic greater than 50 vehicles and acting as connector roads.

Road Name	Road type	Maintenance arrangements
Bilbarin East Road	Narrow Bitumen	Grade edges once a year during winter if conditions allow
Bilbarin Quairading Road	Half gravel road	Sections of the road will be graded once a year if conditions allow
Babakin-Corrigin Road	Narrow Bitumen	Grade edges once a year during winter if conditions allow
Barber Road	All gravel road	Sections of the road will be graded once a year if conditions allow
Bendering Road	Half gravel road	Sections of the road will be graded once a year if conditions allow
Bullaring-Pingelly Road	Narrow Bitumen	Grade edges once a year during winter if conditions allow
Bullaring-Gorge Rock Road	Half gravel road	Sections of the road will be graded once a year if conditions allow
Bulyee-Kweda	Gravel Road	Grade edges once a year during winter if conditions allow
Bulyee Quairading Rd	Narrow Bitumen	Grade edges once a year during winter if conditions allow
Corrigin-Bruce Rock Road	Wide Bitumen	Maintenance patching where required
Corrigin-Narembeen Road	7m Wide Bitumen seal	Where required, grade edges once a year during winter if conditions allow
Corrigin South Road (and Doyle Road (West)	Half gravel road	Sections of the road will be graded once a year if conditions allow.
Dry Well Road	Half gravel road	Sections of the road will be graded once a year if conditions allow
Gill Road, Kunjin	Narrow Bitumen	Grade edges once a year during winter if conditions allow
Lomos South Road	All gravel road	Sections of the road will be graded once a year if conditions allow
Lomos North Road	All gravel road	Sections of the road will be graded once a year if conditions allow
Quairading-Corrigin Road	Narrow Bitumen	Grade edges once a year during winter if conditions allow.
Rabbit Proof Fence Road	Narrow Bitumen	Grade edges once a year during winter if conditions allow.
Wickepin-Corrigin Road	Narrow Bitumen	Grade edges once a year during winter if conditions allow

Major Roads and Collector Roads

Performance Measures – Major Roads and Collector Roads

The priority given to road maintenance due to the importance of retaining and preserving the existing road at an acceptable standard and it is the primary level of service delivery for the transport needs of the community. Road maintenance of major roads and collector roads will be as follows:

- Maintenance grading of roads, cleaning of back cuts, drains and culverts at times of optimum moisture content is to be a priority in works programming. Maintenance grading is to include the use of rollers for compaction (where applicable).
- Every major road in the Shire is to be maintenance graded at least once per annum during the optimum moisture period (where applicable).
- Additional maintenance or remedial grading will be programmed and implemented on an as needed basis in pre and post-harvest periods with emphasis on the school bus and tourist routes. Bus routes are to be graded at least once per year and inspected on a regular basis. Additional maintenance or remedial grading will be programmed and implemented on an as needed basis in pre and post-harvest periods with emphasis on the school bus and tourist routes (where applicable).
- Maintenance grading projects are to include the replacement of guide posts and signs (where applicable).
- Shoulders and drains on bitumen roads are to be maintenance graded during periods of optimum moisture content. This is to include compaction and brooming of loose material from the bitumen surface (where applicable).
- Pothole repairs are to be addressed within one week of being formally reported to the Manager of Works and Services. Reports to be in writing or by email for tracking purposes.
- Additional maintenance grading or remedial grading is to be programmed and implemented on an as needed basis in pre and post-harvest periods with emphasis on school bus routes with these being inspected at least once a month.
- Guide posts and signs to be replaced as needed as part of the road maintenance program.
- Shoulders on bitumen roads to be maintenance graded in periods of optimum moisture. Work to include compaction and sweeping.
- Pothole repairs to be addressed within one week of being formally reported. This also applies to bitumen edge failures, culvert failures/blockages cleared and other road defects.
- All culverts and drains to be inspected prior to winter each year and any blockages cleared.
- Where back cuts can be identified on road verges these are to be graded at least once in each three years to retain the exemption under the Clearing of Native Vegetation Regulations and to provide a transport corridor clear of vegetation.
- Longitudinal and non-off drains on all roads are to be kept clear of vegetation and debris. Scouring is to be rectified as practical.

List of Limited Rural Roads

Road Name	No. Maintenance Grades per annum
Baker Road, Bullaring	1
Bartlett Road, Gorge Rock	1
Beeson Road, Bullaring	1
Branson Road, Gorge Rock	1
Boundary Road, Corrigin	1
Bullaring Railway Road, Bullaring	1
Bulyee Kweda Road, Bulyee/Kweda	1
Caley Nornakin Road, Corrigin	1
Caley Watson Road	1
Caporn Road, Adamsvale	1
Carruthers Road, Bullaring	1
Copestakes Road, Shackleton	1
Connelly Road, Corrigin	1
Corrigin - Wogerlin Road, Corrigin	1
Corry Road, Bulyee	1
Cowcill Road, Bulyee	1
Creek Road, Adamsvale	1
Crossland Road	1
Diamond Block Road	1
Dickinson Road, Kurrenkutten	1
Dilling Road, Corrigin	1
Dilling Railway Road, Corrigin	1
Dillon Road	1
Doyle Road, Bullaring	1
Duncanson Road, Bulyee	1
Dwarlaking Road, Bulyee	1
Elsegood Road, Bullaring	1
Fulwood Road, Gorge Rock	1
Gardners Road, Bulyee	1
49 Gate West Road	1
Georges Road, Kurrenkutten	1
Glenmore Road, Adamsvale	1
Gnerkadilling Road, Gorge Rock	1
Graham Road, Gorge Rock	1
Grylls Road, Kunjin	1
Harris Road, Kunjin	1
Hartley Road, Corrigin	1
Hewett Road, Kunjin	1
Hayes Road, Kurrenkutten	1
Heal Road, Corrigin	1
Hills Road, Corrigin	1
Hillside Road, Adamsvale	1
Hovell Road, Bullaring	1
Jenkyns Road, Kunjin	1
Jose Road, Corrigin	1
Jubuk Back Road, Kunjin	1
Jubuk North Road, Kunjin	1
Jubuk South Road, Kunjin	1
Kunjin South Road, Kunjin	1
Larkes Road	1

Lange Road, Gorge Rock	1
Ling Road, Kunjin	1
Lohoar Road, Adamsvale	1
Martin Road, Kurrenkutten	1
Middleton Road, Gorge Rock	1
Morrell Road, Corrigin	1
Mooney Road, Bullaring	1
Mulcahy Road, Babakin	1
Munro Road, Kunjin	1
Nambadilling Road, Corrigin	1
Nornakin East Road	1
Old Kulin Road, Gorge Rock	1
Pannell Road (near) Wamenusking	1
Overheu Road	1
Parsons Road, Corrigin	1
Pontifex Road, Kurrenkutten	1
Polkinghorne Road, Kunjin	1
Poultney Road, Kunjin	1
Pruden Road, Kurrenkutten	1
Rafferty Road, Bullaring	1
Reed Road, Gorge Rock	1
Rigby Road, Bulyee	1
Rogers Road, Gorge Rock	1
Sedgewick Road	1
Schultz Road, Gorge Rock	1
Shackleton-Bilbarin Road, Bilbarin	1 (edge)
Simpson Road, Bullaring	1
Sharret Road, Adamsvale	1
68 Gate Road, Bullaring	1
Shipley Road, Bullaring	1
Sorensons Road, Babakin	1
Smith Road, Kunjin	1
Szczecinski Road, Adamsvale	1
Stones Road (near) Wamenusking	1
Stretton Road, Bullaring	1
Squiers Road, Bulyee	1
Swainston Road, Bullaring	1
Talbot Clark Road, Bullaring	1
Tilbee Road, Babakin	1
Tipton Road, Corrigin	1
Turnbull Road, Adamsvale	1
Tulloch Road, Bilbarin	1
Watt Road, Bulyee	1
Walton Road, Bilbarin	1
Whittington Road , Bullaring	1
Williams Road	1
Willis Road, Gorge Rock	1
Wilson Road	1
Woods Road	1
Yates Road	1
Yealering-Kulin Road, Yealering	1
Yealering South East Road, Yealering edge	1
Vivian Road, Bullaring	1

Performance Measures - Limited Local Roads

The priority given to road maintenance is due to the importance of retaining and preserving the existing road to an acceptable standard road and it is the primary level of service delivery for the transport needs of the community. In most instances, road maintenance of Limited Local Roads will be as follows:

- Every limited rural road in the Shire included on the list below is to be maintenance graded at least once per year during the optimum moisture period. Compaction is to be part of the road maintenance process. All roads that are reconstructed are to be cleared to a width of 14 (fourteen) metres.
- Additional maintenance or remedial grading will be programmed and implemented on an as needed basis in pre and post-harvest periods with emphasis on the school bus and tourist routes. School bus routes will be inspected regularly and where-ever possible will be graded twice per year. Additional maintenance or remedial grading of school bus routes will be programmed and implemented on an as needed basis in pre and post-harvest periods with emphasis on the school bus and tourist routes (where applicable).
- Maintenance grading projects are to include the replacement of guide posts and signs.
- Shoulders and drains on bitumen roads are to be maintenance graded during periods of optimum moisture content. This is to include compaction and brooming of loose material from the bitumen surface.
- Pothole repairs are to be addressed within one week of being formally reported to the Manager of Works and Services. Reports to be in writing or by email for tracking purposes.
- This also applies to culvert failures or damaged signs.
- This high priority designation has been given to renewal as this is a primary method of preserving and enhancing road assets in at least the existing standard road and it is the secondary level of service delivery for road infrastructure behind road maintenance.

Town Roads

Adams Street	Crossland Street
Airstrip Access Road	Dartee Street
Attwood Street	Davies Street
Bonds Road	Forrest Street
Boyd Street	Franklyn Street
Caley Way	Gayfer Street
Camm Street	Goyder Street
Campbell Street	Hill Street
Campbell Street West	Janes Drive
Centenary Avenue	Jose Street
Channon Close	Kirkwood Street
Connelly Parade	Larke Crescent
Courboules Crescent	Lynch Street
Kirkwood Street	Murphy Street
Larke Crescent	Newman Street
Lynch Street	Osborne Street
Knight Court	Rendell Street
Malcolm Street	Rolf Street
Mcandrew Avenue	Seimons Avenue
Mann Street	Scenic Lookout Road
Murphy Street	Spanney Street
Newman Street	Station Street
Larke Crescent	Talbot Street

Lynch Street	Tassell Street
Knight Court	Turner Avenue
Malcolm Street	Walton Street
McAndrew Avenue	Williams Road
Mann Street	

Feeder access routes

Gorge Rock Access	Town Laneways
Dry Well Road Spur Road	War Memorial Access
Bulyee Road Spur	

Performance Measures – Town Roads and Feeder Access routes
The priority given to road maintenance due to the importance of retaining and preserving what is already in place at an acceptable standard road and it is the primary level of service delivery for the transport needs of the community. In most instances, road maintenance of feeder roads and streets will be as follows:

- Pothole repairs are to be addressed within one week of being formally reported to the Manager of Works and Services. Reports to be in writing or by email for tracking purposes.
- This also applies to bitumen edge failures, culvert failures or damaged signs.

Road Maintenance
Within the roads classifications works can be programmed based purely on asset preservation priorities and performance measures. Asset management priorities and delivery standard roads Council has and will focus on preservation methodologies across the transport modules to maximise community benefits through rigorous asset management.

The asset management processes will also be used to set performance measures across the organisation which is identifiable and quantifiable to ensure that nominated objectives and targets are met.

The provision of Sealed and unsealed road standards and are provided in Appendix 1 and 2. Appendix 3 provides guidelines for the temporary closure of unsealed roads during and after rainfall events.

To ensure continuity of road grading performance, the Policy also includes a Maintenance Grader Manual and declaration from the employee that they have read and understood the Maintenance Grader Manual at Appendix 4.

Neighbouring Shires must be consulted when works are proposed on roads along shared boundaries.

Road Renewal
Renewals must be properly considered in planning for the future and long term asset and financial management plans as failure to do so will result in the need for full or partial re- construction at a much higher cost then programmed renewals and ongoing maintenance.

The construction of major roads is almost always dependent on external source funding and work is generally at a high cost.

a) Regional road grant applications to be a priority for renewal projects.
b) Crack patching, pothole repairs and bitumen edge reinstatements and sealed road shoulder repairs to prevent edge drop-off and surface damage are to be programmed and done progressively.

Allocations of renewal expenditure will be based on retaining fit for purpose standard roads the road category traffic volumes, road safety and surface deterioration levels. Priority is given to renewal projects in grant fund applications (regional roads and roads to recovery) as works will significantly extend both the life and the standard road of the road/street. Additional by renewal projects score more heavily in regional road funds through the multi criteria analysis than upgrade or expansion projects.

Consideration may need to be given to the use of asphalt as surface renewal on town streets as this provides a greater surface life, it corrects surface anomalies, improves road safety, improves drainage and significantly improves town site aesthetics. The use of asphalt may also need to be considered for intersections of feeder and major roads to protect the road surface in the turning circle of heavy vehicles. Crack patching, pothole repairs, bitumen edge reinstatements and the prevention of edge drop-offs are of prime importance in the asset preservation of sealed roads.

The capacity of the Shire of Corrigin to extend or enhance road assets under existing and projected financial resources is limited. The Shire of Corrigin receives significant funds from Roads to Recovery however there is no certainty that this fund will continue or be distributed at the same level and under the same conditions as it has been in the past.

Roads which have been upgraded or expanded over the past ten years have be identified and programmed for renewal and maintenance as these are likely to be high value assets and will need re-seals, re-sheets in the next ten years.

The 10 Year Road and Footpath Program and Asset Management Plan outlines the proposed maintenance, renewal and upgrade or roads and footpaths in the Shire of Corrigin from 2019 to 2029. This plan will be reviewed annually and adjusted according to available funds and changes in road condition, traffic volumes and transport requirements.

Road Expansion
This component of road programming is creating an enhanced and higher value asset in the first instance and it necessitates planning for maintenance and renewal in the second instance.

The enhanced/upgraded roads would generally fall under the feeder and major roads categories and are of strategic importance in dealing with the agricultural production freight tasks. The financial capacity to continue to create new assets or to add value to existing assets is under threat and may no longer be realistic, achievable or sustainable into the future.

Expansion programming should be justified and quantified by relevant data and not be based on assumptions or sector demand. Road counts to verify traffic volumes, types of vehicles and equivalent standard road axle use must be quantified by official road counts. Road counters will be in use for a minimum of 40 weeks per year in peak and low seasons as specified and required for Main Roads WA grant applications.

Road Counters are to be undertaken on the following basis:

- These are to be in operation across the Shire of Corrigin road network for a minimum of 40 weeks per year.
- Count periods for regional road grant roads are to be strictly in line with Main Roads WA guidelines and directions.

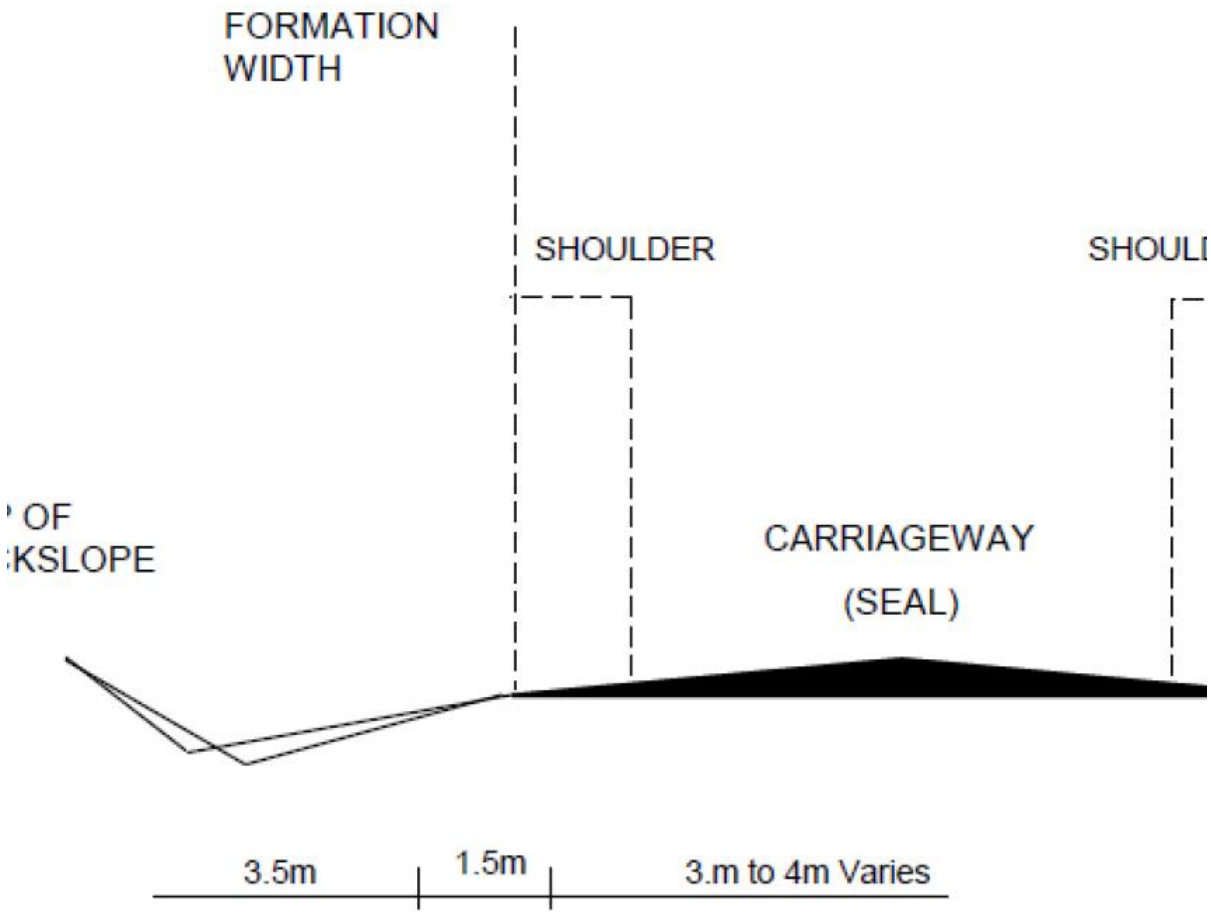
- Road count data is to be downloaded into the RAMM/Roman II system within one week hours of the count completion.

The priority given to road maintenance is due to the importance of retaining and preserving what is already in place at an acceptable standard road and it is the primary level of service delivery for the transport needs of the community.

The road categories determined by Council are strongly supported by the road listings under *Roads 2030 Regional Strategies for Significant Local Roads Wheatbelt South Region Routes/Road* which accredits the designated roads as regional roads with a qualification for funding under the State Agreement for regional road projects.

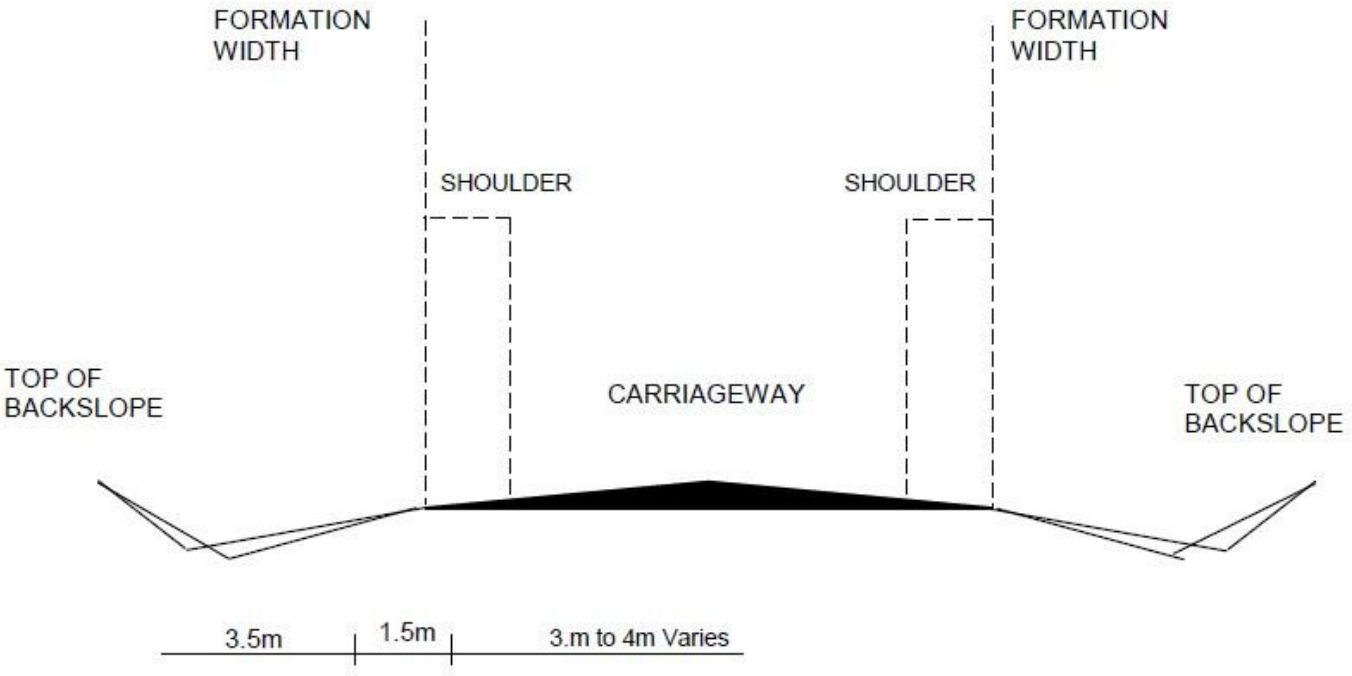
APPENDIX 1 Sealed and Unsealed Road Standards
The following provides a generic definition of the standard applicable to sealed and unsealed road construction and maintenance as follows:

ATTACHMENT 5.11(A) SEALED/UNSEALED ROADS
ROAD PROFILE AND SPECIFICATIONS "A" & "B" CLASS ROADS



Specifications		
Formation Width	15-18m	
Pavement Width	10.00m	Measurement of the I

ATTACHMENT 5.11(B) UNSEALED ROADS
ROAD PROFILE AND SPECIFICATIONS "C" CLASS ROADS



Specifications		
Formation Width	15-18m	
Pavement Width	8.00m	Measurement of the backslope to be decided
Carriageway Width	6.00m	by the Works Supervisor taking
Shoulders	2 x 1.0m	into account the locality.
Traffic Lanes	3.00m	
Cross Fall	4% minimum	Road Reserve is to be kept clear of all regrowth by
	5% maximum	means of clearing and or by chemical spraying.
Batters	1-3 minimum	Tree canopy to be cut back to vertical at top of backslope.
	1-4 maximum	Shoulders on all bitumen roads need to be graded and chemical sprayed annually.

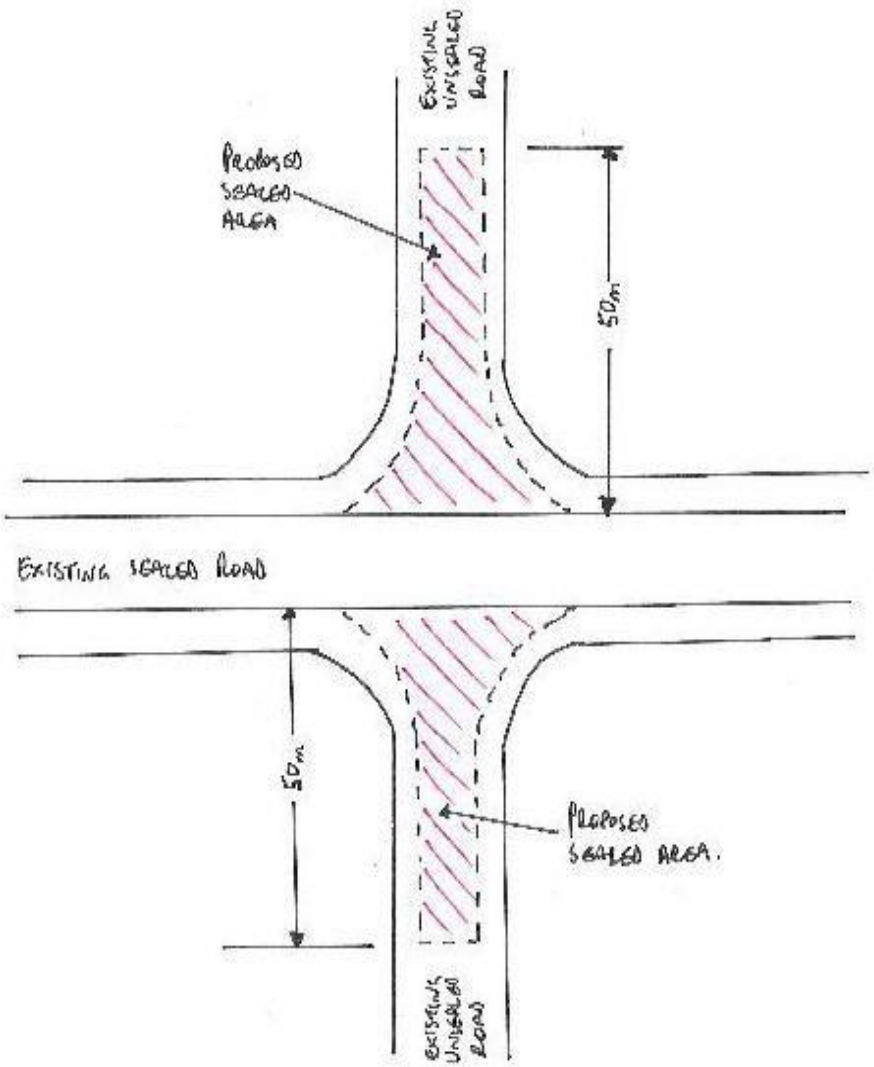
Note: Extent of clearing to be top of backslope.

APPENDIX 2: Sealing of Unsealed Roads at Sealed Road Intersections

Policy
The Shire is to consider sealing a minimum of 50 metres of unsealed road at sealed road intersections. Any sealing works is only to occur at the time of resealing the sealed road or when re- sheeting the unsealed road up to a sealed road intersection.

Objectives
To reduce maintenance costs of unsealed roads at sealed road intersections.

Guidelines
Any sealing works is only to occur at the time of resealing the sealed road or when the unsealed road is re-sheeting up to a sealed road intersection. The new seal on the unsealed intersecting road (under this policy) shall not be wider than the seal width of the existing sealed road. Each occurrence should be considered on its merits based on traffic volumes and maintenance history



APPENDIX 3 Temporary Closure of Unsealed Road During/After Rainfall Events

Policy
Unless otherwise stated, Council shall practice its rights and obligations to partially or wholly close, and subsequently re-open, any road under its responsibility in accordance with provisions of the *Local Government Act 1995*, and the *Local Government (Functions and General) Regulations 1996*.

Objective
To restrict the winter use of unsealed roads by certain vehicles to preserve the Shire's assets during and/or after adverse weather conditions.

Guidelines
Specifically, Council may close roads to all vehicles greater than 4.5 tonnes gross when conditions arise where damage to the structure and/or surface of the road is likely to occur. This would usually occur in winter after grading and when 10mm or more of rain is forecast.

Rain events greater than 10mm may require unsealed roads to be closed until road conditions are suitable, as determined by the Chief Executive Officer under Delegated Authority.

Shire Officers will minimise the disruption to the affected proponents (farmers and contractors) while still maintaining a functional unsealed road network by ensuring the least amount of the Shire is affected for the shortest possible period of time.

Notifications of weather related road closures will be made to adjoining local governments, via notices will be posted at the Shire Administration Office the Shire Website, Facebook posts and where applicable, using the Harvest Ban text messaging service.

Restricted Access Vehicle permit holders with current Letters of Approval from the Shire, local carriers and any other interested parties will be notified of weather related road closures by the most efficient means possible.

Where Council is required to issue local public notice, the issue of local public notice shall be in accordance with Section 1.7 of the *Local Government Act 1995*. Where a road closure inadvertently exceeds a period of twenty eight (28) days, the Council shall meet its obligations under s1.7 & s3.50(4) of the *Local Government Act 1995* and S4, Part 2 of the *Local Government (Function and General) Regulations 1996*.

APPENDIX 4 Maintenance Grader Manual

Machine Maintenance and Operations

- A pre start check of machine is to be under taken before machines are started.
- Blades are to be rotated at the drivers' discretion to gain maximum life out of the cutting edge. When changing your blades always have the assistance of another person.
- When turning the blade check to make sure that blade does not come into contact with the steps, tires, any hydraulic fittings or the under body of the machine.
- The machine is to be greased at least every second day or every ten machine hours. Air cleaner is to be checked and cleaned out on a regular basis, do not go by the dust indicator on the side of the air cleaner. Make sure that the air cleaner to the air conditioning unit is checked regularly and cleaned.
- Tyre pressure is to be kept at the right pressures for the machine. If you are not sure ask your supervisor.
- Starting and all operations of machine are to be done only when you are sitting in the operator's seat.
- Keep windows clean at all the times so that your vision is not impeded. Keep inside of machine clean at all times so that the operations of the machine can be carried out is a safe manner.
- Do not move machine forward or in reverse until you have made sure it is safe to do so.
- Before shutting down the machine lower rippers and blade onto the ground. Always put your handbrake on when leaving machine unattended.
- Never place any part of your body under the blade or ripper if they are in the raised position.

Daily Operations

- It is expected that a minimum of five (5) kilometers of road (Winter Grade) is completed in a normal working day inclusive of all 7 cuts and drains.
- The fuel truck is to be filled at the end of the working day.
- Report all damage to your supervisor.
- If conditions are too wet, stop work and contact your supervisor
- The machine is to be parked in a clear area so not to cause an obstruction to the public or cause a traffic hazard.
- If signs and guide posts are observed to be missing or damaged, record the type and location and pass on to your supervisor.
- When grading past culverts ensure that you do not hit the top of the culvert and damage it. If damage does occur, record the details and pass on to your supervisor.
- All floodways are to be cleaned of any grass or overburden, windrows are not to be left that restrict the flow of water

Maintenance Grading Guide

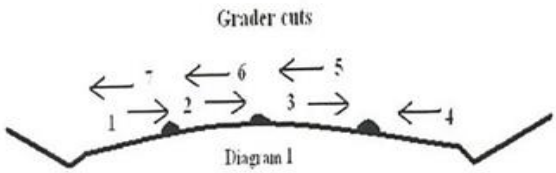
- **Winter Grades**; are to be three (3) cuts across road and four (4) back as can be seen on diagram below this may vary according to the width of the road.
- Traffic Management Plans for maintenance grading shall be in place prior to the commencement of grading. Flashing lights are to working at all times.

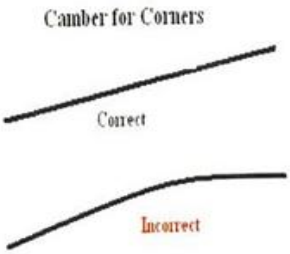
- The first grader cut should be started on the opposite side of the road to where the final cut was made when it was last graded. (This will stop one side of the road losing its coarse base).
- All grass is to be graded off road before grading is to start.
- A crown with a least a 4% fall is to be maintained at all times. As shown on diagram below. We do not want flat roads.
- Where the batters on a road can be graded without damage to machines they are to be battered. If trees or shrubs are causing a traffic hazard they are to be removed. If a grader cannot do the job report it to your supervisor.
- If a load of gravel is needed to fill in potholes or a wash away, request for a load of gravel and repair damage while you are there.
- There is to be no windrow left at the completion of the grading. All rocks and sticks are to be removed off the road surface.
- Any excess soil is to be graded up the batter.
- No loose sand or rocks are to be left in the middle of the road, if it can't be compacted grade it off.
- All curves in the road surface are to be free of any loose stones or gravel.
- All cambers on the bends in our roads are to be maintained as can be seen on diagram below and shall not be graded so that there is a crown in the middle of the road.
- All off shoots to be cleaned out so that water will flow out the back of them. They are to be graded in a way so that the soil is not flat and water will flow down them not over the top of them. At least 2 cuts is preferred
- In order to avoid causing a traffic hazard, the start of an offshoot is not to start on the driving surface of the road, but in the drain as shown on diagram below.
- Windrows are not to be left so as to obstruct driveways, gateways or across intersections.
- To prevent the formation of potholes, all roads are to be graded up to all sections of bitumen
- Shrubs or grass affecting the line of site on a bend shall be removed for a distance of 180 meters.

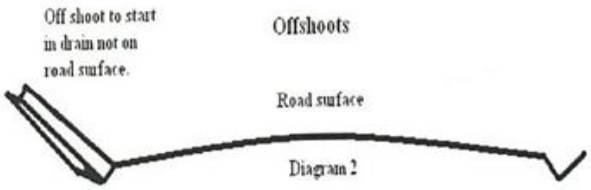
- **Summer Grades**; are to be four (4) cuts across the road with the windrow left on the side of
- the road. Cuts are to be made in the windrow to allow water flow into the off shoots. To avoid a traffic hazard, the finished road surface shall be free from loose sand, rocks and sticks.
- The roller should be behind the grader on cut 1 compacting the windrow into the bitumen edge.
- A minimum amount of soil should be placed on the bitumen. Note: if the shoulder does not have enough width, lift the blade to ensure the windrow falls on the edge of the bitumen.
- The roller should make at least two passes following cuts two (2) and three (3).
- If grass covers the bitumen, cut it off prior to the commencement of grading.
- All offshoots should be cleaned out.
- To avoid a traffic hazard, the finished road surface shall be free from loose sand, rocks and sticks. If there is too much soil left on the road following grading, contact your supervisor to arrange the road to be swept.

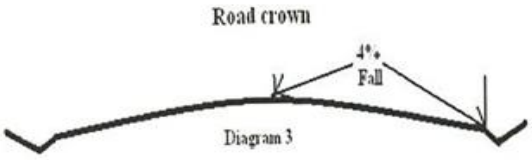
Bitumen Shoulder Grading

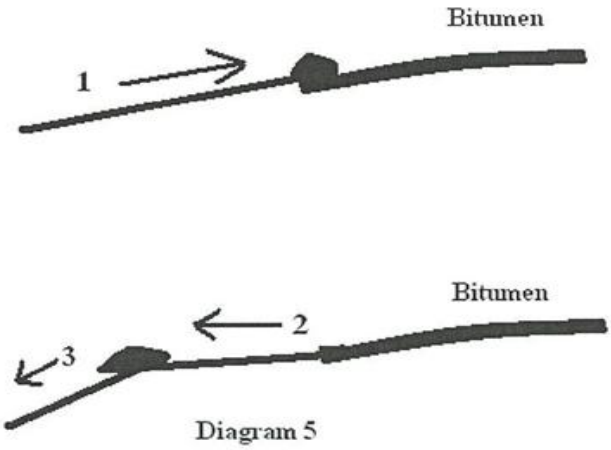
Is to be done with one (1) cut up to the bitumen and two cuts off the bitumen as shown on the diagram below











Manager of Works and Services

The employee has been instructed on the contents contained in the Shire of Corrigin Maintenance Grader Manual and issued with a copy.

Signature of Manager of Works and Services

Date

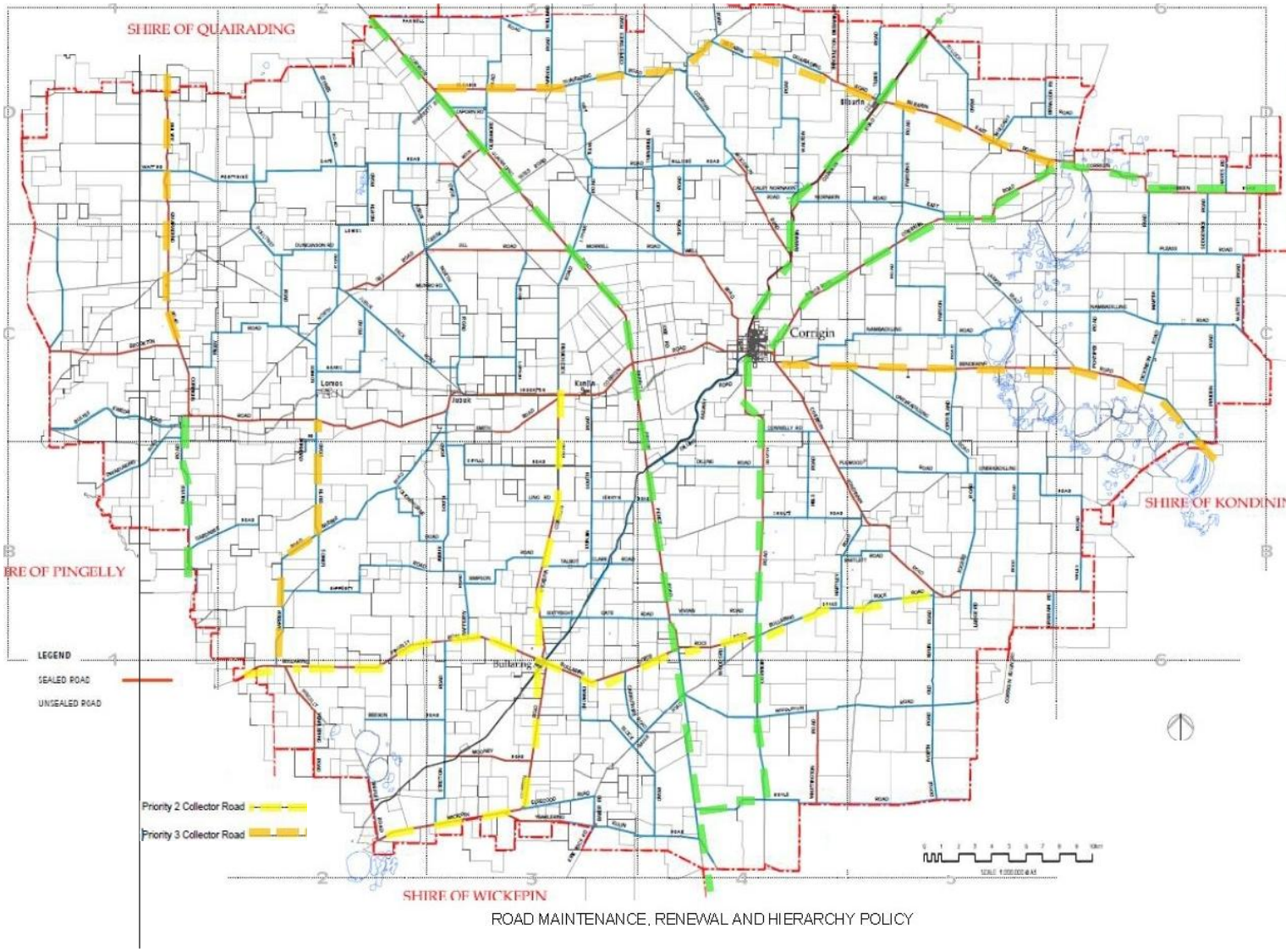
Employees Declaration:

I have received the Shire of Corrigin Maintenance Grader Manual and been instructed on its contents. I declare that I have read and accept the information and requirements contained in the Shire of Corrigin Maintenance Grader manual.

Employee Name **Signature**

Date

APPENDIX 5 Road Hierarchy



ROAD MAINTENANCE, RENEWAL AND HIERARCHY POLICY

11.3 ASSESSING APPLICATIONS TO OPERATE RESTRICTED ACCESS VEHICLES (RAV) ON LOCAL GOVERNMENT ROADS

Policy Owner: Works and Services
Person Responsible: Chief Executive Officer
Date of Approval: **19 March 2019**
Amended:

Objective: The objective of this policy is to provide guidance when assessing an application to add or amend a road on the Restricted Access Vehicle network.

Policy: This policy authorises the CEO to conduct a preliminary assessment of RAV applications to ensure there are no obvious issues that would deem RAV access unsuitable and provide Heavy Vehicle Services with any comments relating to road condition, planning conflicts or development issues that may be impacted by adding the above road(s) onto the RAV network. If the road is deemed unsuitable it may be considered for a Restricted Local Access Permit (RLAP), or the matter brought to Council for consideration.

Background

A Restricted Access Vehicle (RAV) is a vehicle that exceeds a statutory mass or dimension limit as prescribed in the Road Traffic (Vehicles) Regulations 2014. RAVs can only operate on roads approved by Main Roads, under either an Order (Notice) or a Permit.

Operators may apply to add or amend a RAV route. It is Main Road WA's policy to consult with Local Governments before adding or amending a RAV route. The Shire of Corrigin may request that Main Roads WA consider certain conditions for the RAV route.

Statutory Authority

Road Traffic (Vehicles) Regulations 2014
Road Traffic (Vehicles) Act 2012
Road Traffic (Administration) Act 2008
Road Traffic (Administration) Regulations 2014
Road Traffic Code 2000
Land Administration Act 1997 (Sec 55) Local Government Act 1995
Main Roads Act 1930

Assessing Support

The Shire of Corrigin must first determine if it supports the application and an assessment is to be undertaken by the Manager of Works, suitably qualified officer or consultant. The assessor must record the basis for the decision and these records should accompany the application when it is referred to Council for approval.
The following criteria should be considered.

- Is the road identified as a link on the Strategic Road Freight Network on a regional or local plan?
- What is the designated Main Roads hierarchy?
- Does the route provide connectivity to activity centres?
- Does the route provide connectivity to the State road network?
- Is the proposed RAV rating consistent with the connecting routes?
- If the route crosses into adjacent Shires, have they been

consulted?

- Are there alternative routes that would be preferable for the RAV access?
- Does the route impact community facilities e.g. schools, hospitals and town sites?
- Will the proposed access impact public safety?
- Is the proposed access likely to result in extraordinary damage to the road pavement?
- Consult the Local Government Heavy Vehicle Charging Policy.
- Are there any bridges or other structures that are clearly below the standard required for the proposed access or likely to result in dangerous operating conditions?
- Are there any known physical or topographical constraints?
- Is the road listed in ROADS 2030?

A preliminary assessment will be conducted using the following criteria:

- Road width assessed to ensure the road is suitable for the level of RAV access being requested.
- Steepness of longitudinal grades assessed to ensure they are within the specified limits.
- Stacking and sight distances of any railway level crossings on the route.
- Sight distances at intersections must be checked to ensure they comply with the guideline requirements.

Operating Conditions

Standard Operating Conditions

The Shire of Corrigin may recommend that operating conditions be applied as a condition of the support for a RAV assessment. Main Roads will apply all or some of the conditions below to very low traffic volume roads when the road's width does not meet the minimum requirements.

These and other similar operating conditions may be applied to the assessment of other roads.

1. When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover. Where RAVs are limited to 40km/h advisory signs must be installed for safety to other vehicles who may unexpectedly catch up a vehicle at night.
2. No operation on unsealed road segment when visibly wet, without Road Owners approval.
3. Headlights must be switched on at all times.
4. Speed restrictions. (*40 km/h or 60 km/h in accordance with the Appendix C Low Volume Rural Road Minimum Widths of the Standard Restricted Access Vehicle (RAV) Route Assessment Guidelines).
5. Direct radio contact must be maintained with other RAVs to establish their position on or near the road (suggested UHF Ch 40).
6. Road not to be entered until driver has established by radio communication that there is no other RAV on the road travelling in the opposing direction.
7. Operation is not permitted while the school bus is operating on the road. Operators must obtain school bus timetables; or where

direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop offs/ pick- ups have been completed on the road.

8. The Operator must obtain written approval from the Road Owner. The approval letter must be carried in the vehicle and produced upon request. Commonly referred to as a CA07 condition.

Other Operating Conditions

The Local Government may consider the need for additional operating conditions for example:

- Road not to be used as a through route. For local delivery and pick up only. Driver must carry proof of local delivery or pick up.
- Empty travel only
- Single lane operation only
- Laden ascent travel only
- Speed restrictions
- Warning signs to be installed in accordance with Australian Standards and removed when haulage completed
- One truck movement at a time
- Truck entering signs to be erected by the Local Government and removed when not in use.
- Turning restrictions
- No operation during specified months or periods
- No operation on certain days e.g. Saturdays, Sundays or Public Holidays
- No movement permitted between specified times.

The Local Government must justify the need for the additional conditions, which will be approved and applied at Main Roads discretion. Only conditions applied by Main Roads are enforceable.

Restricted Local Access Period Permit

If the road is deemed unsuitable for addition to the RAV network, the assessor may consider recommending to Main Roads that the application be considered for a Restricted Local Access Permit (RLAP). The RLAP provides access to the final destination of a particular transport task. This may include access to a farm gate or local business. A safety assessment is conducted by Main Roads taking into consideration the specific vehicle type and operation. The permit may be issued to a particular vehicle combination and/ or length with particular operating conditions. The assessor should consider the required operating conditions and make recommendations when referring the application back to Main Roads.

Timeframe

The Shire of Corrigin will endeavour to return the assessment to Main Roads within four weeks of receipt. If Main Roads do not receive support from the Shire of Corrigin within three (3) months, it is acknowledged that Main Roads may undertake an assessment of the road and add to the relevant network if deemed suitable.

11.4 CROSSOVERS AND MINIMUM STANDARDS

Policy Owner: Works and Services
Person Responsible: Manager Works and Services
Date of Approval: **15 October 2024**
Amended:

Objective: To provide financial assistance for constructing vehicle crossovers to private properties within the Shire of Corrigin, while ensuring that all crossovers and footpaths meet required quality and safety standards, thus balancing cost-effectiveness for property owners with maintaining high infrastructure standards.

Policy: Under the *Local Government (Uniform Local Provisions) Regulations 1996*, Regulation 15 Contribution to cost of crossing - Sch. 9.1 cl. 7(4) states:

1. Where —
   a) a local government —
      i. under regulation 12 constructs or approves the construction of; or
      ii. under regulation 13(1) requires the construction of,

      a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land; and
   b) the crossing is the first crossing in respect of the land; and
   c) the crossing is a standard crossing or is of a type that is superior to a standard crossing,

   the local government is obliged to bear 50% of the cost, as estimated by the local government, of a standard crossing, but otherwise the local government is not obliged to bear, nor prevented from bearing, any of the cost.

2. In subregulation (1) —

   first crossing, in respect of land, means the first crossing to the land or a private thoroughfare serving the land constructed under regulation 12 or section 358 of the *Local Government Act 1960* as in force at any time before 1 July 1996;

   standard crossing means, subject to any local law as to what is or is not a standard crossing, a crossing of a kind that the local government, by resolution, decides is a standard crossing.

1. **Subsidy for Crossovers**
   - **Rural Crossovers**
     - Free Crossover: Council will provide one standard culvert crossover free of charge and, where necessary, the required pipework to protect the Shire's road assets.
     - Additional Crossovers: If additional crossovers are required, Council will provide the labour to install the culvert, while the landowner is responsible for the cost of the culverts.
     - Standard Specification: A standard rural crossover must be 8 metres wide.

   - **Townsite Crossovers**
     - Subsidy: Council will provide a subsidy of 50% of the cost for one crossover per lot to ratepayers.
     - Additional Costs: Council will provide a subsidy of 50% of the cost for one crossover per lot to ratepayers.

- Replacement Costs: Council will provide a subsidy of 50% of the cost for one crossover per lot to ratepayers.

2. **Minimum Standards for Crossovers and Footpaths**

2.1 Footpaths/Dual Use Paths

Footpaths and dual use paths are to be constructed in concrete with the following specifications

- Depth: 75mm
- Concrete Strength: 25MPa
- Width: Up to 2.0m

2.2 Townsite Crossovers

Standard Crossing Specifications:

- Types
  - A 150mm compacted and water-bound road base driveway, sealed with two coats of bitumen and topped with an approved aggregate.
  - A minimum of 75mm reinforced concrete over a compacted sub-base.
  - Alternatively, other types as approved by Council.

- Width Requirements
  - Residential: 3.0 meters
  - Commercial: 4.0 meters
  - Light Industrial: 6.0 meters
  - Heavy Industrial: 6.0 meters
  - Service Stations: 7.5 meters

- Radius: Each crossing should include a 1.5-meter radius “fishtail” onto the kerb line.
- Gradient: A positive gradient of 2% is required for the first 1.5 meters from the kerb line.

Council Contribution:

The Shire will contribute to one crossover per property only. If the ratepayer elects to construct a crossover, the Council contribution will not exceed 50% of the cost of the crossover, as defined in Council Fees and Charges Schedule. The square meter calculation is based on the length (from the road kerb to the property line) multiplied by the nominal width. Ratepayers must provide documents stating the full cost of the crossing.

11.5 VEGETATION ON NEW FENCE LINES

Policy Owner: Corporate and Community Services
Person Responsible: Chief Executive Officer
Date of Approval: **15 November 2000**
Amended:

Objective: To provide guidance on the clearing of vegetation on new fence lines within the Shire of Corrigin.

Policy: When farmers or landowners are installing a new fence, they are not to remove any vegetation on the road reserve, other than within 1 metre of the survey line with all debris to be placed on the farmer's property.

11.6 ROAD NAME CHANGES

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: **15 November 2000**
Amended:

Objective: To provide easy identification of Shire roads.

Policy: Except as provided below, a road name shall not be proposed for a new existing road if that road name is currently in use within the Shire. This includes the use of:

1. like-sounding names e.g. names with the addition/deletion of “s”; or
2. same name with a different suffix, e.g. road as opposed to street;
3. where a road is closed or access denied as it crosses a main thoroughfare, one (1) portion of the road shall be renamed.

Roads shall be named or renamed (as the case may be):

- so as to avoid repetition as outlined above specifically within suburbs; and
- from the approved reserved list of names for roads.

Road names are to be sourced from:

- persons, entities, places or events of historical or heritage significance and directly related to the Corrigin area and its neighbourhood;
- persons having a distinguished record of achievement within the Shire’s history.

A brief explanation of the relationship and significance of the name shall accompany all nominations for road names to the Shire.

Acceptance of nominated names for incorporation into a reserved road names list and for applying to particular thoroughfares will be put before Council for approval.

Support to name or rename roads in established areas can be obtained by applying to Council stating their reasons, and Council is to write to all landholders adjoining the affected road to obtain their views.

Once a name has formally been assigned to the road and adopted by the Geographic Names Committee, all relevant Government bodies, servicing authorities and Australia Post shall be notified of the final action taken and the commencement date.

11.7 COLLECTION OF NATIVE SEED AND PLANTS IN SHIRE OF CORRIGIN

Policy Owner: Works and Services
Person Responsible: Chief Executive Officer
Date of Approval: **20 October 2020**
Amended:

Objective: This policy provides guidance on the collection of native plant material and seeds from land under the control and management of the Shire of Corrigin. Native plants are a valuable resource and this policy provides regulatory framework for issuing native plant material collection permits to ensure sustainable collection activities.

Policy:

The policy applies to:

- All applicant's requesting permission to collect native plant material pursuant to Regulation 101 of the *Biodiversity Conservation Regulations 2018*, including both commercial and non-commercial harvesters;
- All persons collecting plant material for non-scientific activities such as, but not limited to revegetation activities, bush food and floral art.

Policy Detail

Native Seed and Wildflower Specimen Collection
The following conditions are to be adhered to:

- All collectors of native wildflower seeds are to be licensed according to the *Biodiversity Conservation Regulations 2018* ~~*Wildlife Conservation Act 1950*~~ and will abide by the conditions of the licence.
- Approval is granted for a one (1), two (2) or three (3) year period only commencing 1 July and is to be specified on application.
- Collection is only to be undertaken by the licence holder and may not be delegated to others.
- Appropriate hygiene procedures will be followed and adhered to at all times to prevent the spread of plant disease and weeds.
- All care to be taken to avoid the disturbance of fauna habitat.
- All care to be taken to avoid any disturbance that may lead to soil degradation or erosion.
- A portion of the Native Seed collected from within the Shire of Corrigin (approximately 10%) of is to be provided to the Shire of Corrigin for the replanting of native park and gardens within the shire and failure to do so will result in cancellation of approval and licence.

Definitions

Native plant material: means all plants in reserves but does not include any plant that is dead.

Plant: for the purposes of harvesting, includes flowers, seeds, fruits and any other part of the vegetation

Licence holder: is the person authorised to collect native plant material on land as applied for through an application for Flora Taking (Commercial) Licence – Crown Land with the Department of Biodiversity, Conservation and Attractions.

Related Legislation

Regulation 101 of the Biodiversity Conservation Regulations 2018
101. Access to land (licensees)

1. In this regulation designated activity means any of the following activities —

a) taking, disturbing, releasing, feeding, or processing fauna;
b) taking, possessing for supply, or processing flora.

2. A person who is authorised to carry out a designated activity under a licence must not, for the purposes of the designated activity, enter land that is not in the possession or under the control of the holder of the licence without the written authorisation of an owner or occupier of the land to enter the land and to carry out the designated activity.

Local Government Act 1995 section 5.42
5.42. Delegation of some powers and duties to CEO

1. A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
   a) this Act other than those referred to in section 5.43; or
   b) the *Planning and Development Act 2005* section 214(2), (3) or (5). (illegal development) * Absolute majority required.

2. A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Local Government Act 1995 section 3.54
Reserves under control of local government

1. If land reserved under the *Land Administration Act 1997* is vested in or placed under the control and management of a local government, the local government may do anything for the purpose of controlling and managing that land that it could do under *section 5 of the Parks and Reserves Act 1895* if it were a Board appointed under that Act to manage and control the land and for that purpose a reference in that section to a by-law is to be read as a reference to a local law.

Land Administration Act 1997
46. Care, control and management of reserves

1. The Minister may by order place with any one person or jointly with any 2 or more persons the care, control and management of a reserve for the same purpose as that for which the relevant Crown land is reserved under section 41 and for purposes ancillary or beneficial to that purpose and may in that order subject that care, control and management to such conditions as the Minister specifies.

Parks and Reserves Act 1895
5. Boards' specific functions

1. In the exercise of its general powers in respect of the land placed under its control, a Board may, among other things, do as follows —
   a) fence in or otherwise enclose, clear, level, drain, plant, and form walks and carriage drives through and over the land, or any part thereof; and
   b) construct dams and reservoirs for the retention and formation of sheets of water thereon; and
   c) otherwise improve or ornament the land, and do all such things as are calculated to adapt the land to the purposes of public recreation, health, and enjoyment; and
   d) establish and maintain zoological gardens therein; and
   e) grant licences for the depasturing of animals on the land, and take for the same such fees as the Board may, by any by-law, from time to time appoint; and
   f) grant licences for the removal of any sand, gravel, or other earth or mineral, and for cutting and removing wood under such restrictions,

and at such reasonable price, or such weekly, monthly, or yearly sum as the Board may think fit.

(1a) A Board shall not grant a licence under subsection (1)(e) or (f) unless —

a) the approval of the Minister has been first obtained; or
b) the purpose for which the land the subject of the proposed licence is placed under the control of the Board is specifically that for which the licence is proposed to be granted.

2. Nothing in this section contained shall be construed to limit the general powers of a Board.

12 FOOD SAFETY COMPLIANCE AND ENFORCEMENT POLICY

12.1 FOOD SAFETY COMPLIANCE AND ENFORCEMENT POLICY

Policy Owner: Governance and Compliance
Person Responsible: Environmental Health Officer
Date of Approval: **18 October 2011**
Amended:

Scope:

The Department of Health (WA) administers the *Food Act 2008* (The Act). The Shire of Corrigin is a designated enforcement agency under the provisions of the Act.

The objectives of the Act as defined in Section 3 of the Act include the following:

- to ensure food for sale is both safe and suitable for human consumption,
- to prevent misleading conduct in connection with the sale of food,
- to provide for the application in the State of the Food Standards Code.

The Food Standards Code means the Australia New Zealand Food Standards Code as defined in the *Food Standards Australia New Zealand Act, 1991* of the Commonwealth of Australia. Enforcement of the Food Act is essential for the effective management of food safety risks and the prevention of misleading conduct in connection with the sale of food. Accordingly the Department of Health (WA) and the Shire of Corrigin are committed to ensuring there is a high level of compliance with the Food Act and Regulations.

This policy sets out the Shire's policy on compliance and enforcement that will facilitate the effective achievement of the regulatory goals of the Act in a manner that is:

- Authorised by law;
- Procedurally fair;
- Accountable and transparent;
- Consistent; and
- Proportionate.

The policy recognises that most food businesses want to comply with the law and produce food that is safe and correctly labelled. The compliance and enforcement role of the Shire of Corrigin is to protect consumers from a minority who may not act in the interests of food safety.

The enforcement options of this policy are not required to be enacted on food businesses who act responsibly and it is the Council aim to provide education to food handlers to maintain the safety of food products produced or sold within the Shire of Corrigin.

It is however important that these enforcement options are clearly understood so that any action the Council takes against a food handler or food premises is within the scope of the law and is appropriate for the given circumstances.

The range of offences under the Act and Regulations vary greatly in their seriousness and accordingly a variable range of penalties and enforcement options that are available under the Act and Regulations.

This policy describes the options that are available and provides details of the matters that will be considered in their application toward achieving the objectives of the Act.

This policy also sets out the principles the Council will apply in its compliance and enforcement activities. Breaches of the Act are classified as criminal offences and penalties of up to $500,000 and/or two years imprisonment apply.

Objective: The objectives of this policy are:

- To provide transparency to consumers and industry on how the Shire of Corrigin will make decisions on enforcement action;
- To guide decision making and action by Council Officers in the use of enforcement options;
- To use regulatory implements in such a way as to best achieve the Council strategic and operational objectives.

Compliance and Enforcement Principles

As a regulatory authority the Shire of Corrigin will endeavour to:

- Act in the public interest;
- Act consistently, impartially and fairly according to law;
- Promote consistency through effective liaison with field staff and the adherence to policies and procedures;
- Ensure we do not discriminate on the basis of race, religion, sex, national origin or political association;
- Ensure that enforcement action is taken against the right person for the right offence;
- Ensure that all relevant evidence is placed before the courts or appeals tribunals;
- Make food businesses aware of their legal obligations through the widest possible dissemination of information;
- Explain the benefits of compliance to food businesses and discuss specific compliance failures or problems;
- Provide advice on mechanisms that can be used by food businesses to improve compliance;
- Confirm advice in writing when requested and provide written advice in a clear and simple manner, explaining what and why remedial work is to be undertaken, over what time period and ensure that all legal requirements are clearly explained;
- Advise proprietors of their right of appeal where provided by law;
- Provide alleged offenders with an opportunity to discuss the circumstances of their case; and
- Seek the support of industry leaders to influence compliance levels.

Decision Making Criteria

Each case will be considered individually and the appropriate enforcement action to be taken determined on the particular circumstances of the case.

The Prosecution Policy of the Commonwealth states:

“The objectives previously stated – especially fairness and consistency – are of particular importance. However, fairness need not mean weakness and consistency does not mean rigidity.

The criteria for the exercise of this discretion cannot be reduced to something akin to a mathematical formula; indeed it would be undesirable to do so. The breadth of the factors to be considered in exercising this discretion indicates a candid recognition of the need to tailor general principles to individual cases” (1)

The following issues need to be considered and balanced in making a decision as to the type of enforcement action, if any, that is applied:

- The knowledge of the alleged offender as to the consequences of their actions;
- The degree of care taken by the alleged offender to ensure they did not commit an offence;
- The capability of the alleged offender to understand, cope and comply with the relevant requirements;
- The alleged offender's antecedents and background, including culture and language ability;
- The openness, honesty and cooperation demonstrated by the alleged offender;
- The contrition demonstrated by the alleged offender;
- Any mitigating or aggravating circumstances;
- The culpability of the alleged offender and role played by other parties that may have contributed to the offence;
- The timeliness, the age, duration and magnitude of the offence;
- The totality of offences that may have been allegedly committed;
- The proportionality of the selected enforcement option so that the action will not be unduly harsh or oppressive;
- The prevalence of the alleged offence within the industry and any need for a deterrent effect;
- The difficulty and resources expended by the Shire of Corrigin in investigating and proving the elements of the particular offence or the type of offence;
- The efficiency and cost to the Shire of Corrigin of the compliance and enforcement option that is used;
- Whether the enforcement action required to achieve the objectives of the Act are appropriate;
- Whether or not the enforcement action would be perceived as counterproductive – for example, by bringing the law into disrepute;
- Whether or not the offence is of considerable general public concern;
- The necessity to maintain public confidence in the enforcement of the Act;
- The existence of any risk to public health and the nature and extent of that risk;
- The extent to which consumers have been defrauded;
- The need to protect the consumers either in or visiting the Shire of Corrigin.

The overriding consideration in taking enforcement action will always be the public interest.

(1) Commonwealth Director of Public Prosecutions 2004, Prosecution Policy of the Commonwealth.

Privacy

The Shire of Corrigin must observe the privacy principles set out in the *Freedom of Information Act 1992.* Information relating to compliance and enforcement action will generally be made available only where consistent with the *Freedom of Information Act 1992* and Section 121 of the *Food Act 2008.*

Policy

Application of Compliance and Enforcement Options

A range of compliance and enforcement options are available to Authorised Officers. This section gives guidance on when these options may be applied. The

decision-making criteria outlined in Section 3 will be considered in deciding which, if any, enforcement action is appropriate in each case.

Types of Compliance and Enforcement Action
The compliance and enforcement options available to Authorised Officers include:

- Verbal advice;
- Warning letters;
- The issuing of a statutory Improvement Notice which requires cleaning, repair, replacement, revision of food safety program, implementation of a food safety program or implementation of the Food Safety Standards;
- The issuing of a Prohibition Order which controls certain activities where there is failure to comply with an Improvement Notice or to prevent or mitigate a serious danger to public health;
- The seizure of food, vehicles, equipment, and labelling or advertising materials which do not comply with a provision of the Act or Regulations;
- The issuing of a Penalty Infringement Notice;
- The institution of proceedings in the Magistrates Court;
- Request for court orders for corrective advertising by a person found guilty of an offence;
- Publication of the names of offenders immediately after conviction.

Verbal Advice and Warning
Authorised Officers will routinely give advice on compliance to food businesses. This advice will relate to principles of food safety and explain the benefits of compliance or the purpose of the law. Verbal warnings should normally only be given for extremely trivial offences, where the offence is only of a technical nature or where there is insufficient evidence to justify a warning letter.

Written Warnings
Where there is evidence that minor breaches of the Act have occurred, written warning may be issued at the discretion of the Authorised Officer. Written warnings may be inappropriate where there are a large number of minor offences on one occasion within one food business. Similarly written warnings will not normally be issued for a series of offences within a relatively short period of time or in those cases where written warnings have previously been issued.

The totality of the offences should be considered in deciding the appropriate course of action. Where significant non-compliance is evident, more significant enforcement action may be appropriate.

Warning letters will detail the exact nature of the offence, required remedial action, cite relevant clauses of the legislation, and specify the maximum penalty for the offence and the intention of the Council to enforce the legislation. Warning letters will be followed-up within no less than 3 months to ensure the required actions have been taken. Further written warnings will not be issued for a subsequent similar offence except in exceptional circumstances.

Improvement Notices
Authorised Officers may serve Improvement Notices under Section 63 of the Act. An Improvement Notice is an order that may require, in relation to premises, food transport vehicles or equipment, cleaning, repair, replacement, and relating to the handling of food, revision of a food safety program, implementation of a food safety program or implementation of the Food Safety Standards. The orders may also require food to be handled in a specified way or for a specified purpose.

Improvement Notices should be issued with the same considerations as for a warning letter but should also only be used where there is an intention to proceed to a Prohibition Order following non-compliance with that Improvement Notice. In other circumstances a warning letter or other enforcement options should be considered.

An Improvement Notice must specify the specific legislative provision to which it relates and may specify the particular action to be taken by a person. The Improvement Notice must specify the date by which compliance must be achieved.

While extension of the date of compliance is at the discretion of the Authorised Officers, extensions of time for compliance will not be granted for matters related to cleaning or food handling without the prior approval of the CEO. Appeals concerning Improvement Notices will be considered by the CEO.

Improvement Notices must be served on the proprietor of the food business. The person on whom an Improvement Notice has been served must be provided with a copy of the Improvement Notice upon request. Should the proprietor wish to seek an extension of time for compliance, that request must be in writing stating the reasons the extension is being sought. That request is to be submitted to the Shire of Corrigin before the date of compliance as indicated in the Notice.

Improvement Notices are differentiated from warning letters in that they are a statutory notice that may lead to the issuing of a Prohibition Order under Section 65 of the Act. The issuing of an Improvement Notice does not preclude the issuing of a Penalty Infringement Notice or the institution of court proceedings in circumstances where these types of actions may be warranted.

Prohibition Orders
Prohibition Orders may be issued where an Improvement Notice has been issued and there has been a failure to comply with the Improvement Notice by the date of completion **or** where the issue of a Prohibition Order is necessary to prevent or mitigate a serious danger to public health.

A Prohibition Order will take a form that prohibits the handling of food on specified food premises, vehicle or equipment, or that food is not to be handled in a specified way or for a specified purpose.
It should be noted that Section 8 of the Act defines food handling very broadly, including activities such as collection, transporting, storing or displaying food. Breach of a Prohibition Order will normally result in prosecution.

A Prohibition Order will remain in place until a Certificate of Clearance is issued following a written request for an inspection. An inspection will be undertaken within 48 hours of a written request being made by the proprietor of the food business to the Shire of Corrigin or to the Authorised Officer who made the order. If an inspection is not made within 48 hours of the written request for an inspection, a Certificate of Clearance is deemed to have been granted.

Section 69 of the Act provides for appeal to the State Administrative Tribunal (SAT) if there is a refusal to issue a Certificate of Clearance. Section 70 of the Act provides for compensation to be paid if there were no grounds for the making of the Prohibition Order. Prohibition Orders may only be issued by the CEO, being a duly authorised delegate under Section 118 of the Act. A brief of evidence sufficient to prove all elements of a prosecution will be the normal standard required prior to the issue of a Prohibition Order.

Seizure Powers
Authorised Officers have power under Section 40 of the Act to seize food, vehicles, equipment, and labelling and advertising materials which the Authorised Officer reasonably believes do not comply with a provision of the Act or Regulations or which there is evidence that an offence has been committed.

Whilst seizures are undertaken to collect evidence or to prevent further offences being committed, they effectively impose a penalty upon the person from whom the food, vehicle, equipment and labelling or advertising materials is seized. The impact of a seizure should be considered in the application of any other enforcement action. Persons from whom items are seized must be provided with a statement that describes the items seized, states the reasons for the seizure and the address at which the items will be held.

Where it becomes evident that there has been no contravention of the Act or Regulations in relation to items which have been seized they are to be returned as soon as possible to the person from whom the items were seized. The person from whom items have been seized must also be informed of their right under Section 57 to appeal within 10 days of the seizure to the Magistrates Court for an order disallowing the seizure. Compensation may be paid if there has been no application to a Magistrates Court and no contravention of the Act or Regulations had occurred in relation to the seized items.

Penalty Infringement Notices
An Infringement Notice is a notice to the effect that the person to whom it is directed has committed a specified offence and that, if the person does not wish to have the matter dealt with by a court, the person may pay the specified amount for the offence within a specified time.

A penalty notice is issued under Section 126 of the Act. The notice requires payment of a specified monetary penalty, unless the person alleged to have committed the offence elects to have the matter dealt with by a court.

When an Authorised Officer during an inspection of premises, vehicles or equipment, detects or observes conditions or circumstances that give rise to the potential for the issue of an infringement notice, verbal advice will be given, at that time, to the person allegedly responsible for the alleged offence that an infringement notice may be issued for that alleged offence.

Prior to an infringement notice being issued, Authorised Officers must prepare briefs of evidence, which prove each element of the alleged offence to the standard required for prosecution. Further than establishing a prima facie case there must also be a reasonable prospect of a conviction being secured if the alleged offender chooses to have the matter heard in a court.

That brief is to be submitted to the Principal Environmental Health Officer for consideration and authorisation for the penalty notice to be issued.

When a decision has been made that an infringement notice is to be issued, that notice will be forwarded by post or hand delivered to the person alleged to have committed the offence. The infringement notice is to be accompanied by a written advice giving the reasons for the issuing of the infringement notice in that instance and also providing advice and information as to the means or requirements for the remedying or rectification of that condition or circumstance that gave rise to the infringement notice.

The decision-making criteria outlined in Section 3 will be considered in the issuing of an infringement notice. Infringement notices provide a cost effective and efficient method of dealing with offences and will generally be sufficient response to breaches of the Act.

Infringement notices should not be used where the penalty is considered totally inadequate for the offence or where the penalty is likely to have no impact on the proprietor of the food business.

Infringement notices are not available for serious offences contained in Part 3, Division 1 of the Act. These relate to the handling of food in a manner that a person knows will render, or is likely to render, the food unsafe or where the food is handled in a manner that the person ought reasonably to know is likely to render the food unsafe.

A payment of a penalty notice is not an admission of liability and the person is not liable to any further proceedings for the alleged offence.

Prosecution
Prior to any prosecution being launched Authorised Officers must prepare briefs of evidence which prove each element of the alleged offence to the standard required for prosecution. That brief is to be submitted to the CEO for consideration and authorisation for the prosecution to proceed.

The resources available for prosecuting are finite and should not be expended pursuing inappropriate cases. The decision-making criteria outlined in Section 3 will be considered in making a decision to prosecute. Prosecution will normally be reserved for the more serious breaches.

While the Act provides that proceedings must be commenced within 6 months for matters relating to food samples and 12 months for other matters, all matters should be prepared for hearing as quickly as possible.

The Act extends liability to a wide range of persons who may be involved in some way with contraventions of the Act or Regulations, including employees, proprietors, and individual directors of companies.
Where the Shire of Corrigin has selected prosecution as the appropriate option, the Council will not necessarily proceed against all those who may be potentially liable under the legislation.

Prosecutions are eligible for publication by the Department of Health (WA).

Conclusion
This policy provides information as to the processes and actions that will be followed in the cases dealt with under the *Food Act 2008*, however due to the variety of circumstances that may be encountered through the range of inspections and enforcement procedures, the policy cannot be used to limit the discretion of the Shire of Corrigin to take any enforcement action for the purposes of obtaining high standards of food safety.

The policy is to be interpreted as general guidance on how the Council will undertake enforcement action. It should further be recognised that it is not the aim of the Shire of Corrigin to undertake enforcement action except where absolutely necessary and that priority should be given to educating food handlers to prevent food safety standards from being compromised in any instance.

DOCUMENT CONTROL

DATE OF AMENDMENT	AMENDMENT DETAILS
17 OCT 2017	1.1 Policy Register – Clarifying The Position Responsible For The Policy.
17 OCT 2017	1.2 Communications – clarifying the authorisation of the spokesperson.
17 OCT 2017	1.6 Liquor Permits – clarifying the policy is not a delegation.
17 OCT 2017	1.8 Flying Flags –reference to when there are three (3) flagpoles available at the administration building.
17 OCT 2017	1.11 Common Seal Usage Policy – clarifying the position responsible for the policy.
17 OCT 2017	2.2 Rates – Request for Time to Pay – clarifying the authorisation.
17 OCT 2017	2.8 Cheque Signatory/EFT Requirements – change to the existing policy where reference to Councillors is replaced with Shire President.
17 OCT 2017	2.10 Purchasing Policy – revised policy reflecting the suggested direction of WALGA with regards to changes to purchasing. In addition, the revised policy introduces 'Panel Tenders' which allow Council to establish a panel of preferred suppliers of goods and services in accordance with Division 3 of the *Local Government (Functions and General) Amendment Regulations 2015.*
17 OCT 2017	2.11 ~~Local~~ Regional Price Preference Policy – revised policy to more accurately reflect the requirements of legislation but remain in accordance with the original direction of Council.
17 OCT 2017	2.12 Authorisation to Purchase Goods and Services – a new policy that in the past was reflected in the purchasing policy but due to changes to the purchasing policy, is now specifically identified.
17 OCT 2017	2.13 Budget Consideration/Preparation – reflecting a longer period of time for community groups to make submissions.
17 OCT 2017	2.18 Corporate Credit Cards – changes to the reporting associated with credit cards.
17 OCT 2017	2.19 Motor Vehicle Replacement – modified so that changeover is to occur between two and six years or 50,000 to 100,000km.
17 OCT 2017	3.2 Health Safety and Environment – clarifying the position responsible for the policy.
17 OCT 2017	3.7 Employee Induction – clarifying the position responsible for the policy.
17 OCT 2017	5.2 Training and Development – establishing that an evaluation of the course/conference/training is required.
17 OCT 2017	5.5 Voluntary Service – clarification on payment process and that staff directed to attend an event are not volunteers.
17 OCT 2017	5.7 Staff Uniforms – removing references to staff names and an allocation of up $600 per annum to an allocation in the budget.
17 OCT 2017	5.9 Council Vehicles Issued to Staff – including reference to vehicle costs being subject to an amount in the budget.
17 OCT 2017	5.12 Removal Expenses – reflecting a realistic cost of relocating new staff to Corrigin and removing removal expenses for some staff.
17 OCT 2017	5.13 Staff Housing – clarification of requirements under the *Tenancy Agreement.*
17 OCT 2017	5.16 Local Government Holidays – referencing the *Shire of Corrigin Enterprise Agreement 2014.*
17 OCT 2017	5.17 Long Service Leave – clarification that an application to defer long service leave is to be referred to Council for approval.
17 OCT 2017	5.21 Chief Executive Officer Performance Review – reflecting Council Minute 29/2017 of 21 March 2017.
17 OCT 2017	5.22 Shire Mobile Phones and Other Electronic Communication – clarifying the person responsible to repair or replace a mobile phone or device at their cost.
17 OCT 2017	5.23 Appointment of an Acting Chief Executive Officer – new policy that seeks to streamline short periods when the CEO is not available.
17 OCT 2017	5.24 Dealing with Family Members – new policy that addresses potential conflicts of interest when the private interests of an employee influence, or could be seen to influence, their public duties or responsibilities.

17 OCT 2017	5.25 Related Party Disclosure – new policy that addresses AASB 124 Related Party Disclosures to include application by not-for-profit entities, including local governments.
17 OCT 2017	6.1 Hire of the Community Bus – new policy that clarifies the requirements for users of the bus and where discounts apply.
17 OCT 2017	~~6.2 Hire of the Community Bus – Corrigin Senior Citizens Inc.~~ – deleted and provision reflected in draft policy 6.1
17 OCT 2017	6.2 Corrigin Town Hall Shire Buildings (Not Including CREC) – Hire – modification to existing policy that seeks to replace reference to the Corrigin Town Hall to include Shire buildings.
17 OCT 2017	7 Parks ~~and~~ Landscaping and Signage Policies – adding reference to signage as a policy under Part 7.
17 OCT 2017	7.4 Shire of Corrigin Signage Policy – new policy that seeks to both formalise the existing signage arrangements within the Shire and to provide guidance for new policy areas such as a policy map that identifies the roads where signs are to be erected along with the locations of the existing visitor bay at Rotary Park and two new Visitor Bays.
17 OCT 2017	8.6 ~~Meetings - Day and Time~~ Monthly Ordinary Council Meetings and Councillor Discussion Period – modification to existing policy that acknowledges the Councillor Discussion Period.
17 OCT 2017	8.7 Training and Development – Elected Members – modification to existing policy to strongly encourage Councillor training and professional development opportunities. This also reflects Council Minute 29/2017 of 21/3/2017.
17 OCT 2017	8.8 Elected Members' Fees, Allowances, ~~Reimbursements~~ and Benefits – removing reimbursements from the heading as the policy relates solely to timing of payments to elected members of members fees and allowances within the provisions of the *Local Government Act 1995* (Note: reimbursements are addressed in new policy 8.9 and Policy 8.10).
17 OCT 2017	8.9 Elected Members' Business, Conference and Training Expenses – new policy setting out guidelines to cover elected members when conducting Council business, attending conferences or training relating to Council activities.
17 OCT 2017	8.11 Audit and Risk Management Committee – new policy to provide guidance and assistance to the Council in carrying out its audit functions.
17 OCT 2017	8.12 Appointment of an Auditor, Scope of Works and Notification of Appointments – new policy to ensure an independent audit opinion of the accounts and annual financial reports of the Shire for each financial year covered by the term of the audit appointment.
17 OCT 2017	9.2 Bush Fire Control Officers – Eligibility – removal reference to payment of expenses.
17 OCT 2017	9.3 Bush Fire Control – reference to restricted and prohibited burning periods and due care when unloading in paddocks.
17 OCT 2017	10.2 Proceeds of the Sale of Industrial or Residential Land – clarifying the position responsible for the policy.
17 OCT 2017	11.2 Gravel Supplies – Road Construction – reference to crop loss.
20 FEB 2018	2.10 Purchasing Policy- Amendment to the revised purchasing policy that was adopted by Council in October 2017, to include the exemptions that were previously included in the purchasing policy. This amendment was adopted by Council on 20 February 2018.
17 APR 2018	9.3 Bush Fire Control – Amendment to the bush fire control policy to include Boxing Day as an automatic harvest and movement of vehicle ban.
19 JUN 2018	2.18 – Corporate Credit Cards – Amendment to credit card limits as per Council resolution 95/2018.
16 OCT 2018	1.3 – Removal of DCEO as person responsible for policy
16 OCT 2018	1.4 - Removal of DCEO as person responsible for policy
16 OCT 2018	1.5 - Removal of DCEO as person responsible for policy and clarifying required notice in regards to office closures
16 OCT 2018	1.12 – New policy in regards to information privacy

16 OCT 2018	2.1 – Revised to reflect current practice. What was previously policy 2.2 (Rates – request for time to pay) was added to policy 2.1 and policy 2.2 (Rates – request for time to pay) deleted
16 OCT 2018	2.2 – Revised to reflect current practice
16 OCT 2018	2.9 – Manager finance added as a person responsible for policy, purchase value thresholds amended, additional tendering exemptions added
16 OCT 2018	2.10 - Manager finance added as a person responsible for policy
16 OCT 2018	2.11 - Manager finance added as a person responsible for policy, purchase order maximums adjusted, additional staff added to list of employees authorised to purchase goods and services (to align with current practice)
16 OCT 2018	2.12 - Manager finance added as a person responsible for policy, public consultation, budget workshop and advertising dates amended
16 OCT 2018	2.13 - Manager finance added as a person responsible for policy, WA treasury added to investments permitted
16 OCT 2018	2.14 - Manager finance added as a person responsible for policy, thresholds for buildings, plant and equipment and furniture and equipment increased
16 OCT 2018	Land under roads policy deleted as content is included in policy 2.17 significant accounting policy
16 OCT 2018	2.15 – Depreciation of non-current asset amounts for buildings amended
16 OCT 2018	2.16 - Manager finance added as a person responsible for policy, legislation added to the policy, amendment to misuse of credit cards and additional information added in regards to payment of credit cards and Finance Officer and card holder responsibilities
16 OCT 2018	2.18 – New policy in regards to petty cash
16 OCT 2018	4.1 - Removal of DCEO as person responsible for policy
16 OCT 2018	5.2 – Clarification around what are reasonable meal costs added to policy, removal that Council will pay for partners to attend conferences
16 OCT 2018	5.3 - Removal of DCEO and Manager of Works as persons responsible for policy
16 OCT 2018	5.4 - Removal of DCEO and Manager of Works as persons responsible for policy
16 OCT 2018	5.5 - Removal of DCEO and Manager of Works as persons responsible for policy
16 OCT 2018	5.6 - Removal of DCEO and Manager of Works as persons responsible for policy
16 OCT 2018	5.7 - Removal of DCEO and Manager of Works as persons responsible for policy, amendment to include amount per annum for both full time and part time staff
16 OCT 2018	5.9 - Removal of DCEO and Manager of Works as persons responsible for policy, amended clause in relation to use of vehicles while on annual or long service leave for DCEO and Manager of Works
16 OCT 2018	5.10 – Clarification that use of Shire plant and equipment will be at private works rates less labour for staff and that it is not permitted outside of the Shire of Corrigin
16 OCT 2018	5.13 - Removal of DCEO as person responsible for policy, additional clauses added for CEO and DCEO stating a housing allowance will be paid if employees own their own houses, revision to clause regarding maintenance of gardens
16 OCT 2018	5.15 - Removal of DCEO as person responsible for policy
16 OCT 2018	5.16 – Amendment to who is entitled to local government public holidays
16 OCT 2018	5.24 - Removal of DCEO as person responsible for policy
16 OCT 2018	5.25 - Removal of DCEO as person responsible for policy
16 OCT 2018	5.26 – New policy in regards to leave
16 OCT 2018	6.1 – Change of person responsible for policy from DCEO to Customer Service Officer
16 OCT 2018	6.2 - Change of person responsible for policy from DCEO to Customer Service Officer
16 OCT 2018	6.3 - Change of person responsible for policy from DCEO to Customer Service Officer
16 OCT 2018	6.9 – Change to state that circuses are permitted at the discretion of the CEO and Manager of Works
16 OCT 2018	8.2 – Clarification that only senior designated employees and partners are to be invited to the end of year luncheon. Any other staff will be at the CEO's discretion
16 OCT 2018	8.8 – Change of person responsible for policy from DCEO to Manager Finance and clarifying that elected member payments are to be provided by EFT
16 OCT 2018	8.9 - Change of person responsible for policy from DCEO to CEO
16 OCT 2018	8.12 – Minor changes to include recent legislation changes around the auditor general
16 OCT 2018	10.2 - Change of person responsible for policy from DCEO to Manager Finance
19 MARCH 2019	5.17 - Long Service Leave policy removed as the guidelines are duplicated in policy 5.26 – Leave Policy (Council Resolution (33/2019), 19 March 2019)
19 MARCH 2019	11.9 New policy - Assessing Applications to Operate Restricted Access Vehicles (RAV) on Local Government Roads

15 OCT 2019	11.3 – Substitution of Road Maintenance and Hierarchy Policy for the existing Policy 11.3 Road Maintenance Policy
15 OCT 2019	8.14 – New Policy – Recognition of Service for Elected Members to the Policy Manual
15 OCT 2019	Updates to Risk Management and Workplace Policies 3.2, 3.3, 3.4, 3.6, 3.7
6 JULY 2020	5.8 - Attendance at Events Policy
18 AUG 2020	6.11 – New Community Engagement Policy
20 OCT 2020	1.2 – Change advertising locations from Narrogin Observer to West Australian
20 OCT 2020	2.12 – Title change – Budget Consideration/Preparation and Community Grants Program. Minor changes to policy
20 OCT 2020	2.14 – Removal of cycle ways, airports and sewerage
20 OCT 2020	2.15 – Changes to whole policy
20 OCT 2020	2.16 - Change of person responsible for policy from Manager of Finance to DCEO
20 OCT 2020	3.6 – Employee Health and Wellbeing Support Policy (NEW)
20 OCT 2020	3.8 – Changes to whole policy
20 OCT 2020	5.3 – Minor changes throughout– point 2.5 added - Physical fitness including weight management to ensure that employees are able to perform the full range of tasks outlined in their position description.
20 OCT 2020	5.5 – Minor changes - During busy periods or when specific compliance deadlines require employees to dedicate their time fully to the activities of the employer, permission to take Paid Volunteering Time Off may not be granted.
20 OCT 2020	5.14 – Minor changes to inspections and tenant restrictions (i.e painting, garden, vacancy, etc)
20 OCT 2020	5.21 – Change to requirements of consultant needed to interview key members of community known to CEO of Senior Staff.
20 OCT 2020	5.23 - Change of person responsible for policy from Manager of Finance to Governance Projects Officer.
20 OCT 2020	5.26 – Minor change added - All time in lieu should be cleared as close to the time of accrual and is to be used by the end of each financial year.
20 OCT 2020	7.4 – Major changes to whole policy – 6 to 3 categories
20 OCT 2020	8.6 – Explanatory notes added.
20 OCT 2020	8.7 - A register of elected member training will be published on the Shire of Corrigin website and updated regularly
20 OCT 2020	8.8 – Addition of information technology and telephone allowance.
20 OCT 2020	8.9 – Minor changes to reimbursement of expenses.
20 OCT 2020	8.12 – Change of whole policy – Policy will be made obsolete as of 2021 Policy Manual Review.
20 OCT 2020	11.10 – Collection of Native Seed and Plants in Shire of Corrigin (New)
16 FEB 2021	5.23 – Amended the policy relating to the appointment of Acting CEO to provide clear direction and guidelines for the appointment of an Acting CEO.
16 FEB 2021	4.1 – New Policy for Code of Conduct for Council Members, Committee Members and Candidates
15 JUNE 2021	4.2 – New Code of Conduct for Employees
20 JULY 2021	2.19 – New Policy – Portable and Attractive Assets
17 AUG 2021	5.22 – Update to Shire's policy on information and communication technology and devices.
19 OCT 2021	2.4 – Rates Incentive - DELETED
19 OCT 2021	2.5 – Rates Discount - DELETED
19 OCT 2021	11.6 – Street Trees -- DELETED
19 OCT 2021	1.4- Shire of Corrigin Operational Hours – changes to CRC open hours to same as Shire
19 OCT 2021	8.9 – Elected Members business, conferences and training expenses – assed to point 8 "excluding partner social or non-business related activities"
19 OCT 2021	Minor changes through-out Manual (mainly changes to position titles, spelling, etc)
18 OCT 2022	1.9 Life Membership Recognition - Amended to lunch or afternoon tea

18 OCT 2022	1.13 Memorial Seat and Plaque Policy - New policy
18 OCT 2022	2.7 Purchasing Policy - Amendments throughout
18 OCT 2022	2.9 Authorisation To Purchase Goods And Services - Building Maintenance Officer changed to Building Officer, Manager of Works and Services purchase order limit amount increased to $50,000, EHO limit removed, Job titles expanded. GPO removed.
18 OCT 2022	2.10 Budget Consideration/Preparation and Community Grants Program – DELETED and replaced with new policies (2.10 & 2.11)
18 OCT 2022	2.10 Annual Budget Preparation - New Policy
18 OCT 2022	2.11 Community Assistance Program - New Policy
18 OCT 2022	2.14 Significant Accounting Policies - Various changes throughout
18 OCT 2022	2.15 Corporate Credit Cards - Minor amendments
18 OCT 2022	2.19 Asset Disposal - New Policy
18 OCT 2022	3.6 Employee Health and Wellbeing Support - Added COVID-19 vaccinations
18 OCT 2022	3.10 Fraud and Corruption Control - Removed Governance Project Officer
18 OCT 2022	5.3 Fit for Work - Addition to definitions
18 OCT 2022	5.7 Staff Uniforms - Various changes throughout
18 OCT 2022	5.15 Staff Superannuation - Changed from 14.5% to 15%
18 OCT 2022	5.23 Appointment of an Acting CEO - Removed Governance Project Officer.
18 OCT 2022	5.26 Leave Policy - Update Shire of Corrigin Enterprise Agreement 2018 to 2022
18 OCT 2022	9.3 Bush Fire Control - Updated – No burning permitted on Good Friday and Easter Sunday.
23 OCT 2023	1.2 Communication – Addition of Narrogin Observer for Local Public Notice
23 OCT 2023	3.4 Equal Employment Opportunity – Updated to reflect diversity and inclusion, particularly regarding gender identity.
23 OCT 2023	5.15 Staff Superannuation – Updated default fund to Aware Super
23 OCT 2023	2.9 Authorisation to Purchase Goods and Services – Updated to reflect no need for purchase order when making a purchase with a credit card. Also added Workplace Safety and Depot Administration to position list able to raise purchase orders.
23 OCT 2023	2.16 Motor Vehicle replacement - Changed vehicle change over timeframe from two to six, to one to six
23 OCT 2023	5.10 Council Vehicles Issued to Staff – Removed value cap of vehicles
23 OCT 2023	8.12 Appointment of an Auditor - DELETED
23 OCT 2023	8.14 Conducting Electronic Meetings and Attendance by Electronic Means – New Policy
23 OCT 2023	6.12 Child Safe Awareness Policy – New Policy
19 DEC 2023	2.14 Significant Accounting Policies – Complete Update
15 OCT 2024	Major Overhaul of Policy Manual separating Council Policies and Staff Policies and Individually Reviewing of each Policy
20 MAY 2025	2.2 – Significant Accounting Policy - Simplified
20 MAY 2025	2.8 – Asset Accounting Policy – Heavily Expanded
17 JUN 2025	Temporary and Moveable Accommodation Policy – New Policy
19 AUG 2025	3.7 – Fraud and Corruption Control Policy – Updated References and Expanded to Align with new Guidelines

21 OCT 2025	2.1 – Invitation to end of Year Function – Heading and Terminology shifted from Luncheon to Function
21 OCT 2025	2.9 – Recognition of Service Elected Members – Removed $$ Value of Functions
21 OCT 2025	6.6 – Retirement/Resignation of Employees – Removed $$ Value of Functions
21 OCT 2025	8.3 – Street Trees – Added a Reference to Remove Debris when Trees are cut or Trimmed, to Prevent Termite Infestation
21 OCT 2025	11.2 – Road Maintenance – Added the need to Consult with Neighbouring Shires when Working on Boundary Roads
16 DEC 2025	3.2 – Authorisation to Purchase Goods and Services – Added additional rules around segregation of duties.
17 MAR 2026	5.1 – Code of Conduct for Council Members, Committee Members and Candidates – Included updated information from the Model Code of Conduct (Local Government Inspectors)
16 JUNE 2026	1.6 – Information Privacy Policy – Aligns better with new PRIS Act requirements
16 JUNE 2026	3.7 – Annual Budget Preparation – Strengthened link to Long Term Financial Plan and clarified compliance/workshop processes
16 JUNE 2026	3.8 – Asset Accounting – Deepened clarifications and expanded on depreciation/revaluation guidance.
16 JUNE 2026	3.9 *NEW INSERT – Financial Assistance Programs – Introduced overarching framework for all assistance programs.
16 JUNE 2026	3.10 – Community Assistance Program – Refined eligibility criteria, clarified Council discretion and strengthened processes. Reduces overlap with other programs
16 JUNE 2026	3.19 – Portable and Attractive Assets – Now includes reference to the asset registers, controls and the need for annual stocktakes. Clarifies responsibilities.
16 JUNE 2026	3.20 – Asset disposal – Expanded on disposal methods and controls, improved recording requirements and added environmental, and ICT data disposal.
21 JULY 2026	7.7 – Dog Cemetery – Added a policy around the use of the Corrigin Dog Cemetery.
XXXX	1.4 – Office Closure – Christmas/New Year Period – Changed legislation reference
XXXX	1.8 – Community Recognition – Add Corrigin Agricultural Society to ensure they are invited annually to lunch/afternoon with Council to thank them for the Corrigin Show.
XXXX	1.9 – Common Seal Usage – Changed name to Execution of Documents – Rewritten completely.
XXXX	2.3 – Monthly Ordinary Council Meetings and Councillor Discussion Period – Removed the time of the meeting commencement and added that Council resolve to select a time the Ordinary Council Meetings commence.
XXXX	3.1 – Purchasing Policy – Updated $$ amounts.
XXXX	3.2 – Authorisation to Purchase Goods – Updated $$ amounts, moved CRC coordinator into the next higher bracket and added EHO to lower bracket.
XXXX	6.5 – Fit for Work – Changed legislation references where relevant
XXXX	6.11 – Local Government Holidays - Changed legislation references where relevant
XXXX	6.13 – Made various changes to wording for better flow and clarification
XXXX	7.3 – Swimming Pool Use of the Pool by Corrigin District High School- Changed name to Swimming Pool Special Entry Arrangements – Added Australia Day & Park Party free entry for all patrons.
XXXX	7.8 – Event Registration, Refund, Fee Waiver Policy - NEW
XXXX	11.7 – Collection of Native Seed and Plants in the Shire of Corrigin - Changed legislation references where relevant



PUBLIC HEALTH AND WELLBEING PLAN 2026-2031

SHIRE OF CORRIGIN

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Appendix A: Annual Action Plan



ACKNOWLEDGEMENT OF COUNTRY

The Shire of Corrigin acknowledges the Aboriginal people as the Traditional Custodians of the land and pays respect to Elders past and present.

The Shire commits to embedding culturally appropriate and inclusive approaches across all public health initiatives.

EXECUTIVE SUMMARY

This Public Health and Wellbeing Plan 2026–2031 establishes a locally driven and evidence based framework to improve health outcomes in Corrigin. The Plan aligns with the State Public Health Plan 2025–2030 and adopts the objectives: Prevent, Promote, Protect and Enable.

The Plan responds directly to local data and community feedback. Corrigin faces elevated risks associated with obesity (45.5%), insufficient physical activity (51.3%), and higher-than-average rates of alcohol-related and tobacco-related harm. Transport-related injury is also significantly elevated.

Community engagement identified priorities including access to health services, safety, housing, youth support and infrastructure. These issues form the basis of the actions in this Plan.

Message from the Shire President





We are pleased to present the Shire of Corrigin's Public Health and Wellbeing Plan 2026-2031, which will provide direction for the next 4 years. The Public Health and Wellbeing Plan sits alongside the Shire's Council Plan 2025-2035 and is designed to provide direction on public health, healthy lifestyles and recreation for members of our community.

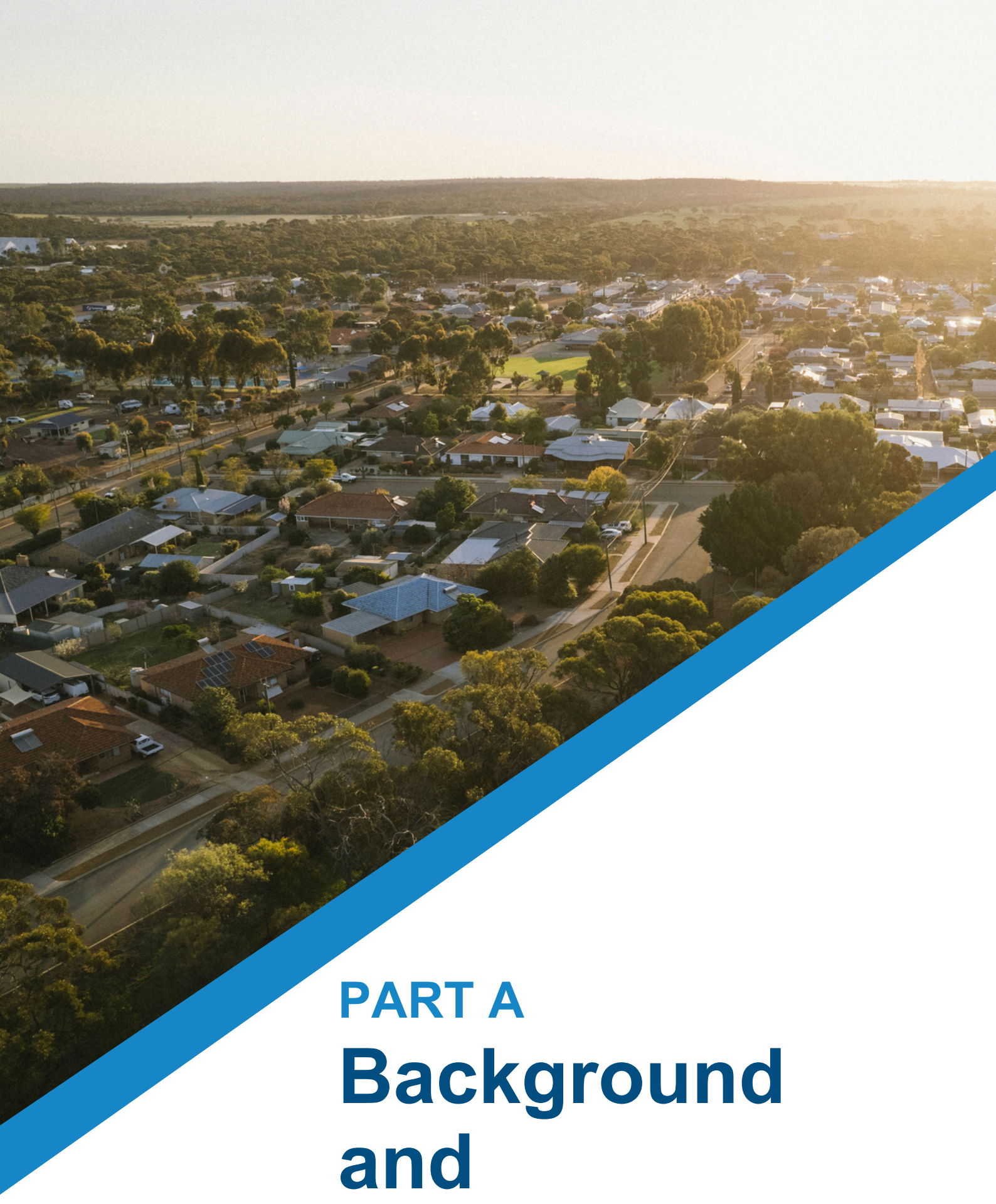
Each local government in Western Australia is required by the Public Health Act 2016, to enhance the health, wellbeing and safety of its community and align with the State Public Health Plan for Western Australia 2025-2030.

Shire officers have reviewed of the Shire of Corrigin's previous Public Health and Wellbeing Plan 2022-2026 and have now aligned it with the new State Public Health Plan 2025-2030 to ensure it reflects the needs of the community.

Council is committed to delivering improved health and wellbeing outcomes informed by community input and local data, through partnerships and strategic investment.

It is our goal, as a Council, to implement this plan in collaboration with key stakeholders to improve health outcomes for all residents in our Shire.

Sharon Jacobs
Shire President



PART A

Background and Health Profile

Introduction

This Public Health Plan has been prepared in accordance with Part 5 of the Public Health Act 2016 (WA) and outlines how the Shire of Corrigin will protect, promote and improve the health and wellbeing of its community over the period 2026–2031.

The Plan provides a structured, evidence-based approach to identifying local public health risks and implementing actions aligned with State and local priorities. It is informed by both quantitative health data and qualitative community engagement.

Public health relates to protecting and improving the health and wellbeing of people and their communities, and encompasses a wide range of activities and disciplines.



Health Promotion
Encouraging health behaviours and providing access to healthier environments.



Disease Prevention
Vaccination programs, screening and preventing the spread of infectious diseases.



Environmental Health
Ensuring clean air and water, safe food and effective management of waste and pollution.



Policy and Advocacy
Developing and recommending health policies and advocating for policies and laws that protect health (e.g. tobacco regulations).



Emergency Preparedness and Response
Planning for and responding to natural disasters, pandemics etc.



Health Equity and Determinants of Health
Encouraging health behaviours and providing access to healthier environments.



Community Engagement and Services
Working with local organisations to deliver health services and supporting mental health and wellbeing programs.

Vision

A healthy, inclusive, connected and resilient Corrigin community.

This vision reflects a commitment to:

- Supporting physical and mental wellbeing
- Improving access to services
- Creating safe environments
- Strengthening community connection

Integrated Planning and Reporting

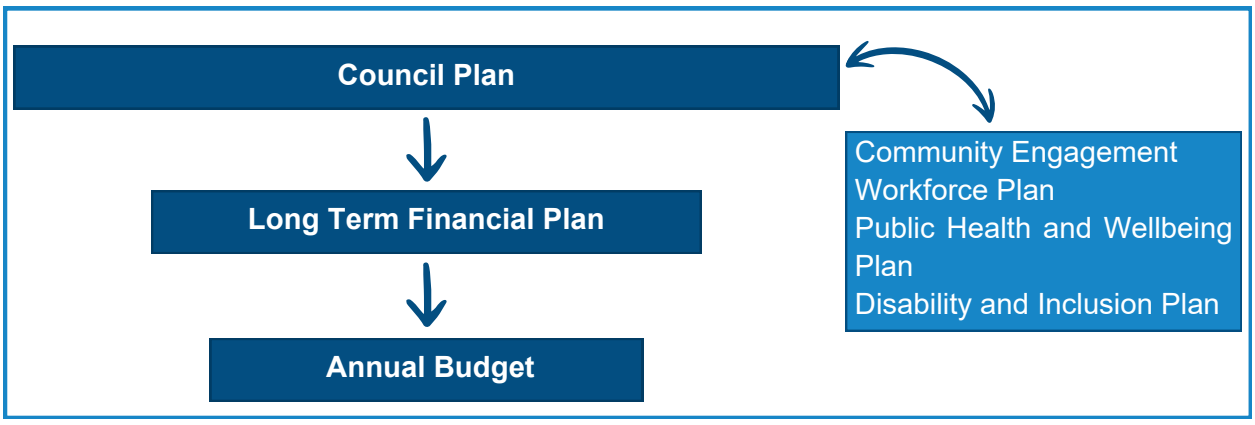
This Public Health and Wellbeing Plan aligns with the Shire's broader planning framework and relevant State strategies, including:

- Shire of Corrigin Council Plan 2025 - 2035
  Linking the community's aspirations with Council's vision and long-term strategy.

- State Public Health Plan 2025–2030
  Regional and State health and wellbeing strategies that inform local government capability to deliver the services and assets required by the community.

This alignment ensures a coordinated approach across health, infrastructure, community development, and economic outcomes.

It also ensures that public health is embedded within Council's overall strategic planning and decision-making processes. As represented in the chart below, the Shire of Corrigin's Public Health and Wellbeing Plan is one of the key informing strategies.



Determinants of Health

Health outcomes are influenced by a range of social, economic and environmental factors, including

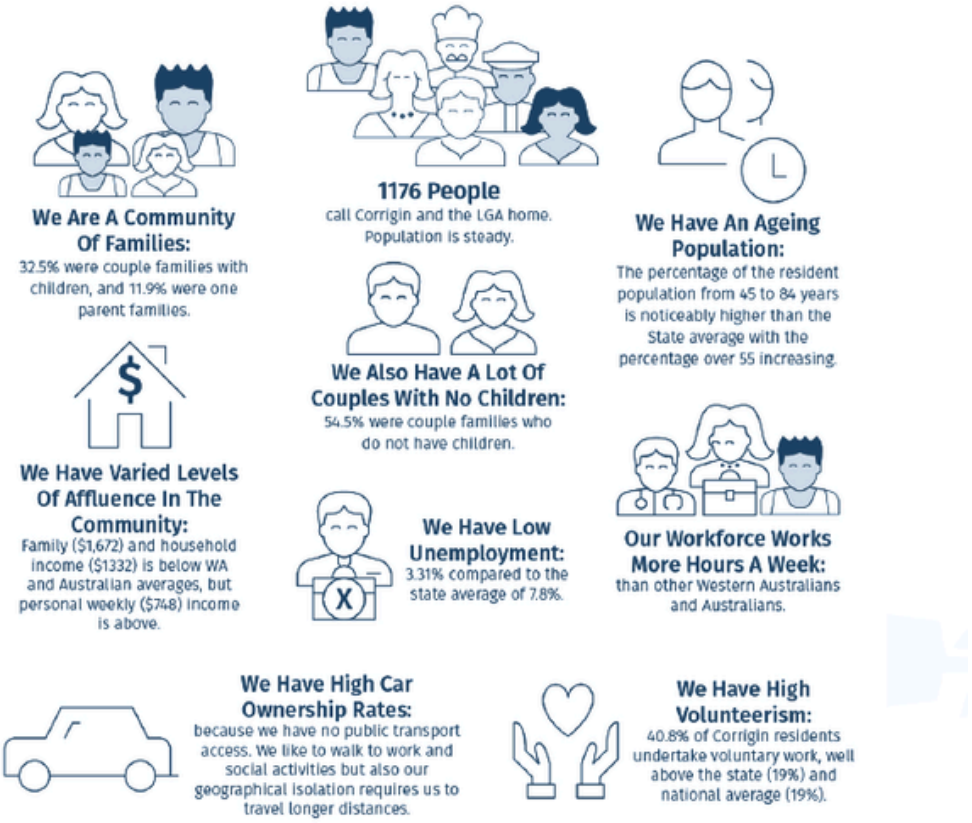
- Housing availability and quality
- Employment, income, and financial resources
- Education and access to services
- Infrastructure, including roads, recreational and sporting facilities, and green spaces
- Social and family connection, and community participation
- Access to healthy and nutritious food

In Corrigin, rural factors can significantly shape health outcomes. Addressing these determinants is critical to improving long-term community wellbeing.

- Distance from services
- Limited workforce availability
- Housing constraints

Our Community

The Shire of Corrigin is a small rural community with strong social cohesion and a close-knit community. Corrigin's population is stable, with a mix of families, older residents, and agricultural workers who all demonstrate strong levels of community participation and volunteerism. The community is reliant on regional and visiting services for healthcare.



Our Health

The Health and Wellbeing Profile (2015-2024) highlights several significant health challenges in the Shire of Corrigin, which identify key priorities for improving community health and wellbeing.

51% of adults and 70% of 5-15 year olds don't meet recommended physical activity levels.

Alcohol and tobacco attributable hospitalisation and deaths are higher than the WA average.

Access to health care services is limited due to rural location.

Less than 6% of adults and 11% of under 15 year olds eat the daily recommended amount of vegetables.

Over 23% of the community report a mental health condition.

Transport related injuries are significantly higher than the WA average.

45% of adults are classified as obese, higher than the WA average.

Community Engagement

Through the Shire of Corrigin Council Plan 2025 - 2035 community consultation process, the Shire identified consistent priorities, which directly inform strategic actions in this plan.

- Access to health services identified as highest priority (majority high responses)
- Safety and security concerns including roads and lighting
- Housing shortages impacting health and workforce stability
- Need for youth activities and facilities
- Road maintenance and infrastructure as a major concern





PART B

Priorities and Actions

Public Health Priority Framework

The Shire of Corrigin Public Health and Wellbeing Plan is structured around the four objectives of the State Public Health Plan 2025–2030: Promote, Prevent, Protect and Enable. These objectives provide an integrated and balanced approach to improving community health outcomes.

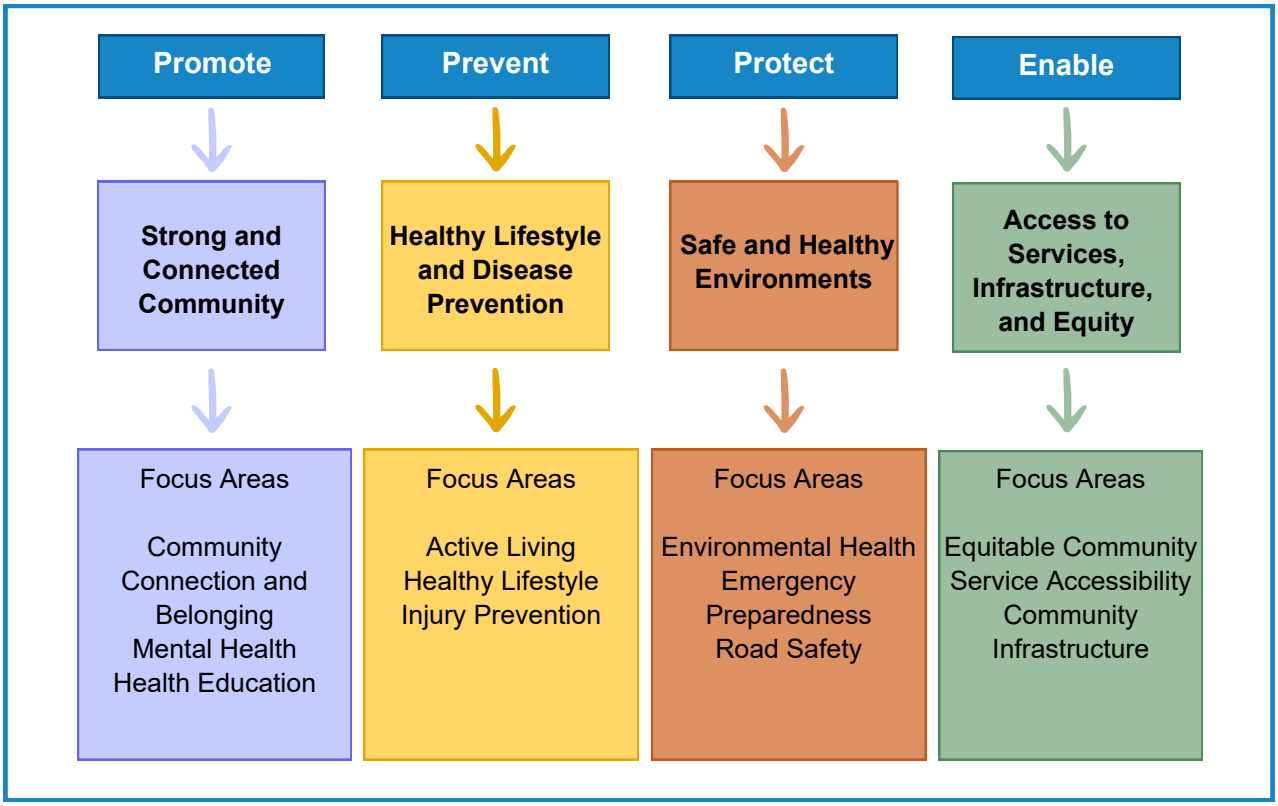
Promote
Strengthening health through education, awareness and community programs.

Prevent
Reducing risk factors such as physical inactivity, poor nutrition, smoking and alcohol use.

Protect
Ensuring safe environments, environmental health and food safety, emergency preparedness.

Enable
Improving access to services, addressing equity, and strengthening community connections.

They are applied across all priorities and actions within this Plan and are supported by a strong focus on Aboriginal health and wellbeing, equity and inclusion, and community engagement and partnership.



Strategic Priorities

Based on analysis of local health data and community engagement, the following strategic priorities have been identified.

Strong and Connected Community
Supporting social connection, mental wellbeing, community participation and belonging.

Healthy Lifestyles and Disease Prevention
Addressing risk factors such as physical inactivity, poor nutrition, obesity, smoking, and alcohol use.

Safe and Healthy Environments
Improving road safety, environmental health, and emergency preparedness.

Access to Services, Infrastructure, and Equity
Improving access to healthcare, addressing housing challenges, and supporting vulnerable populations.

The following health risk areas fall under the identified strategic priorities as shown, and make up the basis for the focus areas used in the Action Plans.

Mental Health and Wellbeing

23.6% of our population has been diagnosed with a mental health condition, and 20.6% have experienced high psychological distress. Limited service access creates increased vulnerability in the community.

Chronic Disease Risk

Local data indicates 51.3% of our population undertake insufficient physical activity, and 45.5% are obese. These contribute to long-term health conditions including cardiovascular disease and diabetes.

Alcohol and Tobacco Related Harm

Higher than average rates of alcohol and tobacco related harm contribute to preventable disease and hospitalisations.

Injury and Road Safety

Transport-related hospitalisation rates are significantly higher than the WA average, highlighting the importance of road safety and infrastructure.

Social Determinants

Community feedback indicated housing shortages, road maintenance, and infrastructure gaps, which significantly impact health outcomes and community wellbeing.

Existing and Ongoing Actions

Objective: Promote
Strategic Priority: Strong and Connected Community

Existing Strategies	Focus Area	Description	Stakeholders
Pre-Harvest Breakfasts	Mental health Community Connection and Belonging Health Education	Residents of the area are invited to come together for a free cooked breakfast and coffee at the outlying localities of Bilbarin, Bullaring, Bulyee and Gorge Rock in September each year. Mens Regional Health Initiative representative gives a talk about mental health and men's health and the service they offer.	Shire of Corrigin Regional Mens Health Initiative Volunteer Bushfire Brigades
Park Party	Community Connection and Belonging	The community is invited to attend a free end of year celebration which is held at a Shire Park or other facility. Activities, games, and entertainment is free. Santa visits and gives each child a small gift. Food vans or stalls are organised and food can be purchased and enjoyed in a relaxed picnic environment.	Shire of Corrigin Funding stakeholders Vendors Community Members
Christmas CRC Workshops	Community Connection and Belonging	A Christmas themed activity for adults and one for children is held at the CRC each December. The activities are organised by the CRC and advertised for a fee. Examples include wreath making, gingerbread house making, gift making.	Shire of Corrigin Community Members
Movie Club	Mental Health Community Connection and Belonging	Movie Club is held at the CRC on the third Tuesday of every month. This gives people an opportunity to watch a movie with others and enjoy the company and connection.	Shire of Corrigin Community Members
Shire of Corrigin Newsletter	Health Education	The Shire publishes a newsletter in the locally produced Windmill Newspaper, and online. Every three months a health-related topic is featured by the Shire's Environmental Health Officer.	Shire of Corrigin
Ad Hoc Community Workshops and Events	Community Connection and Belonging	Each year, various small-scale community workshops and events are organised as opportunities arise which provide opportunities for community education and connection.	Shire of Corrigin Community Members

Existing and Ongoing Actions

Objective: Prevent
Strategic Priority: Healthy Lifestyles and Disease Prevention

Existing Strategies	Focus Area	Description	Stakeholders
Provision of Fully Equipped Gym	Active Living Injury Prevention	In 2024 the Shire provided a fully equipped gym and leased to a local business to run. This was in response to a petition signed by local people and lobbying of Councillors in previous years.	Shire of Corrigin Business Owner Gym Members
Indoor Heated Pool Activities	Active Living Injury Prevention	The Shire's Pool Manager runs private swimming lessons and aqua aerobics classes at the indoor heated pool facility. This encourages physical activity in the water particularly outside of the summer swimming period. It gives parents the opportunity to give their babies and young children the skills they need to prevent drownings.	Shire of Corrigin Community Members
Recreation Space and Facilities	Active Living	The Shire provides and maintains many facilities for community sport and recreational use, such as the football, cricket and hockey ovals, dog exercise area, 50m outdoor pool, heated indoor pool, Rotary, Miss B's, and Apex parks, Adventure Playground, squash courts, indoor netball and basketball courts, and outdoor netball courts.	Shire of Corrigin Sporting Clubs Regional Sporting Associations Community Members
Cooking Classes	Healthy Lifestyle	A free cooking class is held each year for anyone who would like to attend. The focus is on nutritional food on a budget.	Shire of Corrigin Foodbank WA Community Members

Existing and Ongoing Actions

Objective: Protect
Strategic Priority: Safe and Healthy Environments

Existing Strategies	Focus Area	Description	Stakeholders
RoeHealth MOU	Environmental Health	The RoeHealth MOU has been in place for approximately 12 years. The Shire of Corrigin employs and houses a full-time EHO and a part-time EHO who provide regulatory environmental health service to the Shires of Corrigin, Kulin, Kondinin, Narembeen and more recently, Lake Grace. The provision of this service benefits the Shire's in the group in fulfilling their regulatory duty and providing knowledge in the area of environmental health to the community	Shires of Corrigin, Kulin, Kondinin, Narembeen, and Lake Grace
Community Emergency Services Manager MOU	Emergency Preparedness	The Shires of Corrigin, Brookton and Pingelly have an agreement to provide an emergency services manager as there is an increasing need for coordinated preparedness for bushfire events as the climate changes and bushfires become more prevalent. The Shire of Corrigin now provides housing for this position so that the officer can live local to the area. A large part of the role is to run training on bushfire safety and fire fighting skills for local bushfire volunteers.	Shires of: Corrigin, Brookton, and Pingelly
Local Emergency Management Committee	Emergency Preparedness	The Shire of Corrigin Local Emergency Management Committee (LEMC) collaborates with local support agencies and follow or enact Local Emergency Management Arrangements in the event of an emergency that would trigger the arrangement.	Shire of Corrigin Bushfire Brigades Corrigin Hospital St Johns WA - Corrigin
Roads infrastructure maintenance	Road Safety	The Shire is responsible for maintenance of all non Main Roads roads within the Shire. They are assessed annually and budgeted for by priority, determined by safety.	Shire of Corrigin

Existing and Ongoing Actions

Objective: Enable
Strategic Priority: Access to Services, Infrastructure, and Equity

Existing Strategies	Focus Area	Description	Stakeholders
Provision of Local GP Services	Service Accessibility	The Shire provides a medical centre premises, contracts a General Practitioner doctor, and provides housing and a vehicle for the doctor in Corrigin.	Shire of Corrigin
Rockview Community Cropping Lease	Equitable Community	The Shire leases out 100 hectares of cropping land to community groups or sporting clubs. The successful applicant group holds the lease for three years and the profits generated from the cropping must be reinvested into local community projects and infrastructure.	Shire of Corrigin
Grant Funding Programs	Equitable Community	The Shire offers funding programs that are applicable to public health a wellbeing. • The CCTV Subsidy Partnership Program is for businesses that install CCTV that enhance public safety. • The Business Assistance Grant can help small business drive economic development in Corrigin and the • Community Assistance Program provides financial and non-financial support for community groups and not-for profit groups to deliver projects, events and initiatives that strengthen community connection.	Shire of Corrigin
Low-Income Housing Provision	Equitable Community	The Shire in partnership with the Department of Housing and Works provides housing (5 units) for low-income earners such as apprentices that are employed in Corrigin. The applicants for the rentals are means tested and need to meet certain criteria.	Shire of Corrigin
Community Sporting Facilities and Shire Owned Venues	Community Infrastructure	The Shire of Corrigin leases many of its buildings/venues to community groups and sporting clubs for example the Tennis Club; Golf Club; Creative Arts Club etc. Small businesses can also hire Shire owned venues to provide services to the town – for example Chiropractor in the Wellness Centre; Group fitness classes at CREC and CWA buildings.	Shire of Corrigin Small business Local sports clubs & groups

Annual Action Plan

The Annual Action plan for the current financial year can be found in Appendix A.

The annual action plan will be updated each year to reflect what actions the Shire intends to implement during the finacial year, based on the public health priorities identified in this plan, funding resources and the Shire's annual budget.

Partnerships

Effective implementation of this Public Health and Wellbeing Plan relies on strong collaboration across government, health services, and the community.

The Shire of Corrigin will work in partnership with a range of organisations to deliver actions and improve health outcomes.

Key Partnerships

- Department of Health (WA) and Chief Health Officer
  Providing strategic leadership, guidance, and alignment with State Public Health priorities.
- WA Country Health Service (WACHS)
  Supporting delivery of clinical services, population health programs, and regional health initiatives.
- Public Health Units and Regional Health Agencies
  Contributing expertise in environmental health, disease prevention, and health promotion.
- Local community organisations and volunteer groups
  Supporting community engagement, program delivery, and social connection.
- Schools and education providers
  Assisting with delivery of health education, physical activity programs, and youth engagement.
- State Government agencies (e.g. Main Roads WA, DFES)
  Supporting infrastructure, road safety, and emergency preparedness initiatives.

Partnership Approach

Strong partnerships are essential to addressing complex public health challenges, particularly in rural communities with limited local service availability.

Through these partnerships, the Shire of Corrigin will:

- Collaborate with partners to deliver coordinated and efficient services
- Support shared initiatives that align with local health priorities
- Advocate for improved service access in rural areas
- Facilitate communication between agencies and the community

Resourcing

The implementation of this Public Health and Wellbeing Plan will be supported through a combination of Council resources, external funding opportunities, and collaborative partnerships. This approach ensures that the Public Health and Wellbeing Plan remains both effective and financially sustainable over the life of the Plan.

Council Resources

- Allocate funding through the annual budget and Corporate Business Plan
- Integrate Public Health and Wellbeing Plan actions into existing service areas, including:
  - Environmental health
  - Community development
  - Infrastructure and asset management

External Funding and Grants

The Shire will seek opportunities to support implementation through:

- State Government grants such as Healthway Public Health Plan Activation Program. Grants are available to activate strategies within Public Health Plans that align to any or all of
- Healthway's five priority health areas.
- Health promotion funding programs
- Regional development funding
- Partnerships with non-government organisations

In-Kind and Partnership Contributions

The Shire will seek opportunities to support implementation through:

- Shared resources
- Program delivery partnerships
- Volunteer and community involvement

Sustainable Delivery Approach

The Shire will ensure that:

- Actions are realistic and achievable within available resources
- Priority is given to high-impact, evidence-based initiatives
- Opportunities for co-funding and collaboration are maximised

Monitoring and Review

The Public Health and Wellbeing Plan will be reviewed each year and can be amended or replaced at any time.

An Annual Action Plan will be generated each financial year, replacing the previous year's action plan as Appendix A. This will be formed in collaboration with the EHO, CEO, Deputy CEO and CRC Coordinator. Each Annual Action Plan will be presented to Council for endorsement prior to being published.

This Public Health and Wellbeing Plan will be replaced in 2031 with the Shire of Corrigin Public Health and Wellbeing Plan 2031-2036, after community engagement and consultation, analysis of newly available and up-to-date statistics and health data, and review of the current plan.


SHIRE OF
CORRIGIN

Appendix A: Action Plan 2026 - 2027

Actions	Priority Area	Timeline	Stakeholders	Measure
Objective: Promote: Strong and Connected Community				
Pre-Harvest Breakfasts	Mental Health Awareness Community Connection & Belonging	September 2026	Shire of Corrigin Regional Men's Health Initiative Bushfire Brigades	Attendance numbers
Movie Club	Community Connection & Belonging Mental Health Awareness	Monthly (third Tuesday)	Shire of Corrigin	Attendance numbers
Park Party	Community Connection & Belonging	December 2026	Shire of Corrigin Community Members	Attendance numbers
Christmas Activity Workshops	Community Connection & Belonging	December 2026	Shire of Corrigin Community Members	Attendance numbers
Objective: Prevent: Healthy Lifestyle and Disease Prevention				
Swimming Lessons & Aqua Aerobics	Active living Injury prevention	School Terms 2026-27	Shire of Corrigin	Attendance numbers
Cooking Classes	Healthy living	June 2027	Shire of Corrigin Foodbank WA	Attendance numbers
Objective: Protect: Safe and Healthy Environments				
Bushfire Brigade Volunteers Training	Emergency Preparedness	July 2026	Shire of Corrigin Bushfire Brigades	% of trained members
Widening of Wickepin-Corrigin Road	Road Safety	Oct-Nov 2026	Shire of Corrigin	Successful completion

Appendix A: Action Plan 2026 - 2027

Actions	Priority Area	Timeline	Stakeholders	Measure
Objective: Enable: Access to Services, Infrastructure, and Equity				
Key worker housing project concept plans	Service Accessibility	By Dec 2026	Wheatbelt Development Commission RoeROC Shire of Corrigin	-
Community Assistance Program	Equitable Community	Jan-Mar 2027	Shire of Corrigin Local community and sports organisations	Number of grant applications received
Business Assistance Grant	Equitable Community	Aug - Apr	Shire of Corrigin Local businesses	Number of grant applications received
CCTV Subsidy Assistance Grant	Equitable Community	Aug - Apr	Shire of Corrigin Cam-Map WA	Number of grant applications received

Rating Strategy

Purpose

The purpose of this Rating Strategy is to provide a clear and transparent framework for how the Shire of Corrigin raises revenue through rates to fund services, infrastructure and community outcomes.

This Strategy supports:

- The Council Plan
- The Long-Term Financial Plan (LTFP)
- Annual budget decision-making

It ensures that rating decisions are financially sustainable, equitable and compliant with the Local Government Act 1995 and associated Regulations.

Legislative Framework

Council levies rates in accordance with:

- *Local Government Act 1995 (sections 6.32 to 6.35)*
- *Local Government (Financial Management) Regulations 1996*
- *Department of Local Government, Sport and Cultural Industries (DLGSC) guidance, including rating and minimum payment guidance*

Council will ensure that:

- Rates are imposed in a lawful manner
- The method of valuation (GRV or UV) complies with legislation
- All rating decisions are supported by Council resolution

Role of Rates

Rates are the Shire's primary source of discretionary revenue.

The Long Term Financial Plan identifies that:

- Rates contribute approximately 33% of total revenue
- Rate revenue grows steadily over the plan period
- Ongoing rate increases are required to maintain financial sustainability and liquidity

How Rates are Calculated

Property Valuations

All rateable properties are valued by the State Valuer General's Office (Landgate).

There are two types of valuations:

- GRV (Gross Rental Value) – generally applied to townsite properties
- UV (Unimproved Value) – generally applied to rural/farming properties

Council does not set property valuations. These are provided to the Shire and form the basis of rate.

Rate in the Dollar

Each year Council sets:

- A rate in the dollar for GRV properties
- A rate in the dollar for UV properties

The basic formula is:

Rate = Valuation × Rate in the Dollar

Example:

- GRV value = $10,000
- Rate in dollar = 0.08
- Rates payable = $800

A minimum payment may apply if calculated rates fall below the minimum.

Rating Structure

The Shire currently applies:

- GRV (Townsites)
- UV (Rural properties)

The Shire does not apply differential rating.

Council considers that this structure:

- Is simple and transparent
- Reflects the nature of the district
- Is efficient to administer

Future Consideration

Council may consider differential rating in the future where:

- There are material differences in land use
- Equity or capacity to pay issues arise
- Strategic or financial requirements change

Rating Principles

Council applies the following principles:

- Equity – fair contribution based on valuation
- Transparency – clear justification of decisions
- Simplicity – easy to understand and administer
- Sustainability – aligned to long-term financial planning
- Capacity to pay – mindful of rural community impacts

Rate Revenue and Increases

The Long Term Financial Plan assumes:

- Average annual rate increases of approximately 4%

This supports:

- Asset renewal
- Service delivery
- Financial sustainability

Council will determine the actual increase annually as part of the budget process.

Model Rate Increases (How They Work)

When setting rates, Council does not simply apply a percentage increase to individual ratepayers.

Instead, the process is:

1. Council determines the total rate revenue required
2. Valuations are applied across the district
3. A rate in the dollar is calculated to achieve that revenue

Important impacts:

- Property valuations can increase or decrease independently
- Individual ratepayer outcomes vary
- A 4% overall increase does not mean every ratepayer pays 4% more

Example:

- If valuations increase significantly → rate in dollar may decrease
- If valuations are stable → increases more closely reflect the adopted percentage

The LTFP shows:

- A 1% increase equates to approximately $30,000 in revenue
- Lower rate increases significantly impact long-term liquidity

Minimum Payments

Council may impose a minimum payment under section 6.35 of the Act.

Council will:

- Review minimum payments annually
- Generally apply increases consistent with overall rate increases
- Retain discretion to apply:
  - Fixed dollar increases
  - Smaller adjustments where appropriate

Council will ensure:

- Minimum payments are equitable
- Impacts are considered
- Decisions are supported by resolution

Financial Sustainability

The Rating Strategy aligns with the Integrated Planning Framework and the LTFP.

The LTFP shows:

- Balanced financial position
- Investment in assets and infrastructure
- Dependence on steady rate increases

Without appropriate increases:

- Liquidity declines
- Asset renewal becomes unsustainable

Hardship and Payment Arrangements

Council may provide:

- Payment plans
- Hardship support in line with policy

This ensures rates remain manageable for the community.

- Asset renewal becomes unsustainable

Concessions

Under section 6.47 of *the Local Government Act 1995*, a local government may resolve to waive a rate or service charge or confer a concession in relation to it.

The purpose of granting rate concessions is to provide targeted support or incentives that align with the strategic objectives of the Shire. Concessions may be used to recognise and encourage land use or activities that deliver broader community, environmental, or economic benefits.

Review

This Strategy will be reviewed:

- Every four years
- Following significant legislative or financial changes

Statement

Council confirms that all rating decisions are made annually by resolution as part of the budget process in accordance with the Act.

Your Ref:

Our Ref:



Shire of Kondinin

1st October 2026

Shire of Corrigin
55 Larke Crescent
Corrigin WA 6367

Attention Ms Natalie Manton

By email only

cso@corrigin.wa.gov.au

ceo@corrigin.wa.gov.au

Dear Ms Manton

APPOINTMENT OF DUAL BUSHFIRE CONTROL OFFICERS 2026/2027 BUSH FIRE SEASON.

I wish to advise that the Shire of Kondinin has formally appointed Mr Roger Northey and Mr Glenn Browning as Dual Bush Fire Control Officers for the Shire of Kondinin and the Shire of Corrigin for the 2026/2027 bush fire season.

Can you please present this information to a meeting of the Shire of Corrigin Council for consideration of the appointment of Mr Roger Northey and Mr Glenn Browning as Dual Bush Fire Control Officers for the Shire of Kondinin and please advise the outcome in due course.

Could please also advise if the Shire of Corrigin proposes to nominate any individuals as dual officers for the Shire of Kondinin so those proposed appointments may be formally considered by the Shire of Kondinin Council.

Yours Sincerely

K. L. Collard

Kylie Collard

Executive Support Officer

MEMORANDUM OF UNDERSTANDING
(Non-Binding)
BETWEEN

Department of Fire and Emergency Services
ABN: 39 563 851 304
20 Stockton Bend Cockburn
Central WA 6164

AND

Shire of Brookton
ABN 74 164 408 055
14 White Street
Brookton WA 6306

AND

Shire of Corrigin
ABN 99 880 773 647
9 Lynch Street
Corrigin WA 6375

AND

Shire of Pingelly
ABN 30 389 182 782
17 Queen Street
Pingelly WA 6308

FOR
The Provision of a Local Government Employed Community Emergency Services Manager (CESM)

DFES File Reference	**D17844**
Shire File Reference	Shire of Brookton, Shire of Corrigin and Shire of Pingelly

1. DEFINITIONS

AIIMS	*Australasian Inter-Service Incident Management System*, a framework used to support the management of emergency incidents.
Availability Allowance	A payment fully funded by DFES for a CESM to remain contactable, but not necessarily immediately available, outside the employee's normal hours of duty to be available for recall to duty for incident related matters by DFES RDC / MOC.
BF Act	*Bush Fires Act 1954* (WA)
BFCO	Bush Fire Control Officer
CESM	Community Emergency Services Manager
ComCen	DFES Communications (000 call) Centre
DFES	Department of Fire and Emergency Services
DFES MOC	DFES Metropolitan Operations Centre
DFES MDC	DFES Metro Duty Coordinator
DFES RDC	DFES Regional Duty Coordinator
Emergency Management	The provision of Prevention, Preparedness, Response and Recovery functions in order to provide a comprehensive approach to emergency services within the Shires.
LG Award	*Local Government Officers' Award 2021*
LGGS	Local Government Grants Scheme
MOU	Memorandum of Understanding
On call Allowance	A payment fully funded by DFES for the CESM to be immediately contactable outside the employee's normal hours of duty in case of a call out requiring an immediate return to duty by DFES RDC.
Party/Parties	DFES and the Shires of Brookton, Corrigin and Pingelly
SAP	Standard Administrative Procedure
Shires	The Shires of Brookton, Corrigin and Pingelly
WAFS EBA	*Western Australian Fire Service Enterprise Bargaining Agreement 2023* (as amended)

2. BACKGROUND AND PURPOSE

2.1 The Parties commit to a collaborative approach in the delivery of fire and emergency management functions to the Shires, ensuring alignment with DFES best practice, relevant legislation *and the principles of prevention, preparedness, response and recovery (PPRR)*.

2.2 This MOU:

- sets out the respective roles and responsibilities of the Parties in relation to the employment and management of a CESM for the Shires.
- outlines the commitments and undertakings of the Parties to support the CESM role and achieve effective outcomes for the community.
- is not intended to create legally binding or enforceable obligations between the Parties; it is instead intended as a framework for cooperation and shared understanding between the Parties.

3. MOU OBJECTIVES

3.1 To establish specific responsibilities of the Parties with respect to the delivery of emergency services within the Shires, in particular to:

- deliver coordinated prevention programs to reduce the incidence and impact of emergencies, thereby improving the level of safety and resilience in the community.
- operate to a consistent set of protocols, procedures and equipment standards.
- provide efficient systems of communication between DFES, the Shires and partner agencies to improve service delivery outcomes.
- promote and support volunteer arrangements that combine the spirit of volunteerism to attract, strengthen and retain members.
- provide and/or coordinate the level of training required to ensure volunteers and staff are competent and capable to respond to the risk level and complexity of emergencies to which they may be required to respond to.
- develop and maintain a partnership that will see a best practice approach to emergency service delivery implemented between the Shires and DFES.
- enhance local community ownership of fire prevention and preparedness programs and activities.

4. ACKNOWLEDGMENTS AND UNDERTAKINGS BY DFES

4.1 DFES will deliver the following services:

- **Prevention**: The development and provision of community safety programs and services, to the Shires' staff and emergency service volunteers as required and mutually agreed. Programs and services include (but are not limited to) Bushfire Ready, Education programs such as Home Fire safety school visits, Firewise Gardening, Burn SMART, Storm Safety and Flood, and earthquake hazard awareness.

- **Preparedness**: DFES will support the training and development of volunteers and staff in partnership with the DFES volunteer training network. Training will be aligned to the evolving risk environment faced by the emergency services and available resources, ensuring personnel are competent and capable to perform their roles safely and effectively. Access will also be provided to specialist and advanced courses that support progression into increased roles and responsibilities.
- **Response**: DFES will assist with the day-to-day incidents through the ComCen and DFES regional office. When requested by the Shires and agreed by DFES, management, coordination, support and operational leadership will be provided at fire and emergency incidents in accordance with the AIIMS and relevant State Hazard Plans.
- **Recovery**: DFES will provide strategic advice and support to the Shires in the development and implementation of recovery management arrangement, in line with *Emergency Management Act 2005* and the *State Emergency Management Policy and Procedures. DFES will assist the* Shires to build local capability and resilience by sharing expertise, lessons learned and resources as appropriate.
- **Management and Administration**: DFES will provide day-to-day and strategic management support to the Shires, including the setting and maintenance of vehicle and equipment standards, guidance on LGGS budgeting and compliance, standards of operation, assistance with the coordination of rosters, brigade training maintenance and records, community liaison and facilitation of administrative processes such as incident reporting, activity statements and other required returns.

4.2 DFES will provide strategic advice and access to programs and/or services in order to support services delivered by the Shires.

5. ACKNOWLEDGMENTS AND UNDERTAKINGS BY THE SHIRES

5.1 The Shires will deliver the following services:

- **Prevention**: The Shires will administer and enforce the appropriate fire prevention provisions of the BF Act while also promoting and participating in community safety programs in consultation with DFES.
- **Preparedness**: The Shires will, through their staff, infrastructure and resources, support the emergency services preparedness programs developed and implemented by DFES. The Shires will also ensure that their bush fire brigade volunteers are trained to the appropriate competency levels.
- **Response**: The Shires will respond to day-to-day incidents through the turnout of their Bush Fire Brigades and provide support to DFES controlled incidents, including access to volunteers, appliances and other resources when requested by the Incident Controller.
- **Recovery**: The Shires will undertake recovery activities in accordance with its responsibilities under the *Emergency Management Act 2005.*

- **Management and Administration**: The Shires will provide leadership and support to the development and management of their community emergency management arrangements, including giving the CESM appropriate access to the Shires' systems, resources and financial processes as agreed between the parties.

5.2 The Shires will appoint the CESM as a BFCO in accordance with section 38 of the BF Act.

5.3 The Shires will develop and maintain their emergency services operating and capital budget, to ensure sufficient funds are requested through the LGGS funding process to maintain emergency services buildings, appliances and associated infrastructure.

5.4 The Shires will ensure appropriate allocation of funds in their annual budget to meet the costs of the CESM arrangement, as outlined in Attachment 1.

5.5 The Shires will apply to the Department of Transport and Major Infrastructure for designation of the CESM vehicle as an Emergency Vehicle Status (EVS)[1] and shall be responsible for ensuring full and continuing compliance with all statutory and regulatory requirements associated with such designation.

5.6 The Shires may amend any applicable local laws to reflect the arrangements set out in this MOU.

5.7 The Shires will continue to support the CESM role through the provision of administrative support at each Shire to build local capacity and manage CESM workload.

6. CONDITIONS OF EMPLOYMENT

6.1 The CESM will be employed under the terms and conditions of the LG Award and in accordance with the Shire of Brookton's employment contract and Job Description Form. Any special allowances applicable to the role will be paid in accordance with this MOU.

6.2 The CESM's hours of duty will be outlined in their employment contract. The CESM is expected to manage their own time and will be required to work some weekends and nights, as necessary to fulfill the functions of the role.

6.3 The CESM will operate under the joint supervision of the DFES District Officer Narrogin and the Shire of Brookton CEO. Any disputes or inconsistencies between the two parties will be managed in accordance with the dispute resolution procedure outlined in clause 11 of this MOU.

6.4 The CESM's uniform will be consistent with DFES SAP1.03.D – Dress Standards, including the DFES arm patch and the appropriate epaulettes representative of a Local Government-employed CESM.

6.5 Overtime for attendance at DFES controlled operational incidents and for other authorised DFES matters will be approved by the DFES RDC and reimbursed to the Shires upon invoicing. Overtime for authorised attendance at Shire-controlled

[1] Form E178A: https://www.transport.wa.gov.au/licensing/licensing-resources/licensing-forms

operational incidents and for any other authorised Shire matters will be approved by the relevant Shire CEO and paid by the relevant Shire. All overtime will be paid in accordance with the Local Government Officers' Award 2021. Where the CESM looks after multiple local government areas, the Shires that authorises the attendance warranting overtime will pay the overtime in full.

6.6 Availability allowance will be fully funded by DFES at Station Officer L2 classification (as per the WAFS EBA).

6.7 On call allowance, where authorised by the DFES RDC / MOC, will be fully funded by DFES. On call allowance will be paid at the Station Officer L2 classification (as per the WAFS EBA).

6.8 Any performance-based issue or grievance will be managed under the Shire of Brookton's internal policies. At least a joint DFES/Shires bi-annual performance review will be completed. CESM professional development will be consistent with the DFES CESM Pathway and associated training programs.

6.9 The vehicle provided for CESM use will be by agreement between the Shires and DFES, within specifications of Attachment 2.

6.10 The CESM will have commuting use, home garaging rights and private use within the DFES Upper Great Southern Region while on call. Vehicle access will not be permitted during periods of leave.

6.11 Any vehicle configurations above the specifications outlined in Attachment 2 will be funded by the Shires.

6.12 The vehicle is to be replaced on or before its 5-year anniversary, to ensure modern safety standards are being met, preserve mechanical reliability, and retained value.

6.13 The CESM will undertake operational duties as required, including supporting the DFES RDC / MOC and being placed on the DFES State Duty Roster.

7. FINANCIAL PROVISIONS[2]

7.1 The costs associated with this CESM arrangement will be shared between DFES and the Shires, with DFES contributing 60% and the Shires contributing 40%, unless otherwise specified in Attachment 1: *Indicative CESM Cost Sharing Arrangement between DFES and the Shires of Brookton, Corrigin and Pingelly.*

7.2 The CESM arrangement funded by DFES and the Shires is based on the local government rates assessment revenue at the time of MOU development or renewal:

LG RATES ASSESSMENT $	DFES	LOCAL GOVERNMENT	ESL CATEGORIES
0 – 3,000,000	70%	30%	4 & 5
3,000,001 – 10,000,000	60%	40%	4 & 5
10,000,001 – upwards	50%	50%	3, 4 & 5

Note: Where a CESM arrangement involves multiple local governments, the combined rate assessment value is to be utilised to determine funding ratio

[2] Note: all cost sharing amounts within this MOU are exclusive of GST

8. HUMAN RESOURCE ARRANGEMENTS

8.1 The selection process for the CESM position will be led by the Shire of Brookton, with DFES and the Shires or Corrigin and Pingelly providing support and participation in recruitment and selection process.

8.2 The CESM will operate under a jointly agreed three-year business plan, developed by the Parties, and will be reviewed annually to ensure priorities remain current and achievable.

8.3 The Shires will each provide office facilities, equipment and administrative support for the CESM at each location to enable them to perform their duties effectively.

8.4 The CESM will be released through discussion with the Shires to act in DFES operational positions when successful through expression of interest, or as required, to develop additional skills and experience. Release duration should not exceed eight weeks per annum unless otherwise agreed.

9. REPORTING

9.1 The Shires' CEOs and the DFES Superintendent Upper Great Southern will jointly set the targets, outcomes and performance measures to be achieved through the CESM business plan.

9.2 The CESM is required to complete the reporting tool in the business plan on a bi-annual basis to record progress against the agreed targets and outcomes.

9.3 The DFES District Officer Narrogin and the Shire of Brookton CEO will meet with the CESM every quarter to review and discuss the completed reporting tool, provide guidance and ensure that all outcomes and targets in the business plan are being achieved.

10. DURATION AND AMENDMENTS

10.1 This MOU will commence on the date of the last signature at clause 15 and will remain in effect for three years with an option to extend for a further three years by mutual agreement of all parties.

10.2 This MOU may only be amended, varied or modified by written agreement between the parties.

11. DISPUTE RESOLUTION

11.1 The parties will make every reasonable effort to resolve any dispute arising under this MOU locally, through direct discussion, conference and negotiation, as quickly as practicable.

11.2 Where a dispute notice is issued by either party, the parties will confer and negotiate within 7 days of receiving the notice, with the aim of reaching a timely resolution.

11.3 If the matter cannot be resolved by negotiation then the matter of dispute will be conferred, deliberated and resolved by the FES Commissioner (or a nominated delegate) and the Shires CEOs (or a nominated delegate).

12. TERMINATION

12.1 This MOU may be terminated by:

a) mutual agreement of all parties in writing at any time; or

b) any party providing three months' written notice to the other parties.

13. NOTICES

13.1 Notices or other communications by each party to each other and under this MOU must, unless otherwise notified in writing, be addressed and forwarded as follows:

DFES
FES Commissioner Department of Fire and Emergency Services PO Box P1174 PERTH WA 6844 Email: DFES@dfes.wa.gov.au
Shire of Brookton
Chief Executive Officer Shire of Brookton PO Box 42 BROOKTON WA 6306 Email: mail@brookton.wa.gov.au
Shire of Corrigin
Chief Executive Officer Shire of Corrigin PO Box 221 CORRIGIN WA 6375 Email: Shire@corrigin.wa.gov.au
Shire of Pingelly
Chief Executive Officer Shire of Pingelly 17 Queen Street PINGELLY WA 6308 Email: admin@pingelly.wa.gov.au

14. ASCENDANCY OF LEGISLATION

14.1 The parties acknowledge that all relevant legislation applicable in Western Australia, including subsidiary legislation, will prevail over this MOU to the extent of any inconsistency.

15. SIGNATORIES

SIGNED for and on behalf of the **Department of Fire and Emergency Services** by:

DARREN KLEMM AFSM
COMMISSIONER

DATE: / / 2026

SIGNED for and on behalf of **Shire of Brookton** by:

GARY SHERRY
CHIEF EXECUTIVE OFFICER

DATE: / / 2026

SIGNED for and on behalf of **Shire of Corrigin** by:

NATALIE MANTON
CHIEF EXECUTIVE OFFICER

DATE: / / 2026

SIGNED for and on behalf of **Shire of Pingelly** by:

ANDREW DOVER
CHIEF EXECUTIVE OFFICER

DATE: / / 2026

ATTACHMENT 1

INDICATIVE CESM COST SHARING BETWEEN DFES AND THE SHIRES OF BROOKTON, CORRIGIN AND PINGELLY AS AT August 2026

ITEM	DESCRIPTION	TOTAL COSTS	DFES	60%	LOCAL GOVERNMENT	40%	RECOUP	FREQUENCY	COMMENTS
EMPLOYMENT COSTS									
Salary	*As negotiated with LG based on LG award/EBA*	$97,000	$58,200	*60%*	$38,800	*40%*	DFES to pay on invoice from Shires	Quarterly	DFES and LG share costs based on agreed ratio. If salary exceeds base Award/EBA, excess costs are LG responsibility.
On Costs (30%)	*Workers Compensation, Superannuation and Annual and Long Service Leave accruals*	$29,100	$17,460	*60%*	$11,640	*40%*	DFES to pay on invoice from Shires	Quarterly	Based on actual LG costs. Adjusted annually in line with statutory changes (e.g. super increases).
Availability Allowance		$12,843	$12,843	*100%*			DFES to pay on invoice from Shires	Quarterly	Refer to Clause 6.6. Subject to EBA indexation.
On-Call Allowance	*Where approved by RDC*	As incurred		*100%*			DFES to pay on invoice from Shires	Quarterly	Refer to Clause 6.7. Authorised by DFES RDC / MOC.
Overtime – DFES Authorised	*Where approved by RDC*	As incurred		*100%*			DFES to pay on invoice for DFES authorised overtime	As required	Refer to Clause 6.5. Authorised by DFES RDC / MOC.
Overtime – LG Authorised	*Where approved by Shire*	As incurred				*100%*		As required	Refer to Clause 6.5. Authorised by LG. Paid under LG Award/EBA.
Other - Office Equipment	Additional monitors, desk and chair at the LG	As incurred				100%		As required	
OPERATIONAL COSTS									
ICT Equipment	*Includes Laptop Computer, accessories & data card*	$3,000	$3,000	*100%*			DFES to provide		DFES supplied and maintained. Replaced every 3-4 years.
Mobile phone & usage		$1,800	$1,080	*60%*	$720	*40%*	DFES to pay on invoice from Shires	Quarterly	Shires to provide
Vehicle Expenses	*Lease, fuel, servicing and other on-road costs*	$40,000	$24,000	*60%*	$16,000	*40%*	DFES to pay on invoice from Shires	Quarterly	Shires provides vehicle. Insurance arranged by LG. Private use rules to be agreed (FBT compliance). Backup vehicle provision by LG if CESM vehicle is unavailable.
Uniforms / PPE	*Purchase/Maintenance*	$1,000	$1,000	*100%*			DFES to provide – order through DFES Region.	As required	As per DFES Directive *1.3 – Dress Standards.* Initial uniform/PPC costs absorbed by DFES.

ITEM	DESCRIPTION	TOTAL COSTS	DFES	60%	LOCAL GOVERNMENT	40%	RECOUP	FREQUENCY	COMMENTS
Training	*Approved courses attended*	$2,000	$1,200	*60%*	$800	*40%*	DFES to pay on invoice from Shires as required.	Quarterly	Including course fees, travel and accommodation. Aligned to CESM professional development.
Incident Deployment Costs	*As agreed, and negotiated between DFES and LG*			*100%*			DFES to pay on invoice from Shires for DFES incidents.	Quarterly	DFES funds CESM deployment costs. Shires to provide purchasing card.
TOTAL		**$186,743**	**$118,783**		**$67,960**				

ATTACHMENT 2

CESM VEHICLE SPECIFICATIONS

- 4 x 4 Dual Cab Utility
- Recommended DFES POD style *(lockable)* or to a similar design standard
- Air Conditioning
- Window tinting
- Roobar
- Spotlights
- Towbar
- WAERN Radio
- Automated Vehicle Locator (AVL)
- Mobile phone car kit with Celfi Alternatives/LEOS (i.e.Starlink)
- Emergency beacons and siren to DFES standards
- Emergency striping to DFES standards
- DFES and Local Government logos

Vehicle Disposal Requirement

- Remove all DFES provided equipment including, but not limited to, WAERN radio, Automated Vehicle Locator (AVL), Emergency beacons, siren and mobile phone car kit.
- All DFES branding must be fully removed prior to disposal.
- All Local Government (LG) logos must also be removed before the vehicle is transferred, sold, or otherwise disposed of.
- LG to ensure Emergency Vehicle Status no longer applied to vehicle prior to disposal.
- Removal includes decals, paintwork, signage, and any identifying marks that could imply the vehicle is still an operational government or emergency service asset.

2026-27 Regional Extended Trading Package[1]

December 2026

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	*2*	*3*	*4*	*5* 8am to 6pm	*6* 8am to 6pm
7 8am to 9pm	*8* 8am to 9pm	*9* 8am to 9pm	*10* 8am to 9pm	*11* 8am to 9pm	*12* 8am to 6pm	*13* 8am to 6pm
14 7am to 9pm	*15* 7am to 9pm	*16* 7am to 9pm	*17* 7am to 9pm	*18* 7am to 9pm	*19* 8am to 6pm	*20* 8am to 6pm
21 7am to 9pm	*22* 7am to 9pm	*23* 7am to 9pm	*24* 7am to 9pm	*25* Closed *Christmas Day*	*26* 8am to 6pm *Boxing Day*	*27* 8am to 6pm
28 8am to 6pm *Boxing Day Holiday*	*29* 8am to 9pm	*30* 8am to 9pm	*31* 8am to 9pm			

Public Holidays 2027

New Year's Day (1 January 2027)	8am to 6pm
Australia Day (26 January 2027)	8am to 6pm
Labour Day (1 March 2027)	8am to 6pm
Easter Monday (29 March 2027)	8am to 6pm
ANZAC Day Public Holiday (26 April 2027)	8am to 6pm
Western Australia Day (7 June 2027)	8am to 6pm
King's Birthday (27 September 2027)	8am to 6pm

[1] If a standing order is in place for your Local Government area which allows for earlier or later opening times, the standing order will take precedence over any proposed extensions offered in the package. i.e. If the standing order allows shops to open between 7am and 5pm on a Saturday, they will be able to open from 7am to 6pm under the approved package.

MKII CONSULTING PTY LTD
MINING TENEMENT MANAGEMENT

Our Ref: [PL-E70-6883-2026-10-KR]

By Registered Post: [RPP44 63800 09400 51192 18601]

06 October 2026

The Chief Executive Officer
Shire of Corrigin
PO Box 221
CORRIGIN WA 6375

Dear Sir/Madam,

RE: APPLICATION FOR EXPLORATION LICENCE 70/6883 BY SKAERGAARD HOLDINGS PTY LTD

This Company acts as tenement advisors to Skaergaard Holdings Pty Ltd ('Skaergaard Holdings').

We wish to advise that Skaergaard Holdings have made an application for the abovementioned exploration licence which affects certain private land holdings in the area over which sub surface rights have been sought, noting that surface rights shall be negotiated with each private landowner before accessing the surface lands in accordance with the *Mining Act 1978*.

For your information and records, and in accordance with *Section 33(1a)* of the *Mining Act 1978* a copy of the Form 21 application together with map showing the ground applied for are enclosed.

Should you have any questions or concerns in relation to this application, please don't hesitate to contact this office.

MKII CONSULTING PTY LTD

Katiara Ramos de Sousa
Katiara Ramos de Sousa
Tenement Administration Assistant
Email: katiara@mk2consulting.com.au

Encl: *Form 21, Map.*

Form 21

WESTERN AUSTRALIA
Mining Act 1978
(Secs. 41, 58, 70C, 74, 86, 91, Reg. 64)

APPLICATION FOR MINING TENEMENT

(a) Type of tenement (b) Time & Date marked out (where applicable) (c) Mineral Field	(a) Exploration Licence	No. E 70/6883
	(b) a.m./p.m. / /	(c) SOUTH WEST
DESCRIPTION OF GROUND APPLIED FOR: (For Exploration Licences see Note 1. For other Licences see Note 2. For all Licences see Note 3.) (d) Locality (e) Datum Peg (f) Boundaries	(d) Corrigin (e) (f) This application affects Private Property. Details of Private Property Affected:In respect of any private land affected sub-surface rights only are sought in accordance with Section 33(1a) of the Mining Act 1978 (as amended).	
(g) Area (ha or km²)	(g) 200 BL	
Additional information to be provided in an attachment (See Note 4)		

APPLICANT(S) DETAILS (FOR EACH APPLICANT)(see Note 5): (h) Full Name (i) ABN/ACN (if applicable) (j) Service Address (k) Optional information (email, telephone)	(h), (i), (j) & (k) SKAERGAARD HOLDINGS PTY LTD (ACN: 623 555 420) (ABN: 58623555420) 5/61 FLYNN STREET, WEMBLEY, WA, 6014 martin@mk2consulting.com.au 0892841555	(l) SKAERGAARD HOLDINGS PTY LTD C/- MKII CONSULTING PTY LTD, PO BOX 753, WEMBLEY, WA, 6913 martin@mk2consulting.com.au 0892841555	(m) Shares 100
			(n) Total 100
(l) Designated Tenement Contact (see Note 6) (i) Full name (ii) Postal address (Street/Post Box/Locked Bag, Suburb, State, Postcode, Country) (iii) Email address (iv) Optional information (telephone) (m) No. of shares (n) Total No. of shares			
(o) Signature of applicant or agent(if agent state full name and address)	(o)*Martin Wiedemann* C/- MKII CONSULTING PTY LTD, PO BOX 753, WEMBLEY, WA, 6913	Date: 29/09/2026	

OFFICIAL USE

A NOTICE OF OBJECTION may be lodged at any mining registrar's office on or before the 3rd day of November 2026 (See Note 7).

Where an objection to this application is lodged the hearing will take place on a date to be set.

Received at 14:49:44 on 29 September 2026 with fees of

Application	$1,800.00
Rent	$35,400.00
TOTAL	$37,200.00
Receipt No:	67324681509

WESTERN AUSTRALIA
Mining Act 1978
Sec. 58; Reg. 64

FORM 21 - ATTACHMENT 1

EXPLORATION LICENCE NO. 70/6883

THIS SECTION MUST BE COMPLETED IN FULL FOR ALL EXPLORATION LICENCE APPLICATIONS

LOCALITY: Corrigin

BLOCK IDENTIFIER (All three sections must be completed)

1:1,000,000 PLAN NAME	PRIMARY NUMBER	GRATICULAR SECTION
ALBANY	192	yz
ALBANY	193	v
ALBANY	262	uz
ALBANY	263	qrstuvwz
ALBANY	264	dejkopqrstuvwxyz
ALBANY	265	abfglmqrvw
ALBANY	334	lmnopqrstuvwxyz
ALBANY	335	ehjklmnopqrstvwxy
ALBANY	336	abcdefghjklmnoptuyz
ALBANY	337	abfglmqrvw
ALBANY	406	abcdefghjklmnoprstuxyz
ALBANY	407	abcdfghjklmnopqrstuvwxyz
ALBANY	408	elqrvwx
ALBANY	409	ab
ALBANY	478	dejkp
ALBANY	479	abcdefghjklmnoprstuxyz
ALBANY	480	abcdfghjlmnoqrst
ALBANY	551	de
TOTAL BLOCKS:		**200**

GOVERNMENT OF WESTERN AUSTRALIA

Department of **Mines, Petroleum and Exploration**

GDA2020

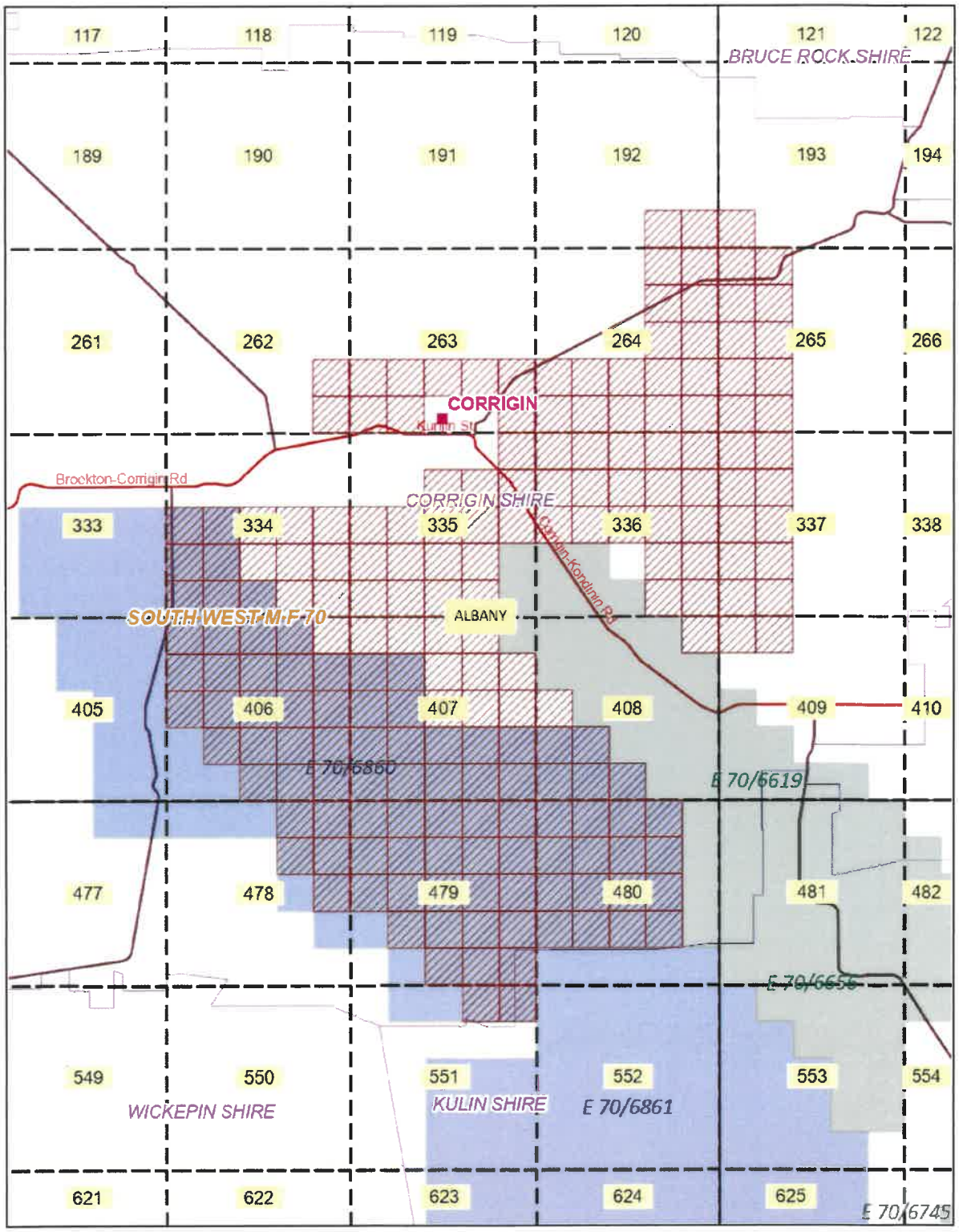
eMiTS MINERAL TITLES ONLINE

Mining Act 1978
Sec. 58; Reg. 64

FORM 21 - ATTACHMENT 2

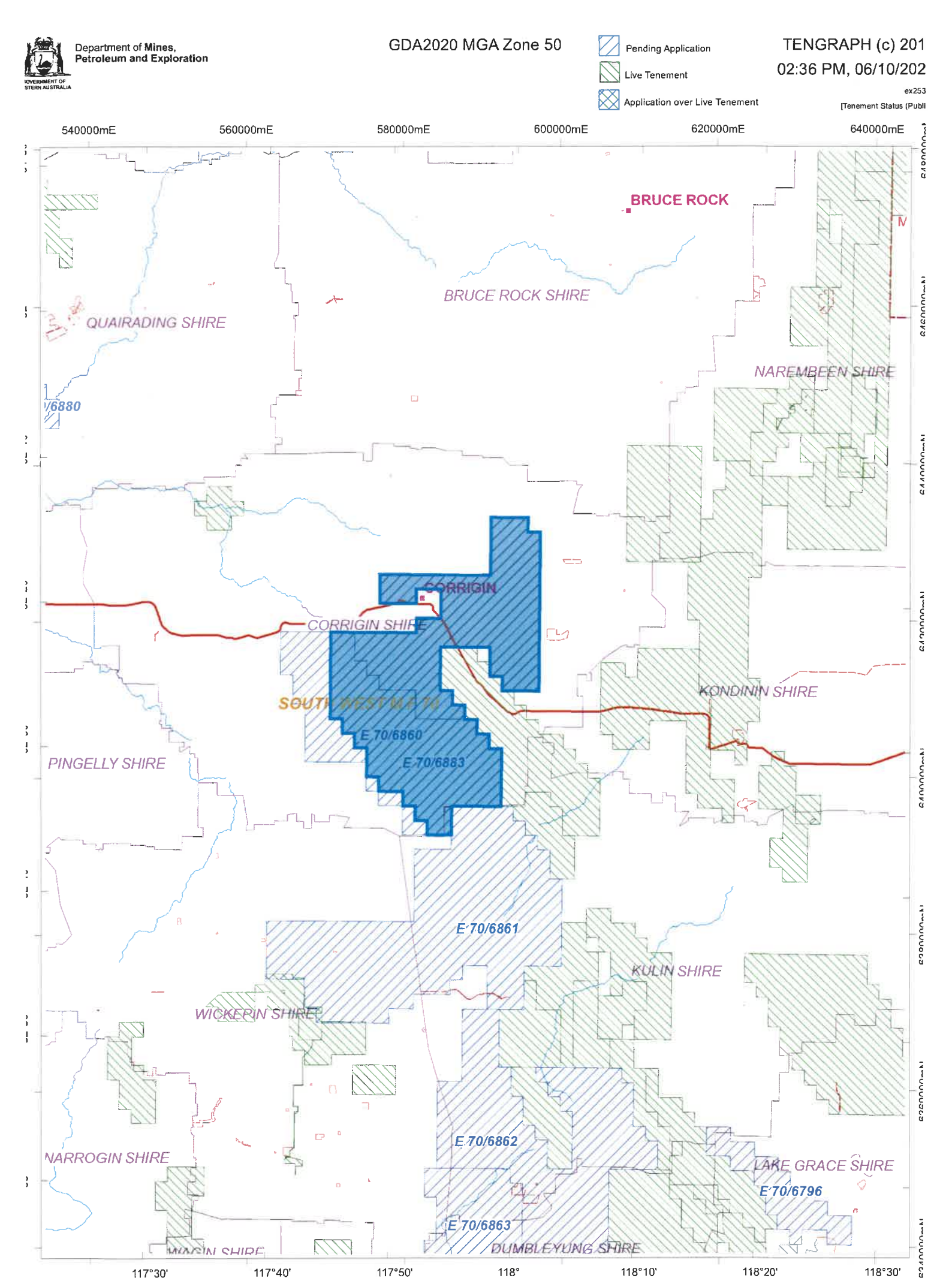
Plan Name(s) - ALBANY

Time Officially Received : 29/09/2026 14:49:44
User Id : ex25371



MAP SHOWING BLOCKS APPLIED FOR IN EXPLORATION LICENCE NO. 70/6883

▨ Graticular Section Applied For



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Scale: 1:577,791

0 10 20 30 40 50 km