



Agenda Attachments

AUGUST 2026

ATTACHMENT 7.1.1 - COUNCIL MINUTES – 21 JULY 2026

ATTACHMENT 7.2.1 - LEMC MINUTES – 10 AUGUST 2026

ATTACHMENT 8.1.1 - ACCOUNTS FOR PAYMENT – JULY 2026

ATTACHMENT 8.1.2 - MONTHLY FINANCIAL REPORT JULY 2026

ATTACHMENT 8.2.1 - LOCAL LAWS (CONSOLIDATED)

ATTACHMENT 8.2.3 - BUSINESS ASSISTANCE GRANT APPLICATIONS

ATTACHMENT 8.2.5.1 - CESM MOU SHIRES OF BROOKTON CORRIGIN AND PINGELLY

ATTACHMENT 8.2.5.2 - CEMS BUSINESS PLAN

ATTACHMENT 8.2.6.1 - BRM PLAN 2 YEAR PROCESS

ATTACHMENT 8.2.6.2 - BRM PLANS GENERAL UPDATE 2025

ATTACHMENT 8.2.6.3 - SHIRE OF CORRIGIN BRM PLAN 2026

ATTACHMENT 8.3.1 - RFQ 21-2026 TENDER EVALUATION REPORT PUBLIC



MINUTES

ORDINARY COUNCIL MEETING

21 July 2026

The Ordinary Council Meeting for the Shire of Corrigin held on Tuesday 21 July 2026 in the Council Chambers, 9 Lynch Street, Corrigin commencing at 4.00pm.

Contents

1	DECLARATION OF OPENING.....	3
2	ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE	3
3	DECLARATIONS OF INTEREST	3
4	PUBLIC QUESTION TIME	3
5	MEMORIALS	3
6	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	3
7	CONFIRMATION OF MINUTES.....	4
7.1	PREVIOUS COUNCIL MEETING	4
7.1.1	ORDINARY COUNCIL MEETING	4
8	MATTERS REQUIRING A COUNCIL DECISION	5
8.1	CORPORATE AND COMMUNITY SERVICES	5
8.1.1	ACCOUNTS FOR PAYMENT	5
8.1.2	MONTHLY FINANCIAL REPORT	7
8.2	GOVERNANCE AND COMPLIANCE	10
8.2.1	ADOPTION OF THE 2026/2027 BUDGET	10
8.2.2	DUAL FIRE CONTROL OFFICERS 2026/27	18
8.2.3	INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES TENDER	20
8.2.4	HYDEN PROGRESS ASSOCIATION FUNDING REQUEST	24
8.2.5	CORRIGIN DOG CEMETERY POLICY AND GUIDELINES	26
8.3	WORKS AND SERVICES	28
8.3.1	ACCEPTANCE OF BITUMEN REQUEST FOR QUOTE	28
9	CHIEF EXECUTIVE OFFICER REPORT.....	31
10	PRESIDENT'S REPORT	31
11	COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS	31
12	URGENT BUSINESS APPROVED BY THE PRESIDENT OR DECIDED BY THE COUNCIL	32
13	INFORMATION BULLETIN	32
14	WALGA AND CENTRAL ZONE MOTIONS	32
15	NEXT MEETING	32
16	MEETING CLOSURE	32

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
Deputy President

Cr. S L Jacobs
Cr. M R Leach
Cr. D L Hickey
Cr. M B Dickinson
Cr. H V Talbot
Cr. W T E Dyer

Chief Executive Officer
Deputy Chief Executive Officer
Manager of Works and Services
Executive Support Officer

N A Manton
M T Henry
T Barron
J M Filinski

One member of the public

APOLOGIES
Councillors

Cr. D L Smith

3 DECLARATIONS OF INTEREST

NIL

4 PUBLIC QUESTION TIME

NIL

5 MEMORIALS

The Shire has been notified that Does Ioannisci has passed away since the last Council Meeting.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

NIL

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 16 June 2026 (Attachment 7.1.1).

COUNCIL RESOLUTION

60/2026 Moved: Cr. Hickey

Seconded: Cr. Leach

That the Minutes of the Shire of Corrigin Ordinary Council meeting held on Tuesday 16 June 2026 (Attachment 7.1.1) be confirmed as a true and correct record.

Carried 6/0

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

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:	14/07/2026
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 – June 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 June 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 3.14 - Corporate Credit Cards

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2025/2026 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	4.1.2	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

61/2026 Moved: Cr. Talbot

Seconded: Cr. Dyer

That Council receives the list of accounts paid during the month of June 2026 as per the attached Schedule of Payment, and as summarised below:

Municipal Account (inclusive of credit card and fuel card purchases)

EFT Payments	EFT22724 – EFT22842	\$415,241.49
Direct Debit Payments		\$146,729.66
EFT Payroll Payments		\$154,498.90
Total Municipal Account Payments		\$716,470.05

Trust Account

EFT Payments	EFT22797 – EFT22799	\$3,043.60
Total Trust Account Payments		\$3,043.60

Licensing Trust Account

Direct Debit Payments		\$41,340.10
Total Licensing Trust Account Payments		\$41,340.10

Total of all Accounts

\$760,853.75

Carried 6/0

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

Against: Nil

8.1.2 MONTHLY FINANCIAL REPORT

Applicant:	Shire of Corrigin
Date:	14/07/2026
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 30 June 2026

SUMMARY

This report provides Council with the monthly financial report for the month ending 30 June 2026.

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 30 June 2026.

Key Points

- The June result continues to show a strong year-to-date surplus position above budget. However, the reported result remains subject to final year-end accounting adjustments and completion of the annual audit process.
- Cash balances remain steady, supporting operational and capital requirements.
- Capital expenditure of \$3.48 million has been incurred against a budget of \$5.31 million (65.5%), with several major projects and plant purchases to be carried forward into the 2026/27 financial year.
- Rates collection remains high with minimal outstanding debt.
- Receivables are largely current, with no concerns around recovery.

Detailed Explanation

Item	Reference
Cash at Bank The total cash as at 30 June 2026 was \$9,911,515. This is made up of \$154,596 in municipal funds (Municipal Bank Account and various till floats), \$4,969,853 in short term investments, and \$4,787,066 in reserve funds. This is up from \$7,989,740 in May, an increase of approximately \$1.92 million. The increase primarily reflects receipt of an advance payment of the 2026/27 Financial Assistance Grant.	Page 10 – Cash and Financial Assets Page 11 – Reserve Accounts

Item	Reference
Capital Acquisitions The capital budget is 65.5% expended at 30 June 2026, with \$3.48 million spent against a budget of \$5.31 million. Several major projects and plant purchases were not completed by year end and will be carried forward into the 2026/27 financial year. Significant carry forwards include the Bilbarin Hall Precinct Redevelopment, CREC portico construction, Loch Ness Dam aerator, redevelopment of the old tennis courts into a multipurpose recreation area, Prime Mover replacement, Crew Cab truck replacement and executive vehicles. In addition, the Emergency Evacuation Generator project did not proceed as grant funding was unsuccessful, and the EV Charging Station project remains pending external approvals.	Page 12 – Capital Acquisitions Page 13 – Capital Acquisitions Continued Page 14 – Disposal of Assets
Receivables Rates outstanding are \$14,560, with 99% collected for the year, which is around the same as this time last year and reflects a very strong collection rate. Current receivables are \$75,663, with the largest outstanding amount being a Main Roads recoup of approximately \$55,716. Only a small amount (around \$1,779) is outstanding over 90 days, and at this time there are no concerns around collecting these amounts.	Page 15 – Receivables
Closing Funding Surplus/(Deficit) Year to date (YTD) actual closing balance is \$5,621,351, which is composed of \$10,727,197 current assets less \$667,341 current liabilities less \$4,443,505 adjustments to net current assets. This is above budget at this point in time, primarily reflecting the advance receipt of the 2026/27 Financial Assistance Grant, lower than budgeted capital expenditure due to project timing and carry forwards, and lower operating expenditure across several areas during the year.	Page 5 – Note 2(a) Net current assets used in the Statement of Financial Activity.

The Shire's financial position remains sound at 30 June 2026, with cash and investments totalling \$9.91 million, a funding surplus of \$5.62 million, rates collection of 99.6%, and low outstanding receivables. The primary variances from budget relate to the advance receipt of Financial Assistance Grant funding and the timing of capital projects and plant purchases that will continue into the 2026/27 financial year. As this is the June reporting period, the figures remain subject to final year-end adjustments and audit review prior to adoption of the Annual Financial Report.

Further information on the June 2026 financial position is in the explanation of material variances included in each of the monthly financial reports, please refer to 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 2025/2026 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	4.1.2	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

62/2026 Moved: Cr. Hickey

Seconded: Cr. Dickinson

That Council receives the Statement of Financial Activity for the month ending 30 June 2026, together with the accompanying financial position report and notes relating to material variances.

Carried 6/0

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

Against: Nil

8.2 GOVERNANCE AND COMPLIANCE

8.2.1 ADOPTION OF THE 2026/2027 BUDGET

Applicant:	Shire of Corrigin
Date:	14/07/2026
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0426
Attachment Ref:	Attachment 8.2.1.1 – 2026/2027 Annual Budget to be tabled. Attachment 8.2.1.2 – 2026/2027 Schedule of Fees and Charges.

SUMMARY

Council is requested to consider and adopt the Municipal Fund Budget for the 2026/2027 financial year, along with supporting schedules. This includes the imposition of rates and minimum payments, adoption of fees and charges, endorsement of existing reserve funds, setting of elected member fees for the year, and other consequential matters arising from the budget papers.

BACKGROUND

Local governments are required to prepare annual budgets in the format prescribed by the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

The draft 2026/2027 Annual Budget has been developed in alignment with the priorities and objectives set out in the Shires Council Plan that incorporates the Strategic Community Plan and Corporate Business Plan.

The budget preparation process incorporated guidance and feedback from a series of Councillor workshops held in April, May and June 2026. These workshops considered key long-term planning documents, including the 10-Year Plant Replacement Schedule, Roadworks Program, Building Asset Management Plan, and Pool Replacement Schedule.

The draft budget has been prepared in the prescribed statutory format and balanced in accordance with legislative requirements, informed by Council direction and the Shire's integrated planning documents

Due regard has been given to the adopted Council Plan and Long-term financial plan throughout the budget process, enabling Council to accommodate many of the proposed initiatives and activities for the 2026/2027 financial year.

COMMENT

The Draft Annual Budget for the year ending 30 June 2027 has been prepared in accordance with the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996*, and the relevant Australian Accounting Standards.

The 2026/2027 Budget is fiscally responsible and aligns with the strategic objectives of the Shire's Council Plan. It maintains existing service levels, continues to prioritise road infrastructure, and includes a sound capital works program, particularly in plant replacement.

The budget has been prepared following extensive Councillor input at workshops held during April, May and June 2026.

At the time of writing this report, some minor end-of-year adjustments, invoices, and calculations remain outstanding. Therefore, the estimated opening surplus is subject to change pending the audit of the 2025/2026 financial year.

Key Features of the 2026/2027 Draft Budget

- A 4.0% rate increase, aligned with the Long Term Financial Plan. Council opted for a modest increase in consideration of ongoing cost-of-living pressures on the community.
- No new loan borrowings proposed.
- Capital works program focused on infrastructure investment, particularly roads and plant replacement.
- Fees and charges have been reviewed to reflect statutory increases, cost recovery needs, regional trends, and current economic conditions.
- Household and commercial waste charges are proposed to increase by \$15, in line with contract obligations.
- Emergency Services Levy (ESL) continues to be levied by the State Government and collected by the Shire as a separate line item on rates notices.
- Material variances for monthly financial reporting remain set at \$10,000 and/or 10%, whichever is greater.

Brought Forward Value

The budget is based on an estimated opening surplus of \$3,816,195, which includes an advance payment of includes an advance payment of \$2.21 million relating to the 2026/2027 Financial Assistance Grant received during 2025/2026.

The surplus also includes capital projects not completed in 2025/2026, Significant carry forwards include the Bilbarin Hall Precinct Redevelopment, CREC portico construction, Loch Ness Dam aerator, redevelopment of the old tennis courts into a multipurpose recreation area, Prime Mover replacement, Crew Cab truck replacement and executive vehicles. In addition, the Emergency Evacuation Generator project did not proceed as grant funding was unsuccessful, and the EV Charging Station project remains pending external approvals.

Additionally, the surplus reflects underspends in operating expenditure, particularly in employee costs (due to staff changeovers) and materials and contracts,

Rates Modelling

The budget has been prepared with a 4.0% rate increase, consistent with the adopted Long Term Financial Plan and below recent local government sector cost escalation levels.

The rate model includes:

- Unimproved Values (UV): \$499,167,000
- Gross Rental Values (GRV): \$4,943,853
- Minimum payment (UV & GRV): \$530

Elected Member Allowances

Elected member allowances includes an increase of 6% from 2025/2026 to 2026/2027 and are aligned with Band 4 of the Salaries and Allowances Tribunal.

- President's Allowance: \$8,480
- Deputy President Allowance: 25% of the President Allowance
- Sitting fees increases to \$4,770 for Councillors and \$8,480 for president and ICT allowances remain unchanged.
- Superannuation entitlements are included
- Provision for Presiding and Deputy Presiding Member of the Audit Committee is also included totalling \$5,100 (\$4,100 meeting fees and \$1,000 travel allowance).

Borrowings

No new borrowings are planned for 2026/2027. Details of existing borrowings are included in Note 7 of the Statutory Budget.

Capital Works Program

The capital works program continues Council's commitment to asset renewal and upgrade, with a total capital road program of \$2,673,461, supported by \$1,721,609 in grant funding, as follows:

Funding Source	Amount
Regional Road Group (Main Roads WA)	\$519,925
Direct Grant (Main Roads WA)	\$269,242
Blackspot - State	\$346,884
Roads to Recovery	\$585,558

The capital works program also includes investment in buildings, furniture, and equipment, all of which are detailed in the attached schedules refer to note 5.

Reserve Transfers

Council maintains a series of reserve accounts for future funding of strategic priorities. During 2026/2027:

- Transfers to and from reserves are planned to support capital projects, including plant replacement and building works (details included in Note 8 of the Statutory Budget).

This budget reflects Council's commitment to responsible financial management while continuing to deliver high levels of service and investment in infrastructure, particularly roads and community assets.

STATUTORY ENVIRONMENT

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

Division 5 and 6 of Part 6 of the Local Government Act 1995 refer to the setting of budgets and raising of rates and charges. The Local Government (Financial Management) Regulations 1996 details the form and content of the budget. The draft 2026/2027 budget as presented is considered to meet statutory requirements.

Section 67 of the Waste Avoidance and Resource Recovery Act 2007 enables a local government to impose an annual charge in respect of premises provided with a waste service by the local government.

Section 7B(2) of the Salaries and Allowances Act 1975 requires the Tribunal, at intervals of not more than 12 months, to inquire into and determine –

- *the amount of fees to be paid to Council members;*
- *the amount of expenses to be reimbursed to Council members;*
- *the amount of allowances to be paid to Council members.*

The Determination on Local Government Chief Executive Officers and Elected Members requires local governments to set an amount within the relevant range determined for fees, expenses, or allowances.

Section 5.98 of the Local Government Act 1995 sets out fees, expenses, and reimbursements payable to Council members as determined by the Tribunal.

Section 5.98A of the Local Government Act 1995 sets out fees, expenses, and reimbursements which may be paid to Deputy Presidents or Deputy Mayors up to a percentage determined by the Tribunal (Absolute Majority required).

Section 5.99 provides a local government may pay an annual fee in lieu of fees for attending meetings, as determined by the Tribunal (Absolute Majority required).

Section 5.99A sets out a local government may pay an annual allowance for Council members in lieu of reimbursement of expenses, as determined by the Tribunal (Absolute Majority required).

Regulations 30, 31, 32, and 34ACA of the Local Government (Administration) Regulations 1996 set the limits, parameters and types of allowances that can be paid to Council members.

POLICY IMPLICATIONS

3.7 Annual Budget Preparation

FINANCIAL IMPLICATIONS

Specific financial implications are outlined in the body of this report and itemised in the draft 2026/2027 budget attached for adoption.

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

Absolute Majority is required for some recommendations while Simple Majority is required in other parts.

PART A – BUDGET FOR 2026/2027

COUNCIL RESOLUTION

63/2026 Moved: Cr. Hickey

Seconded: Cr. Talbot

Pursuant to the provisions of Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, Council adopts the Budget as contained in Attachment 8.2.1.1 for the Shire of Corrigin for the 2026/2027 financial year, which includes the following:

1. Statement of Comprehensive Income by Nature or Type, showing a net result for the year of - \$3,208,311 (Page 2 of Statutory Documents);
2. Statement of Cash Flows, showing cash at the end of the year of \$383,095 (Page 3 of Statutory Documents);
3. Statement of Financial Activity, showing a balanced budget and the amount required to be raised from general rates of \$3,420,052 (Page 4 of Statutory Documents);
4. Notes to and Forming Part of the Budget (Pages 6 to 26 of Statutory Documents);
5. Transfers to Reserve Accounts of \$677,344 and Transfers from Reserve Accounts of \$360,000 (Page 21 of Statutory Documents);
6. Note 5 – Fixed Assets (Capital Expenditure), showing additions of \$5,297,861 (Page 15 of Statutory Documents).

Carried by Absolute Majority 6/0

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

Against: Nil

PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS

COUNCIL RESOLUTION

64/2026 Moved: Cr. Leach

Seconded: Cr. Dyer

For the purpose of yielding the deficiency disclosed in the Municipal Fund Budget adopted at Part A above, Council, pursuant to Sections 6.32, 6.33, 6.34, and 6.35 of the Local Government Act 1995, imposes the following general rates and minimum payments on Gross Rental Value (GRV) and Unimproved Value (UV) properties:

General Rates

- Residential (GRV): 0.099418 cents in the dollar
- Rural (UV): 0.005642 cents in the dollar

Minimum Payments

- Residential (GRV): \$530
- Rural (UV): \$530

Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 64(2) of the Local Government (Financial Management) Regulations 1996, Council nominates the following due dates for the payment of rates either in full or by instalments:

- Full payment and 1st instalment due: 28 August 2026
- 2nd quarterly instalment due: 28 October 2026
- 3rd quarterly instalment due: 4 January 2027
- 4th quarterly instalment due: 8 March 2027

Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996, Council adopts an instalment administration charge of \$10 for each instalment after the first.

Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 68, Council adopts an interest rate of 5.5% where the owner has elected to pay rates through the instalment option.

In accordance with the provisions of Section 6.51(1) and subject to Section 6.51(4) of the Local Government Act 1995 and Regulation 70 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 11% for rates and charges that remain unpaid after the due date.

Council notes:

- The interest rate set by the State Government for the late payment of the Emergency Services Levy (ESL) is 11% per annum, which is charged 35 days after the due date.
- The Shire does not set the ESL rates and acts only as a collection agent on behalf of the State Government.

Council further resolves to impose no service charges on land.

Carried by Absolute Majority 6/0

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

Against: Nil

PART C – OTHER STATUTORY FEES FOR 2026/2027

COUNCIL RESOLUTION

65/2026 Moved: Cr. Talbot

Seconded: Cr. Leach

Council adopts the following charges for the removal and deposit of domestic and commercial waste, in accordance with the provisions of the Waste Avoidance and Resource Recovery Act 2007:

Residential Premises (including recycling)

- Per bin weekly collection: \$532.00 per annum
- Per bin weekly collection – eligible pensioner: \$399.00 per annum
(Includes one 120L general waste bin and one 240L recycling bin)

Commercial Premises

- Per bin weekly collection: \$592.00 per annum
(Includes one 240L general waste bin and one 240L recycling bin)

Domestic/Commercial Rubbish Service – Additional Services

- Second 140L general waste bin: \$482.00 per annum
- Second 240L general waste bin: \$542.00 per annum
- Additional 240L recycling service: \$412.00 per annum

Carried 6/0

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

Against: Nil

PART D – ELECTED MEMBERS’ FEES AND ALLOWANCES FOR 2026/2027

COUNCIL RESOLUTION

66/2026 Moved: Cr. Hickey

Seconded: Cr. Dyer

Pursuant to Section 5.99 of the Local Government Act 1995 and Regulation 30 of the Local Government (Administration) Regulations 1996, Council adopts the following annual fees for elected members, in lieu of individual meeting attendance fees:

- President: \$8,480
- Elected Member: \$4,700

Pursuant to Section 5.99A of the Local Government Act 1995 and Regulations 34A and 34AA of the Local Government (Administration) Regulations 1996, Council adopts the following annual allowance:

- Information, Communication and Technology (ICT) Allowance: \$1,000

Pursuant to Section 5.98(5) of the Local Government Act 1995 and Regulation 33 of the Local Government (Administration) Regulations 1996, Council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

- President: \$8,480

Pursuant to Section 5.98A of the Local Government Act 1995 and Regulation 33A of the Local Government (Administration) Regulations 1996, Council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

- Deputy President: \$2,120

Council notes:

- An allowance for meeting attendance fees and travel expenses has been allocated in the budget for the Presiding Member and/or Deputy Presiding Member of the Audit, Risk and Improvement Committee, totalling \$5,100.
- A nominal amount of \$5,724 has been included in the budget for superannuation contribution payments.

Carried by Absolute Majority 6/0

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

Against: Nil

PART E – MATERIAL VARIANCE REPORTING FOR 2026/2027

COUNCIL RESOLUTION

67/2026 Moved: Cr. Talbot

Seconded: Cr. Dickinson

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, the level to be used in statements of financial activity in 2026/2027 for reporting material variances shall be 10% and/or \$10,000, whichever is the greater.

Carried 6/0

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

Against: Nil

PART F – 2026/2027 FEES AND CHARGES

COUNCIL RESOLUTION

68/2026 Moved: Cr. Leach

Seconded: Cr. Dickinson

Pursuant to Section 6.16 of the *Local Government Act 1995* and other relevant legislation, council adopts the Schedule of Fees and Charges in Attachment 8.2.1.2

Carried by Absolute Majority 6/0

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

Against: Nil

UNCONFIRMED

8.2.2 DUAL FIRE CONTROL OFFICERS 2026/27

Applicant:	Shires of, Pingelly, Wickepin and Kulin
Date:	19/06/2026
Reporting Officer:	Jarrad Filinski, Executive Support Officer
Disclosure of Interest:	NIL
File Ref:	ES.0001
Attachment Ref:	Attachment 8.2.1 – Dual FCO Appointment Request Letters

SUMMARY

The Shires of Pingelly, Wickepin and Kulin have requested that the Shire of Corrigin appoint Dual Fire Control Officers for the 2026/2027 bush fire season.

BACKGROUND

The Shire of Corrigin has received correspondence from the Shires of Pingelly, Wickepin and Kulin advising the following people were appointed as Dual Fire Control Officers in the Shire of Corrigin for the 2026/2027 bush fire season:

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:

- Donald Bradford
- David Lewis

COMMENT

Fire Control Officers who adjoin neighbouring shires require the adjoining shires endorsement to act as a Dual Fire Control Officers.

STATUTORY ENVIRONMENT

Bush Fires Act 1954

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Community

Inclusive, healthy and resilient community

Council Plan			
Outcome	Strategies	Action No.	Actions
1.1	Access to key and enabling community infrastructure and services	1.1.2	Support initiatives to attract and retain emergency service volunteers.

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

69/2026 Moved: Cr. Hickey

Seconded: Cr. Dickinson

That Council appoint the following Dual Fire Control Officers in the Shire of Corrigin for the 2026/2027 bush fire season, subject to the officers obtaining the appropriate accreditation, further noting that Dual Fire Control Officers are not permitted to issue burning permits within the Shire of Corrigin:

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:

- *Donald Bradford*
- *David Lewis*

Carried 6/0

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

Against: Nil

8.2.3 INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES TENDER

Applicant:	Shire of Corrigin
Date:	15/07/2026
Reporting Officer:	Myra Henry, Deputy Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0419
Attachment Ref:	Attachment 8.2.3 - Confidential Attachment - ICT Tender Evaluation Report

REASON FOR CONFIDENTIALITY

The Confidential Attachment is confidential in accordance with section 5.23(2)(e)(ii) of the Local Government Act 1995 as it contains information relating to the commercial affairs of persons tendering for the supply of services to the Shire.

SUMMARY

This item outlines the submissions received for Request for Tender (RFT 02/2026) for the provision of Information and Communication Technology (ICT) Services and seeks Council approval to award the contract to the preferred respondent.

BACKGROUND

The Shire currently receives ICT Services under a contract that commenced following a public tender process in 2020.

As the existing contract is due to expire on 31 July 2026, the Shire commenced a new procurement process to test the market and ensure continued value for money, appropriate service levels, cybersecurity capability and strategic ICT support.

To assist with the preparation of the specification, evaluation process and tender review, the Shire engaged Cohesis Pty Ltd, an independent ICT consulting firm with local government experience.

As the estimated value of the purchase was expected to exceed \$250,000, a formal Request for Tender (RFT 2-2026) was undertaken in accordance with the requirements of the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996*.

The Request for Tender was advertised through WALGA VendorPanel on 8 May 2026 and closed on 22 May 2026.

The tender was distributed to twenty (20) suppliers through VendorPanel. At the close of tenders, seven (7) conforming submissions were received.

The evaluation was undertaken by the Deputy Chief Executive Officer, Administration Officer and Cohesis Pty Ltd.

The following weighted assessment criteria were used:

Criteria	Weighting
Price	30%
Demonstrated Capability to Meet Requirements	30%
Demonstrated Industry Experience, Track Record and Reputation	20%
Knowledge and Experience in Local Government ICT Requirements	15%
Regional Price Preference	5%

Following the initial assessment, the three highest ranked respondents were shortlisted and invited to participate in interviews and reference checking.

COMMENT

The submissions received were evaluated against the advertised selection criteria.

The following assessment scores were achieved:

Tenderer	Price (30%)	Capability (30%)	Experience (20%)	LG Knowledge (15%)	RPP (5%)	Total
Company A	15	24	14	8	0	61
Company B	18	18	10	6	0	52
Company C	18	24	19	14	0	75
Company D	15	18	18	11	0	62
Company E	21	24	14	7	0	66
Company F	25	21	16	13	0	75
Company G	14	28	19	15	0	76

Tendered pricing over the initial three-year term was as follows:

Tenderer	Tendered Price (3 Years Ex GST)
Company A	\$281,684
Company B	\$238,133
Company C	\$229,566
Company D	\$257,436
Company E	\$220,364
Company F	\$138,944
Company G	\$296,342

Following evaluation, three respondents were shortlisted for interview and reference checking.

All shortlisted respondents demonstrated the ability to provide the required ICT Services. The evaluation panel considered not only price but also service capability, local government experience, cybersecurity capability, transition risk, continuity of service, whole-of-life costs and overall value for money.

Following assessment of all submissions, interviews and reference checks, the evaluation panel determined that the preferred respondent provides the strongest overall combination of:

- Demonstrated local government experience.
- Knowledge of the Shire's existing ICT environment.
- Proven service delivery.
- Business continuity and cybersecurity capability.
- Reduced implementation and transition risk.
- Overall value for money.

Further details of the evaluation process are contained within Confidential Attachment 8.2.3

STATUTORY ENVIRONMENT

Local Government Act 1995 section 3.57 – Tenders for providing goods or services

Local Government (Functions and General) Regulations 1996 section 3.57 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services.

POLICY IMPLICATIONS

Policy 3.1 Purchasing Policy

FINANCIAL IMPLICATIONS

The preferred respondent submitted a contract price of approximately \$296,342 (ex GST) over the initial three-year term.

Although not the lowest-priced submission, the evaluation panel determined that the preferred respondent represented the best overall value for money outcome when considering service inclusions, continuity, local government experience, transition risk and whole-of-life costs.

Funding will be provided through existing annual operating budgets.

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

OFFICERS RECOMMENDATION

That Council:

1. *Accepts the tender submitted by the preferred respondent identified within Confidential Attachment 8.2.3 for the provision of Information and Communication Technology Services as the best level of service and value for money.*
2. *Authorises the Chief Executive Officer to negotiate and execute a contract for a period of three (3) years with two (2) optional one (1) year extensions.*
3. *Authorises the Chief Executive Officer to negotiate minor amendments prior to execution of the contract.*

ALTERNATIVE MOTION

Moved: Cr. Hickey

Seconded: Cr. Dickinson

That Council:

1. *Accepts the tender submitted by Company F for the provision of Information and Communication Technology Services as the best level of service and value for money.*
2. *Authorises the Chief Executive Officer to negotiate and execute a contract for a period of three (3) years with two (2) optional one (1) year extensions.*
3. *Authorises the Chief Executive Officer to negotiate minor amendments prior to execution of the contract.*

Lost 2/4

For: Cr. Hickey & Cr. Dickinson

Against: Cr. Leach, Cr. Talbot, Cr. Jacobs & Cr. Dyer

Cr Hickey moved an alternative motion to the Officer's Recommendation, substituting Company F as the preferred tenderer.

COUNCIL RESOLUTION

70/2026 Moved: Cr. Leach

Seconded: Cr. Talbot

That Council:

- 1. Accepts the tender submitted by the Company G (Wallis Computer Solutions) identified within Confidential Attachment 8.2.3 for the provision of Information and Communication Technology Services as the best level of service and value for money.*
- 2. Authorises the Chief Executive Officer to negotiate and execute a contract for a period of three (3) years with two (2) optional one (1) year extensions.*
- 3. Authorises the Chief Executive Officer to negotiate minor amendments prior to execution of the contract.*

Carried 4/2

For: Cr. Jacobs, Cr. Dickinson, Cr. Leach & Cr. Talbot

Against: Cr. Dyer & Cr. Hickey

UNCONFIRMED

8.2.4 HYDEN PROGRESS ASSOCIATION FUNDING REQUEST

Applicant:	Shire of Corrigin
Date:	16/07/2026
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	CR.0010
Attachment Ref:	Attachment 8.2.4 - Correspondence Hyden Progress Association

SUMMARY

Council is asked to consider the request from the Hyden Progress Association for funding towards the Wave Rock (Katter Kich) Discovery Centre.

BACKGROUND

The Hyden Progress Association (HPA) has written to the Shire of Corrigin seeking a financial contribution of \$10,000 towards the proposed Wave Rock (Katter Kich) Discovery Centre in Hyden. The proposed development is a three-phase project with an estimated total value of \$14 million and is intended to provide a combined community, cultural and visitor facility adjacent to Wave Rock, one of the Wheatbelt's most significant tourism attractions.

The proposed 849m² facility will incorporate a cultural centre, training and multipurpose spaces, Community Resource Centre and library facilities, consultation rooms, Noongar arts and gallery space, café, gift shop and visitor amenities. The project is being promoted as a regional tourism initiative that will encourage visitors to spend more time in the area, support Aboriginal cultural tourism and strengthen visitation throughout the broader Wheatbelt region. Design and construct documentation is expected to be completed in 2026, with grant applications to be submitted later in the year and construction proposed to commence in 2027, subject to funding approvals.

The correspondence advises that the Shire of Kondinin has committed approximately \$1.4 million towards the project and that local contributions from HPA, including land, cash, in-kind support and fundraising, bring the total local investment to more than \$2.5 million. HPA has requested that regional partner contributions be confirmed prior to grant lodgement to demonstrate broader regional support and strengthen future funding applications.

The Shire of Corrigin recognises the significance of Wave Rock as a major tourism asset for the region and has a long-standing interest in the success of the Pathways to Wave Rock tourism route through its participation in Roe Tourism. Council has previously supported the initiative by providing letters of support for funding applications associated with the proposed Hyden Community and Visitors Centre in 2021 and 2022.

COMMENT

The development of a contemporary visitor and community facility in Hyden has the potential to strengthen tourism outcomes across the Wheatbelt by encouraging longer visitor stays, improving visitor experiences and providing greater opportunities to promote destinations, events and attractions throughout the region. The project broadly supports the Shire of Corrigin objectives of supporting regional tourism growth and increasing visitation to Corrigin.

While the project has potential regional benefits, Council currently has limited information upon which to assess the merits of a financial contribution. The request for funding has been received prior to the provision of detailed project information such as a business case, cost-benefit analysis, project budget, operational funding model or detailed cost estimates. There is also limited information regarding the long-term governance and operational arrangements for the facility, including the ongoing management of the proposed Community Resource Centre, library and associated community services.

It is unclear whether the proposal has received formal endorsement from the Shire of Kondinin. More detailed information is required on whether the proposed facility will replace or complement existing facilities and services in Hyden, including the Community Resource Centre, library services and health and medical services.

It is recommended that the Shire of Corrigin Council support the project in principle and offer to provide a letter of support. Deferring consideration of a financial contribution until more detailed project documentation is available would minimise financial and reputational risk and should ensure that any allocation of public funds is supported by sufficient information to demonstrate community benefit, financial sustainability and value for money.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

3.10 Community Assistance Program

FINANCIAL IMPLICATIONS

Request for support totals \$10,000

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
2.3	Promote the visitor experience, particularly nature based tourism	2.3.2	Active participation in Roe Tourism Association to promote our attractions

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

71/2026 Moved: Cr. Hickey

Seconded: Cr. Dyer

That Council:

1. *Notes the correspondence from the Hyden Progress Association seeking a contribution of \$10,000 towards the proposed Wave Rock (Katter Kich) Discovery Centre project.*
2. *Commends the Hyden Progress Association for its initiative in progressing a major community and tourism infrastructure project for the Wheatbelt region.*
3. *Confirms its support for the Wave Rock (Katter Kich) Discovery Centre project in principle and authorises the Chief Executive Officer to provide a letter of support for the project.*
4. *Advises the Hyden Progress Association that Council is unable to consider a financial contribution at this time due to the limited information currently available regarding the project.*

Carried 6/0

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

Against: Nil

8.2.5 CORRIGIN DOG CEMETERY POLICY AND GUIDELINES

Applicant:	Shire of Corrigin
Date:	16/07/2026
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	PR.0026
Attachment Ref:	Attachment 8.2.5 - Dog Cemetery Management and Burial Policy and Guidelines

SUMMARY

Council is asked to consider adopting the Corrigin Dog Cemetery Management and Burial Policy and Guidelines following community consultation to provide clear, practical and consistent guidelines for the management, operation and use of the Corrigin Dog Cemetery.

BACKGROUND

The Corrigin Dog Cemetery was established in 1974 and has developed into a significant local landmark reflecting the strong relationship between community members and their dogs. Over time, the cemetery has expanded and is now managed by the Shire of Corrigin. The Shire has continued to maintain the site and has formalised arrangements for its ongoing use and expansion through agreement with the adjoining landowner.

The cemetery has grown in popularity as both a community space and a tourism attraction, however there are currently limited formal guidelines outlining requirements for burials, memorials, maintenance and site usage. The development of a formal policy is intended to provide clarity for staff, residents and visitors and to support consistent and sustainable management of the site.

The final Dog Cemetery Policy and Guidelines has been updated and amended based on community feedback. It includes requirements for burial processes, grave allocation, memorial installation, maintenance responsibilities and site management to ensure the cemetery remains a respectful, safe and sustainable community and tourism asset.

COMMENT

The policy provides a clear framework for the management of the Corrigin Dog Cemetery, addressing key areas including eligibility for burial, application and approval processes, grave allocation, fees and charges, memorial requirements, maintenance responsibilities and visitor conduct. The policy encourages burials to be overseen by the Shire to maintain safety and consistency, and manage the layout to maximise long-term capacity. Based on feedback the guidelines have been updated to allow pet owners to undertake the excavation of graves with prior approval.

The policy recognises the unique character of the cemetery, particularly the individually decorated graves, while introducing reasonable limits to ensure safety, environmental protection and accessibility. The policy also confirms that the cemetery is for dogs only, provides guidance on the placement of ashes, and outlines clear expectations for pet owners in maintaining gravesites.

Adoption of the policy will improve communication with the community, reduce risk to the Shire by ensuring appropriate controls are in place, and support the long-term development of the cemetery as a valued community and tourism asset.

The policy reduces operational, safety and reputational risks by ensuring that all burials are approved by the Shire and in line with clear guidelines.

The Dog Cemetery Guidelines will ensure that the cemetery's character can continue to be shaped by personal and meaningful tributes and a diversity of styles reflecting the strong connection

between people and their pets. The guidelines encourage pet owners to create thoughtful, colourful and unique memorials that reflect the personality, role and memories of each dog.

Internal processes will be reviewed based on the feedback to ensure excellent customer service and accessibility is maintained.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Adoption of this policy will introduce a new Council Policy under the Community Services and Facilities category of the Shire of Corrigin Policy Register.

1.1 Communications Policy

6.13 Social Media and Communication Policy

7.1 Community Engagement Policy

FINANCIAL IMPLICATIONS

Fees and charges for burials at the dog cemetery are set annually as part of the budget process.

COMMUNITY AND STRATEGIC OBJECTIVES

Shire of Corrigin Council Plan 2025-2035:

Objective: Civic Leadership

Desired Outcome: Strong governance and leadership

Council Plan			
Outcome	Strategies	Action No.	Actions
4.2	Keep the community informed and seek their feedback	4.2.1	Improve regular communication and expand channels to inform our community of decisions, actions and opportunities for feedback

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

72/2026 Moved: Cr. Dickinson

Seconded: Cr. Leach

That Council

- 1. Endorse updated Dog Cemetery Management and Burial Policy and Guidelines in Attachment 8.2.5 based on community feedback*
- 2. Request that management discuss additional signage and improvements to bitumen shoulder maintenance or extension with Main Roads WA to improve the safety of the site.*
- 3. Requests that management consider the feedback as part of future operational planning, policy reviews, asset planning and tourism development initiatives associated with the Corrigin Dog Cemetery.*
- 4. Consider options for future expansion of the site and the potential for a niche wall.*
- 5. Review dog cemetery fees and charges annually and ensure that costs are reasonable and do not deter the use and promotion of the dog cemetery.*

Carried 6/0

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

Against: Nil

8.3 WORKS AND SERVICES

8.3.1 ACCEPTANCE OF BITUMEN REQUEST FOR QUOTE

Applicant:	Shire of Corrigin
Date:	15/07/2026
Reporting Officer:	Natalie Manton, Chief Executive Officer
Disclosure of Interest:	NIL
File Ref:	FM.0445
Attachment Ref:	Attachment 8.3.1 Evaluation Report Quotes to Supply and Lay Bitumen and Aggregate 2026-2029 (Confidential)

SUMMARY

This item provides advice to Council of the quotes received to Supply and Lay Bitumen Products including Aggregate for a three year period as outlined in the 2026/27 capital budget and ten year road program and recommends the contract be awarded to the company that represents the best value for money.

BACKGROUND

The Request for Quote (RFQ) was sent to 12 suppliers on the WA Local Government (WALGA) Preferred Supplier Panel (PSP009) on 19 June 2026. Responses were received by the deadline of 3 July 2026 from five (5) companies

The prices for the 2026/27 capital road program varied considerably with the difference between the highest quotes being \$711,215 more than the lowest quote

The responses were evaluated by a panel comprising the Natalie Manton, Chief Executive Officer; and Terry Barron, Manager of Works against pre-determined selection criteria.

Evaluation Criteria

Item No	Description	Weighting
1	Tendered Price(s)	60%
2	Company and operator skills and experience with similar projects	20%
3	Available resources	10%
4	Approach and Methodology	10%

The Regional price Preference was not included in the evaluation criteria since none of the companies are based in the Corrigin region.

The submissions received were professional, detailed and addressed the criteria. schedule.

A summary report of the responses and combined evaluation scores is included in Attachment 8.3.1

The quoted prices based on the schedule of rates for the 2026/27 capital road program are included in the table below:

Company	Price
Company A	\$604,483
Company B	\$578,616
Company C	\$710,520
Company D	\$1,289,832
Company E	\$976,422

The lowest price was not considered to represent the best value for money based on the detailed analysis outlined in the attached report.

COMMENT

All of the companies scored similarly on the qualitative criteria assessment with all having similar experience in providing bitumen products and services to Western Australian local governments.

Based on the combined evaluation scores the submission by Company A was deemed to represent the best value for money at a total cost of \$604,483 for the 2026/27 financial year.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 3.57 – Tenders for providing goods or services
Local Government (Functions and General) Regulations 1996 section 3.57 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services.

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.

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.

FINANCIAL IMPLICATIONS

The 2026/27 Budget contains provision for \$610,746 planned contract bitumen sealing works. While the quoted price represents a slight saving to the budget estimate the actual cost may vary depending on the pavement width on the narrow bitumen reseals.

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

73/2026 Moved: Cr. Dickinson

Seconded: Cr. Hickey

That Council:

- 1. That Council accepts the price submitted by Company A (Bitutek Pty Ltd) for the Supply and Lay of Bitumen Products including Aggregate 2026/27 to 2028/29 based on a schedule of rates as representing best value for money for Shire of Corrigin annual capital works program and subject to final seal design and spray rates.*
- 2. Authorise the Chief Executive Officer to execute and manage the contract, including any variations.*

Carried 6/0

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

Against: Nil

9 CHIEF EXECUTIVE OFFICER REPORT

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

CEO N. Manton thanked the Deputy CEO and Finance Team for their efforts in preparing the 2026/27 budget.

CEO N. Manton thanked Council for the opportunity to attend the Australian Local Government Association (ALGA) National General Assembly Forum in Canberra and acknowledged the value of attending the event.

10 PRESIDENT'S REPORT

The Shire President, Cr Jacobs, provided a report on activities undertaken during the period April to June 2026.

Cr Jacobs and the CEO attended the Australian Local Government Conference in Canberra, where they advocated on key rural issues, particularly health and housing. Meetings with representatives from local governments and Ministers of Parliament across Australia reinforced the importance of advocacy, collaboration and considering innovative approaches to addressing challenges faced by rural communities.

Cr Jacobs also reported on the recent road tour undertaken by Councillors, the CEO and the Manager of Works to inspect the road network and help inform future maintenance and renewal priorities. An update was provided on the ongoing Coffee with Councillors initiative, with community members encouraged to continue raising ideas and concerns.

The President encouraged all residents to complete the Census on 11 August 2026, noting its importance in determining future State and Commonwealth funding allocations. An update was also provided on the development of the 2026/27 Budget.

Cr Jacobs acknowledged the many achievements across the community during the reporting period, including local sporting successes, Rotary initiatives, the Corrigin Farm Improvement Group Ladies' Day, ongoing developments at the Corrigin Museum, and the continued success of the Corrigin Community Shed.

The full President's Report is provided as Attachment 10.1.

11 COUNCILLORS' QUESTIONS, REPORTS AND INFORMATION ITEMS

Cr. Hickey thanked the CEO, Deputy CEO and Shire staff for their efforts in preparing the 2026/27 budget and acknowledged their commitment throughout the budget development process. Cr. Hickey also commended the Shire on completing the budget for adoption in July, recognising this as a positive outcome and a strong achievement.

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

13 INFORMATION BULLETIN

14 WALGA AND CENTRAL ZONE MOTIONS

15 NEXT MEETING

Ordinary Council Meeting 18 August 2026 at 4pm.

16 MEETING CLOSURE

The President, Cr. S Jacobs closed the meeting at 4:54pm.

UNCONFIRMED



MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

10 August 2026 at 1:00pm

Venue: Council Chambers,
9 Lynch Street, Corrigin

Terms of Reference

1.0 NAME

The Committee shall be known as the Corrigin Local Emergency Management Committee (LEMC).

2.0 ROLE OF THE COMMITTEE

To collaborate with local support organisations, hazard management agencies and industry representatives to collectively build a resilient community that is prepared to respond and recover from an emergency.

3.0 OBJECTIVES OF THE COMMITTEE

- To advise and assist the Shire of Corrigin in ensuring that local emergency management arrangements are established for its district.
- To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- To assist with the preparation and approval of the Corrigin Local Emergency Management Plan and submit such plans to the Office of Emergency Management (OEM) for approval.
- To review at least annually the Corrigin Local Emergency Management Plan.
- To assist in the preparation of emergency management operating procedures for application in the Shire of Corrigin.
- To ensure appropriate testing and exercising of the local emergency management plan.
- To prepare an annual report of the activities of the LEMC for submission to the OEM.
- To provide assistance to the Local Emergency Coordinators and Hazard Management Agencies during emergency management operations.
- To carry out such other emergency management functions as directed by OEM.

4.0 MEMBERSHIP

The Council appoints to the Committee those ex-officio representatives whose titles appear 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.

Membership of the Committee shall be:

- The President of the Shire of Corrigin
- Deputy Shire President
- The Officer in Charge of the Corrigin Police District or delegate(s)
- The Shire's Chief Bush Fire Control Officer
- The SES Area Manager or delegate
- The Chairperson of St John Ambulance Corrigin or delegate
- A health representative from the Corrigin Hospital
- An officer from the Department of Communities
- Representatives from other agencies as required

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 at the first meeting after the local government election to satisfy the requirements of the *Local Government Act 1995*.

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 advisory 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 February, May, August and November 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
- by written notice to all committee members, such notice being signed by at least four members of the Committee, giving not less than seven days notice and stating purpose of the meeting.
- by 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.

Each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:

Every meeting:

- Confirmation of local emergency management arrangements contacts details and key holders;
- Review of any post-incident reports and post exercise reports generated since last meeting;
- Progress of emergency risk management process;
- Progress of treatment strategies arising from emergency risk management process;
- Progress of development or review of local emergency management arrangements; and
- Other matters determined by the local government.

First quarter:

- Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);
- Begin developing annual business plan.

Second quarter:

- Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
- Finalisation and approval of annual business plan.

Third quarter:

- Identify emergency management projects for possible grant funding.

Fourth quarter:

- National and State funding nominations.

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*. 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 committee meetings are to be presented to Council by staff for noting or for consideration as soon as practicable after unconfirmed minutes of Committee meetings are available.

1. DECLARATION OF OPENING

The Chairperson, Cr. S Jacobs opened the meeting at 1:03pm.

2. ATTENDANCE/APOLOGIES

Shire President	Cr. Sharon Jacobs
Chief Executive Officer	Natalie Manton
Executive Support Officer	Jarrad Filinski
Corrigin Police, Officer in Charge	Gavin Barke
Department of Communities, Regional Officer	Jo Spadaccini
Corrigin Volunteer Fire and Rescue (VFRS), Captain	Trent Di Fulvio
Corrigin Hospital, Director of Nursing/HSM	Elizabeth McIntosh
Western Power, Team Leader	Brett Dew
Corrigin St John Ambulance, Chair	Braden Hill (Via Teams)
Corrigin St John Ambulance, Community Paramedic	Ben Leith (Via Teams)
Department of Fire & Emergency Services, District Officer	Stacey Sinclair

APOLOGIES

Corrigin District High School, Principal	Shannon Hardingham
Shire Deputy President	Cr. Megan Leach
Department of Fire & Emergency Services, Area Officer	Ben Davies

3. MINUTES OF PREVIOUS MEETING

Resolution

Moved: G Barke

Seconded: E McIntosh

Minutes of the Local Emergency Management Committee Meeting held on 11 May 2026 be confirmed as a true and correct record (Attachment 3.1)

Carried

4. REVIEW OF LEMC DOCUMENTS

Committee to advise of any changes to any known contact details via email to eso@corrigin.wa.gov.au.

- Local Emergency Management Arrangements (Attachment 4.1)
- Local Emergency Evacuation Plan (Attachment 4.2)
- Local Emergency Recovery Plan (Attachment 4.3)

The Local Emergency Management Arrangements are due for their statutory five-year review in 2026, with the review process currently underway. The Shire of Corrigin will shortly commence broader stakeholder consultation before submitting the draft documents to the Department of Fire and Emergency Services for compliance review.

The revised Local Emergency Management Arrangements will be presented to the November 2026 LEMC meeting for endorsement, prior to being submitted to Council for final adoption.

5. REVIEW OF INCIDENTS AND EXERCISES

Review of any post-incident reports and post exercise reports generated since last meeting.

5.1. INCIDENTS

Fires:

16 July 2026 - Hay Truck Fire – Schultz Road

Other Incidents:

23 May 2026 - Road Crash Rescue - Bullaring Pingelly Road

12 July 2026 – Ambulance Assist - Kunjin Street

1 Aug 2026 - Traffic Crash (Stood down) – Fulwood Road

5.2. DESKTOP EXERCISE

No desktop exercise was conducted.

5.3. DEVELOPMENT OF FUTURE EXERCISES

TBA

6. REPORTS TO STATE EMERGENCY MANAGEMENT COMMITTEE

LEMC Annual report submitted to DEMA on 21 July 2026 (Attachment 6.1)

7. IDENTIFY EMERGENCY MANAGEMENT PROJECTS FOR FUNDING

Department of Transport and Major Infrastructure (DTMI) have announced that applications are now open for the 2027–29 Regional Airports Development Scheme (RADS) funding round – [media statement](#).

More than \$3.8 million is available to help fund airport infrastructure projects that improve regional air services and aviation safety.

Further information, including eligibility requirements and assessment criteria, can be found at [Regional Airports Development Scheme | Transport WA](#).

Please note the following:

- Funding is available for projects across the 2027-28 and 2028-29 financial years.
- Applications must be submitted through the online Grants Management System.
- Applications close at 5:00pm WST on Friday 11 September 2026.
- Applicants must not obtain or submit letters of support from the Royal Flying Doctor Service (RFDS) and/or the Department of Fire and Emergency Services (DFES). Any such letters submitted with an application will not be considered as part of the assessment process, as both organisations are represented on the RADS Consultative Committee and provide their input and recommendations directly through that forum.

Resolution

Moved: J Spadaccini

Seconded: T Di Fulvio

That LEMC recommend to Council that the Shire of Corrigin consider applying to the 2027–29 Regional Airports Development Scheme (RADS) funding round for animal exclusion fencing and gate to improve the airport safety for RFDS pilots and reduce need for runway inspections prior to landing.

Carried

8. CONFIRMATION OF FACILITIES ON THE STATE EVACUATION REGISTER 2026-2027

Prepared by:	Jo Spadaccini – A/Regional Coordinator, Emergency Relief and Support, Department of Communities
Attachment Ref:	Attachment 8.1 – Local Emergency Relief & Support Plan - Wheatbelt

BACKGROUND

The State Support Plan – Emergency Relief and Support documents the arrangements for the strategic management and coordination of emergency relief and support services under the Western Australian's State Emergency Management arrangements.

Under the State's Emergency Management Arrangements, Local Governments are required to identify evacuation centres suitable for relevant hazards and/or communities. When identifying potential evacuation centre locations, the Local Government Authority, in collaboration with the Local Emergency Management Committee and relevant emergency management agencies, determine that facilities are appropriate for hazards that are high risk to the area.

The Arrangements require the Department of Communities to maintain a record of evacuation centres across the State and to provide this to Hazard Management or Controlling Agencies as required, for consideration during emergency evacuation planning and response activities. The State Evacuation Register is not a public register.

Annual review of facilities provides an opportunity for Local Governments and emergency management partners to confirm that facilities remain appropriate having regard to local hazard risks, community requirements and operational considerations.

CURRENT SITUATION

The following facilities are currently recorded on the Department of Communities State Evacuation Register for the Shire of Corrigin:

Facility	Address	Capacity	Hazard considerations
Corrigin Recreation and Events Centre	Larke Crescent, near Kirkwood St Corrigin	600	

The Department of Communities requests that:

- LEMC members:
 - Review the nominated facilities.
 - Confirm their ongoing suitability for the hazards relevant to the district.
 - Identify any known operational limitations or upcoming infrastructure projects (within the 2026-27 season).
 - Recommend any additions, removals or amendments to the Register.
- HMA representatives confirm whether any known hazard-specific considerations would affect the suitability of the identified facilities, including:
 - flood inundation;
 - bushfire exposure;
 - cyclone vulnerability;
 - hazardous materials risks;
 - access and egress constraints;
 - isolation risks; and
 - any other operational considerations.

Where concerns are identified, members are requested to provide recommendations for alternative facilities or mitigation measures.

Resolution

Moved: G Barke

Seconded: T Di Fulvio

The Shire of Corrigin Local Emergency Management Committee:

- 1. Endorse the identified facilities for inclusion on the Department of Communities State Evacuation Register for 2026-27.*
- 2. Confirm that the facilities have been considered against locally identified hazard risks and community requirements.*
- 3. Advise the Department of Communities of the known operational limitation that the Corrigin Recreation and Events Centre does not have a fixed backup generator or dedicated generator connection point. In the event of a power outage, the facility would be without essential electrical services including lighting, heating, cooling, refrigeration and other power-dependent amenities.*
- 4. Support future applications for funding for the installation of a change over switch and backup generator for the Corrigin Recreation and Events Centre.*
- 5. Recommend any additions, removals or amendments to facility records prior to submission to the Department of Communities.*

Carried

9. OTHER MATTERS

DFES Upper Great Southern Region – Staff Update:

The Shire has received an update from the newly appointed DFES Superintendent – Upper Great Southern, Peter Thomas AFSM.

The Superintendent has advised that he is looking forward to working with local governments, emergency service volunteers, community partners and stakeholders across the region to support community preparedness, response and recovery.

DFES has also provided an update on recent staffing changes within the Upper Great Southern Region, including:

- Recruitment underway for the District Officer SES position.
- Renae Tucci commencing as the Business & Training Support Officer (BTSO) from 27 July 2026.
- Chanel Mills commencing as the Volunteer Management Support Officer (VMSO) from 27 July 2026 following the resignation of Susan Wettenhall.

A current DFES Upper Great Southern Region contact structure has been provided and is attached for reference (Attachment 9.1).

Western Power – Regional Power Reliability Update:

Data from May 2026 shows that the Shire of Corrigin and neighbouring councils are highly prone to power outages due to very long regional supply lines, which span up to 2,000 kilometres. These long distances make the lines vulnerable to environmental issues like fallen branches or birds hitting the wires.

Because the network is so large, crews usually have to walk along the lines to visually locate faults, which drags out power restoration times. The network provider understands how much these outages impact our local communities and is working on ways to improve power reliability. They will continue to track performance and work with the Shire on future improvements.

The figures below represent the average numbers for a single customer over the past full year (May 2025 to May 2026), sorted from the shortest total time without power to the longest:

LGA	SAIFI (Outage Numbers)	SAIDI (Total Minutes)
Shire of Mukinbudin	9.4	2,299
Shire of Narembeen	9.9	2,441
Shire of Corrigin	10.4	2,442
Shire of Mount Marshall	11.9	2,941
Shire of Koorda	12.0	3,989
Shire of Wongan-Ballidu	10.1	4,118
Shire of Quairading	13.7	4,624
Shire of Victoria Plains	13.8	6,145

Vegetation Management Around Power Infrastructure:

Following discussion at the previous LEMC meeting, an investigation was undertaken into the requirements and guidance for vegetation clearing around power poles and overhead powerlines.

Current vegetation management guidelines provide requirements to maintain clearances around overhead powerlines, including ensuring vegetation does not grow within 2 metres from the side of powerlines, within 2 metres below powerlines, or overhang powerlines at any point.

The guidelines do not provide specific requirements or general guidance regarding vegetation clearance around the base of power poles. As a result, there is currently no defined requirement or recommended clearance distance for vegetation surrounding the base of pole structures.

The full vegetation management guidelines are available at:

<https://www.wa.gov.au/government/publications/electrical-safety-vegetation-workers>

NBN Regional Contact Arrangements:

The Committee noted that Bethany Findlay, nbn's Regional Development and Engagement Manager (WA South East), will commence parental leave from 7 August 2026. During this period, Rebekah Rees will be the primary contact for local government and emergency management matters, including STAND site enquiries.

10. REPORTS

Reports from LEMC members and stakeholders:

Shire of Corrigin - CEO Natalie Manton

The Royal Flying Doctor Service (RFDS) has installed a fuel bund within the former concrete bunker area at the Corrigin airstrip facility to support helicopter refuelling operations.

The additional fuel storage capability will enable the RFDS helicopter to refuel locally when required, improving operational flexibility and extending flight range, particularly during periods of adverse conditions such as strong winds.

The RFDS fuel bund is separate from the existing DFES yellow fuel bund located near the patient transfer building, which remains available for emergency response operations.



The funding application for the installation of a transfer switch and generator at the Corrigin Recreation and Events Centre (CREC) was unsuccessful.

Interviews were conducted for the new Community Emergency Services Manager last week. Mark Charles has accepted the position and will commence next month. Roger Northey will continue to act in a casual capacity until the new officer arrives.

The flat at the dental surgery has been offered to the CESM.

DFES – District Officer – Stacey Sinclair

DFES is preparing for the upcoming pre-season forums, with the Kulin forum scheduled for 13 October 2026 and the Williams forum date to be confirmed.

The Regional Operations Advisory Committee meeting is scheduled for 24 September 2026.

Department of Communities – Jo Spadaccini

The Department of Communities has advised that Michael Phillips has been seconded to the Kimberley and Pilbara until March 2027, with Jo Spadaccini acting as Regional Coordinator during this period. Communities is progressing annual preparedness activities, including the review of registered evacuation centres, planning Emergency Relief and Support (ERS) training for local governments, and encouraging the inclusion of ERS in local emergency management exercises. Local governments are also encouraged to review arrangements for supporting vulnerable and at-risk community members during emergencies.

Communities also provided an update on recent emergency response activities, including welfare support provided during Severe Tropical Cyclone Narelle, and advised that Emergency WA remains the official source of emergency information in Western Australia while the AusAlert system continues to be evaluated. The Department is also maintaining situational awareness regarding H5 Avian Influenza.

The full report is provided as Attachment 10.1.

Corrigin Police – Gavin Barke

Corrigin Police are currently focusing on road policing activities.

Local officers are undertaking training in speed detection, breath testing and drug testing.

Vehicle checkpoint training is also being conducted in preparation for the upcoming fire season.

St John Ambulance – Braden Hill & Ben Leith

St John's have one new member, with another potential member onboarding shortly.

Ben Leith will be filling in as Community Paramedic until September.

Corrigin District Hospital – Elizabeth McIntosh

Aged care capacity remains an ongoing issue within the region.

The availability of suitable housing continues to impact the attraction and retention of nursing staff.

11. NEXT MEETING

The next meeting will be Monday 9 November 2026 at 1:00pm

12. MEETING CLOSURE

The Chairperson, Cr. S Jacobs closed the meeting at 1:56pm and thanked everyone for their attendance.

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF JULY 2026

MUNICIPAL ACCOUNT

EFT PAYMENTS

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT22845	09/07/2026	BEST OFFICE SYSTEMS	PRINTING CHARGES - ADMIN OFFICE, RESOURCE CENTRE, WORKS DEPOT	\$ 604.10
EFT22846	09/07/2026	BROWNLEY'S PLUMBING & GAS	PLANT REPAIRS - COMMUNITY BBQ TRAILER	\$ 291.50
EFT22847	09/07/2026	CJS AGRI-MECHANICS	PLANT SERVICE - GRADER	\$ 3,226.80
EFT22848	09/07/2026	CTI LOGISTICS	FREIGHT CHARGES FOR JUNE 2026	\$ 799.92
EFT22849	09/07/2026	CITY OF KALAMUNDA	BUILDING CONSULTANCY SERVICES FOR MAY 2026	\$ 697.86
EFT22850	09/07/2026	COMITO, STEVEN JOSEPH	STAFF REIMBURSEMENT	\$ 244.98
EFT22851	09/07/2026	CORRIGIN GOLF CLUB	COMMUNITY ASSISTANCE GRANT - CLUB BATHROOM RENOVATIONS	\$ 5,000.00
EFT22852	09/07/2026	CORRIGIN HARDWARE	HARDWARE SUPPLIES FOR JUNE 2026	\$ 4,770.60
EFT22853	09/07/2026	CORRIGIN SUPERMARKET & LIQUOR	REFRESHMENTS AND CATERING SUPPLIES FOR MAY 2026	\$ 286.19
EFT22854	09/07/2026	CORRIGIN TYREPOWER	PLANT REPAIRS - ROLLER, DROP DECK TRAILER	\$ 2,125.00
EFT22855	09/07/2026	DEPT OF LOCAL GOVERNMENT, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY FOR JUNE 2026	\$ 112.94
EFT22856	09/07/2026	EASTERN HILLS CHAINSAWS & MOWERS	PURCHASE OF BILLY GOAT SELF PROPELLED LEAF VACUUM	\$ 4,131.55
EFT22857	09/07/2026	HARRIS ZUGLIAN ELECTRICS	ANNUAL RCD & SMOKE ALARM TESTING AT SHIRE HOUSES, ELECTRICAL REPAIRS - AIRSTRIP	\$ 9,177.89
EFT22858	09/07/2026	HERSEY'S SAFETY PTY LTD	HARDWARE AND SAFETY SUPPLIES	\$ 121.00
EFT22859	09/07/2026	JLT RISK SOLUTIONS PTY LTD (LGIS RISK MANAGEMENT)	LGIS REGIONAL RISK COORDINATOR SERVICE PROGRAM - JANUARY TO JUNE 2026	\$ 5,472.50
EFT22860	09/07/2026	KATEMS SUPERMARKET	REFRESHMENTS AND CATERING SUPPLIES FOR JUNE 2026	\$ 319.52
EFT22861	09/07/2026	LANDGATE	GROSS RENTAL VALUATIONS, RURAL UV INTERIM VALUATIONS	\$ 122.80
EFT22862	09/07/2026	MALLEE TREE CAFE & GALLERY	CATERING SERVICES	\$ 790.00
EFT22863	09/07/2026	MCPEST PEST CONTROL	PEST CONTROL SPRAY AT AIRSTRIP BUILDING	\$ 220.00
EFT22864	09/07/2026	MY SAFETY BUDDY	MY SAFETY BUDDY SUBSCRIPTION FOR OCTOBER 2025 AND MARCH 2026	\$ 82.52
EFT22865	09/07/2026	NAILS AND BEAUTY TRUST	BUSINESS ASSISTANCE GRANT - BE YOU NAILS & BEAUTY SALON	\$ 2,000.00
EFT22866	09/07/2026	NEU-TECH AUTO ELECTRICS, TYRES & MECHANICAL	PLANT REPAIRS - ROLLER, SPRAY TRAILER	\$ 797.50
EFT22867	09/07/2026	READYTECH	EOFY AND PAYDAY SUPER SYNERGYSOFT SOFTWARE UPGRADE	\$ 1,650.00
EFT22868	09/07/2026	SHIRE OF KULIN	BENDERING TIP MAINTENANCE	\$ 4,460.02
EFT22869	09/07/2026	THE WINDMILL NEWSPAPER	ADVERTISING - DOG CEMETERY REQUEST FOR COMMUNITY FEEDBACK	\$ 60.00
EFT22870	09/07/2026	WA CONTRACT RANGER SERVICES	RANGER SERVICES - ANIMAL CONTROL FOR JUNE 2026	\$ 822.25
EFT22871	09/07/2026	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	COUNCILLOR TRAINING REGISTRATION	\$ 682.00
EFT22872	09/07/2026	WICKEPIN MOTORS	PLANT REPAIRS - MWS VEHICLE, ROE EHO VEHICLE	\$ 1,000.00
EFT22873	09/07/2026	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 303.30
EFT22874	09/07/2026	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 169.19
EFT22875	09/07/2026	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTION	\$ 409.63
EFT22876	23/07/2026	ARROW BRONZE	NICHE WALL PLAQUES	\$ 2,316.80
EFT22877	23/07/2026	AUSTRALIA POST	POSTAGE CHARGES FOR JUNE 2026	\$ 44.50
EFT22878	23/07/2026	AUSTRALIA'S GOLDEN OUTBACK	2026/2027 ANNUAL MEMBERSHIP	\$ 495.00
EFT22879	23/07/2026	AUSTRALIAN TAXATION OFFICE	BAS PAYMENT FOR JUNE 2026	\$ 42,657.00

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF JULY 2026

EFT22880	23/07/2026	AVON WASTE	RUBBISH COLLECTION FOR JUNE 2026	\$ 28,111.17
EFT22881	23/07/2026	BOC LIMITED	CONTAINER SERVICE FEE FOR SWIMMING POOL - MEDICAL OXYGEN	\$ 14.40
EFT22882	23/07/2026	BOWDEN WELDING PTY LTD	REPAIRS TO NETBALL RING MOUNTS AT CREC	\$ 880.80
EFT22883	23/07/2026	BROWNLEY'S PLUMBING & GAS	PLUMBING SERVICES - CREC	\$ 1,511.40
EFT22884	23/07/2026	BUSSELTON ADVANCED DRIVER TRAINING	STAFF TRAINING AND TESTING FOR MC LICENCE	\$ 2,195.00
EFT22885	23/07/2026	CJS AGRI-MECHANICS	PLANT SERVICE - ROLLER, TIP TRUCK	\$ 4,127.22
EFT22886	23/07/2026	CORRIGIN AG SOLUTIONS	STAFF UNIFORM - SAFETY BOOTS	\$ 163.90
EFT22887	23/07/2026	CORRIGIN OFFICE SUPPLIES	STATIONERY SUPPLIES FOR JUNE 2026	\$ 750.35
EFT22888	23/07/2026	CORRIGIN PHARMACY	STAFF VACCINATION	\$ 90.09
EFT22889	23/07/2026	CORRIGIN SUPERMARKET & LIQUOR	REFRESHMENTS AND CATERING SUPPLIES FOR JUNE 2026	\$ 71.47
EFT22890	23/07/2026	CORRIGIN TYREPOWER	PLANT REPAIRS - SIDE TIPPER TRAILER	\$ 475.00
EFT22891	23/07/2026	DARRYL THACKER T/AS TOP NOTCH PLUMBING & GAS SERVICE	PLUMBING SERVICES - ROTARY PARK	\$ 550.00
EFT22892	23/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	RETURN OF OVERPAYMENT OF GRANT INSTALMENT - CAMM ST WA BICYCLE NETWORK	\$ 324.50
EFT22893	23/07/2026	DIALPLAN	PHONE CHARGES FOR JULY 2026 - CORRIGIN MEDICAL CENTRE	\$ 209.00
EFT22894	23/07/2026	DR T RAMAKRISHNA	SUBSIDY PAYMENT AS PER AGREEMENT - APRIL TO JUNE 2026	\$ 30,250.00
EFT22895	23/07/2026	EASTERN HILLS CHAINSAWS & MOWERS	HOSE ATTACHMENT FOR BILLY GOAT SELF PROPELLED LEAF VACUUM	\$ 602.30
EFT22896	23/07/2026	ENVIRONMENTAL HEALTH AUSTRALIA (WA) INC	2026/2027 ANNUAL MEMBERSHIP - ROE EHO	\$ 450.00
EFT22897	23/07/2026	EXURBAN PTY LTD	TOWN PLANNING CONSULTANCY SERVICES FOR JUNE 2026	\$ 3,161.75
EFT22898	23/07/2026	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLIES FOR JUNE 2026 INCLUSIVE OF FUEL CARD PURCHASES	\$ 24,122.05
EFT22899	23/07/2026	INTELIFE - CIVITUS	VERGE CLEARING - BILBARIN-QUAIRADING ROAD, SZCZECINSKI ROAD	\$ 35,825.27
EFT22900	23/07/2026	LINKWEST	2026/2027 ANNUAL MEMBERSHIP - RESOURCE CENTRE	\$ 437.00
EFT22901	23/07/2026	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	2026/2027 ANNUAL MEMBERSHIP - DCEO	\$ 560.00
EFT22902	23/07/2026	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	2026/2027 ANNUAL FEE - LHAAC SAMPLING SCHEME	\$ 541.76
EFT22903	23/07/2026	MAIN ROADS WESTERN AUSTRALIA - DEPARTMENT OF FINANCE	WSFN LINE MARKING - RABBIT PROOF FENCE ROAD	\$ 69,408.15
EFT22904	23/07/2026	MARKET CREATIONS AGENCY	2026/2027 ANNUAL MEMBERSHIP - CORRIGIN COUNCIL CONNECT	\$ 13,310.00
EFT22905	23/07/2026	MY SAFETY BUDDY	MY SAFETY BUDDY SUBSCRIPTION FOR JUNE 2026	\$ 56.00
EFT22906	23/07/2026	NEU-TECH AUTO ELECTRICS, TYRES & MECHANICAL	PLANT MAINTENANCE - MWS VEHICLE, ROE EHO VEHICLE	\$ 1,080.52
EFT22907	23/07/2026	ONEMUSIC AUSTRALIA	2026/2027 ANNUAL LICENCE - MUSIC FOR COUNCILS RURAL	\$ 402.37
EFT22908	23/07/2026	RAC	2026/2027 ANNUAL FEE - BUSINESSWISE ASSIST FOR COMMUNITY BUS	\$ 124.00
EFT22909	23/07/2026	READY TECH USER GROUP WA INC	2026/2027 ANNUAL MEMBERSHIP	\$ 962.50
EFT22910	23/07/2026	READYTECH	2026/2027 ANNUAL SUBSCRIPTION - SYNERGYSOFT	\$ 47,776.17
EFT22911	23/07/2026	SHIRE OF NAREMBEEN	ROEROC CONTRIBUTION & GRANT APPLICATIONS - REGIONAL HOUSING, DISASTER READY	\$ 18,734.12
EFT22912	23/07/2026	TELSTRA LIMITED	PHONE AND INTERNET CHARGES	\$ 1,449.31
EFT22913	23/07/2026	THINKPROJECT AUSTRALIA PTY LTD	2026/2027 ANNUAL SUBSCRIPTION - DIGITAL ASSET REGISTER SOFTWARE	\$ 12,861.29
EFT22914	23/07/2026	WHEATBELT BUSINESS NETWORK	2026/2027 ANNUAL MEMBERSHIP - RESOURCE CENTRE	\$ 220.00
EFT22915	23/07/2026	WICKEPIN MOTORS	PLANT REPAIRS - DCEO VEHICLE	\$ 500.00
EFT22916	23/07/2026	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 303.30
EFT22917	23/07/2026	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	\$ 169.19
EFT22918	23/07/2026	CORRIGIN SHIRE WORKERS SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 160.00

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF JULY 2026

EFT22919	23/07/2026	SALARY PACKAGING AUSTRALIA	SALARY PACKAGING PAYROLL DEDUCTION	\$	409.63
EFT22920	30/07/2026	ABCO PRODUCTS PTY LTD	CLEANING PRODUCTS AND BATHROOM SUPPLIES	\$	2,641.22
EFT22921	30/07/2026	BOWDEN WELDING PTY LTD	PLANT REPAIRS - WORKS UTE	\$	2,599.29
EFT22922	30/07/2026	CJS AGRI-MECHANICS	PLANT REPAIRS - ROLLER	\$	607.20
EFT22923	30/07/2026	CITY OF KALAMUNDA	BUILDING CONSULTANCY SERVICES FOR JUNE 2026	\$	457.89
EFT22924	30/07/2026	CORRIGIN ROADHOUSE	CATERING SERVICES	\$	297.50
EFT22925	30/07/2026	CORRIGIN TYREPOWER	PLANT REPAIRS - ROLLER, TORO MOWER	\$	1,565.00
EFT22926	30/07/2026	HARRIS ZUGLIAN ELECTRICS	ELECTRICAL SERVICES - 3 JANES DRIVE	\$	306.60
EFT22927	30/07/2026	HERSEY'S SAFETY PTY LTD	HARDWARE AND SAFETY SUPPLIES	\$	1,742.40
EFT22928	30/07/2026	LANDGATE	GROSS RENTAL VALUATIONS	\$	53.08
EFT22929	30/07/2026	M2 TECHNOLOGY GROUP PTY LTD (M2 ON HOLD)	ON HOLD TELEPHONE SUBSCRIPTION FOR JULY 2026	\$	110.00
EFT22930	30/07/2026	MUIRS - CORRIGIN	ROADSIDE SPRAYING HERBICIDE CHEMICALS	\$	3,828.00
EFT22931	30/07/2026	NEU-TECH AUTO ELECTRICS, TYRES & MECHANICAL	PLANT SERVICE & REPAIRS - FUEL TANKER TRAILER, WORKS UTE, SPRAY TRAILER	\$	814.70
EFT22932	30/07/2026	REWARD HOSPITALITY	BAIN MARIE INSERTS FOR CREC KITCHEN, UTENSILS FOR ADMIN OFFICE KITCHEN	\$	237.83
EFT22933	30/07/2026	SHIRE OF BROOKTON	PROVISION OF COMMUNITY EMERGENCY SERVICES MANAGER - APRIL TO JUNE 2026	\$	5,292.55
EFT22934	30/07/2026	TEAM GLOBAL EXPRESS - TOLL GLOBAL	FREIGHT CHARGES	\$	40.98
EFT22935	30/07/2026	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	2026/2027 ANNUAL SUBSCRIPTION	\$	23,625.65
EFT22936	30/07/2026	WESTRAC PTY LTD	2026/2027 ANNUAL SUBSCRIPTION - FIT FLEET FOR GRADER	\$	475.20
EFT22937	30/07/2026	WHEATBELT NATIVE GARDENS	NATIVE TREE FORRESTRY TUBES AND SUPER TUBES	\$	170.00
EFT22938	30/07/2026	WINC AUSTRALIA PTY LTD	STATIONERY SUPPLIES	\$	279.64
				TOTAL EFT PAYMENTS	\$ 444,960.57

DIRECT DEBIT PAYMENTS

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD18876.1	01/07/2026	SYNERGY	ELECTRICITY CHARGES	\$ 7,626.32
DD18893.1	01/07/2026	SYNERGY	ELECTRICITY CHARGES	\$ 91.27
DD18894.1	03/07/2026	SYNERGY	ELECTRICITY CHARGES	\$ 45.18
DD18982.1	06/07/2026	NATIONAL AUSTRALIA BANK	CREDIT CARD PAYMENT	\$ 6,320.92
DD18917.1	08/07/2026	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 11,838.42
DD18917.2	08/07/2026	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,669.93
DD18917.3	08/07/2026	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,527.41
DD18917.4	08/07/2026	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 550.30
DD18917.5	08/07/2026	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 742.92
DD18917.6	08/07/2026	CARESUPER	SUPERANNUATION CONTRIBUTIONS	\$ 610.32
DD18996.1	16/07/2026	SYNERGY	ELECTRICITY CHARGES	\$ 1,397.51
DD18953.1	20/07/2026	WATER CORPORATION OF WA	WATER CHARGES	\$ 3,265.00
DD18968.1	20/07/2026	WATER CORPORATION OF WA	WATER CHARGES	\$ 286.81
DD18952.1	22/07/2026	SYNERGY	ELECTRICITY CHARGES	\$ 126.02
DD18954.1	22/07/2026	WATER CORPORATION OF WA	WATER CHARGES	\$ 1,509.97

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF JULY 2026

DD18972.1	22/07/2026	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 12,159.07
DD18972.2	22/07/2026	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,740.75
DD18972.3	22/07/2026	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,636.83
DD18972.4	22/07/2026	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 569.96
DD18972.5	22/07/2026	HOSTPLUS SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 761.42
DD18972.6	22/07/2026	CARESUPER	SUPERANNUATION CONTRIBUTIONS	\$ 615.20
DD18955.1	23/07/2026	WATER CORPORATION OF WA	WATER CHARGES	\$ 880.44
DD18956.1	24/07/2026	WATER CORPORATION OF WA	WATER CHARGES	\$ 6,526.96
DD18951.1	27/07/2026	SYNERGY	ELECTRICITY CHARGES	\$ 4,548.27
DD18957.1	27/07/2026	WATER CORPORATION OF WA	WATER CHARGES	\$ 5,163.26
DD18963.1	29/07/2026	SYNERGY	ELECTRICITY CHARGES	\$ 7,310.81
TOTAL DIRECT DEBIT PAYMENTS				\$ 79,521.27

EFT PAYROLL PAYMENTS

PPE #	DATE	NAME	DESCRIPTION	AMOUNT
PPE080726	09/07/2026	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	\$ 75,556.70
PPE220726	23/07/2026	PAYROLL	FORTNIGHTLY PAYROLL PAYMENT TO EMPLOYEES	\$ 74,913.83
TOTAL EFT PAYROLL PAYMENTS				\$ 150,470.53

MUNICIPAL ACCOUNT - TOTAL PAYMENTS \$ 674,952.37

TRUST ACCOUNT

EFT PAYMENTS

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT22843	09/07/2026	PUBLIC TRANSPORT AUTHORITY	TRANSWA TICKET SALES FOR JUNE 2026	\$ 66.87
EFT22844	09/07/2026	SHIRE OF CORRIGIN - MUNICIPAL	TRANSWA TICKET COMMISSIONS FOR JUNE 2026	\$ 24.03
TOTAL EFT PAYMENTS				\$ 90.90

TRUST ACCOUNT - TOTAL PAYMENTS \$ 90.90

LICENSING TRUST ACCOUNT

DIRECT DEBIT PAYMENTS

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD18896.1	01/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,564.10
DD18900.1	02/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 182.00
DD18902.1	03/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 9,413.65
DD18904.1	06/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 4,914.40
DD18911.1	07/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 703.45

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF JULY 2026

DD18920.1	08/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 4,013.60
DD18921.1	09/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 5,601.40
DD18923.1	10/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 2,665.80
DD18935.1	13/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 112.00
DD18937.1	15/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 4,704.50
DD18940.1	15/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,557.15
DD18946.1	16/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,923.70
DD18948.1	17/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 2,468.00
DD18950.1	20/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 172.00
DD18967.1	21/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 283.50
DD18970.1	22/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,378.20
DD18975.1	23/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 7,475.75
DD18977.1	24/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 15,064.10
DD18979.1	27/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 2,682.10
DD18984.1	29/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,501.85
DD18986.1	29/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 259.25
DD18999.1	30/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 65.70
DD19001.1	31/07/2026	DEPARTMENT OF TRANSPORT AND MAJOR INFRASTRUCTURE	DOT DIRECT DEBIT FOR LICENSING TRANSACTIONS	\$ 1,503.05
TOTAL DIRECT DEBIT PAYMENTS				\$ 70,209.25
LICENSING TRUST ACCOUNT - TOTAL PAYMENTS				<u>\$ 70,209.25</u>
TOTAL MUNICIPAL ACCOUNT PAYMENTS				\$ 674,952.37
TOTAL TRUST ACCOUNT PAYMENTS				\$ 90.90
TOTAL EDNA STEVENSON TRUST ACCOUNT PAYMENTS				\$ -
TOTAL LICENSING TRUST ACCOUNT PAYMENTS				\$ 70,209.25
TOTAL OF ALL ACCOUNT PAYMENTS				<u>\$ 745,252.52</u>

SCHEDULE OF ACCOUNTS PAID FOR THE MONTH OF JULY 2026

CREDIT CARD PURCHASES

DATE	NAME	DESCRIPTION	AMOUNT
03/06/2026	OFFICEWORKS	STATIONERY SUPPLIES - RESOURCE CENTRE	\$ 109.95
11/06/2026	NARROGIN MOTEL	MEALS FOR STAFF FORKLIFT TRAINING COURSE	\$ 48.99
15/06/2026	O'BRIEN GLASS	PLANT REPAIRS - ROE EHO VEHICLE	\$ 1,518.16
15/06/2026	SP STRIKE	MOBILE PHONE CASE AND CHARGER FOR WASTE SITE ATTENDANT	\$ 110.24
22/06/2026	AERIAL CG	ALGA CONFERENCE - TAXI FARE FOR CEO AND SHIRE PRESIDENT	\$ 39.95
23/06/2026	ACT CABS	ALGA CONFERENCE - TAXI FARE FOR CEO AND SHIRE PRESIDENT	\$ 19.69
23/06/2026	TENKOMORI RAMEN HOUSE CANBERRA	ALGA CONFERENCE - MEALS FOR CEO AND SHIRE PRESIDENT	\$ 57.51
23/06/2026	SQ RED BRICK CBD CANBERRA	ALGA CONFERENCE - MEALS FOR CEO AND SHIRE PRESIDENT	\$ 57.00
23/06/2026	A BY ADINA CANBERRA	ALGA CONFERENCE - ACCOMMODATION FOR CEO AND SHIRE PRESIDENT	\$ 2,342.25
24/06/2026	ACT CABS	ALGA CONFERENCE - TAXI FARE FOR CEO AND SHIRE PRESIDENT	\$ 20.53
24/06/2026	ACT CABS	ALGA CONFERENCE - TAXI FARE FOR CEO AND SHIRE PRESIDENT	\$ 20.00
24/06/2026	AERIAL CG	ALGA CONFERENCE - TAXI FARE FOR CEO AND SHIRE PRESIDENT	\$ 17.48
24/06/2026	THE MEAT & WINE CO CANBERRA	ALGA CONFERENCE - MEALS FOR CEO AND SHIRE PRESIDENT	\$ 83.35
25/06/2026	WILMA & THE PEARL CANBERRA	ALGA CONFERENCE - MEAL FOR CEO	\$ 49.33
25/06/2026	WILMA & THE PEARL CANBERRA	ALGA CONFERENCE - MEAL SHIRE PRESIDENT	\$ 49.33
25/06/2026	SQ RED BRICK CBD CANBERRA	ALGA CONFERENCE - MEALS FOR CEO AND SHIRE PRESIDENT	\$ 53.00
25/06/2026	SQ MALAGA RVC	STATIONERY SUPPLIES - RESOURCE CENTRE	\$ 22.98
25/06/2026	BUSSELTON ADV DRIVER	DEPOSIT FOR STAFF TRAINING AND TESTING FOR MC LICENCE	\$ 1,500.00
26/06/2026	ACT CABS	ALGA CONFERENCE - TAXI FARE FOR CEO AND SHIRE PRESIDENT	\$ 29.24
26/06/2026	ACT CABS	ALGA CONFERENCE - TAXI FARE FOR CEO AND SHIRE PRESIDENT	\$ 17.27
26/06/2026	SQ RED BRICK CBD CANBERRA	ALGA CONFERENCE - MEALS FOR CEO AND SHIRE PRESIDENT	\$ 51.00
26/06/2026	MOBILE MATE	MOBILE PHONE SCREEN PROTECTOR FOR WASTE SITE ATTENDANT	\$ 25.60
29/06/2026	LIVE PAYMENTS BARANGAROO	ALGA CONFERENCE - TAXI FARE FOR CEO AND SHIRE PRESIDENT	\$ 78.07
TOTAL CREDIT CARD PURCHASES			\$ 6,320.92

FUEL CARD PURCHASES

DATE	NAME	DESCRIPTION	AMOUNT
30/06/2026	ADMINISTRATION VEHICLE - CR1	FUEL CARD PURCHASES FOR JUNE 2026	\$ 758.10
30/06/2026	ADMINISTRATION VEHICLE - 2CR	FUEL CARD PURCHASES FOR JUNE 2026	\$ 224.79
30/06/2026	MEDICAL SERVICES VEHICLE - CR1000	FUEL CARD PURCHASES FOR JUNE 2026	\$ 555.91
30/06/2026	ROE HEALTH VEHICLE - 4CR	FUEL CARD PURCHASES FOR JUNE 2026	\$ 1,314.12
30/06/2026	WORKS AND SERVICES VEHICLE - 1CR	FUEL CARD PURCHASES FOR JUNE 2026	\$ 707.78
30/06/2026	WORKS AND SERVICES VEHICLE - CR4	FUEL CARD PURCHASES FOR JUNE 2026	\$ 310.31
TOTAL FUEL CARD PURCHASES			\$ 3,871.01



MONTHLY FINANCIAL REPORT

**(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 July 2026**

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

TABLE OF CONTENTS

Statement of financial activity	2
Statement of financial position	3
Note 1 Basis of preparation	4
Note 2 Net current assets information	5
Note 3 Explanation of variances	6

SHIRE OF CORRIGIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2026

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
Note	(a) \$	(b) \$	(c) \$	(c) - (b) \$	((c) - (b))/(b) %	
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	3,313,554	3,308,286	3,312,185	3,899	0.12%	
Rates excluding general rates	103,203	103,203	103,204	1	0.00%	
Grants, subsidies and contributions	1,696,984	329,875	322,791	(7,084)	(2.15%)	
Fees and charges	839,223	312,874	296,078	(16,796)	(5.37%)	
Interest revenue	328,937	4,586	4,508	(78)	(1.70%)	
Other revenue	111,625	9,501	1,822	(7,679)	(80.82%)	
Profit on asset disposals	240,726	0	0	0	0.00%	
Fair value adjustments to financial assets at fair value through profit or loss	2,500	0	0	0	0.00%	
	6,636,752	4,068,325	4,040,588	(27,737)	(0.68%)	
Expenditure from operating activities						
Employee costs	(3,207,021)	(307,925)	(194,100)	113,825	36.97%	▲
Materials and contracts	(2,706,509)	(224,915)	(159,556)	65,359	29.06%	▲
Utility charges	(424,225)	(35,320)	(30,237)	5,083	14.39%	
Depreciation	(4,603,727)	(8,484)	0	8,484	100.00%	
Finance costs	(46,231)	0	0	0	0.00%	
Insurance	(235,520)	(746)	0	746	100.00%	
Other expenditure	(207,684)	(26,043)	(26,119)	(76)	(0.29%)	
Loss on asset disposals	(112,503)	0	0	0	0.00%	
	(11,543,420)	(603,433)	(410,012)	193,421	32.05%	
Non cash amounts excluded from operating activities	2(c) 4,498,087	8,484	0	(8,484)	(100.00%)	
Amount attributable to operating activities	(408,581)	3,473,376	3,630,576	157,200	4.53%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	1,698,357	0	0	0	0.00%	
Proceeds from disposal of assets	542,556	0	0	0	0.00%	
Proceeds on disposal of financial assets at fair values through other comprehensive income	75,000	0	0	0	0.00%	
	2,315,913	0	0	0	0.00%	
Outflows from investing activities						
Acquisition of property, plant and equipment	(2,347,300)	0	(182)	(182)	0.00%	
Acquisition of infrastructure	(2,950,561)	0	0	0	0.00%	
Payments for financial assets at amortised cost - term deposits	(317,343)	0	0	0	0.00%	
	(5,615,204)	0	(182)	(182)	0.00%	
Non-cash amounts excluded from investing activities	2(d) 317,343	0	0	0	0.00%	
Amount attributable to investing activities	(2,981,948)	0	(182)	(182)	0.00%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	360,000	0	0	0	0.00%	
	360,000	0	0	0	0.00%	
Outflows from financing activities						
Repayment of borrowings	(108,322)	0	0	0	0.00%	
Transfer to reserves	(677,344)	0	0	0	0.00%	
	(785,666)	0	0	0	0.00%	
Amount attributable to financing activities	(425,666)	0	0	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 3,816,195	3,816,195	4,758,796	942,601	24.70%	▲
Amount attributable to operating activities	(408,581)	3,473,376	3,630,576	157,200	4.53%	
Amount attributable to investing activities	(2,981,948)	0	(182)	(182)	0.00%	
Amount attributable to financing activities	(425,666)	0	0	0	0.00%	
Surplus or deficit after imposition of general rates	0	7,289,571	8,389,190	1,099,619	15.08%	▲

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 31 JULY 2026

	Actual 30 June 2026	Actual as at 31 July 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	5,124,450	4,908,094
Trade and other receivables	189,609	3,878,365
Other financial assets	4,787,066	4,787,066
Inventories	94,901	73,893
Other assets	17,336	12,252
TOTAL CURRENT ASSETS	10,213,362	13,659,670
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	41,554	41,554
Property, plant and equipment	34,156,248	34,156,430
Infrastructure	170,865,643	170,865,643
TOTAL NON-CURRENT ASSETS	205,766,962	205,767,144
TOTAL ASSETS	215,980,324	219,426,814
CURRENT LIABILITIES		
Trade and other payables	328,284	175,428
Other liabilities	41,144	9,913
Borrowings	108,322	108,322
Employee related provisions	432,167	432,167
TOTAL CURRENT LIABILITIES	909,917	725,830
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	1,912,747	1,728,660
NET ASSETS	214,067,577	217,698,154
EQUITY		
Retained surplus	33,696,032	37,326,609
Reserve accounts	4,787,066	4,787,066
Revaluation surplus	175,584,479	175,584,479
TOTAL EQUITY	214,067,577	217,698,154

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

SHIRE OF CORRIGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2026

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 12 August 2026

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits

SHIRE OF CORRIGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2026

2 NET CURRENT ASSETS INFORMATION

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

Current assets

Cash and cash equivalents
Trade and other receivables
Other financial assets
Inventories
Other assets

Less: current liabilities

Trade and other payables
Other liabilities
Borrowings
Employee related provisions
Other provisions

Net current assets

Less: Total adjustments to net current assets

Closing funding surplus / (deficit)

Note	Adopted Budget Opening 1 July 2026	Actual as at 30 June 2026	Actual as at 31 July 2026
	\$	\$	\$
	383,095	5,124,450	4,908,094
	102,070	189,609	3,878,365
	5,104,409	4,787,066	4,787,066
	13,996	94,901	73,893
	1,714	17,336	12,252
	5,605,284	10,213,362	13,659,670
	167,548	(328,284)	(175,428)
	0	(41,144)	(9,913)
	(113,406)	(108,322)	(108,322)
	(374,080)	(432,167)	(432,167)
	(229,546)	0	0
	(549,484)	(909,917)	(725,830)
	5,055,800	9,303,445	12,933,840
2(b)	(5,055,800)	(4,544,649)	(4,544,650)
	0	4,758,796	8,389,190

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets

Less: Reserve accounts
Less: Current assets not expected to be received at end of year
- Land held for resale
- Other liabilities [Rates Receivables]
Add: Current liabilities not expected to be cleared at the end of the year
- Current portion of borrowings
- Current portion of employee benefit provisions held in reserve

Total adjustments to net current assets

	(5,104,409)	(4,787,066)	(4,787,066)
	0	(65,000)	0
	(64,797)	(41,144)	0
	113,406	108,322	108,322
	0	240,239	134,094
2(a)	(5,055,800)	(4,544,649)	(4,544,650)

(c) Non-cash amounts excluded from operating activities

Adjustments to operating activities

Less: Profit on asset disposals
Less: Fair value adjustments to financial assets at amortised cost
Add: Loss on asset disposals
Add: Depreciation
Non-cash movements in non-current assets and liabilities:
- Pensioner deferred rates
- Employee provisions

Total non-cash amounts excluded from operating activities

	Adopted Budget Estimates 30 June 2027	YTD Budget Estimates 31 July 2026	YTD Actual 31 July 2026
	\$	\$	\$
	(240,726)	0	0
	(2,500)	0	0
	112,503	0	0
	4,603,727	8,484	0
	1,265	0	0
	23,818	0	0
	4,498,087	8,484	0

(d) Non-cash amounts excluded from investing activities

Adjustments to investing activities

Movement in current other provision associated with restricted cash

Total non-cash amounts excluded from investing activities

	317,343	0	0
	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.

SHIRE OF CORRIGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2026

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2026-27 year is \$10,000 and 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Expenditure from operating activities			
Employee costs Employee costs are below year to date budget due to the timing of payroll allocations and budget phasing across programs. Expenditure is expected to align more closely with budget as the financial year progresses.	113,825	36.97%	▲
Materials and contracts Expenditure on materials and contracts is below budget due to the timing of purchases and works. Following adoption of the 2026-27 budget in July, a number of planned purchases had not yet commenced at month end.	65,359	29.06%	▲
Surplus or deficit at the start of the financial year The opening surplus remains above budget as a result of outstanding year end accounting processes and adjustments that had not been completed at the time of reporting.	942,601	24.70%	▲
Surplus or deficit after imposition of general rates The favourable variance is primarily attributable to the opening surplus position remaining above budget pending completion of year end accounting processes and adjustments.	1,099,619	15.08%	▲

SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
TABLE OF CONTENTS

1	Key information	2
2	Key information - graphical	3
3	Cash and financial assets	4
4	Reserve accounts	5
5	Capital acquisitions	6
6	Disposal of assets	8
7	Receivables	9
8	Other current assets	10
9	Payables	11
10	Borrowings	12
11	Other current liabilities	13
12	Grants and contributions	14
13	Capital grants and contributions	15
14	Trust fund	16

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 31 JULY 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	\$4.76 M	\$0.94 M
Closing	\$0.00 M	\$7.29 M	\$8.39 M	\$1.10 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$9.70 M	% of total
Unrestricted Cash	\$4.91 M	50.6%
Restricted Cash	\$4.79 M	49.4%

Refer to 3 - Cash and Financial Assets

Payables	
	\$0.18 M
Trade Payables	\$0.10 M
0 to 30 Days	100.0%
Over 30 Days	0.0%
Over 90 Days	0.0%

Refer to 9 - Payables

Receivables	
	\$0.44 M
Rates Receivable	\$3.44 M
Trade Receivable	\$0.44 M
Over 30 Days	2.7%
Over 90 Days	1.3%

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)	\$3.47 M	\$3.63 M	\$0.16 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$3.31 M	% Variance
YTD Budget	\$3.31 M	0.1%

Grants and Contributions		
YTD Actual	\$0.32 M	% Variance
YTD Budget	\$0.33 M	(2.1%)

Refer to 12 - Grants and Contributions

Fees and Charges		
YTD Actual	\$0.30 M	% Variance
YTD Budget	\$0.31 M	(5.4%)

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)	\$0.00 M	(\$0.00 M)	(\$0.00 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	\$0.00 M	% Spent
Adopted Budget	\$2.95 M	(100.0%)

Refer to 5 - Capital Acquisitions

Capital Grants		
YTD Actual	\$0.00 M	% Received
Adopted Budget	\$1.70 M	(100.0%)

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

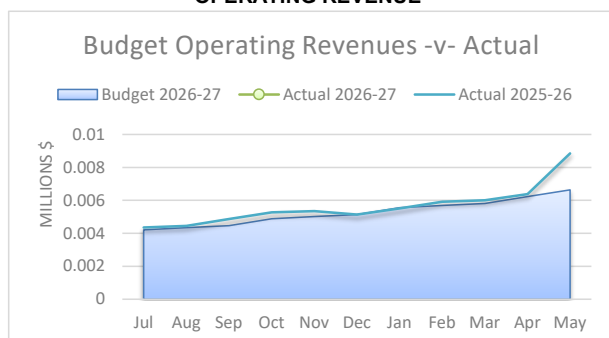
This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

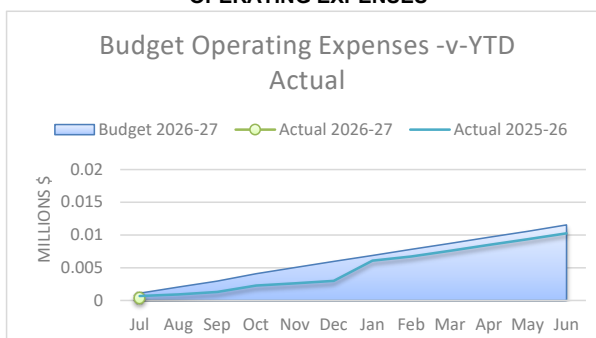
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

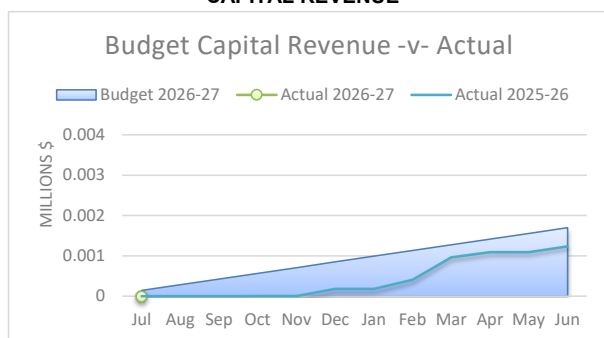


OPERATING EXPENSES

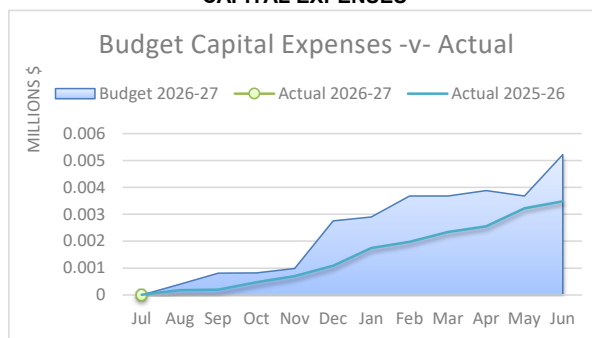


INVESTING ACTIVITIES

CAPITAL REVENUE



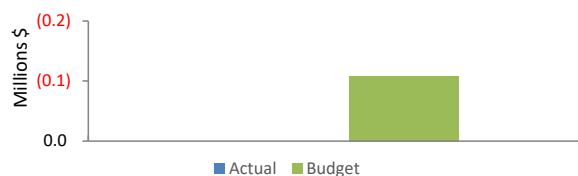
CAPITAL EXPENSES



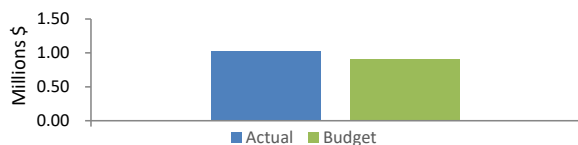
FINANCING ACTIVITIES

BORROWINGS

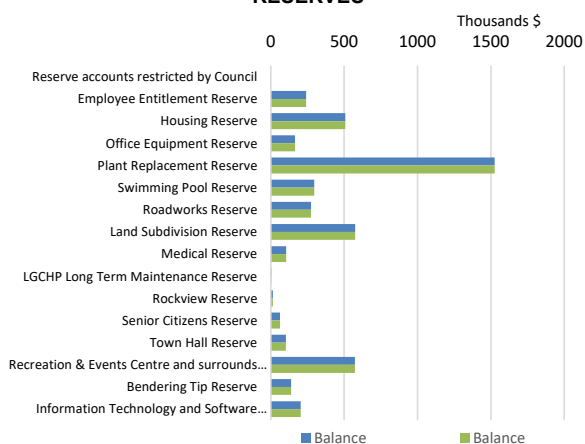
Principal Repayments



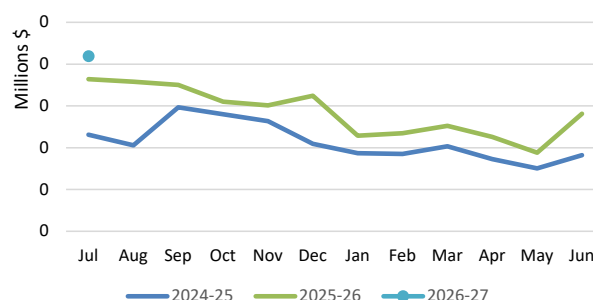
Principal Outstanding



RESERVES



Closing funding surplus / (deficit)



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

**SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026**

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	392,169		392,169		NAB	0.00%	At Call
Overnight Cash Deposit Facility	Cash and cash equivalents	3,928,289		3,928,289		WATC/NAB	4.05%	At Call
Trust Fund	Cash and cash equivalents	0		0	102,952	NAB	0.00%	At Call
Police Licensing Trust Fund	Cash and cash equivalents	0		0	2,109	NAB	0.00%	At Call
Municipal Cash at Bank at Call	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	844,623	NAB	5.01%	06/2027
Total		4,908,094	4,787,066	9,695,160	949,684			
Comprising								
Cash and cash equivalents		4,908,094	0	4,908,094	105,061			
Financial assets at amortised cost - Term Deposits		0	4,787,066	4,787,066	844,623			
		4,908,094	4,787,066	9,695,160	949,684			

KEY INFORMATION

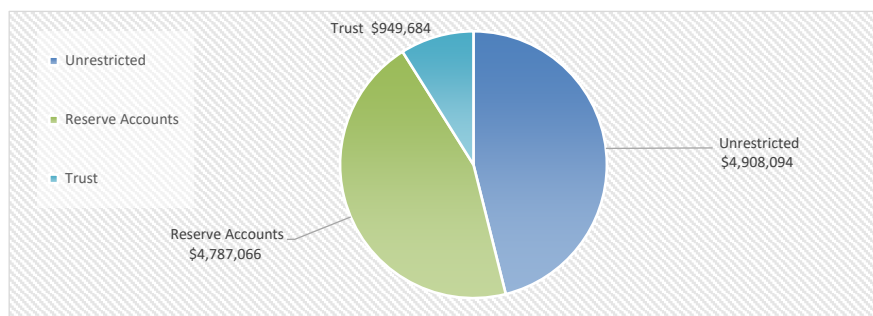
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of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



SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening	Transfers	Transfers	Closing	Opening	Transfers	Transfers	Closing
	Balance	In (+)	Out (-)	Balance	Balance	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
Employee Entitlement Reserve	240,239	23,819	0	264,058	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
	4,787,066	677,344	(360,000)	5,104,410	4,787,066	0	0	4,787,066

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	245,000	0	182	182
Furniture and equipment	55,000	0	0	0
Plant and equipment	2,047,300	0	0	0
Acquisition of property, plant and equipment	2,347,300	0	182	182
Infrastructure - roads	2,544,891	0	0	0
Infrastructure - footpaths	128,570	0	0	0
Infrastructure - other	137,100	0	0	0
Infrastructure - parks and ovals	140,000	0	0	0
Acquisition of infrastructure	2,950,561	0	0	0
Total capital acquisitions	5,297,861	0	182	182
Capital Acquisitions Funded By:				
Capital grants and contributions	1,698,357	0	0	0
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	0	182	182
Capital funding total	5,297,861	0	182	182

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

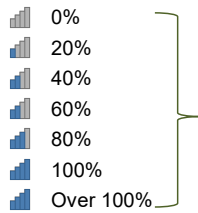
In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

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

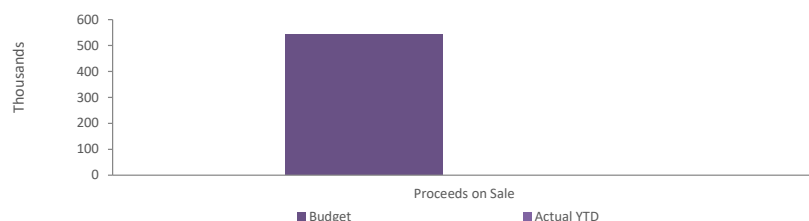


Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

		Adopted		YTD Actual	Variance (Under)/Over
Account Description		Budget	YTD Budget		
		\$	\$	\$	\$
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	0	0	0
Roads and Civil	Mini Excavator (2011 Kubota Mini Excavator U55-4G - CR720)	150,000	0	0	0
Roads and Civil	Tipper Truck - (2014 Isuzu FRR 500 Tip Truck - CR3)	140,000	0	0	0
Roads and Civil	Crew Cab Truck - carryover 25/26 CR18	120,000	0	0	0
Roads and Civil	Prime Mover - carryover 25/26 CR7 2011 Iveco Powerstar 6X4	360,000	0	0	0
Roads and Civil	Prime Mover (previously CR 19)				
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& Services	MWS Vehicle - 1CR	67,600	0	0	0
Other Property& Services	New Trailer - 2009 Bobcat Tandem Axle Trailer with loading ramps - 1TKN581	15,000	0	0	0
Other Property& Services	New Trailer - replace 1995 Promark Vacuum Trailer - CR3216	10,000	0	0	0
Other Property& Services	2019 Holden Colorado 4x4 Single Cab Chassis LS Auto Summit White - CR17	67,600	0	0	0
Other Property& Services	CEO Vehicle - carryover 25/26 CR1	77,000	0	0	0
Other Property& Services	DCEO Vehicle - carryover 25/262CR	55,000	0	0	0
Other Property& Services	Other Small Miscellaneous Plant (>\$5,000 ex GST) - includes canopy for old CR17	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 (Skate Park)	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	0	0
Swimming Pool	Retiling of top edging toddler pools	30,000	0	0	0
Caravan Park	Install Patio	17,100	0	0	0
Main Street Car Bays (CWA)	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 Rd	Widen intersection and approaches, install ruble strips, remove hazards from clear zone, improve drainage	529,326	0	0	0
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	0	0
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
		5,297,861	0	182	(182)

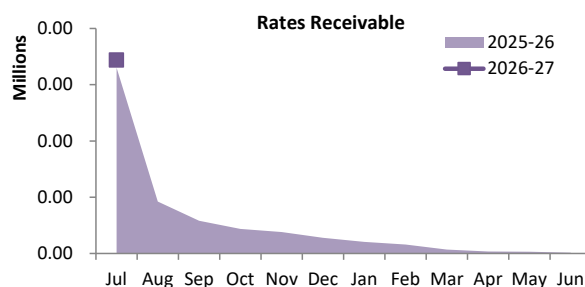
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(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
Parks and Ovals									
		414,333	542,556	240,726	(112,503)	0	0	0	0



7 RECEIVABLES

Rates receivable	30 Jun 2026	31 Jul 2026
	\$	\$
Opening arrears previous year	14,442	14,560
Levied this year	3,284,522	3,415,389
Less - collections to date	(3,284,404)	12,778
Net rates collectable	14,560	3,442,727
% Collected	99.6%	(0.4%)



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(478)	347,027	3,154	1,801	4,605	356,109
Percentage	(0.1%)	97.4%	0.9%	0.5%	1.3%	
Balance per trial balance						
Trade receivables						356,109
GST receivable						33,545
Receivables for employee related provisions						45,984
Total receivables general outstanding						435,638

Amounts shown above include GST (where applicable)

KEY INFORMATION

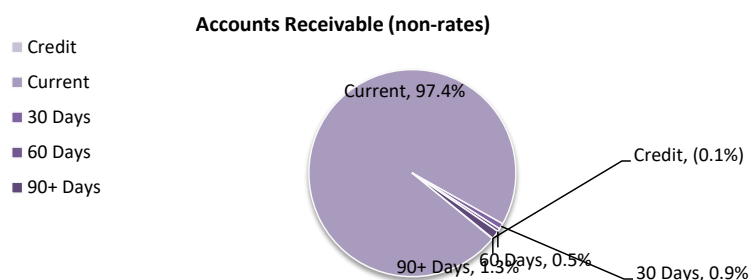
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



OPERATING ACTIVITIES

	Opening Balance 1 July 2026	Asset Increase	Asset Reduction	Closing Balance 31 July 2026
Other current assets	\$	\$	\$	\$
Financial assets at amortised cost	4,787,066	0	0	4,787,066
Inventory				
Fuel	29,901	0	(21,008)	8,893
Land held for resale				
- Cost of acquisition	65,000	0	0	65,000
Other assets				
Prepayments	3,346	0	(3,346)	0
Joint Ventures	13,990	12,080	(13,818)	12,252
Total other current assets	4,899,303	12,080	(38,172)	4,873,211
Amounts shown above include GST (where applicable)				

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.

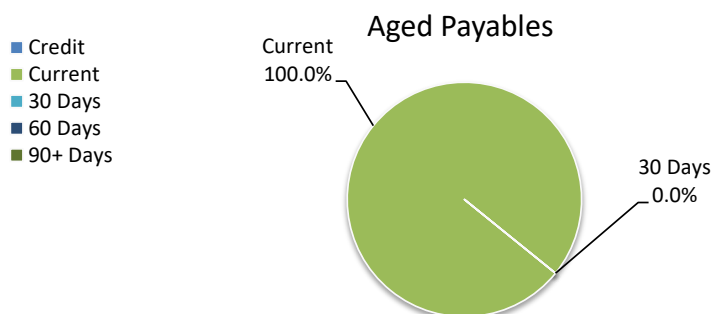
[illegible]

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	101,526	0	0	0	101,526
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						101,526
ATO liabilities						8,348
ATO liabilities						40,424
Payroll Creditors						25,771
Accrued Expenses						(641)
Total payables general outstanding						175,428
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 Particulars		Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
			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 Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2026 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 31 July 2026 \$
Other current liabilities						
Other liabilities						
Excess Rates		41,144	0	4,872	(36,103)	9,913
Total other liabilities		41,144	0	4,872	(36,103)	9,913
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	4,872	(36,103)	442,080

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.

**SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026**

OPERATING ACTIVITIES

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and		
	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Jul 2026	Current Liability 31 Jul 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
Grants Commission Grant Received - General Purpose	0	0	0	0	0	771,501	0	0
Grants Commission Grant Received - Local Roads	0	0	0	0	0	447,544	0	0
DFES LGGS Funding	0	0	0	0	0	82,780	6,898	20,695
CRC Funding Income	0	0	0	0	0	119,417	150,000	29,854
Direct Grants Income - Main Roads	0	0	0	0	0	269,242	172,436	269,242
	0	0	0	0	0	1,690,484	329,334	319,791
Contributions								
CRC Grant Funding Income	0	0	0	0	0	4,000	333	3,000
Other Culture Income	0	0	0	0	0	2,500	208	0
	0	0	0	0	0	6,500	541	3,000
TOTALS	0	0	0	0	0	1,696,984	329,875	322,791

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities				Capital grants, subsidies and		
	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Jul 2026	Current Liability 31 Jul 2026	Adopted Budget Revenue	YTD Budget Revenue Actual
	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies							
Funding - Emergency Power Supply - CREC Generator	0	0	0	0	0	150,000	0
Grant - Regional Road Group Income	0	0	0	0	0	519,925	0
Grant - Roads to Recovery Income	0	0	0	0	0	582,558	0
Grant - MRWA Blackspot Income	0	0	0	0	0	346,884	0
Misc Income, Streets Roads - Camm Street Shared Path Grant	0	0	0	0	0	64,285	0
Public Utilities Other Income - Charge up Workplace Grant	0	0	0	0	0	34,705	0
	0	0	0	0	0	1,698,357	0

SHIRE OF CORRIGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

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 31 July 2026
	\$	\$	\$	\$
Community Funds Held	102,912	0	0	102,912
Edna Stevenson Educational Trust	844,609	15	0	844,624
Police Licensing	1,743	70,573	(70,211)	2,105
Westrail Bus Ticketing	134	0	(91)	43
	949,398	70,588	(70,302)	949,684

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

Contents

Part 1 — Preliminary.....	5
1.1 Citation	5
1.2 Commencement	5
1.3 Application	5
1.4 Interpretation	5
Part 2 — Keeping of animals.....	11
Division 1 — <i>Animals</i>	11
2.1 Interpretation	11
2.2 Cleanliness	11
2.3 Animal enclosures.....	11
2.4 Cats	11
Division 2 — Keeping of birds.....	13
2.5 Keeping of poultry and pigeons in a residential zone.....	13
2.6 Conditions for keeping of poultry	13
2.7 Roosters, geese, turkeys and peafowl	13
2.8 Conditions for keeping of pigeons	13
2.9 Restrictions on pigeon nesting and perching	14
2.10 Conditions of keeping aviary birds.....	14
2.11 Nuisance caused by birds	14
Division 3 — Keeping of bees	14
2.12 Permit required to keep bees	14
2.13 Application for a permit.....	15
2.14 Determination of application.....	15
2.15 Conditions of approval.....	16
2.16 Variation or cancellation of permit and conditions	16
2.17 Permit holder to notify cessation of registration or keeping of bees.....	16
2.18 Permit not transferable	17
2.19 Nuisance	17
2.20 Notice to remove bees	17
Division 4 — Keeping of farm animals.....	17
2.21 Permit required to keep farm animals.....	17
2.22 Application for a permit to keep farm animals.....	18
2.23 Determination of application to keep farm animals.....	18
2.24 Conditions of approval to keep farm animals.....	18
2.25 Variation or cancellation of permit to keep farm animals and conditions of permit	19

2.26	Conditions for keeping farm animals.....	19
2.27	Keeping a miniature horse.....	20
2.28	Keeping a miniature pig.....	20
2.29	Requirements for farm animal shelters.....	21
Division 5 — <i>Livestock</i>		22
2.30	Livestock not to stray.....	22
2.31	Property to be fenced.....	22
Part 3 — Building, development and land care.....		22
Division 1— Litter and refuse on building sites		22
3.1	Provision of refuse receptacles.....	22
3.2	Control of refuse.....	22
3.3	Unauthorised storage of materials.....	23
Division 2 — Prevention of dust and liquid waste		23
3.4	Prohibited activities	23
3.5	Dust management	24
Division 3 — Unsightly land and disused materials		24
3.6	Removal of refuse and disused materials.....	24
3.7	Removal of unsightly overgrowth of vegetation	24
3.8	Storage of vehicles, vessels and machinery.....	26
3.9	Disposing of disused refrigerators or similar containers	26
Division 4 — Hazardous materials		26
3.10	Hazardous trees.....	26
Part 4 — Nuisances and dangerous things		27
Division 1 — Light.....		27
4.1	Use of exterior lights.....	27
4.2	Emission or reflection of light.....	27
4.3	Notice may require specified action to prevent emission or reflection of light.....	27
Division 2 — Smoke, fumes, odours and other emissions.....		28
4.4	Burning rubbish, refuse or other material.....	28
4.5	Escape of smoke, fumes, odours and other emissions.....	28
Division 3 — Trucks		28
4.6	Livestock vehicles.....	28
4.7	Truck noise from residential land	29
Division 4 — Swimming pool backwash management		29
4.8	Disposal of swimming pool backwash	29
Division 5 — Stormwater management.....		29
4.9	Containment of stormwater	29
Division 6 — Amusement activities		29
4.10	Nuisance	29

4.11	Abatement by authorised person.....	29
Division 7 — Advertising, bill posting and junk mail.....		30
4.12	Placement of advertisement, bill posting or junk mail.....	30
4.13	Exemptions	30
4.14	Restrictions on feeding of birds.....	30
Part 5 — Objections and appeals		30
5.1	Objections and appeals.....	30
Part 6 — Enforcement		30
Division 1 — Notice of breach.....		30
6.1	Notice of breach	31
6.2	Form of notices	31
6.3	When local government may undertake work required by notice	31
Division 2 — Offences and penalties		31
Subdivision 1 — General.....		31
6.4	Offences and penalties	31
6.5	Prescribed offences	32
6.6	Form of infringement notices	32
Schedule 1 — Prescribed offences		33

**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 *Shire 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 or 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

TABLE OF CONTENTS

PART 1 - PRELIMINARY

- 1.1** *Citation*
- 1.2** *Commencement*
- 1.3** *Definitions*
- 1.4** *Application*

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1 – Establishment of a bush fire brigade

- 2.1** *Establishment of a bush fire brigade*
- 2.2** *Name and officers of bush fire brigade*

Division 2 – Command at a fire

- 2.3** *Ranks within the bush fire brigade*

Division 3 – Application of Rules to a bush fire brigade

- 2.4** *Rules*

Division 4 – Transitional

- 2.5** *Existing Bush Fire Brigades*

Division 5 – Dissolution of bush fire brigade

- 2.6** *Dissolution of bush fire brigade*
- 2.7** *New arrangement after dissolution*

PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1 – Local government responsibility

- 3.1** *Local government responsible for structure*
- 3.2** *Officers to be supplied with Act*

Division 2 – Chief Bush Fire Control Officer

- 3.3** *Managerial role of Chief Bush Fire Control Officer*
- 3.4** *Chief Bush Fire Control Officer may attend meetings*
- 3.5** *Duties of Chief Bush Fire Control Officer*

Division 3 – Annual general meetings of bush fire brigades

- 3.6** *Holding of annual general meeting*
- 3.7** *Nomination of bush fire control officers to Bush Fire Advisory Committee*
- 3.8** *Minutes to be tabled before the Bush Fire Advisory Committee*

Division 4 – Bush Fire Advisory Committee

- 3.9** *Functions of Advisory Committee*
- 3.10** *Advisory Committee to nominate bush fire control officers*
- 3.11** *Local government to have regard to nominees*
- 3.12** *Advisory Committee to consider bush fire brigade motions*

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

- 4.1.** *Types of membership of bush fire brigade*
- 4.2** *Fire fighting members*
- 4.3** *Associate members*
- 4.4** *Cadet members*
- 4.5** *Honorary life member*
- 4.6** *Notification of membership*

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 *Rules to govern*

PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES

6.1 *Policies of local government*

6.2 *Equipment in brigade area*

6.3 *Funding from local government budget*

6.4 *Consideration in the local government budget*

PART 1 - PRELIMINARY

1.1 *Interpretation*

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

2.1 *Objects of bush fire brigade*

2.2 *Committee to determine applications*

2.3 *Conditions of membership*

2.4 *Applications for membership*

2.5 *Decision on application for membership*

2.6 *DFES to be notified of registrations*

2.7 *Termination of membership*

2.8 *Suspension of membership*

2.9 *Member has right of defence*

2.10 *Objection rights*

PART 3 – FUNCTIONS OF BRIGADE OFFICERS

3.1 *Chain of command during fire fighting activities*

3.2 *Duties of Captain*

3.3 *Secretary*

3.4 *Treasurer*

3.5 *Training Officer*

3.6 *Equipment Officer*

3.7 *Storage of equipment*

3.8 *Equipment Officer to report*

PART 4 – COMMITTEE

4.1 *Management of bush fire brigade*

4.2 *Constitution of Committee*

PART 5 – MEETINGS OF BUSH FIRE BRIGADE

5.1 *Ordinary meetings*

5.2 *Special meetings*

5.3 *Annual general meeting*

5.4 *Quorum*

5.5 *Voting*

PART 6 – MEETINGS OF COMMITTEE

6.1 *Meetings of Committee*

6.2 *Quorum*

6.3 *Voting*

PART 7 – GENERAL ADMINISTRATION MATTERS

7.1 *Funds*

7.2 *Financial year*

7.3 *Banking*

7.4 *Auditing*

7.5 *Disclosure of interests*

7.6 *Dispute resolution*

PART 8 – NOTICES AND PROXIES

8.1 *Notices*

8.2 *Proxies*

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:

}
}
}
}
}




PRESIDENT


CHIEF EXECUTIVE OFFICER

LOCAL GOVERNMENT ACT 1995

SHIRE OF CORRIGIN

LOCAL LAWS RELATING TO FENCING

TABLE OF CONTENTS

PART 1 - PRELIMINARY

- 1 Citation
- 2 [Deleted]
- 3 Application of Local Laws
- 4 Interpretation
- 5 Licence Fees and Charges

PART 2 - SUFFICIENT FENCES

- 6 Sufficient Fences

PART 3- GENERAL

- 7 Fences Within Front Setback Areas
- 8 Fences on a Rural Lot
- 9 Maintenance of Fences
- 10 General Discretion of the Local Government

PART 4- FENCING MATERIALS

- 11 Fencing Materials
- 12 Barbed Wire and Broken Glass Fences

PART 5-ELECTRIFIED AND RAZOR WIRE FENCES

- 13 Requirements for a Licence
- 14 Transfer of a Licence
- 15 Cancellation of a Licence

PART 6-NOTICES OF BREACH

- 16 Notices of Breach

PART 7-OFFENCES

- 17 Offences and Penalties
- 18 Modified Penalties
- 19 Form of Notices

FIRST SCHEDULE

SECOND SCHEDULE

THIRD SCHEDULE

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) Notwithstanding 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 be 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 height 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.

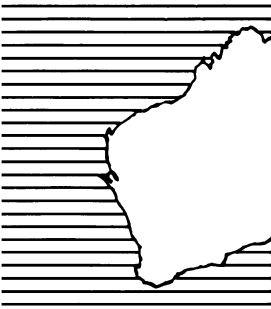
C. An electrified fence having four wires only is a sufficient fence if constructed generally in accordance with A.

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



WESTERN
AUSTRALIAN
GOVERNMENT
Gazette
ISSN 1448-949X (print) ISSN 2204-4264 (online)
PRINT POST APPROVED PP665002/00041



PERTH, TUESDAY, 11 OCTOBER 2016 No. 186 SPECIAL

PUBLISHED BY AUTHORITY JOHN A. STRIJK, GOVERNMENT PRINTER AT 12.30 PM

© STATE OF WESTERN AUSTRALIA

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

CONTENTS

PART 1—PRELIMINARY

- 1.1 Citation
- 1.2 Repeal
- 1.3 Commencement
- 1.4 Application
- 1.5 Interpretation

PART 2—SANITATION

Division 1—Sanitary conveniences

- 2.1 Interpretation
- 2.2 Dwelling house
- 2.3 Premises other than a dwelling house
- 2.4 Outdoor festivals
- 2.5 Toilets
- 2.6 Temporary works
- 2.7 Maintenance of sanitary conveniences and fittings
- 2.8 Ventilation of toilets
- 2.9 Public sanitary conveniences
- 2.10 Lighting
- 2.11 Installation

Division 2—Bathroom, laundries and kitchens

- 2.12 Bathrooms
- 2.13 Laundries
- 2.14 Washing or keeping of clothes in kitchens
- 2.15 Kitchens

PART 3—HOUSING AND GENERAL

Division 1—Maintenance of houses

- 3.1 Dwelling house maintenance
- 3.2 Guttering and downpipes
- 3.3 Maintenance of guttering and downpipes and disposal of rainwater

Division 2—Ventilation of houses

- 3.4 Exemption for short term hostels and recreational campsites
- 3.5 Overcrowding
- 3.6 Calculated sufficient space
- 3.7 Ventilation
- 3.8 Sub-floor ventilation

Division 3—Water supply

- 3.9 Water supply
- 3.10 Rain water tanks
- 3.11 Wells
- 3.12 Pollution

Division 4—Secondhand furniture, bedding and clothing

- 3.13 Prohibition of sale
- 3.14 Prohibition of possession

Division 5—Morgues

- 3.15 Application and licensing of morgues

PART 4—WASTE FOOD AND REFUSE*Division 1—Liquid refuse*

- 4.1 Interpretation
- 4.2 Deposit of liquid refuse
- 4.3 Disposal of liquid waste
- 4.4 Approval for septic tank pumpouts and removal of liquid waste

Division 2—Transport of butchers' waste

- 4.5 Interpretation
- 4.6 Restriction of vehicles
- 4.7 Transport of butchers' waste

PART 5—NUISANCES AND GENERAL*Division 1—Nuisances*

- 5.1 Interpretation
- 5.2 Footpaths etc. to be kept clean
- 5.3 Public vehicles to be kept clean
- 5.4 Transportation, use and storage of offal, blood, or other offensive matter
- 5.5 Use or storage of fertiliser
- 5.6 Storage and dispatch of artificial fertiliser
- 5.7 Storage of fertiliser in a house

Division 2—Keeping of animals

- 5.8 Slaughter of animals
- 5.9 Disposal of dead animals

Division 3—Feedlots

- 5.10 Interpretation
- 5.11 Premises to be approved
- 5.12 Site conditions

Division 4—Piggeries

- 5.13 Interpretation
- 5.14 Premises to be approved
- 5.15 Site conditions
- 5.16 Prevention of nuisances

PART 6—PEST CONTROL*Division 1—Flies*

- 6.1 Interpretation
- 6.2 Fly breeding matter not to be left on premises unless covered or treated
- 6.3 Measures to be taken by an occupier
- 6.4 Officer may give notice directing measures to be taken
- 6.5 Local government may execute work and recover costs

Division 2—Mosquitoes

- 6.6 Interpretation
- 6.7 Measures to be taken to prevent mosquitoes breeding
- 6.8 The local government may execute and recover costs

Division 3—Rodents

- 6.9 Interpretation
- 6.10 Measures to be taken to eradicate rodents
- 6.11 Food and wastes to be kept in rodent and vermin proof receptacles
- 6.12 Restrictions on the keeping of rodents
- 6.13 Food premises etc. to be cleaned after use

Division 4—Cockroaches

- 6.14 Interpretation
- 6.15 Measures to be taken to eradicate cockroaches

Division 5—Argentine ants

- 6.16 Interpretation
- 6.17 Measures to be taken to keep premises free from Argentine ants

Division 6—European wasps

- 6.18 Interpretation
- 6.19 Measures to be taken to keep premises free from European wasp nests

Division 7—Arthropod vectors of disease

- 6.20 Interpretation
- 6.21 Responsibility of the owner or occupier

PART 7—INFECTIOUS DISEASES*Division 1—General provisions*

- 7.1 Requirements for an owner or occupier to clean, disinfect and disinfest.
- 7.2 Direction to disinfect or disinfest premises
- 7.3 Insanitary houses, premises and things
- 7.4 Persons in contact with an infectious disease sufferer
- 7.5 Declaration of infected house or premises
- 7.6 Destruction of infected animals
- 7.7 Disposal of a body
- 7.8 The local government may carry out work and recover costs

Division 2—Disposal of used condoms and needles

- 7.9 Disposal of used condoms
- 7.10 Disposal of used needles

PART 8—LODGING HOUSES*Division 1—Registration*

- 8.1 Interpretation
- 8.2 Lodging house not to be kept unless registered
- 8.3 Application for registration
- 8.4 Approval of application
- 8.5 Renewal of registration
- 8.6 Notification upon sale or transfer
- 8.7 Revocation of registration

Division 2—Construction and use requirements

- 8.8 General construction requirements
- 8.9 Sanitary conveniences
- 8.10 Laundry
- 8.11 Kitchen
- 8.12 Dining room
- 8.13 Lounge room
- 8.14 Fire prevention and control
- 8.15 Obstruction of passages and stairways
- 8.16 Fitting of locks
- 8.17 Restriction on use of rooms for sleeping
- 8.18 Sleeping accommodation—short term hostels and recreational campsites
- 8.19 Furnishing of rooms
- 8.20 Ventilation
- 8.21 Numbers to be placed on doors

Division 3—Management and care

- 8.22 Keeper or manager to reside in the lodging house
- 8.23 Register of lodgers
- 8.24 Keeper report
- 8.25 Certificate in respect of sleeping accommodation
- 8.26 Duplicate keys and inspection
- 8.27 Room occupancy

- 8.28 Maintenance of a room by a lodger or resident
- 8.29 Cleaning and maintenance requirements
- 8.30 Responsibilities of lodgers and residents
- 8.31 Approval for storage of food

PART 9—OFFENSIVE TRADES

Division 1—General

- 9.1 Interpretation
- 9.2 Consent to establish an offensive trade
- 9.3 False statement
- 9.4 Registration of premises
- 9.5 Certificate of registration
- 9.6 Change of occupier
- 9.7 Alterations to premises

Division 2—General duties of an occupier

- 9.8 Interpretation
- 9.9 Cleanliness
- 9.10 Rats and other vectors of disease
- 9.11 Sanitary conveniences and hand wash basin
- 9.12 Painting of walls etc.
- 9.13 Effluvia, vapours, gases or dust
- 9.14 Offensive material
- 9.15 Storage of materials
- 9.16 Specified offensive trade
- 9.17 Directions
- 9.18 Other duties of occupier

Division 3—Fish premises

- 9.19 Interpretation
- 9.20 Duties of an occupier
- 9.21 Disposal of waste
- 9.22 Fish containers

Division 4—Laundries, dry cleaning establishments and dye works

- 9.23 Interpretation
- 9.24 Receiving depot
- 9.25 Reception room
- 9.26 Walls and floors
- 9.27 Laundry floor
- 9.28 Escape of dust
- 9.29 Precautions against combustion
- 9.30 Trolleys
- 9.31 Sleeping on premises

PART 10—OFFENCES AND PENALTIES

Division 1—General

- 10.1 Offences and penalties

**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—
- is sited on gently sloping land, no greater than 1:20 but not less than 1:100;
 - is sited on soils composed of sandy loam soils with sufficient infiltration to avoid surface ponding and run-off;
 - has a minimum groundwater clearance of 3 metres;
 - drainage diverts all uncontaminated stormwater from the general waste stream;
 - 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—
- reducing the stocking rate immediately to a level that does not cause the discharge of dust; or
 - stabilisation of the soil surface to a level that does not cause the discharge of dust; or
 - 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—

- reducing the stocking rate immediately to a level that does not cause the discharge of dust; or
- stabilisation of the soil surface to a level that does not cause the discharge of dust; or
- 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—

- rubbish receptacles are kept clean and tightly sealed at all times except when refuse is being deposited or emptied;
- food scraps and uneaten pet food are wrapped tightly and deposited in a rubbish receptacle without delay;
- lawn clippings used on gardens as mulch are raked out thinly;
- fertilisers are dug well into the soil;
- compost heaps are kept well covered;
- barbecues are kept clean and free from food scraps;
- anything that is buried and may attract or be a breeding place for flies is covered with at least 100 millimetres of soil; and
- 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—

- control the prevalence;
- effect the eradication; or
- effectively prevent the breeding of flies.

6.5 Local government may execute work and recover costs

(1) Where—

- a person is required under this Division or directed by a notice given under clause 6.4, to execute any work; and
- 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 *Linepithema 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 (*Phthirus 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 Nineteenth 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-by-law (2) the following sub-by-law—

(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 First 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-by-law (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
Caltrop

Scientific Name
Tribulus Terrestris

Second Schedule.

Agriculture and Related Resources Protection Act 1976.

Shire of Corrigin Pest Plant By-laws 1982.

PEST PLANT NOTICE.

To No.
 (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

TABLE OF CONTENTS

PART 1—PRELIMINARY	2
1. Citation.....	2
2. Commencement.....	2
3. Content and Intent.....	2
4. Interpretation.....	2
 PART 2—APPLICATIONS AND LICENCES	3
5. Licences.....	3
6. Applications.....	3
7. Licence Certificate.....	4
8. Transfer of Licence	4
9. Licence Renewal.....	4
10. Council May Refuse to Issue a Licence.....	4
 PART 3—CONDUCT	4
11. Conditions.....	4
12. Cancellation	5
 PART 4—MISCELLANEOUS.....	6
13. Selling of Newspapers	6
14. Street Entertainment	6
15. Exemption.....	6
16. Fees and Charges.....	6
17. Infringement Notices	6
18. Penalty Provisions.....	6
19. Objection and Appeal Rights.....	7
 Schedule 1	8
Schedule 2.....	9
Schedule 3.....	10
Schedule 4.....	15

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.

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

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

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

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

CONTENTS

PART 1 - PRELIMINARY

- 1.1 CITATION
- 1.2 COMMENCEMENT
- 1.3 APPLICATION
- 1.4 INTERPRETATION

PART 2 - IMPOUNDING OF DOGS

- 2.1 CHARGES AND COSTS
- 2.2 ATTENDANCE OF POUND KEEPER AT POUND
- 2.3 RELEASE OF IMPOUNDED DOG

PART 3 - REQUIREMENTS AND LIMITATIONS ON THE KEEPING OF DOGS

- 3.1 DOGS TO BE CONFINED
- 3.2 LIMITATION ON THE NUMBER OF DOGS

PART 4 - APPROVED KENNEL ESTABLISHMENTS

- 4.1 INTERPRETATION
- 4.2 APPLICATION FOR LICENCE FOR APPROVED KENNEL ESTABLISHMENT
- 4.3 NOTICE OF PROPOSED USE
- 4.4 EXEMPTION FROM NOTICE REQUIREMENTS
- 4.5 WHEN APPLICATION CAN BE DETERMINED
- 4.6 DETERMINATION OF APPLICATION
- 4.7 WHERE APPLICATION CANNOT BE APPROVED
- 4.8 CONDITIONS OF APPROVAL
- 4.9 COMPLIANCE WITH CONDITIONS OF APPROVAL
- 4.10 FEES
- 4.11 FORM OF LICENCE
- 4.12 PERIOD OF LICENCE
- 4.13 VARIATION OR CANCELLATION OF LICENCE
- 4.14 TRANSFER
- 4.15 NOTIFICATION
- 4.16 INSPECTION OF KENNEL

PART 5 - MISCELLANEOUS

5.1 OFFENCE TO EXCRETE

PART 6 - ENFORCEMENT

6.1 INTERPRETATION

6.2 MODIFIED PENALTIES

6.3 ISSUE OF INFRINGEMENT NOTICE

6.4 FAILURE TO PAY MODIFIED PENALTY

6.5 PAYMENT OF MODIFIED PENALTY

6.6 WITHDRAWAL OF INFRINGEMENT NOTICE

6.7 SERVICE

SCHEDULE 1 - APPLICATION FOR A LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT

SCHEDULE 2 - CONDITIONS OF A LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT

SCHEDULE 3 - OFFENCES IN RESPECT OF WHICH MODIFIED PENALTY APPLIES

DOG ACT 1976

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:

}
}
}
}
}




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 or 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 than 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 than 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 is 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 it 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 Secunder 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 which 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 at 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 than 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 than 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

BUSINESS ASSISTANCE GRANT PROGRAM

APPLICATION FORM



The Business Assistance Grant Program provides financial assistance to local businesses for projects that improve presentation, enhance streetscape appeal, and support safe and welcoming environments in the Shire of Corrigin.

OBJECTIVES

- Support local businesses to grow and reinvest in the Shire of Corrigin
- Enhance the visual appeal and functionality of business premises through shopfront improvements
- Activate public-facing spaces to create vibrant, welcoming areas for residents and visitors
- Contribute to a thriving local economy and improved town amenity

Please complete all sections of this form and submit to the Shire of Corrigin via email (shire@corrigin.wa.gov.au) or in person at the Shire Administration Office. This form should be completed in conjunction with reading the Business Assistance Grant Guidelines.

APPLICATION CHECKLIST & ELIGIBILITY

- Applicant has an ABN
- Applicant holds current Public Liability Insurance
- Property owner consent obtained (if applicable)
- Project complies with planning/building regulations
- No outstanding debt with the Shire
- Acknowledgment of grant conditions

APPLICANT DETAILS

Business Name	The McLeary Investment Group PTY LTd Trading As Rejuvenate Corrigin
Contact Person	Claire McLeary
Position	Owner/Director
Phone Number	0429069276
Email Address	mcleary6@gmail.com
Postal Address	14 Campbell Street, Corrigin 6375
ABN	65 185 017 223

Registered for GST? ☒ Yes ☐ No

Bank Details (BSB & Account No): NAB BSB: 086-554 ACC: 325290480

Public Liability Insurance Provider & Policy Number: WFI 11 CPL 4308628

BACKGROUND INFORMATION

Please provide background on your business including years' operating in Corrigin, staff numbers, and plans for growth.

Additional information may be attached on a separate sheet if required.

Rejuvenate Corrigin is a locally owned Hair and Wellness business operating in Corrigin, Western Australia. The business provides hairdressing, massage, reflexology and retail wellness products to local residents and visitors.

The business employs local staff, including 1x adult Apprentice and 1 x Junior apprentice, starting 27th July 2026 and is committed to creating employment and training opportunities within the community. Rejuvenate Corrigin has continued to invest in its premises and services to provide a welcoming, professional and high-quality experience for customers.

Future growth plans include expanding the salon area to incorporate additional Hairdressing workstations, increasing client capacity, supporting future staff recruitment and apprenticeship opportunities, and strengthening Rejuvenate Corrigin as a destination-style wellness and retail business that attracts residents and visitors to the Corrigin town centre.

PROJECT DETAILS

Priority Area (tick one): ☒ Shopfront Improvement ☐ Crime Prevention* ☐ Place Activation

*Note: Crime Prevention projects relate to improving safety through lighting, visibility, and environmental design. CCTV is not eligible under this program.

Project Title: Rejuvenate Corrigin Shopfront Improvement

Project Description (include what you plan to do, why funding is needed, how the work will be delivered and how the project will improve safety, amenity, or activation of the area):

Additional information may be attached on a separate sheet if required.

The project involves upgrading and expanding the public-facing salon and showroom area of Rejuvenate Corrigin to improve streetscape appeal, customer experience and business capacity.

Works include shopfront presentation improvements, signage and display enhancements, activation of the retail/showroom frontage, and the expansion of the salon area to accommodate additional hairdressing workstations. The additional stations will increase the business's capacity to service clients, support future employment and apprenticeship opportunities, and allow the business to meet growing demand for hair services in Corrigin.

Funding is sought to assist with the cost of materials, cabinetry and workstation fit-out, signage, installation and associated contractor works. The project will be delivered by local suppliers and trades where possible.

The completed project will create a more attractive and engaging streetscape, encourage foot traffic, improve visibility of the business, provide a safer and more welcoming customer environment, and contribute to a vibrant and active town centre for residents and visitors.

Stage 1 focuses on external shopfront signage and façade improvements. A future Stage 2 project will involve expansion of the salon area to accommodate additional hairdressing workstations, increasing client capacity and supporting future local employment and apprenticeship opportunities.

Strategic Benefit: How will this project improve your business, contribute to a safer and more welcoming environment, and benefit the Corrigin town centre?

Additional information may be attached on a separate sheet if required.

This project will improve the presentation and functionality of Rejuvenate Corrigin and strengthen its role as an active public-facing business within the Corrigin town centre. The upgraded shopfront and expanded salon area will create a high-quality customer experience and increase the business ’ s capacity to provide hair and wellness services.

The addition of new salon workstations will enable the business to service more clients, support future recruitment of stylists and apprentices, and create opportunities for local employment and skills development. Increased client capacity is expected to generate additional visitation to the town centre and encourage greater local spending.

Improved lighting, visibility, signage and frontage activation will contribute to a safer and more welcoming environment for customers and visitors. By investing in both the external presentation and internal service capacity of the premises, the project supports the Shire ’ s objectives of business reinvestment, town centre activation, economic growth and improved community amenity.

Partnerships (if any): N/A

Previous similar projects delivered: Rejuvenate Corrigin continually reinvests in shopfront, salon and customer experience improvements.

Impact if funding is reduced or unsuccessful:

Additional information may be attached on a separate sheet if required.

A reduction in funding would likely require the business to postpone or scale back Stage 1 - Shopfront signage and façade improvements. This would reduce the immediate visual impact of the premises, limit the contribution to Corrigin's streetscape enhancement, and delay the broader town-centre activation benefits of the project.

RISK ASSESSMENT

Identify potential risks to the project and outline mitigation strategies.

Risk	Likelihood	Mitigation Strategy
Material supply delays	Low	Order materials early and use local suppliers.
Contractor availability	Low	Confirm installation dates before project commencement.
Cost increases	Medium	Use fixed quotes and cover any variation through the business contribution.

BUDGET SUMMARY

Attach quotes or estimates to support your application.

Item/Activity	Supplier	Grant Request (ex GST)	Business Contribution (ex GST)	Other Funding
Signage	Local Supplier	\$1200	\$600	
Facade improvements	Local Supplier	\$800	\$1,400	

Have you received funding from another source? ☐ Yes ☒ No

If yes, please specify the amount? N/A

PREVIOUS FUNDING HISTORY

Has your business received any funding from the Shire in the last 2 years? If yes, provide details:

Year	Amount	Purpose

ACKNOWLEDGMENT PLAN

How will you acknowledge the Shire of Corrigin's support for this project (e.g., signage, social media, website)?

Rejuvenate Corrigin will acknowledge the Shire of Corrigin ' s support through social media posts during and after the project and by displaying an acknowledgment sticker on the shopfront window or a plaque on the building following completion of the works.

DECLARATION

- ☐ I confirm that I am authorised to submit this application.
- ☐ I confirm that the information provided is true and correct.
- ☐ I agree to provide further information if required.
- ☐ I give permission for Shire to use this project in promotional material.
- ☐ I agree to submit an Acquittal Form within 30 days of project completion.

Name: Claire McLeary

Position: Owner/Director

Signature: BR McLeary

Date: 22nd July 2026

BUSINESS ASSISTANCE GRANT PROGRAM

APPLICATION FORM



The Business Assistance Grant Program provides financial assistance to local businesses for projects that improve presentation, enhance streetscape appeal, and drive economic development in the Shire of Corrigin.

OBJECTIVES

- Support local businesses to grow and reinvest in the Shire of Corrigin
- Enhance the visual appeal and functionality of business premises through shopfront improvements
- Activate public-facing spaces to create vibrant, welcoming areas for residents and visitors
- Contribute to a thriving local economy and improved town amenity

Please complete all sections of this form and submit to the Shire of Corrigin via email (shire@corrigin.wa.gov.au) or in person at the Shire Administration Office. This form should be completed in conjunction with reading the Business Assistance Grant Guidelines.

APPLICATION CHECKLIST & ELIGIBILITY

- Applicant has an ABN
- Applicant holds current Public Liability Insurance
- Property owner consent obtained (if applicable)
- Project complies with planning/building regulations
- No outstanding debt with the Shire
- Acknowledgment of grant conditions

APPLICANT DETAILS

Business Name	The Mallee Tree cafe + Gallery
Contact Person	Anne-Marie O'Donohue
Position	Owner
Phone Number	04286632194
Email Address	malleetreecafe@bigpond.com
Postal Address	11 Campbell St Corrigin 6375
ABN	39 400 461 575

Registered for GST? ☒ Yes ☐ No

Bank Details (BSB & Account No): 086576 585202256

BACKGROUND INFORMATION

Please provide background on your business including years' operating in Corrigin, staff numbers, and plans for growth.

Additional information may be attached on a separate sheet if required.

The Muller Tree Cafe was established by me in 2005. I initially rented the building but after 6 months of operating I bought the building which I now own outright. I started with just myself and 1 staff member and now have built up to myself, Jim and 3 staff. Over the years we have increased our opening hours, and apart from the usual cafe food we do extensive catering and cake making. Plans for future growth would be expanding our bakery options.

PROJECT DETAILS

Priority Area (tick one): ☐ Shopfront Improvement ☐ Crime Prevention ☐ Place Activation

Project Title: Veranda repairs.

Project Description (include what you plan to do, why funding is needed, and how the work will be delivered):

Additional information may be attached on a separate sheet if required.

As council may be aware around 2021 it became apparent that our veranda had developed a big sag. It was deemed to be unsafe and we were instructed to repair it. This involved getting in a structural engineer and tradesperson to do the job of installing veranda poles. This was a job that was not budgeted for by us and caused us significant financial hardship. We now find that the raising of the roof level has caused a major leaking problem. This is a very uncomfortable situation for our customers, who get wet coming into the shop. We have been given a quote by Trevor Dyer to do the repairs which involve replacing roofing, box drains and downpipes. Trevor has quoted \$5995 to do the repairs. They will be carried out after hours to minimise disruption to the business + and reduce any risk to customers.

Strategic Benefit: How will this project benefit your business, the local community, and the Corrigin town environment?

Additional information may be attached on a separate sheet if required.

We see this project as a necessary step to us being able to enhance the street frontage to our shop.

We have plans to paint the facade and install a new sign which we already have had made by Brett Connolly. We can't do this work until the repairs have been down. This will benefit the local community by allowing them to come into the shop without being rained on. It will benefit the Corrigin community by enhancing the overall look of the main street.

Partnerships (if any):

Previous similar projects delivered:

Impact if funding is reduced or unsuccessful:

Additional information may be attached on a separate sheet if required.

If the funding is unsuccessful it will make it difficult for us to be able to carry out this work in a timely manner.

RISK ASSESSMENT

Identify potential risks to the project and outline mitigation strategies.

Risk	Likelihood	Mitigation Strategy
I don't see any risks to this job as it will be carried out after hours and on weekends.		

BUDGET SUMMARY

Attach quotes or estimates to support your application.

Item/Activity	Supplier	Grant Request (ex GST)	Business Contribution (ex GST)	Other Funding

Have you received funding from another source? ☐ Yes ☒ No ✓

If yes, please specify the amount? _____

PREVIOUS FUNDING HISTORY

Has your business received any funding from the Shire in the last 2 years? If yes, provide details:

Year	Amount	Purpose

ACKNOWLEDGMENT PLAN

How will you acknowledge the Shire of Corrigin's support for this project (e.g., signage, social media, website)?

Social Media

DECLARATION

- I confirm that I am authorised to submit this application.
- I confirm that the information provided is true and correct.
- I agree to provide further information if required.
- I give permission for Shire to use this project in promotional material.
- I agree to submit an Acquittal Form within 30 days of project completion.

Name: Anne-Marie O'Donohue

Position: Owner

Signature: AM O'Donohue

QUOTE

Mallee Tree Café
Campbell St
CORRIGIN WA 6375
AUSTRALIA

Date
3 Jul 2026

Expiry
2 Aug 2026

Quote Number
QU-0089

ABN
92 684 468 744

Tremar Contracting
Outback Septics
PO BOX 314
CORRIGIN WA 6375
AUSTRALIA
tremarcontracting@yahoo.
com
Ph 0429062576

Description	Quantity	Unit Price	GST	Amount AUD
Renovation / repairs of front verandah at Mallee Tree Café Campbell Street Corrigin Verandah roof and parapet wall have major leaks and deterioration and require refurbishing. Remove obsolete bracing, remove and replace roofing, battens, box gutters, internal parapet wall sheets and cap flashings. Install new downpipes and cleanup and reinstall signage. Test for leaks Price includes materials, labour & freight	1.00	5,450.00	10%	5,450.00
Subtotal				5,450.00
TOTAL GST 10%				545.00
TOTAL AUD				5,995.00

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	<i>Australasian Inter-Service Incident Management System, a framework used to support the management of emergency incidents.</i>
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	<i>Bush Fires Act 1954 (WA)</i>
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	<i>Local Government Officers' Award 2021</i>
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	<i>Western Australian Fire Service Enterprise Bargaining Agreement 2023 (as amended)</i>

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 PROVISIONS²

- 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 of 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

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	<i>As negotiated with LG based on LG award/EBA</i>	\$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%)	<i>Workers Compensation, Superannuation and Annual and Long Service Leave accruals</i>	\$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	<i>Where approved by RDC</i>	As incurred		100%			DFES to pay on invoice from Shires	Quarterly	Refer to Clause 6.7. Authorised by DFES RDC / MOC.
Overtime – DFES Authorised	<i>Where approved by RDC</i>	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	<i>Where approved by Shire</i>	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	<i>Includes Laptop Computer, accessories & data card</i>	\$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	<i>Lease, fuel, servicing and other on-road costs</i>	\$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	<i>Purchase/Maintenance</i>	\$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	<i>Approved courses attended</i>	\$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	<i>As agreed, and negotiated between DFES and LG</i>			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				

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

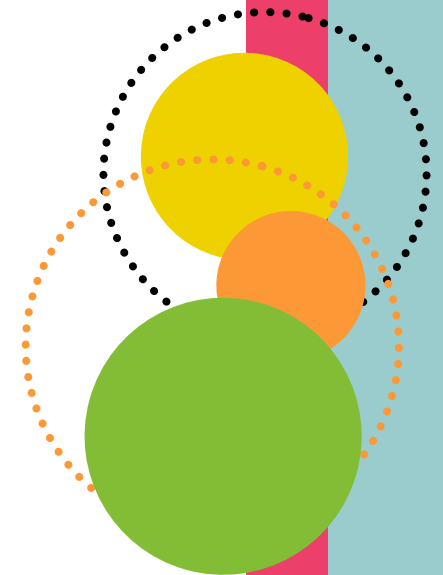
- Remove all DFES provided equipment including, but not limited to, WAERN radio, Automated Vehicle Locator (AVL), Emergency beacons, siren and mobile phone car kit.
- All DFES branding must be fully removed prior to disposal.
- All Local Government (LG) logos must also be removed before the vehicle is 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.



FOR A SAFER STATE



CESM Services Manager Business Plan



Community Emergency Services Manager Business Plan

This business plan between the Shires of Brookton, Pingelly and Corrigin and the Department of Fire and Emergency Services outlines key outcomes and deliverables for the Community Emergency Services Manager (CESM) position. The business plan is to be reported on half yearly and reviewed annually.

Strategic Intention 1: PREVENTION To provide a range of prevention services to increase community awareness of hazards and involvement in minimising their impact.				
Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Maintain Bushfire Risk Management Plan (BRMP)	Complete updating of Shires BRMP records.	Shires, CESM and BRMO with input of DO	30 Jun	Shires BRMP records are updated by 30 June.
	Monitor and Review Shires BRMPs	CESM	30 Jun	Support a review and updating of Shires' BRMP as required
Emergency Services Strategic Planning - Ensure effective strategic planning for Emergency Services	Development of Brigade Response plans in conjunction with local captains/FCOs	CESM	31 Dec	Brigade response plans in place and communicated
Establish practices for bushfire management on local government lands	Coordinate delivery of mitigation activities as identified in Shires Annual schedule of works	CESM	30 Jun	Scheduled works for season completed to prescribed standard
	Manage Bushfire Risk Management grant program activities	CESM	31 May	Complete delivery of Shire's annual BRM grant activities by 31 May
	Manage Bushfire Risk Management grant program activities	CESM	30 Jun	Review effectiveness of Shires' BRM grant activities and process.
	Manage Bushfire Risk Management grant program activities	CESM	30 Jun	Submit Shires' annual BRM grant application
	Annual schedule of works based upon risk assessments and BRMP treatment schedule confirmed for budget estimates.	CESM	30 Apr	Annual mitigation works for LG lands developed/approved/costed for budget.

Community Emergency Services Manager Business Plan

Strategic Intention 1: PREVENTION To provide a range of prevention services to increase community awareness of hazards and involvement in minimising their impact.				
Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Support DFES management and mitigation programs for Unallocated Crown Land & Unmanaged Reserves within town boundaries of Shires.	Liaise with development & implementation of mitigation plans for all UCL/UMR reserves within gazetted town site boundaries in the Shires	CESM assisting DFES BRMO	30 Aug	Shires advised of DFES plans and mitigation program
Support Community Engagement and awareness programs for hazards identified in Shires LEMP	Support preparation of annual community storm awareness program/ activity by Shires' media staff	CESM, with Shires and DFES	30 June	Storm Community Engagement/ Education/ Awareness in place across Shires.
	Support preparation of annual community bushfire awareness program/ activity by Shires' media staff	CESM with Shires and DFES	30 Nov	Bushfire Community Engagement/ Education/ Awareness in place across Shires.

Community Emergency Services Manager Business Plan

Strategic Intention 2: PREPAREDNESS To provide and maintain appropriate and adequate infrastructure, equipment, skilled personnel, plans and programs in preparation for emergencies. To support the community in its own preparations for emergencies.				
Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Emergency Coordination Centres/ ICC's within Shires in a state of readiness.	Review readiness of Emergency Coordination Centres/ICC's within Shires as per Standard Operating Procedures	CESM	30 Nov	ECCs/ICC's operable as per SOPs & Local Emergency Management Arrangements
Emergency Services exercised annually as per LEMA's.	Assist with LEMC on exercise & provide support.	CESM, Shires	30 Jun	LEMA exercise conducted annually
Local Emergency Management Committee attendance and representation as CESH	Attend LEMC meetings and provide advice and assistance to the committee as required.	CESM	30 Jun	Participate in LEMC.
Support key Bushfire meetings & Committees (BFAC, DOAC, Brigade meetings).	Provide CESH reports to BFAC meeting regards bushfire mitigation, training, LGGS, fleet	CESH	30 Apr	Participate in BFAC meetings with reporting requirements to Council met.
	Provide CESH reports to BFAC meeting regards bushfire mitigation, training, LGGS, fleet	CESH	31 Oct	Participate in BFAC meetings with reporting requirements to Council met.
	Attend individual brigade meetings where possible, promoting safety, uniforms, vehicle use, membership, conduct exercises, brigade training & equipment familiarisation	CESH	31 Oct	Participate in Brigade meetings with reporting requirements to Council met.
Fire Training Coordination	Shires' volunteer, Shires' staff and community Training levels reviewed and Training Needs Analysis developed and maintained	CESH	31 May	Training Needs Analysis identifying and justifying training needs of Shires prepared
	Training calendar established to meet the operational requirements of volunteers, Shires' staff and community	CESH	31 May	Training calendar prepared to meet identified training needs of Shires
	Encourage brigade members, Shires' staff and community training to complete required training	CESH/ Shire media staff	31 May	Shires' training calendar and other training opportunities promoted to volunteers, Shires and community

Community Emergency Services Manager Business Plan

Strategic Intention 2: PREPAREDNESS

To provide and maintain appropriate and adequate infrastructure, equipment, skilled personnel, plans and programs in preparation for emergencies.
To support the community in its own preparations for emergencies.

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
	Organise and deliver training within CESM qualifications to volunteers, Shires' staff and community with the Shires'.	CESM		Effectively deliver training to volunteers, Shires' staff and community

Community Emergency Services Manager Business Plan

Strategic Intention 3: RESPONSE

To ensure rapid and comprehensive response to emergencies, to contain and minimise the impact of hazards and to perform rescues.
To support the community in its own response to emergencies.

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Respond to emergency incidents that impact on communities, infrastructure and assets in the Shires.	Maintain & review mobilisation procedures for BFBs to ensure their effectiveness including zone response arrangements where applicable.	CESM in liaison with CBFCO and DO	30 Sep	Mobilisation procedures for LGA and BFBs established and maintained.
	All mobilisations to be monitored in line with SOP and zone response arrangements where applicable	CESM under direction of CBFCO/ Incident Controller	As required	All mobilisations to be monitored in line with SOP and zone response arrangements where applicable
LG representative on ISG to ensure interface between IMT, ISG and DFES ROC	Provide IMT/ISG support as required.	CESM under direction of CBFCO/ IC	As required	Communicate effectively and accurately.
	Provide IMT/ISG support as required	CESM under direction of CBFCO/ IC	As required	Report on incidents attended, roles and hours as per Shires reporting requirements
Respond to incidents outside Shires when requested by Regional Duty Coordinator/DFES	Respond to incidents when requested by DFES.	CESM under direction of DFES/ IC	As required	Effective involvement in DFES incidents and support
	Monitor incidents & support with resources as required.	CESM under direction of DFES/IC	As required	Active role on DFES Duty Rosters as on-call officer
Incident Reporting	Support Brigades in completing incident reports for incidents attended	CESM	30 Apr	Brigade reporting on incidents attended is up to date

Community Emergency Services Manager Business Plan

Strategic Intention 4: RECOVERY To assist the community, employees and volunteers affected by major emergencies to recover effectively and efficiently.				
Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Appropriate support and counselling available to Shire volunteers and staff as required following incidents.	Maintain familiarity and awareness with counselling and support services, both Shires and DFES	CESM	Ongoing	Shire and DFES Support services promoted to Brigades.
	Encourage, promote and facilitate utilisation of services	CESM	Ongoing	Adequate counselling and support services available to volunteers and staff post incidents.
Ensure appropriate incident reporting	All incidents involving volunteers, whereby there are serious injuries, trauma or fatalities to be reported to DFES	CESM	Ongoing	Incidents report to DFES with line with DFES SOPs
	All safety incidents involving damage, injury or near misses involving volunteers, shire staff and shire equipment to be reported to Shires, weather there is injury, damage or not	CESM	Ongoing	Safety incidents involving damage, injury or near misses involving volunteers, shire staff and shire equipment reported to Shires
Provide support to the Shires Recovery coordinator or recovery team when established.	Provide advice on the activation and implementation of the Shires recovery plan.	CESM	Ongoing	Support Recovery plan review and endorsement in line with LEMA

Community Emergency Services Manager Business Plan

Strategic Intention 5: SPECIAL PROJECTS

To assist local government and DFES with special projects that may impact on the community.

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Special Projects	Ensure effective coordination of special projects. As directed coordinate & manage special projects for DFES &/or the Shires. Where available seek appropriate grant funding for special projects.	CESM, Shires, DO	Ongoing	Completion of special projects according to agreed timelines. Appropriate grant funding sourced

Community Emergency Services Manager Business Plan

Strategic Intention 6: ADMINISTRATION DUTIES				
Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Shires informed on strategic bushfire issues	Provide input to Shires on strategic bushfire issues	CESM	As required	Reports provided to Shires as required by Shires
Assistance provided to DFES Region in provision of Regional Training Courses	Provision of assistance to DFES Region in delivery of Regional training courses in line with Shires requirements	CESM	As required	Assistance provided to DFES Region in provision of Regional Training Courses
Attend DFES Region staff meetings	Attend DFES Region staff meetings as required. Provide CESC activity report	CESM	As required	Attendance at DFES Regional staff Meetings – CESC activity report
Bush Fire Brigade fleet maintenance program managed.	Assist Shires with the co-ordination of maintenance of vehicles & equipment including communication systems.	CESM, Shires	30 Jun	Vehicle servicing completed in conjunction with the Shires Fleet Manager.
CESM Business Plan reporting	Complete 6 monthly report on CESC Business Plan performance indicators	CESM	30 Apr	CESC business plan report completed and reviewed with DO, Shires
	Complete 6 monthly report on CESC Business Plan performance indicators	CESM	31 Oct	CESC business plan report completed and reviewed with DO, Shires
Participate in individual annual performance review	CESC/DO/Shires to complete annual performance review	CESC/ DO/ Shires	30 Apr	Participate in annual performance review
Individual Training and Development Plan for CESC in line with CESC Pathway	Completion of individual Training and Development Plan as approved by Shires and DFES Region, reviewed as part of annual review	CESC with DO, Shires and RTC	30 Apr	Approved Individual Training and Development Plan completed.
Maintain BFB Membership List. Coordinate registration of new members	Audit and update existing BFB m/ships Register new memberships	CESC	28 Feb	Report provided on number of Shires volunteers as per Shires insurance requirements
	Prepare and maintain contact list of brigade leadership	CESC	31 Oct	Provision of contact list to Shire administration staff.
Local Government Grant Scheme (LGGS) -	Liaise with Brigades over individual requirements for LGGS requirements	CESC Shires	28 Feb	Brigades' requirements documented and reflected in LGGS application.

Community Emergency Services Manager Business Plan

Strategic Intention 6: ADMINISTRATION DUTIES				
Outcome	Strategy/Tasks	Whom	When	Performance Indicators
administration of Capital and Operational grant processes as per LGGS manual.	Coordinate annual LGGS submission for BFB & SES on behalf of the Shires	CESM Shires	31 Mar	LGGS operational and capital budgets developed/submitted annually.
	Comply with LGGS administration requirements for capital and operational grants.	CESM Shires	30 Jun	LGGS expenditure within budget & LGGS compliant.
	Assist Shires' finance staff in preparing LGGS acquittal	CESM	31 Jul	LGGS expenditure within LGGS compliance requirements
Personal Protective Equipment management	Develop & coordinate the maintenance of a data base system for the Shires BFBs to manage all PPE/Equipment.	CESM	31 Oct	PPE Database established and maintained.
	Manage the purchase and delivery of PPE/Equipment to volunteers to meet safety requirements	CESM	31 Oct	PPE purchased and delivered to Volunteers
Volunteer Bush Fire Brigade Training Coordination	Coordinate with the DFES Regional Training Coordinator to maintain a record of courses and attendees on Train data base.	CESM	31 Oct	Training records for Shires entered/maintained

Community Emergency Services Manager Business Plan

BUSINESS PLAN BETWEEN DFES AND THE SHIRE OF BROOKTON, SHIRE OF PINGELLY SHIRE OF CORRIGIN

Date of effect _____ to _____

SUPERINTENDENT DFES GREAT SOUTHERN REGION		
	Signature	Date
CHIEF EXECUTIVE OFFICER SHIRE OF BROOKTON		
	Signature	Date
CHIEF EXECUTIVE OFFICER SHIRE OF PINGELLY		
	Signature	Date
CHIEF EXECUTIVE OFFICER SHIRE OF CORRIGIN		
	Signature	Date

Procedure for a Local Government completing a 2-Year Bushfire Risk Management Plan Review

The steps below outline the process a local government (LG) should go through when completing a 2-year review of a Bushfire Risk Management (BRM) Plan.

STEP 1:

Advise the Office of Bushfire Risk Management (OBRM) that you are aware of the requirement to update your BRM Plan by 31 May.

- OBRM will notify a LG 6 months prior to the BRM Plan review due date.
- If required, discuss with OBRM the need for an extension request to complete the review.

STEP 2:

Complete the 2-year BRM Plan Checklist on the BRM Planning Portal .

- Review the BRM plan's content to ensure it remains a current and accurate representation of the bushfire risk context for the LG area.
- If needed, add or update the Cultural Heritage section.
- In chapter 5 of the plan, add and complete the Risk Acceptability Table (below).
- In chapter 6 of the plan, add and complete a written Treatment Strategy.
- Review the Bushfire Risk Management System (BRMS) data Quality Assurance (QA) package provided by OBRM, and update data accordingly.

STEP 3:

Via the [BRM Planning Portal for Local Governments](#) - Submit to OBRM before 31 May:

- CEO or Executive Manager approved 2-year Bushfire Risk Management Plan Review Checklist.
- The most up to date version of your Bushfire Risk Management Plan.

EXTENSION REQUESTS

If you anticipate requiring additional time to complete the 2-year review:

- Please discuss an extension with OBRM as early as possible
- Submit an extension request through the [BRM Planning Portal](#)
- Outline why the review cannot be completed within the timeframe
- Extensions will be granted for a maximum of 6 months - as either 1, 3 or 6 month extensions
- Any further extension request need to be submitted by the CEO or Executive Manager responsible for Emergency Management

CULTURAL HERITAGE

Purpose: To identify Aboriginal stakeholders and areas of protected heritage by engaging with Native Title Holders, Traditional Owners and Aboriginal knowledge holders.

Points to be addressed in this section may include:

- Identification of Native Title Holders, Traditional Owners and Aboriginal knowledge holders that have an interest in bushfire risk management.
- Any agreed engagement processes and practices and any existing arrangements or agreements with the above that are relevant to land or fire management.
- Registered Aboriginal Cultural Heritage sites and Protected Areas are shown in the [Aboriginal Cultural Heritage Inquiry System](#) (ACHIS). This system should be reviewed and appropriate approvals obtained when planning bushfire mitigation activities. You may wish to include a map of the LG showing these identified areas from the ACHIS System.
- If relevant, describe any other landmarks or areas of other types of heritage within the LG boundary; for example European Heritage site.

ACCEPTABLE LEVEL OF RISK

Purpose: The BRM Plan sets the level of risk that is acceptable to the LG. Any risks assessed as exceeding the acceptable level should be considered for treatment to reduce the level of risk.

- LG's must complete or update the level of acceptable risk table for the 4 categories of identified assets as per section 5.1 in the BRM Plan template. Further information can be found in Chapter 7 of the [Guidelines for Preparing a Bushfire Risk Management Plan](#).
- The level of acceptable risk should be set with consideration of the capacity and capability of the LG to treat risks.
- Table 6 (below) is the default format of risk acceptance criteria in a BRM Plan. LGs are welcome to present this information in a different format as needed.
- BRM Plans must also include an explanation for the level of risk which has been accepted.

	Asset category			
	Human settlement	Economic	Environmental	Cultural
Acceptable risk level	<acceptable risk level for assets in this category>	<acceptable risk level for assets in this category>	<acceptable risk level for assets in this category>	<acceptable risk level for assets in this category>

Table 6 Risk acceptance criteria for bushfire risk in <Insert local government name>

Consider the following questions when discussing the level of acceptable risk.

- Why has the local government selected this level of acceptable risk?
- How will the local government manage the risks above the acceptable level? Is this reflected in the treatment strategy?
- How does this level of acceptable risk affect the treatment schedule?
- How will the level of acceptable risk be monitored and what triggers a reassessment of the acceptable risk level?
- What are the potential implications of accepting this level of risk?

TREATMENT STRATEGY

Purpose: The treatment strategy should describe the overall approach to managing bushfire risk within the LG area.

LGs must complete a treatment strategy, as outlined in Chapter 8.1 in the [Guidelines for Preparing a Bushfire Risk Management Plan](#).

- The treatment strategy describes the overall approach to managing bushfire risk in the medium to long term and helps guide the development of integrated annual treatment schedules.
- The treatment strategy should where necessary, reference the level of acceptable risk which has been identified in table 6 - Risk Acceptance Criteria - refer to step 2.
- Treatment Strategies should be tailored to the specific context of a LG area. BRM Plan authors are encouraged to apply local context and adapt the treatment strategy as needed. This includes the discussion of internal tools or approaches currently used by the LG - such as prioritisation or scheduling tools.

When writing a treatment strategy the following points should be considered.

- The local government's strategic objectives and objectives for bushfire risk management.
- Local communities' values and desired outcomes.
- Land use patterns and sensitive industries.
- Patterns of topography, vegetation and weather.
- Existing risk controls and land management programs.
- Environmental or other constraints on treatment options.
- How treatments other than physical mitigation measures may be integrated to address bushfire risk.
- Measures proposed to reduce the transmission of cascading risk or reduce the severity of the impacts it may cause.

BUSHFIRE RISK MANAGEMENT SYSTEM (BRMS) UPDATE

OBRM will provide LGs with a Quality Assurance package. The QA package will assess an LGs BRMS data against a series of criteria. The package will contain comments and actions which will need to be addressed as part of the review process.

All assets with a risk rating of high, very high or extreme should have been risk assessed within the past 2 years.

Additionally:

- All treatments need to have a post treatment risk assessment completed; and
- BRMS remains current and accurately reflects the bushfire risk context for the local government area.

For any questions, or support with updating BRMS data please contact - BRMSSupport@dfes.wa.gov.au

Bushfire Risk Management Planning

General Updates November 2025

REVIEW PROCEDURE

From May 2026, Local Governments (LGs) will move to a 2-year cycle for the review and update of their Bushfire Risk Management (BRM) Plan. This revised review procedure is intended to streamline the assessment of plans by reducing administrative burden. Reviews will focus on verifying the currency and accuracy of the plan, with updates required only in response to significant events that impact the bushfire risk context of the local government.

The new process will require LGs to complete the 2-year Bushfire Risk Management Plan Review Checklist and return it to the Office of Bushfire Risk Management (OBRM). Returning the checklist is an acknowledgement that the LG has complete the review and updated the plan as necessary. The process and steps required during a 2-year review can be found on the [BRM Planning Portal for Local Governments](#). OBRM will confirm all elements of the plan are present before providing ongoing endorsement. No specific comments will be provided on submitted plans, unless requested by the LG.

Once LGs submit their plans through the 2-year review process, OBRM will commence an annual desktop review of all BRM Plans. If shortcomings are identified in the desktop review, comments will be provided to LGs 6 months prior to the next due date. These comments will need to be actioned for plans to remain endorsed. More information will be provided about this process following the first cohort of BRM Plan 2-year reviews.

BRM PLANNING PORTAL FOR LOCAL GOVERNMENTS

OBRM has developed an [online portal](#) to improve the efficiency of writing and maintaining BRM Plans for local governments. The portal is in the early stages of development and currently supports:

- A library for all relevant documents containing: all guideline and procedure documents, links to BRMS, information on the MAFGP, LGs BRM Plans and endorsement letters.
- Submitting extension requests.
- Submitting a plan for the 2-year review (see below).

To obtain permission to access the portal please email obrm@dfes.wa.gov.au with the name and email address of the person/s in your LG that are responsible for preparing and maintaining the BRM Plan.

Local governments are strongly encouraged to use the [portal](#) to complete the two-year review and submit their plan to OBRM.

LGs should complete the 2-year Bushfire Risk Management Plan Review Checklist once they have completed the review and update. This checklist will ask you to confirm that all elements of the plan have been updated as requested. You will also need to confirm that you have completed the relevant updates to the BRMS (Bushfire Risk Management System) data.

The checklist needs to be signed by the CEO or Manager responsible for Emergency Management confirming the plan has been reviewed.

EXTENSION REQUESTS

If you anticipate requiring additional time to complete the 2-year review:

- Please discuss an extension with OBRM as early as possible
- Submit an extension request through the [BRM Planning Portal](#)
- Outline why the review cannot be completed within the timeframe
- Extensions will be granted for a maximum of 6 months - as either 1, 3 or 6 month extensions
- Any further extension request need to be submitted by the CEO or Executive Manager responsible for Emergency Management

COMMUNICATION PROCEDURE

Communication Timeline: From the Office of Bushfire Risk Management (OBRM) to Local Governments (LG) regarding the update of a Bushfire Risk Management (BRM) Plan.

Each LG is required to review their BRM plan every 2 years and confirm to OBRM the plan has been reviewed. Confirmation is provided by completing the review checklist in the BRM Planning Portal and must be provided by 31 May. In the period leading up to the LG's review date, they will receive correspondence from OBRM reminding them of the required process. If the plan review is not completed by the due date, they will receive further communications as described below, unless an extension has been granted.

Date	Contact	Subject	Method
1 November	LG Bushfire contact and CEO	6 month notification of BRM Plan update. Notification of online information session.	Email
1 March or 3 months before due date	LG Bushfire contact	3 month notification of plan due date.	Email
1 May or 1 month before due date	LG Bushfire contact	1 month notification of plan due date.	Email
1 June or 1 day after due date	LG Bushfire contact, BRMO and DFES AO & Regional Superintendent	Notice that due date has passed and no plan has been received. If an updated plan is not provided, OBRM will advise LG CEO of the subsequent steps if the plan is not received.	Email
15 June or 2 weeks after due date	LG CEO CC'd - LG Bushfire contact, BRMO and DFES AO & Regional Superintendent	Notification that BRM Plan is overdue and needs to be provided to OBRM within 6 weeks, by < date > otherwise endorsement will be suspended, and the LG will be ineligible for MAFGP.	Letter via Email
31 July or 8 weeks after due date	LG CEO CC'd - LG Bushfire contact, BRMO and DFES AO & Regional Superintendent	Notification that BRM Plan endorsement is suspended. LG is ineligible to apply for MAFGP until updated plan is provided and endorsed by OBRM.	Letter via Email



Shire of Corrigin

DRAFT

Bushfire Risk Management Plan

2026 2028

Office of Bushfire Risk Management Bushfire Risk
Management (BRM Plan) endorsed XX Month 20XX

Local Government Council BRM Plan approval XX
Month 20XX

Table of Contents

Document Endorsements	4
Chapter 1 Introduction	1
1.1. Background	1
1.2. Objective of the Bushfire Risk Management planning program	1
1.3. Legislation, policy and standards	2
1.3.1 Legislation and Policy	2
1.3.2 Other Related Documents	3
Chapter 2 The risk management process	4
2.The Risk Management Process	4
Adapted from: AS 3959:2009, with permission from SAI Global under licence number 1510-c081.4	
2.1. Roles and Responsibilities	5
Chapter 3 Establishing the context	7
3.1. Description of the Local Government and Community Context	7
3.1.2 Land use and tenure	9
3.2. Description of the Environment and Bushfire Context	14
Chapter 4 Asset Identification and Risk Assessment	32
4.1. Planning Areas	32
4.2. Asset Identification	32
4.3. Assessment of Bushfire Risk	34
Chapter 5 Aboriginal Cultural Heritage	35
5.1. Purpose and scope	35
5.2. Traditional Owners and cultural context	35
5.3 Legislative and policy framework (Western Australia)	36
5.4. Methods	36
5.5. Bushfire management activities and heritage considerations	36
5.6. Cultural heritage sensitivity indicators	37
5.7. Consultation and engagement	38
5.8. Preliminary risk assessment	38
5.9. Management and mitigation recommendations (bushfire works)	39
5.10. Pre-season cultural heritage checklist	39
5.11. Unexpected finds procedure	40
5.12. References	40
Chapter 6 Consequence Assessment	41
6.1 Consequence Rating – Human Settlement, Economic and Cultural Assets	41
6.2 Consequence Rating – Environmental Assets	41
6.3 Likelihood Assessment	41
6.4 Assessment of Environmental Assets	41
6.5 Local Government Asset Risk Summary	42
Chapter 7 Risk Evaluation	42
7.1. Evaluating Bushfire Risk	42
7.2. Risk Acceptability	42
7.3. Treatment Priorities	44

7.5. Risk Treatment	45
7.6. Local Government Wide Controls	45
7.7 Asset Specific Treatment Strategies	45
7.8 Development of the Treatment Schedule	46
Chater 8 Monitoring and Review	47
8.1 Review	47
8.2. Monitoring	47
8.3. Reporting	47
Glossary	48
Common Abbreviations	51
Appendices	52
Appendix A	53
Appendix B	63
Appendix C	65
Appendix D	73

Document Control

Document name	Shire of Corrigin Bushfire Risk Management Plan 2022-2027	Current version	1.1
Document owner	CEO Shire of Corrigin	Issue date	
Document location		Next review date	

Document Endorsements

The Shire of Corrigin endorses that the Bushfire Risk Management Plan (BRM Plan) has been reviewed and assessed by the Office of Bushfire Risk Management as consistent with the standard for bushfire risk management planning in Western Australia, the Guidelines for Preparing a Bushfire Risk Management Plan. The Shire of Corrigin is the owner of this document and has responsibility, as far as is reasonable, to manage the implementation of the BRM Plan and facilitate the implementation of bushfire risk management treatments by risk owners. The approval of the BRM Plan by Shire of Corrigin satisfies their endorsement obligations under State Hazard Plan Fire.

Local Government	Representative	Signature	Date
Shire of Corrigin	CEO		

Version	Date	Author	Section
1	18.04.2026	Roger Northey	

Document endorsements

The Shire of Corrigin endorses that the Bushfire Risk Management Plan (BRM Plan) has been reviewed and assessed by the Office of Bushfire Risk Management as consistent with the standard for bushfire risk management planning in Western Australia, the Guidelines for Preparing a Bushfire Risk Management Plan. The Shire of Corrigin is the owner of this document and has responsibility, as far as is reasonable, to manage the implementation of the BRM Plan and facilitate the implementation of bushfire risk management treatments by risk owners. The approval of the BRM Plan by Shire of Corrigin satisfies their endorsement obligations under State Hazard Plan Fire.

Local Government	Representative	Signature	Date
Shire of Corrigin	CEO		

Publication information

Wherever a third party holds copyright in material presented in this publication, the copyright remains with that party. Their permission may be required to use the material

This document contains Standards Australia Ltd and ISO copyrighted material that is distributed by SAI Global on Standards Australia Ltd and ISO's behalf. Standards Australia Ltd and ISO's material is not for resale, reproduction or distribution in whole or in part without written permission from SAI Global Ltd:

tel + 61 2 8206 6355 or copyright@saiglobal.com

Chapter 1 Introduction

1.1. Background

Under the State Hazard Plan Fire an integrated Bushfire Risk Management (BRM) Plan is to be developed for local government areas with significant bushfire risk. This BRM Plan has been prepared for the Shire of Corrigin in accordance with the requirements of the Guidelines for Preparing a Bushfire Risk Management Plan (the Guidelines) from the Office of Bushfire Risk Management (OBRM) within the Department of Fire and Emergency Services (DFES). The risk management processes used to develop this BRM Plan are aligned to the key principles of AS/NZ ISO 31000:2009 Risk management – Principles and Guidelines and those described in the National Emergency Risk Assessment Guidelines. This approach is consistent with State Emergency Management (SEM) Policy and SEM Prevention and Mitigation Procedure 1.

This BRM Plan is a strategic document that facilitates a coordinated approach towards the identification, assessment and treatment of assets exposed to bushfire risk. The Treatment Schedule sets out a broad program of coordinated multi-agency treatments to address risks identified in the BRM Plan. Government agencies and other land managers responsible for implementing treatments participate in developing the BRM Plan and Treatment Schedule to ensure treatment strategies are collaborative and efficient, regardless of land tenure.

1.2. Objective of the Bushfire Risk Management planning program

The aim of a BRM Plan is to effectively manage bushfire risk in order to protect people, assets and other things of local value in Shire of Corrigin. The objectives of this BRM Plan are to:

- guide and coordinate a tenure blind, multi-agency BRM program over a five-year period;
- document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk;
- facilitate the effective use of the financial and physical resources available for BRM activities;
- integrate BRM into the business processes of local government, land owners and other agencies;
- ensure there is integration between land owners, BRM programs and activities; and
- document processes used to monitor and review the implementation of treatment plans to ensure they are adaptable and that risk is managed at an acceptable level.

1.3. Legislation, policy and standards

The following legislation, policy and standards were considered to be applicable in the development and implementation of the BRM Plan.

1.3.1 Legislation and Policy

- Aboriginal Heritage Act 1972
- Biodiversity Conservation Act 2016
- Building Act 2011
- Bush Fires Act 1954
- Conservation and Land Management Act 1984
- Country Areas Water Supply Act 1947
- Emergency Management Act 2005
- Environmental Protection Act 1986
- Environmental Protection and Biodiversity Conservation Act 1999 (Cth)
- Fire Brigades Act 1942
- Fire and Emergency Service Act 1998
- Metropolitan Water Supply, Sewerage and Drainage Act 1909
- Bush Fires Regulations 1954
- Emergency Management Regulations 2006
- Planning and Development (Local Planning Scheme) Regulations 2015
- SEM Plan (State Emergency Management Committee (SEMC) 2019)
- SEM Policy (SEMC 2019)
- SEM Prevention and Mitigation Procedure 1 (SEMC 2019)
- State Hazard Plan Fire (SEMC 2019)
- State Planning Policy 3.4: Natural Hazards and Disasters (Western Australian Planning Commission (WAPC) 2006)
- State Planning Policy 3.7: Planning in Bushfire Prone Areas (WAPC 2015, as amended)
-

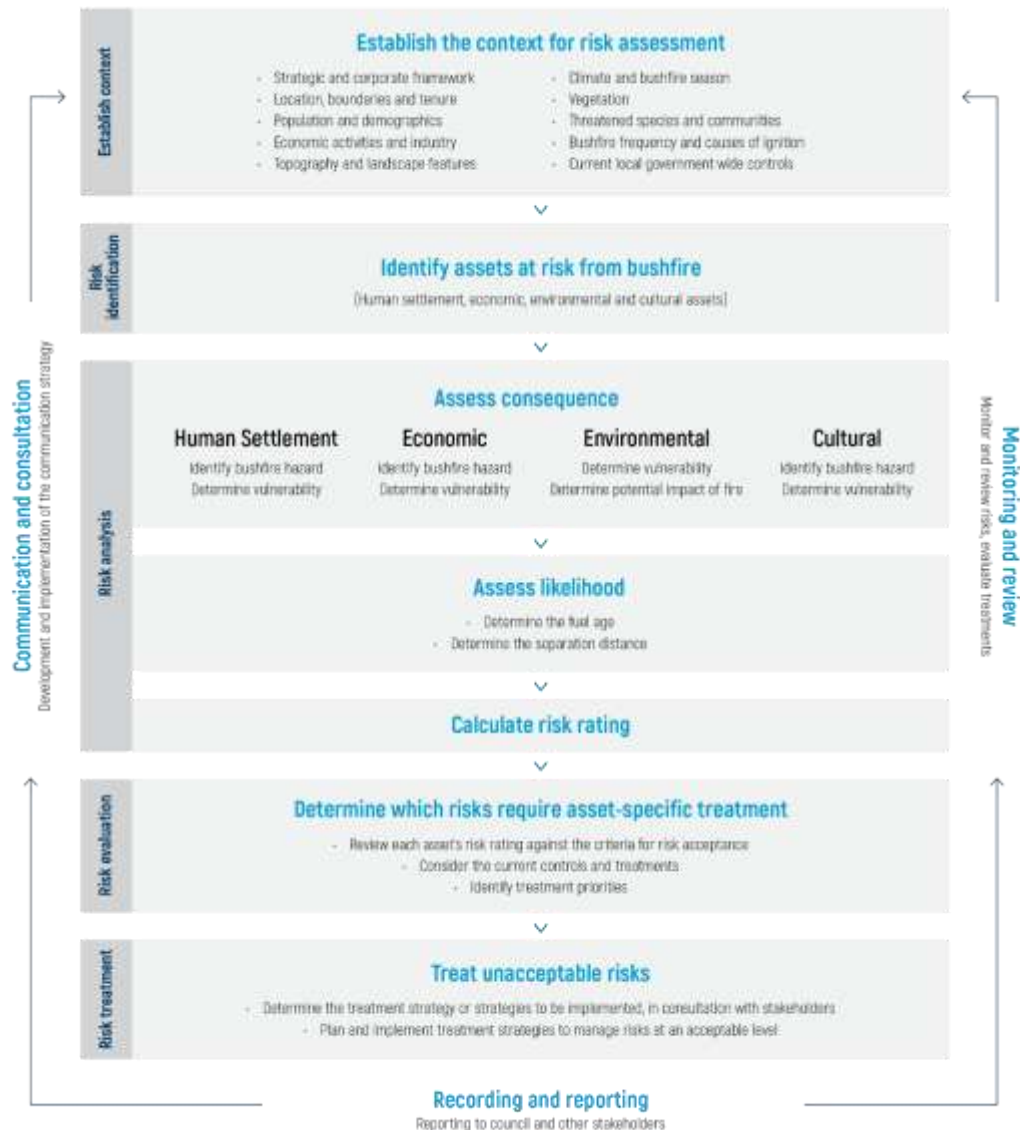
1.3.2 Other Related Documents

- A Capability Roadmap: Enhancing Emergency Management in Australia 2016 (Australasian Fire and Emergency Services Authorities Council 2016)
- A Guide to Constructing and Maintaining Fire-Breaks (DFES 2018)
- AS 3959:2009 Construction of Buildings in Bushfire-Prone Areas (Standards Australia 2009)
- AS/NZ ISO 31000:2009 Risk Management – Principles and Guidelines (Standards Australia 2009)
- Australian Disaster Resilience Handbook 10: National Emergency Risk Assessment Guidelines (Australian Institute for Disaster Resilience 2015)
- Guidelines for Preparing a Bushfire Risk Management Plan 2020 (DFES 2020)
- Bushfire Risk Management Planning Handbook (DFES 2018)
- Code of Practice for Timber Plantations in Western Australia (Forest Products Commission (FPC) 2006)
- Guidelines for Planning in Bushfire Prone Areas (WAPC 2017)
- Guidelines for Plantation Fire Protection (DFES 2011)
- National Disaster Risk Reduction Framework (Department of Home Affairs 2018)
- National Strategy for Disaster Resilience (Attorney-General's Department 2011)
- Public Service Circular No. 88 Use of Herbicides in Water Catchment Areas (Department of Health 2007)
- Western Australian Emergency Risk Management Guide (SEMC 2015)
- Shire of Corrigin Local Emergency Management Arrangement 2020
- Shire of Corrigin Council Plan 2025-2035

Chapter 2 The risk management process

2.The Risk Management Process

The risk management processes used to identify and address risk in this BRM Plan are aligned with the international standard for risk management, AS/NZ ISO 31000:2009 Risk Management – Principles and Guidelines. This process is outlined in Figure 1. Figure 1 – An overview of the risk management process¹



1 Adapted from: AS 3959:2009, with permission from SAI Global under licence number 1510-c081.

2.1. Roles and Responsibilities

The roles and responsibilities of the key stakeholders involved in the development of the BRM Plan are outlined in Table 1

Table 1 – Roles and Responsibilities

Stakeholder	Roles and Responsibilities
Local Government	• Custodian of the Bushfire Risk Management Plan (BRM Plan) • Coordinate the development and ongoing review of the integrated BRM Plan. • Negotiate a commitment from land owners to treat risks identified in the BRM Plan. • Undertake treatments on lands owned or managed by them. • Submit the draft BRM Plan to DFES's Office of Bushfire Risk Management (OBRM) for review and endorsement. • Submission of the OBRM endorsed BRM Plan to council for their approval and adoption.
Department of Fire and Emergency Services	• Participate in and contribute to the development and implementation of BRM Plans. • Support to local government through expert knowledge and advice in relation to the identification, prevention and treatment of bushfire risk. • Facilitate local government engagement with state and federal government agencies in the local planning process. • Undertake treatments on Unmanaged Reserves and Unallocated Crown Land within gazetted town site boundaries. • In accordance with Memorandums of Understanding and other agreements, implement treatment strategies for other land owners. • Review BRM Plans for consistency with the Guidelines prior to final approval by council. • Administer and coordinate the Mitigation Activity Fund Grants Program.

Stakeholder	Roles and Responsibilities
Department of Biodiversity, Conservation and Attractions	• Participate in and contribute to the development and implementation of BRM Plans. • Provide advice for the identification of environmental assets that are vulnerable to fire and planning appropriate treatment strategies for their protection. • Undertake treatments on department managed land, and Unmanaged Reserves and Unallocated Crown Land outside gazetted town site boundaries and land in which they have an agreement for.
Department of Planning, Lands and Heritage	• Provide advice for the identification of their assets and infrastructure, specifically Aboriginal and European heritage.
Other State and Federal Government Agencies and Public Utilities	• Provide information about their assets and current risk treatment programs. • Participate in and contribute to the development and implementation of BRM Plans. • Undertake treatments on lands they manage.
Corporations and Private Land Owners	• Provide information about their assets and current risk treatment programs.

Chapter 3 Establishing the context

3.1. Description of the Local Government and Community Context

The Shire of Corrigin Council Plan 2025-2035 vision is

Strengthening our community now to grow and prosper into the future¹.

As Council works towards achieving this it has identified four areas to concentrate resources in to achieve the community vision, they are Social, Economic, Environment, Governance and Leadership. The following section looks at how the BRM Plan will support these.

Strategic objective	How will the BRMP support the objective
COMMUNITY An inclusive, healthy and resilient community	In the context of the BRM Plan, the Shire recognizes the importance of a community spirit and values the efforts and dedication of the members of the local volunteer emergency services brigades and is committed to providing the necessary support and resources to enable them to respond to bushfires.
ECONOMIC A strong, diverse economy	Under the BRM Plan, assets that are vital to the local, regional, or state economy are identified and where appropriate, suitable risk treatments are implemented for their protection. The BRM Plan will allow the Shire to work with owners/managers of economic asset to help them understand their risk and improve their preparations and resilience.
ENVIROMENT Preservation of the natural environment for the benefit of current and future generations	In the context of this BRM Plan, the Shire of Corrigin understands that there is complex relationship between fire and the environment. Fire may benefit some environments or cause damage to others, as well as being impacted by treatments used to protect other assets. The Shire will work with other agencies and the community to identify environmental assets that need specific consideration and minimizes negative impacts upon the environment for all treatments.
CIVIC LEADERSHIP Strong governance and leadership	In the context of the BRM Plan, the Shire of Corrigin will be able to identify the areas of the greatest risk this will allow the Shire to prioritize funding, and mitigation works on Shire owned and managed land to reduce the bushfire risk within the Shire. The BRM Plan will also assist the Shire in identifying unacceptable bushfire risks on private and other government lands, so that landowners can be engaged in treatment planning and encouraged to implement their own mitigation programs to reduce risk.

The Shire has outlined the roles and responsibilities in the following table for the implementation, monitoring and review of the BRM Plan, the Shire has access to the services of a Community Emergency Service Manager (CESM). A significant role of the CESM is to ensure the Shire's volunteer Bush Fire Brigades (BFBs) and emergency services volunteers are supported, trained, equipped and

¹ Shire of Corrigin Plan
Bushfire Risk Management Plan – ES.0023

capable of providing appropriate emergency services to their communities. It is also envisaged that the CESM position will take a key role throughout the BRM Plan once the plan is endorsed.

Function	Roles
Shire of Corrigin Leadership Team	Oversight of the implementation, monitoring and review of the Bushfire Risk Management Plan Sourcing and approving funding and expenditure Monitoring the implementation of agreed treatments Liaison with key stakeholders Participation in the Local Emergency Management Committee (LEMC) Management of the release of the BRM Plan and BRMS data
Community Emergency Service Manager (CESM)	• Performs work on Shire managed or owned land or as directed by the Shire • Develops practices for fire management on local government land • In consultation, plans and schedules works, including managing grant funding applications, reporting and acquittal • Builds knowledge and understanding of fire management practice within the community • Participates on the Bushfire Advisory Committee (BFAC) • Supports and represents the Shire at bushfire-related meetings and committees • Oversees the Shire's burning programs with support from local brigades • Contributes to treatment planning • Works with stakeholders during treatment planning
Works Department	• Contributes to treatment planning • Undertakes planned works
Town Planning	• Ensure adherence to building codes and planning scheme • Review of Bushfire Prone Area Map
Finance	• Financial management of grants and funding

3.1.2 Land use and tenure

Corrigin is a rural community located in the heart of the Wheatbelt region, 234 km south-east of Perth in Western Australia (see figure 2). The Shire covers 2682 square kilometers of agricultural farmland, crown land and town sites. The Shire of Corrigin consists of a main town site: Corrigin, and three smaller towns at Bullaring (28km south-west of Corrigin), Bulyee (35km west of Corrigin) and Bilbarin (17km north-east of Corrigin) which support agricultural areas surrounding the towns.

The Shire has been vastly cleared for farming, creating areas of gentle undulating land for sheep and cropping, leaving the remnant vegetation highly fragmented. Despite this there are sizable patches of remnant vegetation in the Shire, an example is the Corrigin Reserve on the western side of the townsite this is managed by local government and poses as a risk to the town, through this plan and mitigation funding this risk can be reduced. Other areas of concern are along roadsides, while majority are managed by local government others like the Brookton Highway is managed by Main Roads. These patches could become pathways for fire to move through at a fast pace if the risk is not reduced through this plan.

The Shire is made up of 94% private land predominantly in family farming businesses. The number of farms in the Shire has decreased over time with many farmers buying the neighboring property. Advances in technology and improvements in farm machinery have reduced the need for farm labour and consequently the number of occupied farmhouses has diminished. Empty farmhouses with yards and/or paddocks that have not been maintained make it hard for fire fighters to catch a running fire compared to a maintained yard where they can use it to their advantage in stopping the fire.

Broadacre farming systems have evolved over time and the percentage of the Shire used for cropping has increase while the number of livestock has decreased. This change in agricultural land use has increased the amount of highly flammable crop residue during the hottest and driest months of the year. Historically livestock grazing provided areas of pasture during the dry summer months and provided a break between crop stubbles and reduced the amount of flammable material in the overall landscape.

With fewer and more dispersed farming properties in the Shire the number of firefighters available to attend and manage a fire incident can be challenging. Despite the Shire being well supported by 235 volunteer firefighters, with significant private resources, the travel time and distance to attend a fire has increased. With the high percentage of privately owned land within the Shire means engaging with these stakeholders through the BRM plan is important, targeted education and consultation will be a key factor regarding mitigation works. Ensuring that all landowners comply with fire break orders and reduces the risk to their own property and adjoining properties.

Table 3 Summary of land management responsibilities within the Shire of Corrigin



Land Manager	Local Government Area (%)
Local Government	2%
Private	94%
Department of Biodiversity, Conservation and Attractions	1%
Department of Planning, Lands and Heritage	3%
Total	100%

Source: Local Government Population Index

3.1.3 Population and Demographics

The population within the Shire of Corrigin has declined over the last five years from a total of 1146 people in the 2016 census to a total of 1007 in the 2021 census. The forecast growth for the Shire is uncertain and this reflects the historic stability of population within the region.

Table 3 Shire of Corrigin Population²

Total population	1007
Male	503
Female	505
Aboriginal and/or Torres Strait Islander People	26
Age breakdown	Total number of people
0-18yrs	203
19-54yrs	386
55-84yrs	363
85yrs & over	42
The most common ancestries in Corrigin	Percentage
Australian	50.3%
English	44.5%
Irish	7.2%
Scottish	9.6%
German	2.6%

Over 91.0% of the population comes from English speaking background, therefore reducing communication barriers during community engagement and emergency response. Majority of the population lives either in the town centre or broadacre farming which should be considered during treatment programs.

The Shire has an Indigenous community of 2.6% of the Shire's population³. As Indigenous people have a strong connection to the land, they use fire as land management, wellbeing, and cultural ceremonies. Indigenous communities have a strong spiritual connection to their land, particular land features may represent cultural significance. It is important to engage with the Indigenous community when planning mitigation works to ensure that it doesn't impact on cultural values and wellbeing.

The Shire of Corrigin has an ageing population. The percentage of the Shire's resident population from 45 to 84 years (47.9%) is slightly higher than the State average (39.1%). The percentage over 55 in the Shire is increasing⁴. Elderly population and the aging community are increasing the Shire's vulnerable

² ABS Census 2021

³ ABS Census 2016

⁴ ABS Census 2016

population. On average, the elderly community members are more fragile, have limited mobility, suffer from health conditions and/or require the care of others. Aging people often overestimate their abilities to prepare and defend their properties and may be reluctant to ask for assistance. Planning for the over 65-year age group is essential to ensure that their health needs and mobility issues are considered in emergency situations, particularly in evacuation. Additional consideration to supporting this group should be given when selecting the mitigation works to reduce fuel loads around residential areas and when enforcing fire break notices.

The Shire has 20.3% children under the age of 18, this group are considered vulnerable as they are dependent on adults for advice, understanding of instructions and decision making. This may be difficult if adults are not at home during an emergency event or are part of the emergency response.

The Shire currently works to ensure that the community hospital, health care agencies and other community groups are engaged to ensure the vulnerable population is identified and catered for during mitigation and emergency events. This will form an important part of the community engagement activities.

Like most of the Wheatbelt, Corrigin experiences some beautiful sights during the wildflower season, which is usually in September / October every year, this increases the tourist and transient population. Corrigin offers a scenic 4.1km one way wildflower drive located 5km west of town on the Brookton highway. Located 20kms southeast from town, Gorge Rock is a natural rock pool which was once the local swimming hole. It is now a camping and picnic area. These sites will need to be considered when mitigation works are carried out so visitors are not put in danger or if an emergency is taking place as tourist and transient people are not familiar with these areas and may not know what to do or where to go in an emergency in unfamiliar grounds.

3.1.4 Economic Activities and Industry

The major industry in the district is agriculture, producing mainly cereal crops and sheep, with a variety of smaller industries including retail, steel fabrication, machinery sales and service located in the townsites. The most common industries in which people from the Shire of Corrigin work are agriculture, public administration and safety, education and training, health care and social assistance.

The Shire hosts a modern-day care facility as well as a District High School catering for students from kindergarten through to secondary schooling. The Shire offers a range of health care services and facilities including a hospital, doctor, and pharmacy. A range of recreational and leisure activities are available to the community including football, cricket, hockey, netball, basketball, tennis, 18-hole golf, lawn bowls, squash, 50m swimming pool, heated pool, pistol/rifle shooting and darts.

Agriculture, Forestry and Fishing	200
Public Administration and Safety	54
Health Care and Social Assistance	37
Education and Training	37
Transport, Postal and Warehousing	31
Retail Trade	25
Accommodation and Food Services	23
Inadequately described/Not stated	20
Other Services	19
Construction	16
Wholesale Trade	15
Manufacturing	13
Financial and Insurance Services	12
Professional, Scientific and Technical Services	6
Mining	4
Administrative and Support Services	4
Information Media and Telecommunications	3
Electricity, Gas, Water and Waste Services	0
Arts and Recreation Services	0
Rental, Hiring and Real Estate Services	0
Total	528

Table 4-Employment by industry for Corrigin (2016 Census)⁵Note:2021 employment by industry not available at time of plan.

One of the factors that has changed in agriculture over the years is the advancement in cropping practices and the increased size and effectiveness of machinery, leading to more hectares being cropped. This has seen a decrease in livestock production which affects two factors.

- Decrease in population on farms during the fire season
- Increased fuel load and fire risk

The risk of a fire impacting the agricultural industry is very high as harvesting takes place in summer when the crops have matured and cured The most vulnerable industry in the Shire would be agriculture and the losses due to fire could include income from crops and also infrastructure such as fences and sheds as well as livestock., Fire in a broadacre farming landscape also increases the risk of topsoil erosion by wind and rain causing possible additional financial loss in the future.

⁵ ABS Census 2016

3.2. Description of the Environment and Bushfire Context

3.2.1 Topography and Landscape Features

The Shire of Corrigin is characterised by well developed drainage systems of rivers, brooks and gullies. These normally flow during winter months, drying up during summer. There is a tendency for the main drainage lines in the Shire to become disorganized into chains of salt lakes., some of which are drained by the upper reaches of the Avon River.⁶ Smaller areas such as Lake Kurrenkutten have the same effect, these salt lakes can either stop the fire or slow it down enough to fight the fire. These natural areas need to be considered when both fighting the fire and mitigation work is carried out as the areas can become boggy depending on the years rainfall and limit access for prevention and combating the fire.

The landscape of the Shire of Corrigin can be described as gently undulating and of low relief except where the occasional granite outcrops protrude as rock domes⁷, these can cause issues for fire fighters gaining access in an emergency. Infrastructure like the water pipelines and train tracks can cause barriers and challenges in the fighting and prevention of fires. The main water pipeline runs in a southwest direction with branch lines running along road reserves throughout the Shire. The waterpipe is situated above ground level in some areas of the shire and prevents entry from the roadway.

The train tracks are raised and unable to be crossed, except at road crossings. The train tracks run from the south through Bullaring, up through the town and out north of the town passing through Bilbarin. Fires often spot across these features, where firefighters cannot easily cross and may have to travel some distance to be able to get to the other side. This can often result in a significant delay in firefighting response allowing fires to be able to grow quickly with limited suppression. This often results in much larger fires.

3.2.2 Climate and Bushfire Season

In Australia, the seasons are defined by grouping the calendar months in the following way:

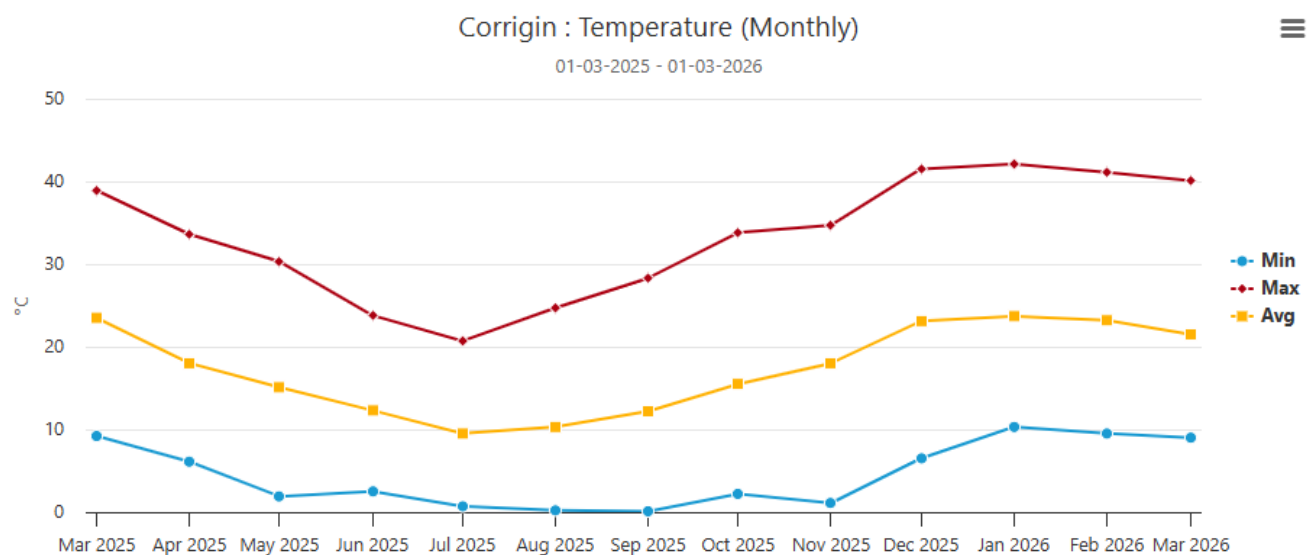
- Spring - the three transition months September, October, and November.
- Summer - the three hottest months December, January, and February.
- Autumn - the transition months March, April, and May.
- Winter - the three coldest months June, July, and August.

⁶ Native Vegetation Handbook for the Shire of Corrigin

⁷ Native Vegetation Handbook for the Shire of Corrigin
Bushfire Risk Management Plan – ES.0023

The period from late spring to early autumn is normally dry and hot, causing the vegetation to dry out, which increases available fuel load. The months of November to April are the fire season and can produce weather that is extreme, with high temperatures, high winds, and low humidity, which combined with the dry vegetation can cause fast moving, uncontrollable fires.

Figure 3 is a representation of minimum, maximum, and average temperature for the Shire of Corrigin, and the figure 4 presents the average rainfall over the last ten years. Both tables indicate that the hottest and driest season is generally around December to February.



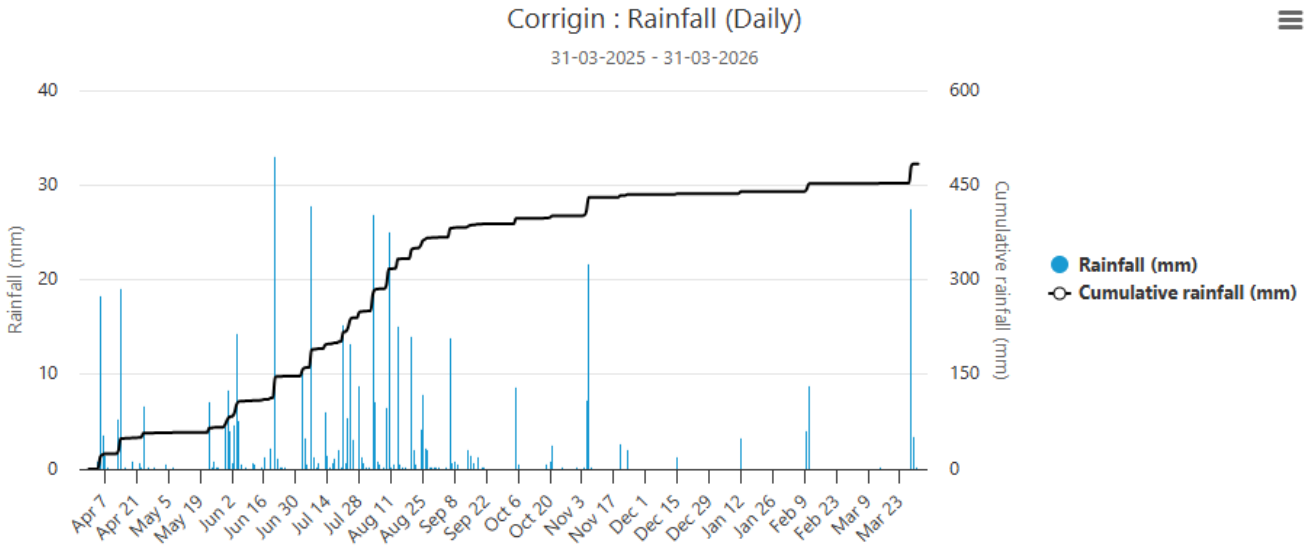
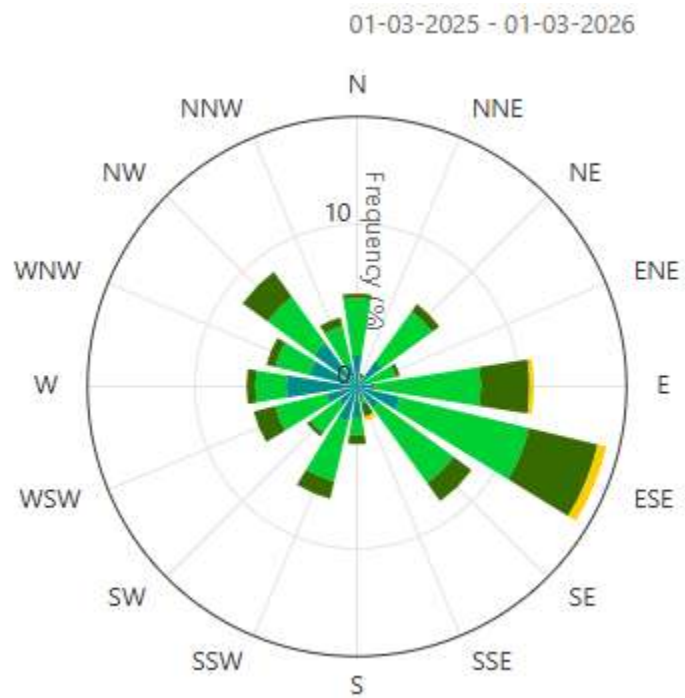
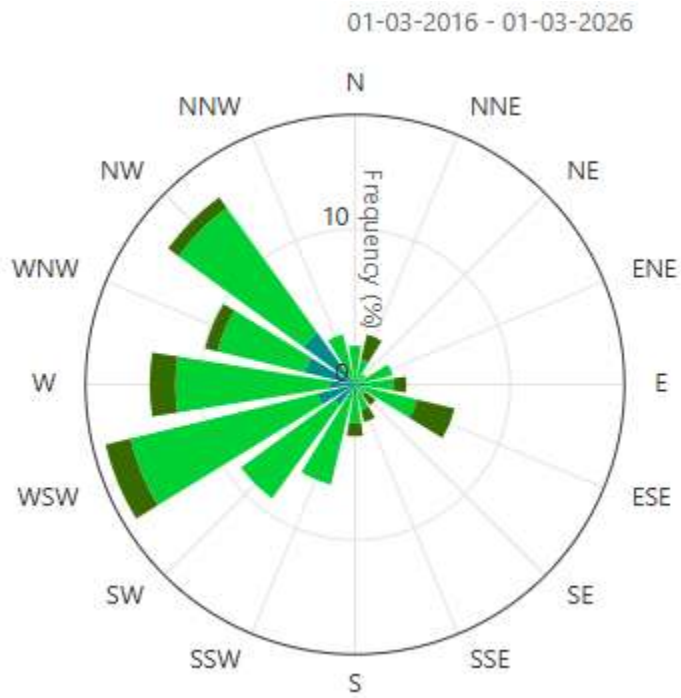


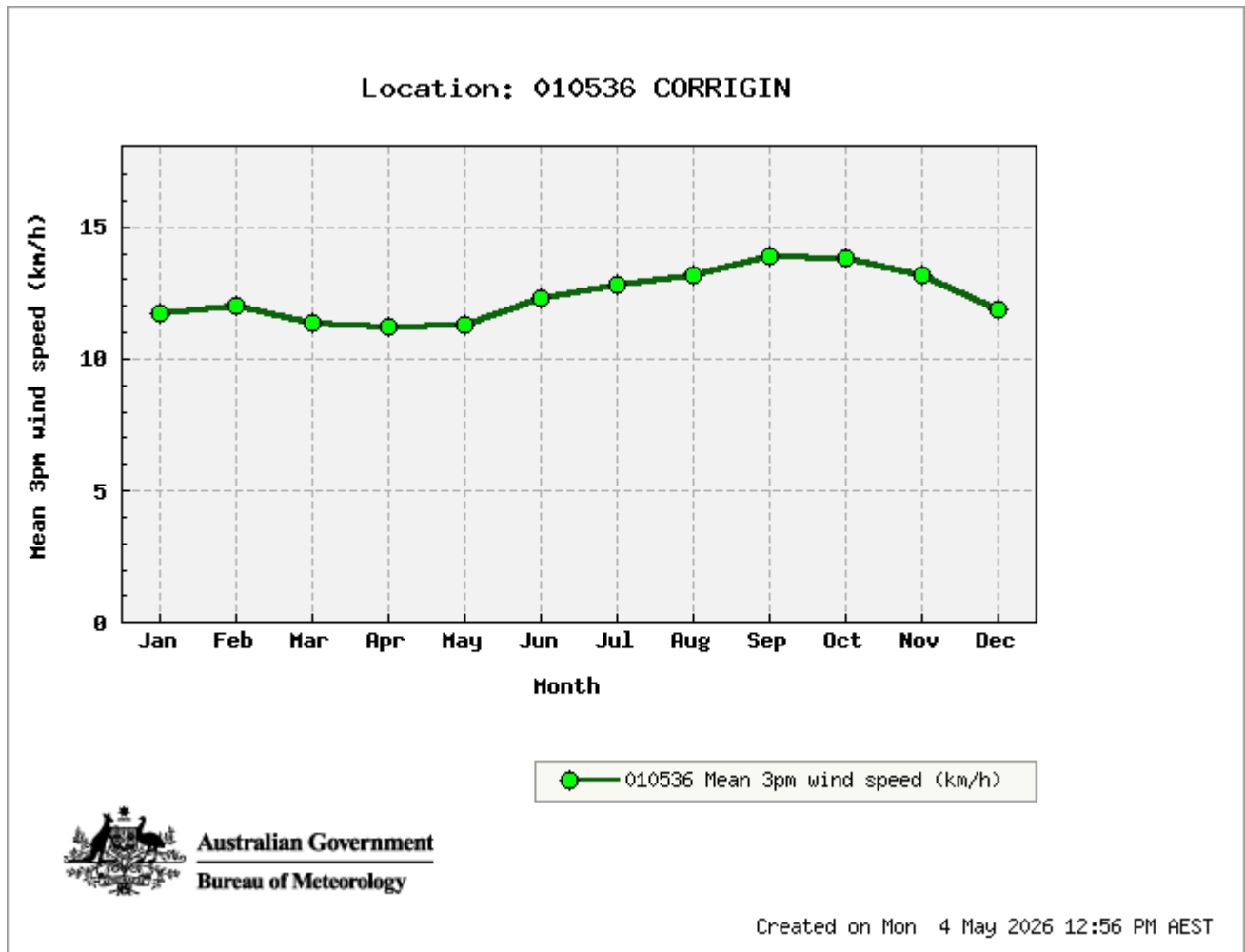
Figure 4-Shire of Corrigin average rainfall⁸

Figure 5 shows the average wind direction in Corrigin over the last 10 year period (from the 21.3.2012 – 21.3.2022). This shows the wind predominantly comes from a westerly direction, whereas during the bushfire seasons the wind predominantly comes from the east, southeast, as shown for the period of 21 October to 21 April on a yearly basis for the years 2018 to 2021 in Figures 6 to 8. The average wind speed at 3pm from 1957 to 2010 on a monthly basis is shown in Figure 9.

	< 2 KM/H
	2 to 8 KM/H
	8 to 15 KM/H
	5 to 22 KM/H
	22 to 29 KM/H
	29 to 36 KM/H
	>36 KM/H

⁸ Source: Bureau of Meteorology
Bushfire Risk Management Plan – ES.0023





The yearly average rainfall for the Shire of Corrigin is 371.3mm. The months of May to August are the wettest months with an average total rainfall of 212.6mm for the four months. The months of March, April, September, and October are the next wettest with an average total rainfall of 95.4mm for this period. The months from November to February are generally the driest months and have an average total rainfall of 63.2mm. Figure 10 shows the monthly average rainfall from 1910 to 2026.

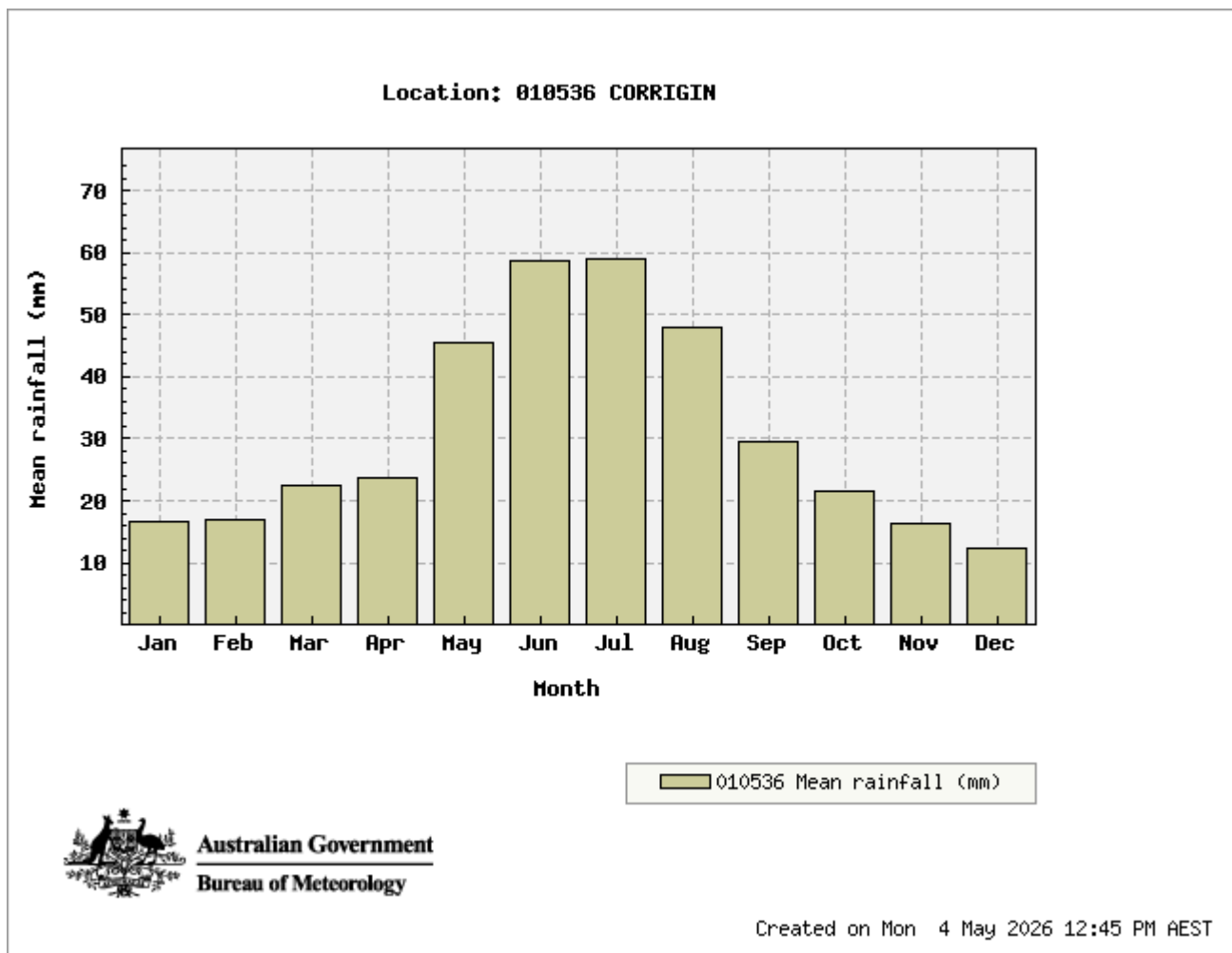
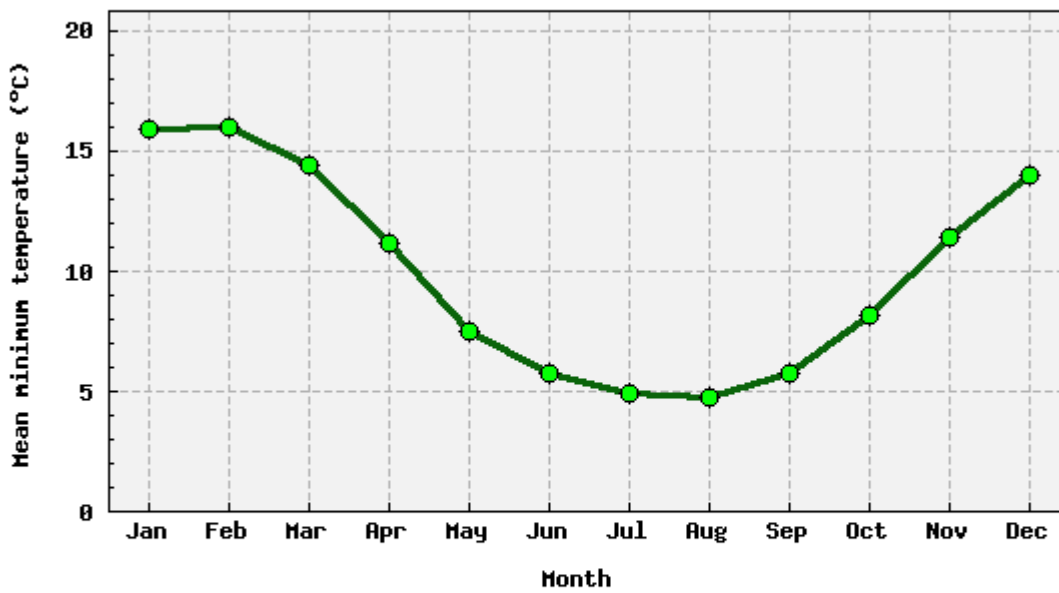


Figure 10 – Monthly Average Rainfall⁹

On average the Shire of Corrigin has a yearly maximum temperature of 23.8°C and minimum temperature of 10.0°C. The months for June to August are the coldest with the average maximum temperature of 16.1°C and the average minimum temperature of 5.1°C. The months of April, May, September and October have an average maximum temperature 21.6°C and the average minimum temperature of 8.2°C. The hottest months are November to March with the average temperature of 30.2°C and the average minimum temperature of 14.3°C. Figure 11 shows the average maximum and minimum temperature from 1948 to 2026.

⁹ Source: Bureau of Meteorology
Bushfire Risk Management Plan – ES.0023

Location: 010536 CORRIGIN



010536 Mean minimum temperature (°C)



Australian Government
Bureau of Meteorology

Created on Mon 4 May 2026 12:54 PM AEST

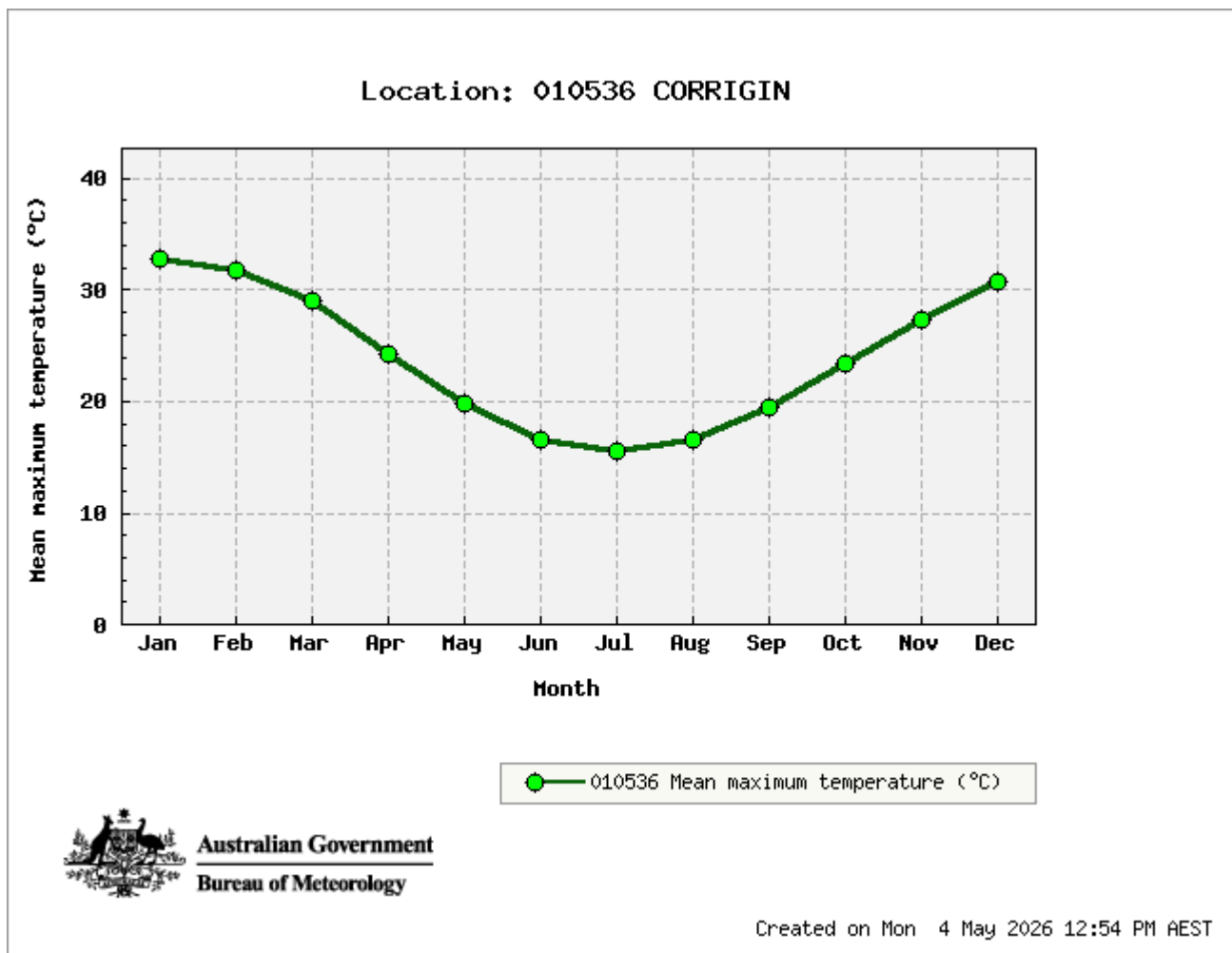


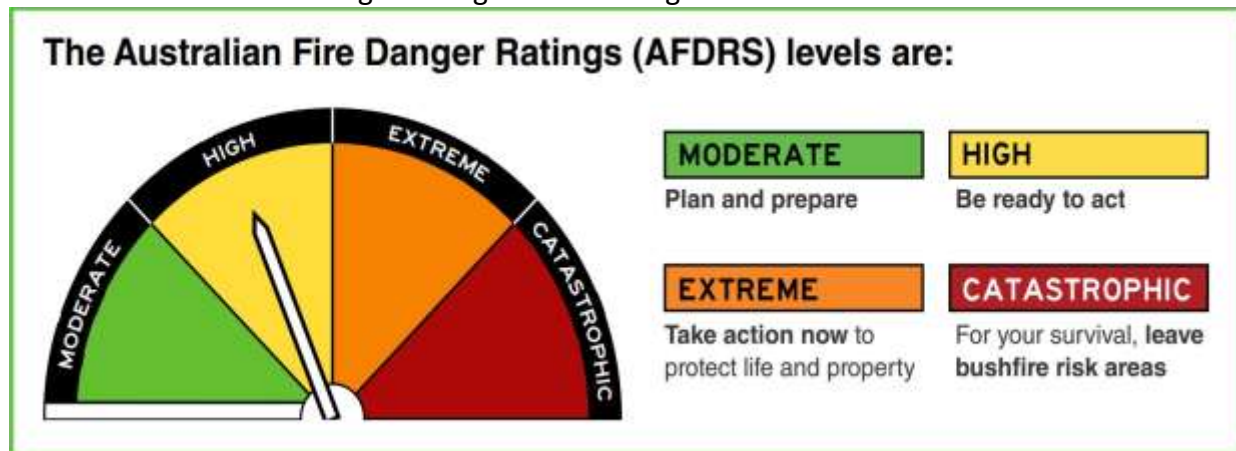
Figure 11 –Average Temperature¹⁰

Weather patterns in the Shire of Corrigin show that the months between 1 November to the 1 April are the bushfire season within the Shire. During these months there is high temperature, low rainfall, and an average wind speed at 3pm of 14.6km/hr. During these months it is common to have days of increased fire weather.

The Australian Fire Danger Rating System (AFDRS) Program is redesigning the forecasting of fire danger in Australia. The AFDRS is a project of national significance being developed collaboratively by each state and territory, and the Commonwealth government. It aims to improve public safety, reduce the impacts of bushfires, and better support the community with nationally consistent ratings and messaging. The AFDRS was implemented on 1 September 2022 across Australia.

¹⁰ Source: Bureau of Meteorology
Bushfire Risk Management Plan – ES.0023

Fire Danger Ratings describe the potential level of danger should a bushfire start. They provide people with information so that they can take action to protect themselves and others from the potentially dangerous impacts of bushfires. Ratings are calculated using a combination of weather forecasting and vegetation information. They do not indicate the chance of a fire occurring. The AFDRS will have four levels with action-oriented messages to encourage people to take action. The ratings and high-level messages are demonstrated in the tables below.



Name/Colour	Fire Behaviour Index Range	Suppression difficulty
MODERATE (Green)	12-23	Most bushfires in this category. Fires typically suppressed with direct, parallel or indirect attack.
HIGH (Yellow)	24-49	Initial attack success critical to prevent large fire development. Defensive suppression strategies.
EXTREME (Orange)	50-99	Defensive suppression strategies. High levels of threat to life/property. Safety of firefighters and community paramount.
CATASTROPHIC (Red)	100+	Unsafe for firefighters and community. Without initial attack success, likelihood of very large fire development is very high. High probability of loss of life and property.

The move from six to four ratings, new names and thresholds, has change how Fire Danger Ratings are referenced within the Bush Fires Act 1954, Bush Fires Regulations 1954 and Bush Fires (Infringements) Regulations 1978. DFES consulted with representatives across state and local government, agriculture and industry to identify and progress the required changes ahead of the nationally agreed 1 September 2022 implementation date.

Total Fire Ban

The primary justification for recommending the declaration of a Total Fire Ban (TFB) is based on the forecast Fire Danger Index (FDI) and resultant Fire Danger Rating (FDR).

The AFDRS will provide a Fire Behaviour Index (FBI) as a scale of fire danger that produces fine-scale information across a range of fuel types. As the transition between the High and Extreme rating (50 FBI) is associated with erratic fire behaviour and an increased likelihood of community loss and significant consequences, it has been nationally recognised as the most appropriate threshold for a TFB declaration.

Harvest Vehicle Movement Ban

A Harvest and Movement of Vehicle Ban is generally imposed by the Chief Bush Fire Control Officer in consultation with Fire Weather Officers when the weather and harvest conditions reach a stage where the risk of a fire is very high.

Currently during a TFB a Bushfire Control Officer MUST impose a ban, commonly referred to as a Harvest Vehicle Movement Ban (HVMB), on off-road activity for business, industry and agriculture if the FDI exceeds 35. However, as the AFDRS is based on the FBI rather than Grassland FDI (GFDI) and a new grassland model, an appropriate FBI/FDR threshold must be determined. Analysis was conducted to determine the range of weather combinations (temperature, relative humidity and wind speed) and fuel inputs (4.5 t/ha fuel load and 100% curing) that equate to a GFDI of 32. These same weather conditions when applied to the FBI algorithm, resulted in producing an average FBI of 40 which will become the new trigger under the AFDRS.

WA is currently leading the way in producing a tool that will allow for calculating an FBI to inform the requirement for a HVMB based on the new grassland model. The tool will be available on smart devices when either on or offline and will allow for the input of observed weather and grass curing conditions.

3.2.3 Vegetation

The Shire has been vastly cleared with 85-95% of the diverse native vegetation cleared for use as agricultural land. Despite this, there are sizable patches of remnant vegetation that could be adversely affected by fire. Additionally, much of the remnant vegetation is along roadsides, which may provide a way for fire to spread across a large area.

There are 3 main types of native vegetation groups.

- Woodlands
- Scrubland
- Mallee

The Mallee species recorded in the Corrigin Vegetation System are mostly black marlock, lerp mallee, tall sand mallee and capped mallee with a closed understory usually present. Woodland or low woodland of brown mallet does not extend so far east of the System, and blue mallet replaced in some localities. Wandoo tends to occur mainly on the upper slopes below the sandplain, while York gum occurs mainly on middle slopes. Salmon gum and red morrel was found on flats with heavy soil, while flooded gum occurs along the major creek along with lesser bottlebrush, while along the salty creeks swamp sheoak *and* *Melaleuca hamulosa*, with sapphire are common. These trees are very fire sensitive and are easily killed by low level of scorch. Mitigation work in these areas need to be sensitive to this and several methods may be needed.

The Department of Biodiversity, Conservation and Attractions conducted a study in the Great Western Woodlands in 2010, the study provides the following information on bushfire behavior in similar natural vegetation as found in the areas of Corrigin.

1. Woodlands tend to have surface fuels accumulated only beneath individual trees, separated by areas of bare ground. Strong winds are required to allow fires to move between these discontinuous clumps of surface fuel and they will do so only slowly. There are usually few shrubs in the understorey and again, these will be separated by bare ground. Combustion of the canopy is rare as the over storey of woodlands tends to be composed of tall Eucalyptus species and there is usually little vertical continuity of fuels. Fires take longer to establish in this vegetation type but once established can be hard to extinguish.
2. Shrublands typically feature a surface fuel component of leaf litter overlain by a near-surface fuel component of low shrubs. Above these is often a nearly continuous vertical profile of taller shrubs and scattered mallee. The continuity of surface fuels allows fires to spread under moderate conditions, while the continuity of the vertical profile allows fire to reach higher fuels. Higher fuels are usually well aerated and contain volatile oils, factors that facilitate rapid and intense combustion. When severe weather conditions prevail, fires will burn with great intensity, consuming surface, near surface and elevated fuels as well as any higher strata that are present. The lack of a tall over storey to reduce wind speed also facilitates fast moving fires which results in intense fire behaviour in shrublands.
3. Mallee communities form something of a continuum between shrublands and woodlands. They vary in structure, approximating shrubland at one extreme of their environmental niche and woodland at the other. Overall, mallee vegetation is lower and denser than woodland, but more open than shrubland. Accordingly, it falls between these in terms of flammability.

Mallee vegetation usually contains a substantial layer of ground fuels, primarily shed bark

Bushfire Risk Management Plan – ES.0023

and leaf litter. These will usually be overlain by a discontinuous near ground fuel layer of grass and shrubs. Patches of bare ground may still occur, but they will be smaller and less frequent than in woodlands. Taller shrubs and hanging bark may also be present and will act as a 'ladder' to help fires reach the low overstorey canopy.

The main vegetation within the Shire is used for agriculture (crops and pasture) and may appear to have a low bushfire risk for most of the year, however the practices of retaining stubble does mean that fire can carry in the right condition's year around. During the harvest periods of the year (October to January), this vegetation becomes a significant bushfire hazard. With large areas of continuous crop, the spread of fire with strong winds can make for a fast moving, large fire. The areas used for agriculture are normally gently undulating and easily accessible for firefighting efforts, however the fast-moving nature of grass fires can be challenging to suppress.

3.2.4 Threatened Species and Communities

Native flora and fauna species together with ecological communities are significant values that require consideration in respect to bushfire risk. It is important that mitigation activities do not have a detrimental impact to threatened species and ecological communities. Within the Shire some examples of this are,

Curlew Sandpiper – The Curlew lives and nests on the ground in open woodland and is prone to wildfires. Curlews breed from June to December and are territorial during the breeding season. The mating pair is monogamous and will stay together for the year. The clutch size is two eggs, which are laid on the open ground with little preparation or protection. The Curlew species may be at risk in situations where fire occurs with even moderate frequency because they have low mobility.

Malleefowl – Pairs of Malleefowl occupy a permanent territory and require tall unburnt Mallee, low woodland or Acacia scrub situated on sandy soil with a fairly complete canopy and abundant litter for nest mound formation. Fox predation is a major threat to Malleefowl where there is insufficient vegetation cover and protection. This is exacerbated by inappropriate fire regimes, particularly large-scale homogenous fires which can cause local extinctions. It may take 15 years before habitat is suitable to breed after extensive fires due to a shortage of litter material for nesting or greater exposure to predators.¹¹ Small burns and a mosaic of management is best for this species as it helps to avoid the wide scale habitat loss in a single fire event.

¹¹ *Fire and Biodiversity Guidelines for the Avon Basin*
Bushfire Risk Management Plan – ES.0023

Carnaby's cockatoo – Carnaby's cockatoo occur in uncleared and remnant areas of woodland, shrubland and Kwongan heath dominated by proteaceous species. They breed in the semiarid and subhumid interior eucalypt woodlands, principally dominated by Salmon Gum (*Eucalyptus salmonophloia*) or Wandoo (*Eucalyptus wandoo*). The Avon Wheatbelt bioregion is an important breeding area for the species. After breeding, flocks tend to migrate coastward in search of food, with the Swan Coastal Plain recognised as an important foraging area.

All treatments need to consider the requirements of all the flora and fauna on site. Response strategies should be environmentally sensitive within the constraints of the incident and the Shire will take every opportunity to remind landowners/managers of their obligation to obtain appropriate clearances and approvals prior to commencing vegetation-based treatments.

A list of the Declared Rare Flora and Fauna applicable to the Shire of Corrigin is included at Appendix C.

3.2.5 Bushfire Frequency and Causes of Ignition

An ignition source can be from a natural source which are commonly lighting strikes or from human actions which can either be accidental or deliberate. The fire history for reported fires in the Shire indicates a number of fires are unreported ignition source and therefore leaving a large gap in understanding the cause of bushfires (*Table 5*). It is important to work with fire managers and responding crews to educate and support them to prove ignition data whenever possible. This report shows the number of Bushfire incidents recorded in IRS within the area selected.

Year:	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
No. of Bushfires of all sizes.	7	1	9	4	2
Unreported	2	0	2	1	2
Power lines	1	0	1	1	0
Suspicious/Deliberate	2	0	1	0	0
Vehicles (incl. Farming Equipment/Activities)	0	0	2	1	0
Reignition of previous fire	1	0	1	0	0
Burn off fires	1	0	0	1	0
Equipment - Mechanical or electrical fault	0	0	1	0	0
Weather Conditions - Lightning	0	0	1	0	0
Weather Conditions (High winds, natural combustion etc. Excludes Lightning)	0	1	0	0	0

Table 5: Total Number of Bushfires (DFES,2026)¹²

The main risk of ignitions associated with agriculture is during the harvest period. Vehicles and machinery used during harvesting operations can easily ignite fires in cured crops through sparks or heat and added with the dryness of the crop, fires can spread fast. To reduce the risk of agricultural fires, it is required in the Corrigin Shire to have an operational mobile firefighting unit with a minimum capacity of 500L of water located in or immediately adjacent to the paddock being harvested. The Shire uses Harvest and Vehicle Movement Bans to restrict activities likely

¹² DFES Reports
Bushfire Risk Management Plan – ES.0023

to cause ignitions, which are applied by a representative of the Shire when weather conditions hit a trigger point.

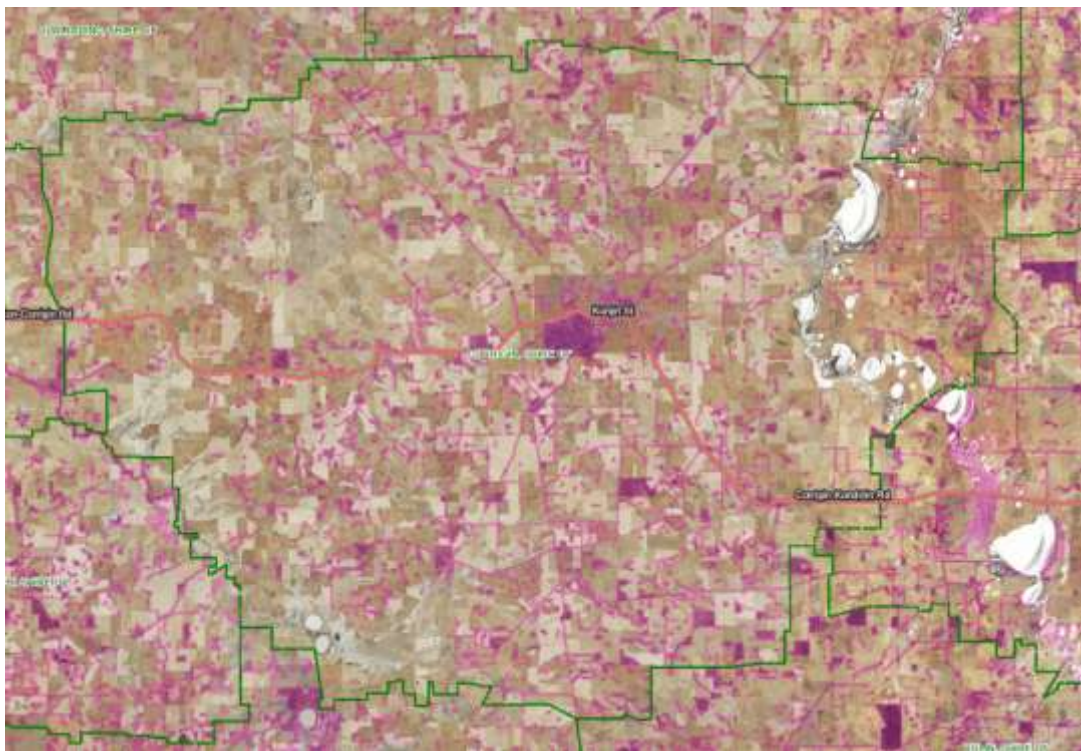
A high number of ignitions were caused due to lightning strikes and vehicle fires. As more than half the ignitions during the reporting period appear to be caused by human action. A targeted education brochure may be effective, to provide the community with better understanding of ignition risks, reporting requirements and fire behaviour, particularly for landowners conducting hazard reduction burns and operating vehicles/machinery. As this may serve to influence better the decision-making of when and how these activities should be conducted.

3.2.6 Current Bushfire Risk Management Activities

Local Government Wide Controls are activities that reduce the overall bushfire risk within the Shire of Corrigin. These types of activities are not linked to specific assets and are applied across all or part of the local government as part of normal business or due to legislative requirements. Some notable controls currently in place in the Shire of Corrigin are detailed below.

Map of Bushfire Prone Areas

The intent of the WA Government’s Bushfire Prone Planning Policy is to implement effective risk based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure. The *State Planning Policy 3.7 – Planning for Bushfire Prone Areas* ensures bushfire risk is given due consideration in all future planning and development decisions. This policy does not apply retrospectively, however the BRM Plan can help address this risk for existing development and establishing an effective treatment plan to manage the broader landscape and any unacceptable community risks. The Shire of Corrigin Bushfire Prone Areas are shown in pink in Figure 14 below¹³.



¹³ <https://maps.slip.wa.gov.au/landgate/bushfireprone/>

Volunteer Fire Brigades

There are five Bush Fire Brigades (BFB) and one Volunteer Fire and Rescue Service (VFRS) brigade within the Shire of Corrigin. The Shire of Corrigin has 235 registered volunteer BFB members with an average age of 44. The appliances are as below:

- **Bilbarin BFB** - 2.4 Broadacre
- **Bullaring BFB** - 4.4 Broadacre
- **Bulyee/Kunjin BFB** – 4.4 Broadacre
- **Corrigin Central BFB** – 4.4 Broadacre
- **Corrigin VFRS (DFES)** – HSR and a Light tanker
- There is also a large amount of privately owned farm appliances within the Shire that assist with response activities, as well as shire owned machinery.

Burning Restrictions

Burning restrictions within the Shire of Corrigin are as follows:

4. Restricted Burning Times – 19 September to 31 of October and 15 February to 15 April- Permit Required
5. Prohibited burning times-1 November to 15 February
No burning allowed including Campfire

Harvesting is not permitted on Christmas Day, Boxing Day and New Year's Day.
No fires are permitted Good Friday and Easter Sunday.

Restricted and burning periods may be extended by 14 days at the discretion of Council, and/or Chief Bush Fire Control Officer. When required, Harvest and Vehicle Movement Bans are issued by the Shire and Total Fire Bans are declared by DFES.

Bush Fires Act 1954 section 33 Fire Management Notices

The Shire publishes an annual Fire Break Notice which sets out the requirements for fuel reduction and fire break requirements within the town site and on rural land. The Shire's Fire break order sets out process for inspections and compliance activities relating to the Notice.

The Section 33 Fire Break Notices are used to achieve community wide asset protection by reducing the spread of fire and allowing access to properties for firefighting efforts.

Community engagement activities

While compliance, in line with landowner responsibilities detailed in the Shire's annual Fire Break Notice, is generally good, when it comes to preparatory efforts (i.e. in line with general prevention and preparedness around individual properties) community engagement is more challenging, mainly due to time constraints and conflicting priorities. The Shire promotes key messages regarding community awareness and resilience through local media leading up to fire season. The focus for the next couple of years will be the introduction of the new AFDRS and educating the community so they are aware of the changes and the meaning of the new ratings.

Chapter 4 Asset Identification and Risk Assessment

4.1. Planning Areas

The Shire of Corrigin has only one planning area.

4.2. Asset Identification

Asset identification and risk assessment has been conducted at the local level using the methodology described in the Guidelines using BRMS. Identified assets are categorised into the following categories and subcategories provided in Table 6

Table 6 – Asset Categories and Subcategories

Asset Category	Asset Subcategories
Human Settlement	Residential areas Residential areas, including dwellings in rural areas and the rural-urban interface. Places of temporary occupation Commercial and industrial areas, mining sites or camps and other locations where people may work or gather. Special risk and critical facilities Locations and facilities where occupants may be especially vulnerable to bushfire for one or more of the following reasons: ○ Occupants may have limited knowledge about the impact of bushfires; ○ Occupants may have a reduced capacity to evaluate risk and respond adequately to bushfire event; ○ Occupants may be more vulnerable to stress and anxiety arising from a bushfire event or the effects of smoke; ○ There may be significant communication barriers with occupants; ○ Relocation and/or management of occupants may present unique challenges or difficulties, such as transportation, or providing alternative accommodation, healthcare or food supplies; or ○ Facilities that are critical to the community during a bushfire emergency.
Economic	Agricultural Areas under production, such as pasture, livestock, crops, viticulture, horticulture and associated infrastructure. Commercial and industrial Major industry, waste treatment plants, mines (economic interest), mills, processing and manufacturing facilities and cottage industry.

Asset Category	Asset Subcategories
	Critical infrastructure Power lines and substations, water pumping stations, tanks/bores and pipelines, gas pipelines, telecommunications infrastructure, railways, bridges, port facilities and waste water treatments plants. Tourist and recreational Tourist attractions, day-use areas and recreational sites that generate significant tourism and/or employment within the local area. These assets are different to tourist accommodation described as a Human Settlement Asset (see above). Commercial forests and plantations Plantations and production native forests. Drinking water catchments Land and infrastructure associated with drinking water catchments.
Environmental	Protected Flora, fauna and ecological communities that are listed as a: ○ Critically Endangered, Endangered or Vulnerable species under the Environmental Protection and Biodiversity Conservation Act 1999 (Cth) (EPBC Act 1999) (including associated critical habitat); ○ Critically Endangered, Endangered or Vulnerable species under the Biodiversity Conservation Act 2016; ○ Critically Endangered, Endangered or Vulnerable ecological community under the EPBC Act 1999 (Cth); ○ Critically Endangered, Endangered or Vulnerable Threatened Ecological Community (TEC) endorsed by the Minister for Environment (WA); ○ Fauna protected under international conventions; and ○ Ramsar wetlands of international importance. Priority Flora, fauna and ecological communities that are a: ○ Priority species listed on the Priority Flora or Priority Fauna Lists held by DBCA (Priority 1-5). ○ Priority Ecological Community (PEC) (Priority 1-5); and ○ Wetlands of national or state importance. Locally important Species, populations, ecological communities or habitats that the local community or independent scientific experts consider important for the area and for which there is some scientific evidence that protection would be beneficial.

Asset Category	Asset Subcategories
	Wetlands of local importance. Sites being used for scientific research.
Cultural	Aboriginal heritage Places of indigenous significance identified by the DPLH or the local community. European heritage Non-Indigenous heritage assets afforded legislative protection through identification by the National Trust, State Heritage List or Local Planning Scheme Heritage List. Local heritage Assets identified in a Municipal Heritage Inventory or by the local community as being significant to local heritage. Other Other assets of cultural value to the local community, for example community halls, churches, clubs and recreation facilities.

4.3. Assessment of Bushfire Risk

Risk assessments have been undertaken for each asset or group of assets identified using the methodology described in the Guidelines. The *Asset Risk Register* will be maintained in BRMS, this information is not included in the plan because it contains information deemed personal and contains locations of cultural and environmental importance.

The percentage of assets within the local government in each asset category at the time of BRM Plan endorsement is shown in Table 7.

Table 7 – Asset Category Proportions

Asset category	Proportion of identified assets
Human Settlement	269
Economic	37
Environmental	7
Cultural	5

Chapter 5 Aboriginal Cultural Heritage

Corrigin is within Noongar boodja (Country). The report is intended to help identify likely heritage sensitivities relevant to activities such as firebreak construction/maintenance, prescribed burning, vegetation management, access track works, and (where applicable) post-fire rehabilitation. It does not replace culturally-led consultation, Aboriginal Cultural Heritage Inquiry System (ACHIS) due diligence, or (where required) an Aboriginal heritage survey conducted in accordance with relevant legislation and agreements.

5.1. Purpose and scope

- Describe the Aboriginal cultural heritage context for Corrigin and surrounding districts at a high level, with a focus on bushfire mitigation and response activities.
- Summarise the legislative and procedural framework applicable in Western Australia.
- Outline a recommended consultation pathway with the appropriate Noongar organisations and knowledge holders.
- Identify common heritage values and landform sensitivity indicators relevant to typical bushfire works (e.g., firebreaks, access tracks, water points, and prescribed burning).
- Provide management recommendations specific to bushfire planning and operations, including pre-season controls and an unexpected finds procedure.

5.2. Traditional Owners and cultural context

Corrigin is located on Noongar Country (Noongar boodja). The Wheatbelt includes areas associated with several Noongar groups; for heritage engagement and agreement-making, Noongar Country is represented through regional corporations established under the South West Native Title Settlement. For the Corrigin district, proponents should confirm the correct agreement area and consult the relevant Noongar Regional Corporation(s) and their Cultural Advice Committee(s) as early as possible.

Aboriginal cultural heritage may include (but is not limited to) places, objects, and landscapes of social, spiritual, historical, scientific, or aesthetic significance within Aboriginal tradition. In the Wheatbelt this can include artefact scatters, quarries, camps, grinding areas, scarred trees, waterways and soaks, gnamma holes (rock waterholes), ceremonial places, and areas connected to travel routes and storylines. Some information is culturally sensitive and is not appropriate to publish in general reports without explicit permission.

5.3 Legislative and policy framework (Western Australia)

- **Aboriginal Heritage Act 1972 (WA):** Protects Aboriginal sites and objects in Western Australia. It is an offence to excavate, destroy, damage, conceal or alter an Aboriginal site, or to deal unlawfully with Aboriginal objects.
- **Due diligence:** Before ground disturbance, proponents should check for Aboriginal heritage and assess the risk of harm. In WA, the Department of Planning, Lands and Heritage (DPLH) provides the Aboriginal Cultural Heritage Inquiry System (ACHIS) for searching known places and information.
- **Approvals/consents:** If there is potential for harm to an Aboriginal site, an approval pathway may be required under the Act. Specialist heritage advice should be sought for project-specific requirements.
- **South West Native Title Settlement / Noongar Standard Heritage Agreement (NSHA):** In the South West Settlement area, Aboriginal heritage survey processes and engagement may be guided by relevant heritage agreements (including NSHAs) with the appropriate Noongar Regional Corporation(s), coordinated in some contexts by SWALSC.

5.4. Methods

1. Define the study area (project boundary, tenure, and landforms).
2. Review publicly available background sources (regional histories, environment, mapping, and landform context).
3. Complete an ACHIS search for the project area and a surrounding buffer (as appropriate for the activity).
4. Identify heritage sensitivity indicators (water sources, granite outcrops, ridgelines, old camps/paths, uncleared areas, and intact ground surfaces).
5. Develop a consultation plan and confirm the appropriate Noongar representative body/bodies.
6. Determine whether an Aboriginal heritage survey is recommended/required, and the likely survey type (ethnographic and/or archaeological).

5.5. Bushfire management activities and heritage considerations

Bushfire mitigation and response often require rapid decision-making and use of heavy machinery. Where life and property are at immediate risk, emergency actions may be necessary; however, good pre-season planning can reduce the likelihood of avoidable impacts to Aboriginal cultural heritage.

Common bushfire activities

- Firebreaks and graded mineral earth lines (new or upgraded): clearing, grading, and windrowing.

- Access tracks: widening, drainage works, turnarounds, and hardstand areas.
- Prescribed burning / fuel reduction: ignition patterns, containment lines, and mop-up.
- Suppression works: dozer lines, backburning, and rapid access creation during an incident.
- Water points: drafting points, tanks, sumps, and associated access.
- Post-fire works: debris management, erosion control, and rehabilitation.

Heritage considerations and controls

- **Prefer existing disturbance:** Use and maintain existing tracks and breaks where safe, rather than creating new lines through intact ground.
- **Avoid high-sensitivity landforms:** Where practicable, keep new breaks, staging areas and machinery movement away from water places, granite outcrops, and intact remnant vegetation.
- **Minimise ground disturbance:** For breaks, target the minimum width needed for safety; avoid deep ripping or excavation unless required.
- **Manage spoil and windrows:** Do not push spoil into wetlands/drainage lines or onto rock features; keep windrows shallow and within already disturbed alignments.
- **Prescribed burning planning:** Incorporate cultural heritage advice into burn prescriptions (e.g., protection of specific places, access restrictions, and use of low-impact containment lines).
- **Incident (emergency) works:** Use pre-identified 'low heritage risk' corridors and water points wherever possible; implement a rapid notification/stop-work approach for unexpected finds when the immediate threat has passed.

5.6. Cultural heritage sensitivity indicators

While Aboriginal heritage can occur across the landscape, certain environments and landforms are commonly associated with higher likelihood of Aboriginal cultural material and/or places of cultural significance. In the Corrigin/Wheatbelt context, particular attention should be given to:

- **Water and water-dependent places:** creeks, claypans, wetlands, soaks, springs, rockholes/gnamma holes, and areas with reliable water after rain.
- **Granite outcrops and rock formations:** rock pools, shelters, quarrying surfaces, and associated campsites.
- **Ridges, rises, and vantage points:** strategic lookouts and travel corridors.
- **Older, intact ground surfaces:** uncleared remnant vegetation, reserves, road/rail corridors with less disturbance, and lightly worked ground.
- **Sandplains and dune-like deposits** (where present): potential for subsurface artefacts.
- **Large old trees** (where present): potential for culturally modified trees (e.g., scars), noting that identification requires expert assessment.

5.7. Consultation and engagement

Meaningful engagement with Traditional Owners is essential. Consultation should be undertaken early, before designs are finalised, to allow avoidance of sensitive areas and to support culturally appropriate outcomes.

1. **Confirm the correct Noongar agreement area** for the project location and identify the relevant Noongar Regional Corporation(s) and Cultural Advice Committee(s).
2. **Engage** with the relevant corporation(s) to discuss the proposal, information needs, and appropriate process (including whether a heritage agreement and/or survey is required).
3. **Commission heritage services** through appropriately qualified and experienced practitioners, ensuring Traditional Owner participation is central to fieldwork and decision-making.
4. **Record outcomes** (agreed avoidance zones, management measures, and any further investigations) in a Cultural Heritage Management Plan (CHMP) or project-specific heritage management document.

Key organisations (for confirmation and referrals): South West Aboriginal Land and Sea Council (SWALSC) and the relevant Noongar Regional Corporation(s) (e.g., Ballardong Aboriginal Corporation). Contact details and the correct representative body should be verified at the time of engagement.

5.8. Preliminary risk assessment

Activity / area	Potential heritage interaction	Inherent risk	Recommended controls (summary)
Firebreak construction / widening (grading, clearing)	Ground disturbance; exposure/removal of artefacts; impacts to culturally important trees/places	Medium–High	Prioritise existing breaks; avoid high-sensitivity landforms; ACHIS check; consultation; survey if required; unexpected finds protocol
Suppression dozer lines during an incident	Rapid, unplanned disturbance in intact areas	High	Use pre-identified corridors where possible; brief operators; record GPS of new lines; post-incident heritage review and rehabilitation
Prescribed burning / fuel reduction	Damage to places/objects; access impacts from containment lines; risk to trees/rock features	Medium	Incorporate Traditional Owner advice into burn planning; minimise new mineral earth lines; protect sensitive locations; monitor and adjust

Water points (drafting, tanks, sumps) and access	Disturbance near wetlands/soaks/creeks; repeated vehicle movement	High	Select low-risk, previously disturbed locations; buffers to water places; consult and survey if new construction is needed
Post-fire clean-up and rehabilitation	Further disturbance to exposed surfaces; inadvertent removal of objects	Low–Medium	Heritage briefing; avoid deep blading; stabilise erosion with minimal ground disturbance; stop work if finds occur

5.9. Management and mitigation recommendations (bushfire works)

- **Avoidance first:** Plan breaks, access, staging areas and water points to use existing disturbed corridors and to avoid high-sensitivity landforms (especially water places and granite outcrops), while still meeting bushfire safety objectives.
- **Undertake ACHIS due diligence:** Complete an ACHIS search for the final project footprint and retain results on file.
- **Consult early and document outcomes:** Engage the appropriate Noongar Regional Corporation(s) and agree on the process, participants, and deliverables.
- **Survey where required:** If risk of harm cannot be ruled out, commission an Aboriginal heritage survey (with Traditional Owner participation) consistent with applicable agreements and guidance.
- **Operational controls for firebreak works:** Mark no-go areas, set maximum grading depth, manage windrows/spoil, and keep machinery within the approved alignment.
- **Induction and training:** Provide cultural heritage awareness briefings to all personnel prior to works.
- **Emergency (incident) protocol:** Establish a pre-season process for rapid heritage advice (where practicable), and require post-incident review/recording of any new dozer lines, breaks or staging areas created during response.
- **Record keeping:** Maintain a heritage file including maps, consultation records, approvals, survey outcomes, and incident reports.

5.10. Pre-season cultural heritage checklist

- Confirm the year's planned works program (new/widened breaks, access upgrades, water points, planned burns) and map proposed footprints.
- Complete ACHIS searches for planned works areas and retain outputs.
- Consult with the appropriate Noongar organisations to confirm priorities, sensitive areas (where appropriate), and engagement/survey requirements.

- Identify and map preferred ‘low heritage risk’ corridors for potential incident response (where safe and feasible).
- Brief operators and brigades on cultural heritage obligations, the unexpected finds procedure, and who to contact.
- Prepare field-ready controls: exclusion zone tape, signage, GPS/photo recording process, and a simple incident recording form.

5.11. Unexpected finds procedure

1. **Stop work** in the immediate area and do not disturb the find (including moving objects).
2. **Establish an exclusion zone** and protect the area from further impact.
3. **Notify the project manager** and the nominated heritage advisor immediately.
4. **Notify and consult** the appropriate Noongar Regional Corporation(s)/Traditional Owner representatives for cultural advice.
5. **Seek regulatory guidance** as required under the Aboriginal Heritage Act 1972 (WA) and any applicable approvals/agreements.
6. **Do not recommence works** until clearance is provided in writing and controls are implemented.
7. If **human remains** are suspected, treat as a high priority: stop work, secure the area, and contact WA Police and relevant authorities, then follow cultural heritage and forensic requirements.

5.12. References

- Government of Western Australia, Department of Planning, Lands and Heritage (DPLH): “Aboriginal Heritage in Western Australia” and Aboriginal Cultural Heritage Inquiry System (ACHIS).
- Government of Western Australia: “Noongar Standard Heritage Agreement – South West Native Title Settlement”.
- South West Aboriginal Land and Sea Council (SWALSC): Noongar regions, heritage compliance and contact information.
- Ballardong Aboriginal Corporation: regional information and South West Native Title Settlement material.
- Shire of Corrigin: community and place information (for local context only).

Chapter 6 Consequence Assessment

Consequence is described as the outcome or impact of a bushfire event. The approach used to determine the consequence rating is different for each asset category: Human Settlement; Economic; Environmental; and Cultural.

The methodology used to determine the consequence rating for each asset category is based on the following:

6.1 Consequence Rating – Human Settlement, Economic and Cultural Assets

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the hazard posed by the classified vegetation and the vulnerability of the asset.

6.2 Consequence Rating – Environmental Assets

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the vulnerability of the asset and the potential impact of a bushfire or fire regime.

6.3 Likelihood Assessment

Likelihood is described as the potential of a bushfire igniting, spreading and impacting an asset. The approach used to determine the likelihood rating is the same for each asset category: Human Settlement; Economic; Environmental; and Cultural.

6.4 Assessment of Environmental Assets

Using available biological information and fire history data, environmental assets with a known minimum fire threshold were assessed to determine if they were at risk from bushfire, within the five-year life of the BRM Plan. Environmental assets that would not be adversely impacted by bushfire within the five-year period have not been included and assessed in the BRM Plan. The negative impact of a fire on these assets (within the period of this BRM Plan) was determined to be minimal, and may even be of benefit to the asset and surrounding habitat.

6.5 Local Government Asset Risk Summary

A risk profile for the local government is provided in Table 8. This table shows the proportion of assets at risk from bushfire in each risk category at the time the BRM Plan was endorsed.

Table 8 – Local Government Asset Risk Summary

Asset Category	Risk Rating					
		Low	Medium	High	Very High	Extreme
	Human Settlement	2.8%	10%	21%	20%	30%
	Economic	2.8%	2.8%	1.9%	3%	.9%
	Environmental	0%	0%	1.6%	.3%	.3%
	Cultural	1.3%	0%	0%	0%	.3%

Chapter 7 Risk Evaluation

7.1. Evaluating Bushfire Risk

The risk rating for each asset has been assessed against the consequence and likelihood descriptions to ensure:

- The rating for each asset reflects the relative seriousness of the bushfire risk to the asset;
- Consequence and likelihood ratings assigned to each asset are appropriate; and
- Local issues have been considered.

7.2. Risk Acceptability

Risks below a certain level were not considered to require specific treatment during the life of this BRM Plan. They will be managed by routine local government wide controls and monitored for any significant change in risk.

In most circumstances risk acceptability and treatment will be determined by the land owner, in collaboration with local government and fire agencies. However, as a general rule, the following courses of action have been adopted for each risk rating.

Table 9 – Criteria for Acceptance of Risk and Course of Action

Risk Rating	Criteria for Acceptance of Risk	Course of Action
-------------	---------------------------------	------------------

Extreme	Only acceptable with excellent controls. Urgent treatment action is required.	Routine controls are not enough to adequately manage the risk. Specific action is required in first 2 years of BRM Plan. Treatments will be approached by: ○ Priorities will be made for treatments that will have maximum benefit to multiple assets and critical infrastructure. ○ Treatments that benefit vulnerable communities will be given priority. ○ Identification of partnerships with other agencies for strategic mitigation. Communication with asset owners in this class will be priorities and focus on increasing understanding of the risk facing these assets (see Communications plan).
Very High	Only acceptable with excellent controls. Urgent treatment action is required.	Routine controls are not enough to adequately manage the risk. Specific action is required in first 3 years of BRM Plan. Treatments will be approached by: ○ Priorities will be made for treatments that will have maximum benefit to multiple assets and critical infrastructure. ○ Treatments that benefit vulnerable communities will be given priority. ○ Identification of partnerships with other agencies for strategic mitigation. ○ Communication with asset owners will be as per the Communications Plan and focus on increasing understanding of the risk facing these assets.
High	Only acceptable with excellent controls. Urgent treatment action is required.	Routine controls are not enough to adequately manage the risk. Specific action is required in the life of the BRM Plan. Treatments will be approached by: ○ Priorities will be made for treatments that will have maximum benefit to multiple assets and critical infrastructure. ○ Treatments that benefit vulnerable communities will be given priority. ○ Identification of partnerships with other agencies for strategic mitigation. Communication with asset owners will be as per the Communications Plan and focus on increasing understanding of the risk facing these assets.

Medium	Acceptable with adequate controls. Treatment action is not required but risk must be monitored regularly.	Specific actions are not required. Risk may be managed with routine controls and monitored periodically throughout the life of the BRM Plan.
Low	Acceptable with adequate controls. Treatment action is not required but risk must be monitored.	Specific actions are not required. Risk will be managed with routine controls and monitored as required.

7.3. Treatment Priorities

The treatment priority for each asset has been automatically assigned by BRMS and recorded in the *Treatment Schedule*, based on the asset's risk rating. Table 10 shows how consequence and likelihood combine to give the risk rating and subsequent treatment priority for an asset.

Table 10 – Treatment Priorities

Likelihood	Consequence				
		Minor	Moderate	Major	Catastrophic
	Almost Certain	3D (High)	2C (Very High)	1C (Extreme)	1A (Extreme)
	Likely	4C (Medium)	3A (High)	2A (Very High)	1B (Extreme)
	Possible	5A (Low)	4A (Medium)	3B (High)	2B (Very High)
	Unlikely	5C (Low)	5B (Low)	4B (Medium)	3C (High)

7.5. Risk Treatment

The purpose of risk treatment is to reduce the likelihood of a bushfire occurring and/or the potential impact of a bushfire on the community, economy and environment. This is achieved by implementing treatments that modify the characteristics of the hazard, the community or the environment. There are many strategies available to treat bushfire risk. The treatment strategy (or combination of treatment strategies) selected will depend on the level of risk and the type of asset being treated. Not all treatment strategies will be suitable in every circumstance.

7.6. Local Government Wide Controls

Local government wide controls are activities that are non-asset specific, rather they reduce the overall bushfire risk within the local government.

A local government wide controls, multi-agency work plan has been developed (Appendix C). The plan details work to be undertaken as a part of normal business (see section 3.2.6 for detailed information on these), improvements to current controls and new controls to be implemented to better manage bushfire risk across the local government area.

7.7 Asset Specific Treatment Strategies

Asset specific treatments are implemented to protect an individual asset or group of assets, identified and assessed in the BRM Plan as being at risk from bushfire. There are five asset specific treatment strategies:

Fuel management

Treatment reduces or modifies the bushfire fuel through manual, chemical and planned burning methods;

Ignition management

Treatment aims to reduce potential human and infrastructure sources of ignition in the landscape;

Preparedness

Treatments aim to improve access and water supply arrangements to assist firefighting operations;

Planning

Treatments focus on developing plans to improve the ability of firefighters and the community to respond to bushfire; and

Community Engagement

Treatments seek to build relationships, raise awareness and change the behaviour of people exposed to bushfire risk.

7.8 Development of the Treatment Schedule

The treatment schedule is a list of bushfire risk treatments recorded within BRMS. The Shire of Corrigin will be focusing on developing a program of works that covers activities to be undertaken within the first year after the approval of the BRM Plan. The treatment schedule will evolve and develop throughout the life of the BRM Plan.

The treatment schedule was developed in broad consultation with land owners and other stakeholders including DFES and DBCA.

Land owners are ultimately responsible for treatments implemented on their own land. This includes any costs associated with the treatment and obtaining the relevant approvals, permits or licences to undertake an activity. Where agreed, another agency may manage a treatment on behalf of a land owner. However, the onus is still on the landowner to ensure treatments detailed in this BRM Plan's *Treatment Schedule* are completed.

Chater 8 Monitoring and Review

Monitoring and review processes are in place to ensure that the BRM Plan remains current and valid. These processes are detailed below to ensure outcomes are achieved in accordance with the *Communication Strategy* and *Treatment Schedule*.

8.1 Review

A comprehensive review of this BRM Plan will be undertaken at least once every five years, from the date of council approval. Significant circumstances that may warrant an earlier review of the BRM Plan include:

- Changes to organisational responsibilities or legislation;
- Changes to the bushfire risk profile of the local government; or
- Following a major fire event.

8.2. Monitoring

BRMS will be used to monitor the risk ratings for each asset identified in the BRM Plan and record the treatments implemented. Risk ratings are reviewed on a regular basis as described in Table 9 – Criteria for Acceptance of Risk and Course of Action. New assets will be added to the Asset Risk Register when they are identified.

8.3. Reporting

The reporting requirements will be managed by a member of staff designated by the Chief Executive Officer.

The Shire of Corrigin will be requested to contribute information relating to their fuel management activities to assist in the annual OBRM *Fuel Management Activity Report*.

Glossary

Asset	A term used to describe anything of value that may be adversely impacted by bushfire. This may include residential houses, infrastructure, commercial, agriculture, industry, environmental, cultural and heritage sites.
Asset Category	There are four categories that classify the type of asset – Human Settlement, Economic, Environmental and Cultural.
Asset Owner	The owner, occupier or custodian of the asset itself. Note: this may differ from the owner of the land the asset is located on, for example a communication tower located on leased land or private property.
Asset Register	A component within the Bushfire Risk Management System (BRMS) used to record the details of assets identified in the Bushfire Risk Management Plan (BRM Plan).
Asset Risk Register	A report produced within the BRMS that details the consequence, likelihood, risk rating and treatment priority for each asset identified in the BRM Plan.
Bushfire	Unplanned vegetation fire. A generic term which includes grass fires, forest fires and scrub fires both with and without a suppression objective.
Bushfire Hazard	The hazard posed by the classified vegetation, based on the vegetation category, slope and separation distance.
Bushfire Risk Management Plan	A development related document that sets out short, medium and long term bushfire risk management strategies for the life of a development.
Bushfire Risk	The chance of a bushfire igniting, spreading and causing damage to the community or the assets they value.
Bushfire Risk Management	A systematic process to coordinate, direct and control activities relating to bushfire risk with the aim of limiting the adverse effects of bushfire on the community.
Bushfire Risk	The chance of a bushfire igniting, spreading and causing damage to the community or the assets they value.
Consequence	The outcome or impact of a bushfire event.

Draft Bushfire Risk Management Plan	The finalised draft BRM Plan is submitted to the Office of Bushfire Risk Management (OBRM) for review. Once the OBRM review is complete, the BRM Plan is called the 'Final BRM Plan' and can be progressed to local government council for approval.
Geographic Information System (GIS)	A data base technology, linking any aspect of land-related information to its precise geographic location.
Land Owner	The owner of the land, as listed on the Certificate of Title; or leaser under a registered lease agreement; or other entity that has a vested responsibility to manage the land.
Likelihood	The chance of something occurring. In this instance, it is the potential of a bushfire igniting, spreading and impacting on an asset.
Locality	The officially recognised boundaries of suburbs (in cities and larger towns) and localities (outside cities and larger towns).
Map	The mapping component of the BRMS. Assets, treatments and other associated information is spatially identified, displayed and recorded within the Map.
Planning Area	A geographic area determine by the local government which is used to provide a suitable scale for risk assessment and stakeholder engagement.
Priority	See Treatment Priority.
Risk Acceptance	The informed decision to accept a risk, based on the knowledge gained during the risk assessment process.
Risk Analysis	The application of consequence and likelihood to an event in order to determine the level of risk.
Risk Assessment	The systematic process of identifying, analysing and evaluating risk.
Risk Evaluation	The process of comparing the outcomes of risk analysis to the risk criteria in order to determine whether a risk is acceptable or tolerable.
Risk Identification	The process of recognising, identifying and describing risks.
Risk Register	A component within the BRMS used to record, review and monitor risk assessment and treatments associated with assets recorded in the BRM Plan.
Risk treatment	A process to select and implement appropriate measures undertaken to modify risk.

Rural	Any area where in residences and other developments are scattered and intermingled with forest, range, or farm land and native vegetation or cultivated crops.
Rural Urban Interface	The line or area where structures and other human development adjoin or overlap with undeveloped bushland.
Slope	The angle of the ground's surface measured from the horizontal.
Tenure Blind	An approach where multiple land parcels are consider as a whole, regardless of individual ownership or management arrangements.
Treatment	An activity undertaken to modify risk, for example a planned burn.
Treatment Objective	The specific aim to be achieved or action to be undertaken, in order to complete the treatment. Treatment objectives should be specific and measurable.
Treatment Manager	The organisation, or individual, responsible for all aspects of a treatment listed in the <i>Treatment Schedule</i> of the BRM Plan, including coordinating or undertaking work, monitoring, reviewing and reporting.
Treatment Planning Stage	The status or stage of a treatment as it progresses from proposal to implementation.
Treatment Priority	The order, importance or urgency for allocation of funding, resources and opportunity to treatments associated with a particular asset. The treatment priority is based on an asset's risk rating.
Treatment Schedule	A report produced within the BRMS that details the treatment priority of each asset identified in the BRM Plan and the treatments scheduled.
Treatment Strategy	The broad approach that will be used to modify risk, for example fuel management.
Treatment Type	The specific treatment activity that will be implemented to modify risk, for example a planned burn.
Vulnerability	The susceptibility of an asset to the impacts of bushfire.

Common Abbreviations

AFAC	Australasian Fire and Emergency Services Authorities Council
AFDRS	Australian Fire Danger Rating System
BFAC	Bush Fire Advisory Committee
BRM	Bushfire Risk Management
BRM Branch	Bushfire Risk Management Branch (DFES)
BRM Plan	Bushfire Risk Management Plan
BRMS	Bushfire Risk Management System
DBCA	Department of Biodiversity, Conservation and Attractions
DFES	Department of Fire and Emergency Services
DPLH	Department of Planning, Lands and Heritage
EPBC Act	Environmental Protection and Biodiversity Conservation Act
FPC	Forest Products Commission
GIS	Geographical Information System
LEMC	Local Emergency Management Committee
OBRM	Office of Bushfire Risk Management (DFES)
PEC	Priority Ecological Community
SEMC	State Emergency Management Committee
TEC	Threatened Ecological Community
UCL	Unallocated Crown Land
UMR	Unmanaged Reserve
WA	Western Australia
WAPC	Western Australian Planning Commission

Appendices

Appendix A	Communication Strategy
Appendix B	Local Government Wide Controls Table
Appendix C	Threatened Species
Appendix D	Treatment Plan (First 12 months)



Shire of Corrigin

Appendix A

Bushfire Risk Management Planning

COMMUNICATION STRATEGY

Document Control

Document Name	Bushfire Risk Management Plan Communications Strategy
Document Owner	Shire of Corrigin, CEO
Document Location	Shire Office
Current Version	1.1
Issue Date	DD/MM/YYYY
Next Review Date	DD/MM/YYYY

Related Documents

Title	Version	Date
Shire Of Corrigin Bushfire Risk Management Plan	1	

Amendment List

Version	Date	Author	Section

Introduction

A Bushfire Risk Management (BRM) Plan is a strategic document that outlines the approach to the identification, assessment and treatment of assets exposed to bushfire risk within the Shire of Corrigin

This Communication Strategy accompanies the BRM Plan for the Shire of Corrigin

It documents the:

6. Communication objectives;
7. Roles and responsibilities for communication;
8. Key stakeholders;
9. Stakeholders engaged in the development of the BRM Plan and Treatment Schedule; and
10. Communication Plan for the implementation and review of the BRM Plan including: target audiences and key messages at each project stage; communication risks and strategies for their management; and communication monitoring and evaluation procedures.

Communications Overview

Communication Objectives

The communication objectives for the development, implementation and review of the BRM Plan for the Shire of Corrigin are as follows:

Key stakeholders understand the purpose of the BRM Plan and their role in the BRM planning process.

Stakeholders who are essential to the BRM planning process, or can supply required information, are identified and engaged in a timely and effective manner.

Relevant stakeholders are involved in decisions regarding risk acceptability and treatment.

Key stakeholders engage in the review of the BRM Plan as per the schedule in place for the local government.

The community and other stakeholders engage with the BRM planning process and as a result are better informed about bushfire risk and understand their responsibilities to address bushfire risk on their own land.

Communication Roles and Responsibilities

The Shire of Corrigin is responsible for the development, implementation and review of the Communication Strategy. Key stakeholders support local government by participating in the development and implementation of the Communications Strategy as appropriate. An overview of communication roles and responsibilities follows:

CEO, Shire of Corrigin, is responsible for endorsement of the BRM Plan Communications Strategy.

11. Shire of Corrigin, responsible for external communication with the local government area.

Bushfire Risk Management Planning Coordinator, Shire of Corrigin, responsible for operational-level communication between the Shire and the Department of Fire and Emergency Services.

Shire of Corrigin, responsible for external communication with the local government area.

Bushfire Risk Management Planning Coordinator, Shire of Corrigin, responsible for operational-level communication between the Shire and the Department of Fire and Emergency Services.

Key Stakeholders for Communication

The following table identifies key stakeholders in BRM planning process, its implementation and review. These are stakeholders that are identified as having a significant role or interest in the planning process or are likely to be significantly impacted by the outcomes.

Stakeholder	Role or Interest	Level of impact of outcomes	Level of engagement
Shire of Corrigin	Major role in the development, management and review of the plan. Responsible for treatments on land they own/manage	High	Inform, consult, involve, collaborate
Department of Fire and Emergency Services	Major role with support in the development and review of the plan. Support for treatment implementation	High	Inform, consult, involve and collaborate
Chief Bushfire Control Officer	Significant role in plan and treatment development, implementation, and review. Actively assist in risk identification and treatment works. Empower to actively engage with community and identify/treat risks	High	Inform, consult, involve, collaborate
Shire of Corrigin Bushfire Advisory Committee	Role in plan development, implementation, and review. Actively assist in risk identification and treatment works. Empower to actively engage with community and identify/treat risks.	High	Inform, consult, involve, collaborate
Local Emergency Management Committee	Role in plan development, implementation, and review	Medium	Inform, consult, involve, collaborate

Department of Biodiversity, Conservation and Attractions	Major role as land and asset owner/ managers with planning. Support with treatment implementation. Interested party	High	Inform, consult, involve, collaborate and empower
Private land holders	Major role as land and asset owner/ managers. Support with treatment implementation. Interested party	High	Inform, consult, involve, collaborate and empower
Australian Rail Commission (ARC)	Major role as land and asset owner/ managers. Support with treatment implementation. Interested party	Medium	Inform, consult, involve, collaborate and empower
Local fire volunteers	Support planning and implementation of treatments	High	Inform, consult, involve, collaborate and empower
Main Roads WA	Role as land and asset owner/ managers. Support with treatment implementation. Interested party	Medium	Inform, consult, involve, collaborate and empower
Electrical Supplier	Role as asset owner/ managers. Support with treatment implementation. Interested party	Medium	Inform, consult, involve, collaborate and empower
Water Corp	Role as land and asset owner/ managers. Support with treatment implementation. Interested party	Medium	Inform, consult, involve, collaborate and empower
Department of Planning, Lands and Heritage, Land Corp & Landgate	Major role as land and asset owner/ managers. Support with treatment implementation. Interested party	Medium	Consult, involve and collaborate
Telecommunications Provider	Role as asset owner/ managers. Support with treatment implementation. Interested party	Medium	Inform, consult, involve, collaborate and empower
Traditional owners	Interested party	Medium	Inform, consult and involve

Communications Log – Development of the BRM Plan and Treatment Schedule

This Communications Log captures the communications with key internal and external stakeholders that occurred during the development of the BRM Plan and associated Treatment Schedule. Record any significant conversations, community engagement events, emails, meetings, presentations, workshops and other communication initiatives.

Timing of communication	Stakeholders	Purpose	Summary	Communication Method	Lesson Identified	Follow up
Development of the BRM Plan						
7-4-22 5-5-22	Shire of Corrigin CEO	Ensure CEO support and understanding of the BRM plan	Inform and consult Input into plan and treatments Confirm project objectives Project updates	Email Face to face meetings Presentation	Resource constraints could limit their ability to participate	Provide with future project updates
7-4-22	BFAC Meeting	Project update and any input into plans going forward	Inform and consult Confirm project objectives Input into plan and treatments Project updates Identify Risk and share information	Face to face meeting	Time constraints Lack of understanding	Project updates
23-3-22	DBCA	1-3 & 5	Inform and consult Confirm project objectives Project updates	Email Telephone	Resource constraints could limit their ability to participate	Project updates
March 2022 to July 2022	DFES BRMO	1-3 & 5	Compliance and governance Plan endorsement Sharing information	Email Face to face meetings	Time constraints	Project updates

March 2022 to July 2022	CESM	1-3 & 5	Inform and consult Confirm project objectives Input into plan Project updates Identify Risk and share information	Email Face to face meetings Telephone	Time constraints	Project updates
June 2022	Office of Bushfire Risk Management	1 & 2	Plan endorsement	Email		

Development of the Treatment Schedule

Before treatment is carried out	Shire of Corrigin-CEO & Council	1-3 & 5	Method of fuel load reduction, risk to community	Email Face to face (office) Face to face (on site) Telephone	Government funding Time Constraints	Treatment updates and effectiveness
Before and after treatments	Bushfire Advisory Committee (BFAC)	1-3 & 5	Risk to community, method of fuel load reduction, amount of treatment been completed and/or scheduled	Face to Face	Clarify misunderstandings and intentions of plan.	Stay up to date with process improvements
As required	Stakeholders – Landowners / Land Managers	1-3 & 5	Risk to community, method of fuel load reduction, amount of treatment been completed and/or scheduled	Email Face to face Telephone	Clarify misunderstandings and intentions of plan. Time constraints	Feedback Highly engaged Treatments being completed Commitment to agreed controls
Annually or as required	Dept of Fire and Emergency Services (DFES) – District/Regional Office	1-3 & 5	UCL/UMR Management Status and progress of plan Treatment status	Email Face to face Telephone	Time constraints	Compliance requirements

As required	Office of Bushfire Risk Management	1-3 & 5	Notify OBRM that the 1 st year's treatment program is entered into BRMS	Email		Compliance Requirements

Appendix B

Bushfire Risk Management Planning – Local Government Wide Controls

Control		Action or activity description	Lead agency	Other stakeholder(s)	Notes and comments
1	Shire of Corrigin Bushfire Firebreak Order	Review annual Notice Publish annual notice Inspections in accordance with the annual notice	Shire of Corrigin	DFES Landholder	Published annually
2	Shire of Corrigin Prohibited and Restricted Burning Periods	Restricted and prohibited burning time are set and permits are needed to burn during this time	Shire of Corrigin	CBFCO and FCO's	Published annually
3	Harvest and Vehicle Movement Ban	Bans are issued when the CBFCO and FCO identifies the use of engines, vehicles, plant or machinery as high bushfire risk activities, during particular times of the day.	Shire of Corrigin	CBFCO and FCO's	A Harvest and Vehicle Movement Ban are imposed for any period of time determined by the Issuer of the ban
4	Total Fire Ban	Restriction of activities that may cause or contribute to the spread of a bushfire	Department of Fire and Emergency Services	Shire of Corrigin	A Total Fire Ban (TFB) is declared because of extreme weather conditions or when operational commitments are impacting on the state resource capacity. A TFB is declared by DFES following consultation with the LG.
5	Local Emergency Management Arrangements	Emergency Management Plan	Shire of Corrigin	SJA, WAPOL, DFES, Dept of Communities, Dept of Education, CBFCO,	Annual review of emergency plans and arrangements.
6	Corporate Business Plan 2021-2024	As per documented actions	Shire of Corrigin		As per section 3.1.1 of the Bushfire Risk Management Plan.
7	DBCA Fuel Reduction Program and Burn Plan	Fuel Reduction Programs on DBCA managed lands	Department of Biodiversity conservation and Attractions	Shire of Corrigin	

8	DFES UCL/UMR Program - Planning and Maintenance	Mitigation program on Unallocated Crown Land (UCL) and Unmanaged Reserves (UMR) within town boundaries	Department of Fire and Emergency Services	Shire of Corrigin	Ongoing maintenance on UCL/UMR
9	Australian Rail Commission (ARC) Mitigation Program	Mitigation works in rail corridors	Australian Rail Commission	Shire of Corrigin	Ongoing maintenance
10	Main Roads Vegetation Management Program	Mitigation Planning and works in road corridors and adjacent to MRWA infrastructure	Main Roads	Shire of Corrigin	Ongoing maintenance
11	Western Power Vegetation Management Program	Mitigation Planning and works for power infrastructure and sites	Western Power	Shire of Corrigin	Ongoing maintenance

Appendix C

Matters of National Environmental Significance in the Shire of Corrigin

The following has been taken from the Protected Matters Report abstracted by the Federal Department of Agriculture, Water and the Environment in March 2022. This report provides general guidance on matters of national environment significance and other matters protected by the *Environmental Protection and Biodiversity Conservation (EPBC) Act 1999*.

Listed Threatened Ecological Communities

For threatened ecological communities where the distribution is well known, maps are derived from recovery plans, State vegetation maps, remote sensing imagery and other sources. Where threatened ecological community distributions are less well known, existing vegetation maps and point location data are used to produce indicative distribution maps.

Status of Vulnerable, Disallowed and Ineligible are not MNES under the EPBC Act.

Community Name	Threatened Category	Presence Text
Eucalypt Woodlands of the Western Australian Wheatbelt	Critically Endangered	Community likely to occur within area

Listed Threatened Species

Status of Conservation Dependent and Extinct are not MNES under the EPBC Act.
Number is the current name ID.

Scientific Name	Threatened Category	Presence Text
BIRD		
Calidris ferruginea		
Curlew Sandpiper [856]	Critically Endangered	Species or species habitat may occur within area
Leipoa ocellata		
Malleefowl [934]	Vulnerable	Species or species habitat likely to occur within area
Pezoporus occidentalis		

Night Parrot [59350]	Endangered	Species or species habitat may occur within area
----------------------	------------	--

[Rostratula australis](#)

Australian Painted Snipe [77037]	Endangered	Species or species habitat may occur within area
----------------------------------	------------	--

[Zanda latirostris listed as Calyptorhynchus latirostris](#)

Carnaby's Black Cockatoo, Short-billed Black-cockatoo [87737]	Endangered	Breeding likely to occur within area
---	------------	--------------------------------------

Scientific Name	Threatened Category	Presence Text
MAMMAL		

[Dasyurus geoffroii](#)

Chuditch, Western Quoll [330]	Vulnerable	Species or species habitat may occur within
-------------------------------	------------	---

[Phascogale calura](#)

Red-tailed Phascogale, Red-tailed Wambenger, Kenngoor [316]	Vulnerable	Species or species habitat may occur within
---	------------	---

Scientific Name	Threatened Category	Presence Text
PLANT		

[Acacia ataxiphylla subsp. magna](#)

Large-fruited Tammin Wattle [64823]	Endangered	Species or species
-------------------------------------	------------	--------------------

[Acacia cochlocarpa](#)
[subsp. cochlocarpa](#)

Spiral-fruited Wattle [23877] Endangered

Species or species

[Acacia lanuginophylla](#)

Woolly Wattle [55575] Endangered

Species or specieshabitat may occur within area

[Acacia volubilis](#)

Tangled Wattle, Tangle Wattle [6476] Endangered

Species or species

[Andersonia gracilis](#)

Slender Andersonia [14470] Endangered

Species or species

[Banksia cuneata](#)

Matchstick Banksia, Quairading Banksia [9827] Endangered

Species or specieshabitat known to occur within area

[Banksia ionthocarpa](#)

Kamballup Dryandra [82764] Endangered

Species or species

[Boronia capitata](#)
[subsp. capitata](#)

a shrub [29156] Endangered

Species or species habitat likely to occurwithin area

[Caladenia hoffmanii](#)

Hoffman's Spider-orchid [56719]	Endangered	Species or species
---------------------------------	------------	--------------------

[Dasymalla axillaris](#)

Native Foxglove [38829]	Critically Endangered	Species or specieshabitat may occur within area
-------------------------	-----------------------	---

[Eremophila verticillata](#)

Whorled Eremophila [7032]	Endangered	Species or species habitat likely to occurwithin area
---------------------------	------------	---

[Eremophila viscida](#)

Varnish Bush [2394]	Endangered	Species or specieshabitat may occur within area
---------------------	------------	---

[Gastrolobium diabolophyllum](#)

Bodallin Poison [78384]	Critically Endangered	Species or specieshabitat may occur within area
-------------------------	-----------------------	---

[Grevillea dryandroides subsp. hirsuta](#)

Hairy Phalanx Grevillea [64577]	Endangered	Species or specieshabitat known to occur within area
---------------------------------	------------	--

[Grevillea scapigera](#)

Corrigin Grevillea [12195]	Endangered	Species or specieshabitat known to occur within area
----------------------------	------------	--

Guichenotia seorsiflora [82693]	Critically Endangered	Species or species habitat known to occur within area
Guichenotia seorsiflora [82693]	Critically Endangered	Species or species habitat known to occur within area
Rhizanthella gardneri		
Western Underground Orchid, Underground Orchid [20109]	Critically Endangered	Species or species
Stylidium applanatum		
Flat-leaved Triggerplant [87813]	Critically Endangered	Species or species
Symonanthus bancroftii		
Bancrofts Symonanthus [12837]	Endangered	Species or species
Thelymitra stellata		
Star Sun-orchid [7060]	Endangered	Species or species habitat known to occur within area
Verticordia fimbrialepis subsp. fimbrialepis		
Shy Featherflower [24631]	Endangered	Species or species habitat likely to occur within area
Verticordia staminosa var. cylindracea		

Granite Featherflower
[55823]

Endangered

Species or species habitat may occur
within area

Scientific Name	Threatened Category	Presence Text
SPIDER		

[Idiosoma nigrum](#)

Shield-backed Trapdoor Spider, Black Rugose
Trapdoor Spider
[66798]

Species or species habitat likely to
occur within area

Listed Migratory Species

Scientific Name	Threatened Category	Presence Text
Migratory Marine Birds		

[Apus pacificus](#)

Fork-tailed Swift [678]

Species or species habitat likely to
occur within area

Scientific Name	Threatened Category	Presence Text
Migratory Terrestrial Species		

[Motacilla cinerea](#)

Grey Wagtail [642]

Species or species habitat may occur
within area

Scientific Name	Threatened Category	Presence Text
Migratory Wetlands Species		

[Actitis hypoleucos](#)

Common Sandpiper
[59309]

Species or species habitat known to
occur within area

[Calidris acuminata](#)

Sharp-tailed Sandpiper
[874]

Species or species habitat may occur
within area

[Calidris ferruginea](#)

Curlew Sandpiper [856] Critically Endangered

Species or species habitat may occur
within area

[Calidris melanotos](#)

Pectoral Sandpiper
[858]

Species or species habitat may occur
within area

[Tringa nebularia](#)

Common Greenshank,
Greenshank[832]

Species or species habitat may occur
within area

Listed Marine Species

Scientific Name	Threatened Category	Presence Text
Migratory Wetlands Species		
<u>Actitis hypoleucos</u>		
Common Sandpiper [59309]		Species or species or habitat known to occur within area
<u>Apus pacificus</u>		
Fork-tailed Swift [678]		Species or species habitat likely to occur within area overfly marine area
<u>Bubulcus ibis as Ardea ibis</u>		
Cattle Egret [66521]		Species or species habitat likely to occur within area overfly marine area
<u>Calidris acuminata</u>		
Sharp-tailed Sandpiper [874]		Species or species habitat likely to occur within area overfly marine area
<u>Calidris ferruginea</u>		
Curlew Sandpiper [856]		Species or species habitat likely to occur within area overfly marine area
<u>Calidris melanotos</u>		
Pectoral Sandpiper [858]		Species or species habitat likely to occur within area overfly marine area
<u>Chalcites osculans as Chrysococcyx osculans</u>		
Black-eared Cuckoo [83425]		Species or species habitat likely to occur within area overfly marine area
<u>Haliaeetus leucogaster</u>		
White-bellied Sea-Eagle [943]		Species or species habitat likely to occur within area overfly marine area
<u>Merops ornatus</u>		
Rainbow Bee-eater [670]		Species or species habitat likely to occur within area overfly marine area

[Motacilla cinerea](#)

Grey Wagtail [642]

Species or species
habitat likely to occur within area
overfly marine area

[Rostratula australis as
Rostratula benghalensis
\(sensu lato\)](#)

Australian Painted
Snipe [77037]

Species or species
habitat likely to occur within area
overfly marine area

[Thinornis cucullatus as
Thinornis rubricollis](#)

Hooded Dotterel,
Hooded Plover [87735]

Species or species
habitat likely to occur within area
overfly marine area

[Tringa nebularia](#)

Common Greenshank,
Greenshank[832]

Species or species
habitat likely to occur within area
overfly marine area

Appendix D

Treatment Schedule

The Shire of Corrigin treatment schedule will be an ongoing and evolving document with in BRMS system for the life of the plan. This treatment plan listed below is for the first year of the BRM Plan and is reliant on the funding and all approvals being met.

Treatment Ref	Treatment ID	Treatment Strategy	Treatment Type	Treatment Objective	Treatment Manager	Date Scheduled	Year of Works	Completed
15854	17120	Fuel Management	Mechanical Works	Reduce fuel load to protect residential asset on adjoining property.	Local Government			N
15855	17121	Fuel Management	Mechanical Works	Reduce fuel load to protect residential property on adjoining block and create access for fire trucks.	Local Government			N
15869	17122	Fuel Management	Mechanical Works	Reduce fuel load to protect communication towers.	Local Government			N

EVALUATION REPORT RFQ 21-2026

Bullaring Gorge Rock Road / Rabbit Proof Fence Road Intersection Upgrade State Black Spot Program

Purpose

To provide Council with an assessment of submissions received in response to RFQ 21-2026 for the Bullaring Gorge Rock Road / Rabbit Proof Fence Road Intersection Upgrade and to make recommendations regarding the future delivery of the project.

Background

The Shire of Corrigin applied for State Black Spot funding to improve the safety of the Rabbit Proof Fence Road and Bullaring Gorge Rock Road intersection, which has a history of serious crashes, near misses and community concern. Local residents and heavy vehicle operators reported frequent incidents involving drivers failing to give way, limited warning of the intersection and increasing traffic volumes, creating an ongoing risk of severe injury or fatal crashes.

As part of the project development process, the Shire commissioned a road safety inspection and intersection upgrade design. Main Roads WA also provided a report on the appropriateness of the existing regulatory signage.

The Shire of Corrigin has received State Black Spot Funding to undertake safety improvements at the intersection of Bullaring Gorge Rock Road and Rabbit Proof Fence Road. The funding of \$645,000 was to be staged over the 2025/26 and 2026/27 financial years.

The project involves the upgrade of the existing four-way intersection to accommodate the turning movements of RAV 7 road trains, improve intersection geometry and enhance overall road safety outcomes. The intersection forms an important link within the local freight network and is regularly utilised by agricultural and heavy vehicle traffic.

RFQ Process

An RFQ document was prepared and issued through the WALGA Preferred Supplier Panel (PSP009) on 19 June 2026, with submissions initially scheduled to close at 4.00pm on Monday 20 July 2026.

A total of 12 suppliers were invited to submit quotations. Contractors were selected based on previous delivery of Shire projects, proven delivery for other regional local governments, geographic location and capability to undertake the full scope of works.

The invited suppliers were:

1. RCA Civil Group Pty Ltd
2. GS Hobbs Contracting
3. WCP Civil Pty Ltd
4. GDR Civil Contracting Pty Ltd (Northam)
5. Ringa Civil (Toodyay)
6. Fulton Hogan Industries Pty Ltd
7. Roads 2000 Pty Ltd
8. Downer Edi Pty Ltd
9. DBCEC (WA) Pty Ltd (Donnybrook Civil Earthmoving Contractors)
10. Western Stabilisers (Corrigin)

11. Earthstyle Contracting (Cunderdin)
12. Vernice Pty Ltd (Toodyay)

During the quotation period a number of technical queries were received from prospective respondents. These queries resulted in clarification of project requirements, amendments to design drawings and further clarification of the scope of works. To provide sufficient time for respondents to consider the revised information, the closing date was extended by one week to 4.00pm on Monday 27 July 2026.

At the conclusion of the RFQ period, three (3) submissions had been received from:

1. Fulton Hogan Industries Pty Ltd
2. GDR Civil Contracting Pty Ltd
3. WCP Civil Pty Ltd

All submissions were assessed against the evaluation criteria contained within the RFQ documentation.

Evaluation Summary

Criteria	GDR Civil	WCP Civil	Fulton Hogan
Rural Road Construction Experience	High	Very High	Very High
Demonstrated Understanding	Good	Very Good	Excellent
Available Resources	Good	Excellent	Excellent
Delivery Timeframe	Aug-Oct 2026	Sep-Oct 2026	Feb-Mar 2027
Regional Content Identified	\$224,170	\$167,000	\$179,762

Funding Position

The approved project budget allocation for the Bullaring Gorge Rock Road / Rabbit Proof Fence Road Intersection Upgrade is \$645,000 with \$126,287 already spent in the 2025/26 with \$529,000 included in the 2026/27 budget for construction.

The tendered prices received are summarised below and all three responses significantly exceeded the available funding allocation.

Item	Task	Fulton Hogan	GDR	WCP Civil
1.	Preliminaries			
2.	Culverts and Drainage			
3.	Sub-Base Preparation			
4.	Basecourse Preparation			
5.	Seal			
6.	Signage and Line Marking			
	Total Price (ex GST)			
	Total GST			
	Total Price (inc GST)			

Based on the submissions received, the project cannot be delivered within the approved budget allocation in its current form. Additional funding, a reduction in scope, or an alternative delivery methodology will be required before the project can proceed.

Current Market Conditions

Factors likely contributing to increased construction costs since development of the original Black Spot funding application include:

- Escalation in contractor operating costs.
- Increases in fuel prices.
- Higher accommodation and workforce costs.
- Increased traffic management costs.
- Increased bitumen, asphalt and freight costs.
- Additional contractor risk allowances associated with programming, resource availability and project staging.
- Strong demand within the civil construction sector resulting in pressure on labour, subcontractor and plant resources.

Detailed Evaluation

1. Price

GDR Civil Contracting

GDR Civil submitted the lowest conforming tender with a lump sum price of \$ excluding GST (\$including GST).

The pricing was presented in a detailed breakdown and generally aligned with the nominated scope. Major cost components included preliminaries (\$), seal works (\$) and sub-base preparation (\$).

No specific rise and fall provisions, stand down costs or commercial departures were identified within the submission.

WCP Civil

WCP Civil submitted a lump sum price of \$ excluding GST (\$ including GST).

The largest component of the tender was preliminaries at \$ for mobilisation, project management and traffic management requirements associated with delivering works in a regional location.

No formal rise and fall provisions were identified, it seems that contingency and risk allowances have been incorporated within the rates.

Fulton Hogan

Fulton Hogan submitted the highest tender at \$ excluding GST (\$ including GST).

The submission included requests for:

- Bitumen rise and fall provisions.
- Diesel fuel rise and fall provisions.
- Civil works escalation adjustments.
- Additional latent condition and delay cost provisions.

The submission contained substantial allowances for traffic management, mobilisation, management and project administration.

Fulton Hogan's pricing was based on undertaking the works after harvest in early 2027.

Price Summary

All three respondents submitted prices significantly above the current budget allocation of \$500,000. The lowest priced submission exceeded the available budget by approximately \$ while the highest exceeded the available budget by approximately \$.

The original project concept anticipated construction within a single funding year. Delays associated with staging and project timing have coincided with substantial increases in market construction costs. The prices received reflect the current realities of delivering civil construction projects in regional Western Australia and the risks contractors must account for regarding labour, fuel, traffic management, material supply and project programming.

2. Road Construction Experience

GDR Civil Contracting

GDR Civil demonstrated substantial experience delivering road construction projects throughout regional Western Australia. Examples included projects undertaken for:

- Main Roads WA.
- Shire of Merredin.
- Shire of Wyalkatchem.
- CBH Group.

The company demonstrated experience in pavement stabilisation, drainage construction, road rehabilitation and regional road upgrades.

Insurance requirements were addressed and no concerns were identified.

WCP Civil

WCP Civil demonstrated extensive experience working for regional local governments throughout the Wheatbelt and broader regional WA. Nominated personnel included:

- General Manager with more than 20 years' experience.
- Project Manager with more than 25 years' experience.
- Project Supervisor with more than 30 years' experience.

Examples included projects delivered for:

- Shire of Mukinbudin.
- Shire of York.
- Shire of Dalwallinu.
- Shire of Mundaring.
- City of Greater Geraldton.

The company also maintains Main Roads WA prequalification together with ISO accredited management systems.

Fulton Hogan

Fulton Hogan demonstrated substantial experience in road construction, pavement rehabilitation, stabilisation and intersection upgrades throughout regional Western Australia.

Relevant examples included:

- Cowalla Road Reconstruction (Shire of Gingin).
- Quellington Road Reconstruction (Shire of York).
- Collie-Williams Road Intersection Upgrade.

The company has significant corporate resources and insurance coverages well in excess of minimum requirements.

Experience Summary

All three contractors demonstrated extensive road construction experience and provided evidence of successful delivery of projects similar in scope and complexity.

No concerns were identified regarding experience, references, insurances or previous project performance.

3. Demonstrated Understanding of the Job

GDR Civil Contracting

GDR Civil provided a detailed methodology addressing all aspects of the project including:

- Drainage construction.
- Pavement stabilisation.
- Basecourse construction.
- Asphalt surfacing.
- Spray sealing.
- Traffic management.

The submission demonstrated a clear understanding of project requirements and identified provisions for backup resources where necessary.

WCP Civil

WCP Civil provided a comprehensive methodology supported by substantial in-house capability. The key strengths included:

- Detailed construction sequencing.
- Dedicated stabilisation crews.
- Internal asphalt capability.
- Large owned plant fleet.
- Backup personnel and equipment resources.

The submission demonstrated strong understanding of project staging and delivery requirements.

Fulton Hogan

Fulton Hogan submitted the most detailed methodology and quality assurance documentation. The submission addressed:

- Construction staging.
- Traffic management.
- Testing and quality assurance.
- Seal design requirements.
- Environmental management.
- Survey and conformance processes.

The methodology demonstrated a thorough understanding of project risks and delivery requirements.

Understanding of the Job Summary

All respondents demonstrated a sound understanding of the project.

The responses indicate all three contractors possess the necessary plant, equipment, personnel and technical expertise to successfully deliver the proposed works.

4. Availability and Timeliness

GDR Civil Contracting

GDR proposed a construction program between August and October 2026. The company advised that additional plant and labour resources can be sourced if required and identified contingency measures to address weather and resource-related delays.

WCP Civil

WCP proposed a construction timeframe between September and October 2026. The company identified multiple available crews and demonstrated the capacity to provide additional resources should unforeseen circumstances arise.

The submission demonstrated an understanding of seal timing, pavement preparation and construction sequencing requirements.

Fulton Hogan

Fulton Hogan proposed delivery between January and March 2027 and was the only respondent to formally recommend delaying construction until after harvest. The rationale provided included:

- Reduced heavy vehicle traffic volumes.
- Better curing conditions.
- Reduced risk of early pavement damage.
- Improved long-term asset performance.

The submission also demonstrated detailed understanding of seal design, quality assurance testing and bituminous surfacing requirements.

Timeline Summary

All respondents demonstrated the ability to manage delays arising from weather, resource constraints or unforeseen site conditions. Each submission demonstrated an understanding of pavement construction standards, bitumen sealing requirements and best-practice delivery methodologies.

5. Regional Price Preference

The Shire's Purchasing Policy provides consideration for local content and regional price preference.

GDR Civil

GDR identified approximately \$224,170 in local and regional content, including accommodation and service providers.

WCP Civil

WCP identified approximately \$167,000 in local content, including:

- Accommodation and meals.
- Fuel purchases.
- Local plant hire.

Fulton Hogan

Fulton Hogan identified approximately \$179,762 in regional spending opportunities, including:

- Accommodation and meals.
- Fuel purchases.
- Local suppliers and support services.

Combined Summary

None of the respondents are based within the Shire of Corrigin.

However, all respondents identified local expenditure opportunities and would likely qualify for consideration under the Regional Price Preference provisions of the Shire's Purchasing Policy.

Procurement Risk Assessment

Acceptance of any of the submitted quotations would require Council to commit expenditure substantially above the approved funding allocation.

Proceeding with any submission without securing additional funding or reducing the scope would expose the Shire to financial risk and may adversely affect the delivery of other approved capital works programs.

Administration considers it prudent and financially responsible to review the project before proceeding to contract award.

Conclusion

The evaluation confirms that all three respondents possess the experience, resources and technical capability required to undertake the Bullaring Gorge Rock Road / Rabbit Proof Fence Road Intersection Upgrade.

The evaluation process did not identify any concerns regarding contractor experience, methodology, resources or technical capability. All three respondents demonstrated a good understanding of the project requirements and the ability to undertake the works.

GDR Civil demonstrated strong experience delivering rural road construction projects throughout the Wheatbelt and submitted the lowest conforming tender. WCP Civil demonstrated extensive local government experience, significant in-house capability and considerable resource depth. Fulton Hogan demonstrated substantial corporate capability, comprehensive project management systems and extensive experience delivering similar intersection and road upgrade projects throughout regional Western Australia.

The prices are significantly higher than current project funding allocation and the market cost of construction.

Based on the submissions received, the project cannot be delivered within the approved budget allocation. The project scope, construction methodology and timing will need to be reviewed before the project is re-advertised. A variation to the project budget will also be required to increase the available funding and enable delivery of the intended road safety outcomes within a realistic budget.

Revised Scope Suggestions

1. Require future submissions to include detailed breakdowns of costs including preliminaries, mobilisation, traffic management, construction activities and contingencies.
2. Reserve the right to award all, part, or selected components of the works depending on available funding and pricing received.
3. Permit respondents to submit an original tender plus an alternative tender with options identifying potential cost savings and alternative construction methodologies.
4. Include an opportunity for respondents to identify opportunities to reduce project costs and provide recommendations that may assist in achieving project delivery within available funding such as shire to supply rock and complete rock pitching on drainage pipes.
5. Schedule construction, where practicable, between late January and late April following completion of the harvest season.
6. Make application to Main Roads Western Australia seeking a variation to the approved State Black Spot funding allocation and requesting additional funding assistance for the project.
7. Consider completing all or part of the intersection upgrade using Shire of Corrigin resources which may require additional casual labour or plant hire.

Recommendation

That Council:

1. Reject all quotations received for RFQ 21-2026 Bullaring Gorge Rock Road / Rabbit Proof Fence Road Intersection Upgrade as all submissions exceed the approved project budget allocation.
2. Supports a review of the project scope, delivery options, timing and funding requirements to enable delivery of the Bullaring Gorge Rock Road / Rabbit Proof Fence Road Intersection Upgrade.