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SHIRE OF ASHBURTON

LOCAL GOVERNMENT ACT 1995

STANDING ORDERS

HEALTH ACT 1911

HEALTH LOCAL LAWS 1998

LOCAL GOVERNMENT ACT 1995

SHIRE OF ASHBURTON

STANDING ORDERS

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LOCAL GOVERNMENT ACT 1911

SHIRE OF ASHBURTON

**LOCAL LAW RELATING TO THE CONDUCT OF PROCEEDINGS
AND THE BUSINESS OF COUNCIL—STANDING ORDERS**

In pursuance of the powers conferred upon it by the abovementioned Act and all powers enabling it, the Council of the Shire of Ashburton hereby records having resolved on the 20 January 1998 to make the following local law.

PART 1—PRELIMINARY MATTERS**1. Citation**

This local law shall be cited as the "Local Law Relating to the Conduct of Proceedings and the Business of Council—Standing Orders".

2. Commencement

This local law comes into effect fourteen (14) days after the date of its publication in the *Government Gazette*.

3. Repeal of Previous Local Law

The Shire of Ashburton Local Law Relating to Standing Orders published in the *Government Gazette* on 28 June 1991 and all other local laws relating to the Standing Orders are hereby repealed.

4. Content and Intent

This local law provides for rules and guidelines, which apply to the conduct of meetings of Council and council committees convened under the provisions of the Act, and is intended to result in—

- (a) better and more open and accountable decision-making by the Council;
- (b) the orderly conduct of meetings dealing with Council business;
- (c) the community gaining a greater opportunity to participate in the decision-making process of the Council; and
- (d) the more efficient and effective use of time at meetings and administrative time in preparing for meetings.

5. Meetings, Proceedings and Business to be Conducted According to Standing Orders

(1) The meetings, proceedings and business of council are to be conducted in accordance with the Act and/or its regulations and where not specifically prescribed, according to this local law, the clauses of which shall be referred to as "The Standing Orders".

(2) The President may dispense with Clause 37 to allow general discussion on matters before the Council.

(3) The President shall decide all questions of order, procedure, debate or otherwise where no provision or insufficient provision is made in the Act, its Regulations or these Standing Orders.

6. Interpretations

(1) The following interpretations should be used in these Standing Orders, unless the context otherwise requires—

"absolute majority" is more than 50% of the total number of members of the Council or a committee whether they are present or not.

"Act" means the Local Government Act 1995.

"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.

"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 Ashburton.

"designated employees" means a Chief Executive Officer, a person, other than the Chief Executive Officer, to whom any power or duty has been delegated under Division 4, an employee who is a member of a committee comprising council members and employees and any employee nominated by the council to be a designated employee.

"exceptional circumstances" means such circumstances as determined by the Council by way of a resolution.

“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.

“member” means the President, or a Councillor of the Council.

“officer” means an employed member of the staff of the Council.

“President” includes the Deputy President, in the absence of the President, and any member chosen to preside at any meeting of a committee in the manner prescribed in the Act.

“simple majority” is more than 50% of the members present and voting.

“substantive motion” means any motion other than an amendment or a procedural motion.

(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 or its regulations.

(3) Where a term is not defined in these Standing Orders, the Act or regulations, the terminology is to be taken from the Oxford Dictionary.

PART 2—MEETINGS OF THE COUNCIL

7. Meeting Day And Time

No alteration to the days and times of Ordinary Meetings of Council, other than a temporary alteration to remain in force for not more than one month shall be made unless it is agreed to by a simple majority of Council.

8. President To Preside

Subject to the Act, the President, or in his/her absence, the Deputy President or in his/her absence a member appointed by resolution of the Council shall preside at any meeting of the Council.

9. Notice of Meetings—Members to Receive Notice

Notice of meetings of the Council shall be given by, or on behalf of, the Chief Executive Officer in accordance with the Act.

10. Quorum and Attendance at Meetings

(1) In accordance with the Act, the quorum at all meetings of the Council shall be at least 50% of the total number of members of the Council.

(2) In exceptional circumstances, a member may participate in a meeting, via telephone or video conference, or such other means determined by the Council, however the extent of that participation will be determined by the Act and subsequently by way of a resolution of Council.

(3) In resolving to allow a member to participate in a manner prescribed in (2) Council shall have regard for any policy statements it has relating to this matter.

11. Notices of Motions—Ordinary and Extraordinary Business

Members may bring forward business in the form of a written motion, of which notice shall be given in writing to the Chief Executive Officer, up to seven (7) business days before the meeting at which it is to be brought forward for discussion.

12. Business to be Specified in the Notice Paper

No business shall be transacted at any meeting other than that specified in the notice relating thereto except matters which the Act or these standing orders permit to be dealt with without notice.

13. Minutes of Meetings—Recording and Inspection

(1) The person presiding at the meeting shall cause minutes of the meeting to be kept in accordance with the Act.

(2) Unconfirmed minutes of each Council or committee meeting shall be available for inspection by members of the public in accordance with the Act.

14. Confirmation of Minutes

(1) The minutes of any preceding meeting or meetings as prescribed in the Act shall be submitted for confirmation and no discussion of them shall be permitted except as to their accuracy as a record of the proceedings.

(2) Each page of the minutes shall be initialed by the President or the member presiding over the meeting, as prescribed in the Act, at the point in the meeting in which the minutes are confirmed, except the last page of the minutes must receive a full signature and date.

15. Additions to the Agenda

In cases of extreme urgency or other special circumstances, Additions to the Agenda, with the consent of a simple majority of the members present may be read and dealt with at an Ordinary Meeting.

16. Written Declarations of Financial Interests

(1) Members will declare the nature of their interest, and if required, the extent of their interest to the Chief Executive Officer in writing, in the form prescribed in Schedule 1, prior to the meeting in which the interest needs to be declared.

(2) Designated employees will declare their interest to the Chief Executive Officer in writing and the Chief Executive Officer shall declare his interest to the President in writing prior to the meeting.

(3) The Chief Executive Officer in the case of designated employees and members, and the President in the case of the Chief Executive Officer shall draw to the attention of the meeting any interests declared in writing.

17. Announcements

Members are required to forward their announcements to the Chief Executive Officer, in writing, seven (7) business days prior to the meeting.

18. Ordinary Meeting—Order of Business

The Order of Business of an Ordinary Meeting of the Council shall be as follows—

- (a) Opening
- (b) Public Address Session and Presentations
- (c) Confirmation of Minutes
- (d) Apologies and Leave of Absence
- (e) Additions to the Agenda
- (f) Written Declarations of Financial Interest
- (g) Declaration By Members that they Have Given Due Consideration to all Matters Contained in the Agenda Presently Before the Meeting
- (h) Announcements—
 - President
 - Councillors
 - Chief Executive Officer
- (i) Technical & Development Services
- (j) Community Services
- (k) Corporate Services
- (l) Confidential Matters
- (m) Closing

19. Special Meetings—Order of Business

The order of business for all Special Meetings of the Council shall be that prescribed in the notice paper for the meeting.

20. Adjourned Meetings—Order of Business

At an adjourned meeting of the Council, no business is to be transacted other than that specified in the notice of the meeting which had been adjourned and which remains unresolved except in the case of an adjournment to the next Ordinary Meeting of the Council, when the business unresolved at the adjournment shall have precedence at that Ordinary Meeting and is to be dealt with prior to “Announcements”.

PART 3—MEETINGS—PROCEDURE AND CONDUCT*Public Address Session and Presentations***21. Verbal Address to the Council**

The following procedure shall be adopted for the conduct of the Public Address Session—

- (a) Questions and statements relating to the Agenda before Council will be called for first.
- (b) If time permits, addresses to Council on any matter relating to the Shire which are not on the Agenda will be called for.
- (c) Each person is restricted to three (3) minutes speaking time.
- (d) Any person addressing Council must resume their seat when called upon to do so by the President.
- (e) Speakers will be called upon to resume their seat if they resort to personal denigration of a member, Council Officer or another member of the public.
- (f) No discussion or debate is to be entered into; however, members can ask questions, through the chair, to the person addressing the Council.
- (g) The President may respond to an address or call upon a member or officer to comment.
- (h) The member or Officer may decline but if the Council has not considered the subject matter of the address then no commitments on behalf of the Council shall be made.
- (i) Comments on the matter(s) raised may also be answered administratively by way of a letter.
- (j) The Council shall resolve that those items that have been identified by the public for discussion be dealt with immediately following the Announcements, for the convenience of the public, before proceeding with the rest of the Agenda.
- (k) No discussion is to be entered into between members and the public during discussion of an Agenda Item.

22. Telephone and Video Conferencing

Members of the public may address the Council via video or telephone conference in accordance with the following procedure—

- (a) The person(s) wishing to address Council in this manner shall be required to advise the Chief Executive Officer, in writing seven (7) business days prior to the meeting, the subject matter to be raised and their contact details.
- (b) The Council shall contact the person(s), at that point in the meeting when the address is to occur.

23. Written Address to the Council

Members of the public are given the opportunity to address the council in writing in accordance with the following procedure—

- (a) A member of the public may address the Council in writing and that must be forwarded to the Chief Executive Officer at least seven (7) business days prior to the meeting.
- (b) The Chief Executive Officer will table any written addresses received at the end of the Public Address Session and council by resolution, will formally receive them.
- (c) The questions/statements will be read aloud by the Chief Executive Officer and the President will determine whether a response will be provided at the meeting or answered administratively by way of a letter.
- (d) Questions/statements that, in the opinion of the Chief Executive Officer contain defamatory statements or are related to an administrative matter will not be read out but responded to administratively.
- (e) If the person is present in the gallery then no discussion or debate is to be entered into, however, members can ask questions, through the chair, to the person addressing the Council.

24. Presentations

(1) Persons wishing to be received by the Council shall be required to advise the Chief Executive Officer, in writing seven (7) business days prior to the meeting, the specific matters to be raised in the presentation and the Chief Executive Officer shall arrange to have the written subject matter and presentation included on the Agenda of the Council meeting.

(2) A presentation shall not exceed three (3) people in number and any member of the group shall be at liberty to address the Council.

(3) The maximum time allowed for any one presentation shall be fifteen (15) minutes.

(4) Presentations may be conducted via television or video conference, however such participation shall be conducted in accordance with Clause 22.

*Conduct of Meetings***25. Official Titles to be Used**

(1) Members shall speak of each other during a meeting of the Council by their respective titles of President, Deputy President or Councillor.

(2) Members in speaking of or addressing officers shall designate them by their respective official titles.

26. Debate—Maintenance of Order—Imputations—Offensive Expressions

No member may impute motives or use offensive or objectionable expressions in reference to any member, officer of the Council, or any other person.

27. Demand for Withdrawal

(1) If a member commits a breach of Clause 26 the President, or council by resolution, may require that member to withdraw unreservedly any offending comment and to make a satisfactory apology.

(2) If a member declines or neglects to do so, the President may direct such member to cease speaking and may call on the next speaker.

28. Members to Occupy Own Seats

The Chief Executive Officer will assign seating arrangements in such a way that as near as practicable Ward Members are seated next to each other and the members shall, until such time as there is a call by members for a re-allotment of positions occupy that position when present at meetings of the Council.

29. Smoking and Alcohol

Smoking and the consumption of alcohol is prohibited in the Council Chambers, together with such other buildings during which a meeting of the Council is held.

*Conduct of Members during Debate***30. Members to Address the President**

Any member moving a motion or amendment or taking part in the discussion thereof shall address the President.

31. Priority

In the event of two or more members wishing to speak at the same time, the President shall decide which member is entitled to be heard first.

32. Relevance

Every member shall restrict remarks to the motion or amendment under discussion, or to an explanation or point of order.

33. Limitation on the Number of Speeches

(1) All addresses shall be limited to a maximum of five (5) minutes.

(2) Extension of time is permissible only with the agreement of the majority of members present.

34. Members Not to Interrupt

No member shall interrupt another whilst speaking unless it is to raise a point of order or to call attention to the absence of a quorum.

*Debate of Motions—Procedure***35. Motion to be Seconded**

No motion or amendment to a substantive motion may be considered by the Council, or be in order until it has been seconded.

36. Only One Substantive Motion to be Considered

When a substantive motion is under consideration by the Council at any meeting, no further substantive motion shall be accepted or debated.

37. Order of Debate

The President will call speakers to a substantive motion in the following order—

- (a) A member is to move the motion;
- (b) A member is to second the motion;
- (c) The mover of the motion is to speak to the motion;
- (d) A speaker against the motion is to speak;
- (e) The President will then call on speakers for and against the motion, alternating in view, if any; and
- (f) The mover will then take a right of reply, which will close the debate.

*Motions of a Procedural Nature***38. Allowable Procedural Motions**

In addition to proposing a properly worded amendment to a substantive motion, it is permissible for a member to move a procedural motion as outlined in clauses 39 to 44.

39. That the Question be Now Put

(1) This motion, 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.

(2) This motion having been carried during discussion on an amendment will cause the President to put the amendment to the vote without further debate.

(3) This motion having been lost will cause the debate to continue.

40. That the Question be Referred Back to Committee

This motion, having been carried by the Council during discussion of a committee recommendation, or a question falling within the powers and duties of a committee established by the Council will cause the President to offer the right of reply to any substantive motion before the meeting and then immediately put the question without further debate.

41. That the Ruling of the President be Disagreed With

(1) This motion, 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.

(2) Where the President has given a ruling in accordance with the Act, its regulations or these standing orders this motion shall not be moved.

42. That the Motion Lie on the Table

(1) This motion, having been carried, will cause debate on the substantive motion and any amendment to cease immediately and for the meeting to proceed accordingly.

(2) Any member may raise a motion from the table, by giving appropriate notice of motion for any meeting in the future.

(3) When the motion is raised from the table, the mover of the original substantive motion, or in absence of the original mover, the person moving this procedural motion, is given the opportunity to reintroduce the matter after which debate shall continue according to these standing orders.

43. That Standing Orders be Suspended

(1) This motion, having been carried, will cause the standing orders, or such clause or clauses as stated to be suspended.

(2) The mover of a motion to suspend any clause or clauses of these Standing Orders shall state the clause or clauses to be suspended, and the reason for suspension.

(3) A motion to suspend, temporarily, any one or more of the clauses regulating the proceedings and business of the council or a committee must be seconded.

44. That the Council Meet Behind Closed Doors

(1) In accordance with the Act, the motion if carried will cause the general public and any officers the Chief Executive Officer determines, to leave the room.

(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(s) carried as a result of such discussion and recorded in the minute book.

45. Reason for Closure to be Stated

A member who moves a motion under Clause 44 shall state the reason for moving the motion and this must relate to a matter contained in Section 5.23(2) of the Act.

46. Procedural Motions Not Required in Writing

Procedural motions are not required to be presented in writing.

47. Recording of Procedural Motions in the Minutes

The mover, seconder and result of all procedural motions shall be recorded in the minutes of the meeting.

48. Majority Required

Any procedural motion shall be carried upon the simple majority of members present voting in the affirmative.

49. Closing Debate—Who May Move

No member who has moved, seconded or spoken for or against the substantive motion, may move any procedural motion which, once moved would deny others the right to speak or, if carried would close the debate on the substantive motion or amendment.

50. Right of Reply on Procedural Motions

There shall be no right of reply on any procedural motion.

51. Right of Reply on 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.

Decision-Making Procedures

52. 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 members present and voting, at a properly constituted meeting, unless otherwise provided for in the Act, its regulations or these standing orders.

53. 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.

54. Order of Amendments

Any number of amendments may be proposed to a motion, but whenever any amendment is made upon a substantive motion, no second or subsequent amendment shall be moved or considered until the first amendment has been disposed of.

55. Foreshadowed Motion

During the course of the debate on an amendment to a motion a member may give notice of his/her intention to move a motion or amendment when the question before the meeting is decided.

56. 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 meeting upon which any member may speak and any further amendment may be moved.

57. 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 or during the last 3 months, unless agreed by an absolute majority.

58. Consent of Secunder 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.

59. Withdrawal of Motion and Amendments

Council may, without debate, grant leave to withdraw a motion or amendment upon request of the mover of the motion or amendment and with the approval of the seconder provided that there is no voice expressed to the contrary view by any member, in which case discussion on the motion or amendment shall not continue.

60. Limitation of Withdrawal

Where an amendment has been proposed to a substantive motion, the substantive motion shall not be withdrawn, except by consent of the majority of members present, until the amendment proposed has been withdrawn or lost.

61. Authority for Withdrawal

A motion or amendment to a motion shall not be withdrawn in the absence of any member, who proposed it, except with that member's written authority.

62. Right of Reply

(1) The mover of a substantive motion shall have the right of reply.

(2) After the mover of the substantive motion has commenced the reply, no other member shall speak on the question.

(3) The right of reply must be confined to rebutting arguments raised by previous speakers and no new matter may be introduced.

63. 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 the amendment does not have a right of reply.

(d) Once the right of reply has been taken, there can be neither further discussion, nor any other amendment and the substantive motion as amended is immediately put to the vote.

64. 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.

65. Mover of Motion Not to Speak on Amendment

On an amendment being moved, any member 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.

66. Question—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 and, if so desired by any member, shall cause the motion to be again stated.

67. All Members 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, then that person commits an offence.

68. Method of Taking Vote

(1) In putting the question to the council the President shall ask whether there is any objection to the motion, and if not the motion is carried unanimously.

(2) If objection is raised to the motion, the President shall put the question as often as necessary to determine the decision from a show of hands or such other method determined by the Council, before declaring the decision.

(3) If the votes of members present at a council meeting are equally divided, the President may cast a second vote.

(4) If the President declines to use his/her casting vote then the question shall be resolved in the negative.

(5) If the President uses his/her casting vote then the question shall be recorded in the minutes as being carried on the basis of the President using his/her casting vote.

69. Votes may be Recorded

If a member 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.

70. Revoking Decisions

(1) 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 members of the council whether vacant or not.

(2) If a decision has been made at a council meeting, then any decision to revoke or change the first mentioned decision must be made—

(a) in the case of where the decision to be revoked or changed was required to be made by an absolute majority, by that kind of majority; or

(b) in any other case, by an absolute majority.

(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.

*Points of Order***71. Points of Order—When to Raise—Procedure**

(1) Upon a matter of order arising during the progress of a debate, any member may raise a point of order including interrupting the speaker.

(2) Any member who is speaking when a point of order is raised, shall immediately cease while the President listens to the point of order.

72. Points of Order—Definitions

A difference of opinion or a contradiction of a speaker shall not be recognised as a point of order, but the following shall be recognised as valid points of order—

- (a) That the discussion is of a question not before the meeting;
- (b) That offensive or insulting language or behaviour is being used; or
- (c) Drawing attention to the violation of any local law or standing order of the council, providing that the member raising the point of order shall state the local law or standing order believed to be breached.

73. 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.

74. Points of Order-Ruling Conclusive, Unless Dissent Motion is Moved

The ruling of the President upon any question of order shall be final, unless a majority of the members support a motion of dissent with the ruling.

75. Points of Order—Motion Against Ruling Procedure

(1) An objection having been taken to the ruling of the President, the member so objecting may immediately move dissent with the ruling.

(2) 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 to be taken.

76. 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 question.

*Adjournment of Meeting***77. 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 (7) days from the date of adjournment.

78. Notice of Adjourned Meeting

When a meeting is adjourned, if time permits, notice of the adjourned meeting shall be forwarded to each member in accordance with the Act, its regulations or these standing orders.

79. 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.

80. Limit to Moving Adjournment of Council

No member shall be allowed to move or second more than one motion of adjournment during the same sitting of the council

81. 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.

82. 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 member objects to the withdrawal the motion must continue to be debated.

*Making a Personal Explanation***83. Personal Explanation**

(1) No member shall speak, except upon the question before the meeting, unless it is to make a personal explanation.

(2) Any member who is permitted to speak under these circumstances must confine the observations to a succinct statement of what is to be explained in relation to a specific part of the former speech which may have been misunderstood and to the explanation itself.

(3) When a member gives an explanation, that member shall make no reference to matters not strictly necessary for that purpose, nor endeavour to strengthen the former position by introducing new argument or matter, nor reply to other members of the council.

84. Personal Explanation—When Heard

A member wishing to make a personal explanation of matters referred to by any member then speaking shall be entitled to be heard forthwith, if the member then speaking consents at the time, but if the member who is speaking declines to give way, the explanation must be offered at the conclusion of that speech.

85. 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.

PART 4—COMMITTEES OF COUNCIL**86. Council May Establish Committees**

- (1) The Council may establish committees, as it deems necessary.
- (2) Committees of the Council shall operate in accordance with the Act, its regulations and these Standing Orders.
- (3) The tenure of committee membership shall be in accordance with the Act.

87. Minutes of Committees

- (1) Minutes of committees, upon receipt will be referred directly to Council for consideration and recommendation to the Council on matters arising therefrom.
- (2) Where such minutes do not contain any recommendations requiring Council consideration, they are to be notified to Councillors via the "Information Bulletin" publication and not processed through the Council meeting.

88. Standing Orders to Apply to Committees

These Standing Orders shall apply generally to the proceedings of committees of the Council, except that the requirement for Members to speak only once shall not be applied in committee meetings.

89. Committees Generally Open to the Public

- (1) All meetings of any committee to which a local government power or duty has been delegated by the Council shall be open to the public.
- (2) All meetings of a committee comprising members only as outlined in section 5.9(2)(a) of the Act shall be open to the public, whether or not such a local government power or duty of the council has been delegated.

PART 5—ELECTORS MEETINGS**90. Electors Meetings—Proceedings**

The proceedings of Electors Meetings are to be conducted in accordance with the Act, its regulations and these Standing Orders.

PART 6—MISCELLANEOUS MATTERS**91. Complaints**

- (1) If any person has any complaint concerning the performance, ability, character or integrity of any member, officer or employee of the Council, or any act or omission and desires to bring such complaint to the notice of the Council, he/she shall notify the Chief Executive Officer of the complaint, in writing, giving such details that are available in order that the complaint may be investigated.
- (2) If a complaint or criticism is made concerning an officer of the Council, the Chief Executive Officer shall investigate the matter and provide a report to the Council as appropriate.
- (3) If a complaint or criticism is made concerning a member that person may reply to the complaint or criticism either in writing to the President or Chief Executive Officer, or with the consent of the Council, to the Council itself.

92. President to Ensure Compliance

- (1) The President is authorised and empowered to ensure that meetings are conducted in accordance with the Act, its regulations and to the extent determined by the President, these Standing Orders.
- (2) It is the duty of the Chief Executive Officer to draw attention of the President to any breach or likely breach of the Standing Orders, even if it requires interrupting any person speaking.

93. Breach of Standing Orders—Council May Take Action

The Council may take proceedings under the Act against any person committing a breach of these Standing Orders.

SCHEDULE 1
WRITTEN DECLARATION OF FINANCIAL INTERESTS

Chief Executive Officer
Shire of Ashburton
PO Box 567
TOM PRICE WA 6751

Dear Sir

WRITTEN DECLARATION OF FINANCIAL INTEREST

Pursuant to Section 5.65 of the Local Government Act, I (1).....
wish to declare a financial interest in the following item(s) to be considered by Council at its meeting to
be held on (2).....

1. Agenda Item (3)..... The nature of my interest is (4)

I wish to be present and participate in any discussion or decision making procedure relating to the item
and therefore would like Council to declare my interest (5).....

The extent of my interest is (6)

2. Agenda Item (3)..... The nature of my interest is (4).....

I wish to be present and participate in any discussion or decision making procedure relating to the item
and therefore would like Council to declare my interest (5).....

The extent of my interest is (6).....

I understand that the above information will be recorded in the minutes of the meeting and placed in the
Financial Interest Register.

Yours faithfully

.....
Signed

.....
Date

- (1) Insert your name.
- (2) Insert the date of the Council meeting to which the item is to be considered.
- (3) Insert the Agenda Item No.
- (4) Insert the nature of your interest.
- (5) Insert either "Trivial" or "in common with a significant number of ratepayers or electors".
- (6) Insert the extent of your interest.

Dated this 20th day of January 1998.

The Common Seal of the Shire of Ashburton was hereunto affixed in the presence of—

BRIAN HAYES, Shire President.
DAVID G. CAREY, Chief Executive Officer.

HEALTH ACT 1911

SHIRE OF ASHBURTON

HEALTH LOCAL LAWS 1998

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HEALTH ACT 1911

SHIRE OF ASHBURTON

HEALTH LOCAL LAWS 1998

Pursuant to the powers under the *Health Act 1911*, the Council of the Shire of Ashburton makes the following local laws.

PART 1—PRELIMINARY**Citation**

1. These local laws may be cited as the "*Shire of Ashburton Health Local Laws 1998*".

Repeal

2. (1) The Health Local Laws adopted by the Shire of Ashburton on 12 December 1956 and published in the *Government Gazette* of 28 May 1957, and amended from time to time by the Shires of Ashburton and West Pilbara, are repealed.

(2) The Health Local Laws adopted by the Shire of Tableland on 12 October 1963 and published in the *Government Gazette* of 28 February 1964, and amended from time to time by the Shires of Ashburton and West Pilbara, are repealed.

Interpretation

3. (1) In these local laws, unless the context otherwise requires—

"Act" means the *Health Act 1911* and includes subsidiary legislation made under the *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 an Environmental Health Officer;

"AS" means Australian Standard published by the Standards Association of Australia;

"Building Code" means the Building Code of Australia as adopted by the *Building Regulations 1989* made under the *Local Government (Miscellaneous Provisions) Act 1960*;

"Chief Executive Officer" means the Chief Executive Officer of the Shire of Ashburton and includes an Acting Chief Executive Officer;

"Council" means the Council of the Shire of Ashburton;

"district" means the district of the Shire of Ashburton and includes any area placed under the jurisdiction of the Council pursuant to section 22 of the Act;

"dwelling house" means a place of residence 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;

"Environmental Health Officer" means an Environmental Health Officer appointed by the Council 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; but

(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 75 degrees Celsius;

"Medical Officer" means the Medical Officer appointed by the Council under the Act and includes an Acting Medical Officer so appointed;

"Principal Environmental Health Officer" means an Environmental Health Officer appointed by the Council 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, also water channels constructed of stone, brick, concrete, or any other material, including the property of a Council;

"street" includes any highway, and 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;

“water” means drinking water within the meaning of the Guidelines for Drinking Water Quality In Australia—1987 as published by the National Health and Medical Research Council; 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.

(2) Where in these local laws 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.

(3) Where under these local laws 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

Interpretation

4. 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 Council 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.

Dwelling House

5. (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.

Premises other than a Dwelling House

6. (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 sanitary conveniences in accordance with the Building Code and this Part;
- (b) the toilets required by these Local Laws are situated within a reasonable distance 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 basin;
 - (iv) separate from any trough, sink or basin used in connection with any process carried out on the premises; and
 - (v) situated within a reasonable distance of 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 basin.

Outdoor Festivals

7. (1) The organiser of an outdoor festival at which not more than 20,000 people are expected to attend shall provide sanitary conveniences in accordance with the following scale—

- (a) for the first 1,000 males—
 - (i) one water closet for each 250;
 - (ii) one urinal stall for each 100; and
 - (iii) one hand wash basin for each 500;
- (b) for additional males—
 - (i) one water closet for each 500;
 - (ii) one urinal stall for each 100; and
 - (iii) one hand wash basin for each 500;

- (c) for the first 1,000 females—
 - (i) one water closet for each 77; and
 - (ii) one wash hand basin for each 500; and
- (d) for additional females—
 - (i) one water closet for each 100; and
 - (ii) one wash hand basin for each 500.

(2) Where, under sub-section (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.

(3) The organiser of an outdoor festival at which more than 20,000 people are expected to attend shall provide sanitary conveniences of a number as directed by an Environmental Health Officer.

Toilets

8. (1) Toilets on premises shall be maintained in accordance with the following requirements—
- (a) the door to a toilet, other than an internal toilet, shall be properly screened to a continuous height of 1.8 metres from the floor;
 - (b) a toilet or its entrance which is visible from overlooking windows shall be properly screened;
 - (c) the floor of any internal toilet shall be—
 - (i) of concrete or of other approved impervious material of an approved thickness; and
 - (ii) graded to a floor waste outlet and proper discharge pipe with flap valve fitted and, where necessary, protected by an approved sump; and
 - (d) the floor of any external toilet shall be—
 - (i) of concrete or of other approved impervious material of an approved thickness; and
 - (ii) graded to the door or alternatively an approved outlet.
- (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 floor to ceiling and of sufficient density to blanket sound; 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.

Temporary Works

9. A person who undertakes temporary work at any place shall—
- (a) provide and maintain for the use of persons engaged, whether as employees or as independent contractors or otherwise, one temporary approved toilet for every 20 such persons; and
 - (b) remove the toilet at the conclusion of the work or at an earlier time in accordance with a direction from an Environmental Health Officer, and ensure the site is left clean.

Maintenance of Sanitary Conveniences and Fittings

10. (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.

Ventilation of Toilet

11. (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 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 louvred windows; or
 - (iii) wall or ceiling vents, ducted as directly to the outside air as is practical and boxed through-out,
- situated in both the room in which the toilet is located and any adjacent airlock.
- (2) A mechanical ventilation system provided under sub-section (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 sub-section (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 sub-section (1)(a) and the entrance shall be fitted with a door having an efficient self closing device.

(5) Access to a toilet from a room used for the manufacture, storage and consumption of food shall be through an airlock ventilated in accordance with these local laws.

Public Sanitary Conveniences

12. (1) A person shall not—
- (a) foul;
 - (b) damage or vandalise; or
 - (c) write on or otherwise deface,

a public sanitary convenience or sanitary fixtures or fittings or the premises in or on which the sanitary convenience is located.

(2) A person using a public sanitary convenience shall where the convenience has been provided by the Council and a charge for its use has been levied, forthwith pay that charge.

(3) A person shall not live or sleep in or on the premises in which a public sanitary convenience is located or use it for a purpose other than that for which it was intended.

Lighting

13. The owner and occupier of 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.

Installation

14. (1) Every sanitary convenience shall be installed in accordance with the requirements of the *Metropolitan Water Supply Sewerage and Drainage Act 1909* and shall have an adequate supply of water.

(2) Every temporary sanitary convenience shall be installed in accordance with the requirements of the *Health (Temporary Sanitary Conveniences) Regulations 1997*.

Division 2—Bathroom, Laundries and Kitchens

Bathrooms

15. (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 wash hand basin; and
 - (ii) either a shower in a shower recess or a bath.

(2) The floor of the bathroom referred to in sub-section (1) shall be—

- (a) of concrete or of other approved impervious material of an approved thickness; and
- (b) properly surfaced with an even fall to a floor waste, suitably trapped and discharging to—
 - (i) the drainage system of a licensed water service operator; or
 - (ii) a proper discharge pipe with flap valve fitted and, where necessary, protected by an approved sump.

(3) All baths, showers, hand basins and similar fittings shall be provided with an adequate supply of hot and cold water.

Laundries

16. (1) A person shall not use or occupy, or permit to be used or occupied, a dwelling house without a laundry that—

- (a) is properly enclosed and roofed;
- (b) is adequately lined with an impervious material;
- (c) has a floor of concrete or other approved impervious material of an approved thickness;
- (d) is properly surfaced, with an even fall to a floor waste, suitably trapped and discharging to—
 - (i) the drainage system of a licensed water service operator; or
 - (ii) a proper discharge pipe with flap valve fitted and, where necessary, protected by an approved sump; and
- (e) is a room in which food is not stored, prepared, served or consumed.

- (2) In the case of a single occupancy dwelling, the laundry referred to in sub-section (1) shall have—
- (a) either—
 - (i) two wash troughs and one copper; or
 - (ii) a washing machine and either a wash trough or a sink; and
 - (b) a clothes drying facility comprising either an electric clothes dryer or not less than 20 metres of clothes line erected externally.
- (3) All wash troughs, sinks, coppers and washing machines shall be—
- (a) in a laundry and connected to an adequate supply of hot and cold water; and
 - (b) properly supported,
- and all wash troughs and sinks shall have a capacity of at least 36 litres.
- (4) Sole or multiple occupancy units, each being a separate dwelling, shall have—
- (a) laundry facilities, in accordance with the Building Code, for the exclusive use of the occupants of each unit; or
 - (b) a separate laundry, with communal laundry facilities in accordance with the Building Code, for up to 4 sole occupancy units that do not have their own laundry facilities.
- (5) Where, in any building, a laundry is situated adjacent to a kitchen or a room where food is stored or consumed, the laundry shall be separated from the kitchen by a wall extending from the floor to the roof or ceiling.
- (6) Where there is an opening between a laundry and a kitchen or other room where food is stored or consumed, the opening shall—
- (a) not be more than 1220 millimetres wide; and
 - (b) have a door which when closed shall completely fill the opening.

Washing or Keeping of Clothes in Kitchens

17. 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.

Kitchens

18. (1) 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.
- (2) 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.
- (3) A cooking facility shall—
- (a) be installed in accordance with the requirements of the Office of Energy; and
 - (b) not be installed or used in any room other than a kitchen.
- (4) Mechanical extraction 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.
- (5) In this section, a “cooking facility” includes a stove, oven, facility or appliance used for or in connection with the cooking of food.

PART 3—HOUSING AND GENERAL

Division 1—Maintenance of Houses

Dwelling House Maintenance

19. The owner or occupier of a dwelling house shall maintain the dwelling house and any appurtenant buildings in sound condition and fit for use and, in particular, shall—
- (a) maintain all roofs and where required to be provided, 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 verandah, 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 in surface and free from cracks;
- (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 sewerage so that they comply in all respects with the provisions of the *Metropolitan Water Supply, Sewerage and Drainage Act 1909* 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 the Office of Energy.

Guttering and Downpipes

20. When required by the Council a house shall be provided with gutters, downpipes and drains, and when so required, 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 without overflow all rainwater flowing into them and for all 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 every roof of the house so that all 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 scheme;
- (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 1.5 metres of any house.

Maintenance of Guttering and Downpipes and Disposal of Rainwater

21. 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 obstruction; and
- (b) not permit any rainwater from the premises to discharge onto or over a footpath, street or other property.

Division 2—Ventilation of Houses

Exemption for Short Term Hostels and Recreational Campsites

22. This Division shall not apply to short term hostels and recreational campsites referred to in Division 2 of Part 8.

Overcrowding

23. 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.

Calculate Sufficient Space

24. For the purpose of section 23, 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.

Ventilation

25. (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 sub-section (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.

(3) The owner of a house provided with a mechanical ventilation or air-conditioning system as its only or prime means of ventilation shall ensure that the system is—

- (a) maintained in good working condition and in accordance with AS3666-1989; and

(b) in use at all times the building is occupied.

(4) If, in the opinion of an Environmental Health Officer, a house is not properly ventilated, the Council 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 sub-section (4).

Sub-Floor Ventilation

26. The owner or occupier of a house shall make provision for sub-floor ventilation by ensuring that air bricks and other openings are kept clear of refuse, vegetation, building materials, dirt and the like.

Division 3—Water Supply

Water Supply

27. (1) The owner of every house shall provide a continuous supply of drinking water obtained from—

- (a) a licensed water service operator;
- (b) an underground bore; or
- (c) a rainwater storage system with a minimum capacity of 120,000 litres,

and such supply shall be reticulated for use in connection with all sewerage and drainage fixtures.

(2) The water supply shall at all times deliver an adequate supply of drinking water to each tap in the house.

Rain Water Tanks

28. The owner or occupier of a house for which 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 once in each year, thoroughly clean any tank the water from which is used for human consumption; and
- (d) when directed by an Environmental Health Officer, empty, clean and disinfect any tank upon the premises, the water from which is used for human consumption.

Wells

29. The owner or occupier of any premises shall not use or permit for human consumption the use of the water of 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.

Pollution

30. A person shall not deposit on or under 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—Secondhand Furniture, Bedding and Clothing

Prohibition on Sale

31. A person shall not offer for sale or sell any secondhand furniture, bedding or clothing which is filthy or infested with vectors of disease.

Prohibition of Possession

32. 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

Licensing of Morgues

33. (1) The annual fee for a licence for a place for the temporary reception and keeping of the bodies of the dead awaiting burial or cremation is prescribed in Schedule 8.

(2) A licence shall—

- (a) be in the form set out in Schedule 9; and
- (b) expire on 30 June next after the date of its issue.

(3) 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 some 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.
- (4) Except those conducted by a public hospital, Council and the police, a morgue is required to be licensed.

PART 4—WASTE FOOD AND REFUSE

Division 1—Liquid Refuse

Definition

34. In this division, unless the context otherwise requires—

“liquid refuse” includes all washings from the commercial cleaning of vehicles, overflow, bleed off, condensate and drainage from air conditioning equipment including cooling towers and evaporative coolers and other liquid used for cooling purposes and swimming pool discharges; and

“liquid waste” means bathroom, kitchen, scullery and laundry wastes, 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.

Deposit of Liquid Refuse

35. 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.

Disposal of Liquid Waste

36. (1) The owner or occupier of premises shall—

- (a) provide, by one of the methods prescribed in this section, 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 Council; or
- (c) collection and disposal at an approved liquid waste disposal site in a manner approved by the Executive Director Public Health.

Approval for Septic Tank Pumpouts

37. A person shall not—

- (a) without the written approval of the Council; and
- (b) except in accordance with any terms and conditions imposed by the Council or the Executive Director, Public Health in connection with the approval under paragraph (a),

collect, remove or dispose of the contents of a septic tank, the pumpouts from holding tanks or an apparatus for the treatment of sewage.

Application for Approval

38. (1) A person may apply in writing to the Council for approval to collect, remove or dispose of the contents of a septic tank, the pumpouts from holding tanks or an apparatus for the treatment of sewage.

(2) The Council may grant or refuse an application under this section subject to conditions relating to—

- (a) the time and method of collection, removal or disposal of the contents; or
- (b) the route to be followed by a vehicle used in collection, removal or disposal of the contents.

(3) Any conditions imposed by the Council under this section shall be—

- (a) specified in the written approval of the Council; and
- (b) in addition to any conditions imposed by the Executive Director Public Health or conditions applying under any other law.

(4) The Council may from time to time vary conditions imposed by it under this section by giving written notice of the variation to the person to whom approval was given.

Notice of Intention

39. A person to whom approval has been given under section 38 shall, at least 24 hours before collecting, removing or disposing of the contents of a septic tank or an apparatus for the treatment of sewage, notify an Environmental Health Officer of his or her intention to do so.

*Division 2—Disposal of Refuse***Definition**

40. In this division, unless the context otherwise requires—

“collection time”, where used in connection with any premises, means the time when rubbish or refuse is collected and removed from the premises by the Council or its contractor;

“public place” includes a street, way or place which the public are allowed to use, whether the street, way or place is or is not on private property;

“rubbish or refuse” includes any filth, dirt, ashes, vegetation, garden refuse, waste material, waste food, sludge, offensive matter, cinders, wood or metal shavings and sawdust but does not include liquid waste or liquid refuse;

“refuse disposal site” means land set apart by the Council under the Act as a site for the deposit of rubbish or refuse;

“receptacle”, where used in connection with any premises, means—

(a) a polyethylene or other approved material cart fitted with wheels, a handle and a lid and having a capacity of at least 120 litres; or

(b) a container provided by the Council or its contractor for the deposit, collection and recycling of specific materials,

and supplied to the premises by the Council or its contractor;

“street” includes—

a highway; and

a thoroughfare;

which—

the public is allowed to use;

and includes every part of the highway or thoroughfare, and other things including bridges and culverts, appurtenant to it; and

“street alignment” means the boundary between the land comprising a street and the land that abuts thereon, but where a new street alignment is prescribed under the *Local Government (Miscellaneous Provisions) Act 1960*, means the new street alignment so prescribed.

Prescribed Areas

41. The areas prescribed in Schedule 15 are the areas within which the provisions of section 112A of the Act shall operate and have effect.

Receptacles

42. An owner or occupier of premises shall—

(a) at all times keep the lid of the receptacle closed except when depositing rubbish or refuse or cleaning the receptacle;

(b) except for a reasonable period before and after collection time, keep the receptacle on the premises and located—

(i) behind the street alignment and so as not to be visible from a street or public place; or

(ii) in such other position as is approved by an Environmental Health Officer;

(c) within a reasonable period prior to collection time, place the receptacle in the street as close as practicable to the street alignment of the premises but so that it does not obstruct any footpath, cycle way, right-of-way or carriage way;

(d) if the receptacle is lost, stolen, damaged or defective, notify the Council within 7 days after the event; and

(e) ensure that the premises is provided with an adequate number of receptacles.

Exemption

43. (1) An owner or occupier of premises may apply in writing to the Council for an exemption from compliance with the requirements of section 42(b) or (c).

(2) The Council may grant or refuse, with or without conditions, an application for exemption from compliance under this section.

(3) An exemption granted under this section shall state—

(a) the premises to which the exemption applies;

(b) the period during which the exemption applies; and

(c) any conditions imposed by the Council.

(4) An exemption granted under this section shall cease to apply if and when the person to whom it is granted fails to comply with a condition of the exemption.

Use of Receptacles

44. An owner or occupier of premises shall—

(a) not deposit or permit to be deposited in a receptacle—

(i) more than 300 grams of rubbish or refuse per litre of bin capacity;

(ii) hot or burning ash;

(iii) oil, motor spirit or other flammable liquid;

- (iv) liquid including liquid paint or other solvent;
 - (v) bricks, concrete, building rubble, earth or other like substances;
 - (vi) drugs, dressings, bandages, swabs or blood samples unless placed in a sealed impervious and leak-proof container;
 - (vii) hospital, medical, veterinary, laboratory or pathological substances containing blood unless placed in a sealed impervious and leak-proof container;
 - (viii) syringes, needles, surgical hardware, broken glass, sharps or other sharp objects unless placed in a sealed impervious leak-proof and impenetrable container;
 - (ix) cytotoxics, radioactive substances and dangerous chemicals;
 - (x) sewage, manure, nightsoil, faeces or urine;
 - (xi) any object which is greater in length, width, or breadth than the corresponding dimension of the receptacle or which will not allow the lid of the receptacle to be tightly closed; or
 - (xii) rubbish or refuse which is or is likely to become offensive or a nuisance, or give off an offensive or noxious odour, or to attract flies or cause fly breeding unless it is first wrapped in non-absorbent or impervious material or placed in a sealed impervious container;
- (b) unless authorised by an Environmental Health Officer, not mark or disfigure the receptacle in any manner other than by the placement of a street number or other identifying mark;
 - (c) at all times keep the receptacle in a clean condition;
 - (d) whenever directed to do so by an Environmental Health Officer, thoroughly clean, disinfect, deodorise and apply a residual insecticide to the receptacle;
 - (e) take all reasonable steps to prevent—
 - (i) fly breeding and keep the receptacle free of flies, maggots, cockroaches, rodents and other vectors of disease; and
 - (ii) the emission of offensive and noxious odours from the receptacle; and
 - (f) ensure that the receptacle does not cause a nuisance to the occupiers of adjoining premises.

Damage to Receptacles

45. A person, other than the Council or its contractor, shall not—

- (a) damage, destroy or interfere with a receptacle; or
- (b) except as permitted by this section or as authorised by an Environmental Health Officer, remove a receptacle from any premises to which it was delivered by the Council or its contractor.

Use of Other Container's

46. (1) In the case of premises consisting of more than 3 dwellings, any premises used for commercial or industrial purposes or as a food premises, an Environmental Health Officer may authorise rubbish or refuse to be deposited in a container other than a receptacle.

(2) The owner or occupier of premises who is authorised under this section to deposit rubbish or refuse in a container shall—

- (a) unless approved by an Environmental Health Officer, not deposit or permit to be deposited in the container anything specified in section 44(a)(ii)—(xii);
- (b) take all reasonable steps to prevent fly breeding in, and the emission of offensive or noxious odours from, the container;
- (c) whenever directed by an Environmental Health Officer to do so, thoroughly clean, disinfect, deodorise and apply a residual insecticide to the container;
- (d) cause the container to be located on the premises in an enclosure constructed and located as approved by an Environmental Health Officer;
- (e) ensure that the container is not visible from the street but is readily accessible for the purposes of collection; and
- (f) ensure that the container does not cause a nuisance to an occupier of adjoining premises.

(3) An owner or occupier shall—

- (a) provide a sufficient number of containers to contain all rubbish and refuse which accumulates or may accumulate in or from the premises;
- (b) ensure that each container on the premises—
 - (i) has a close fitting lid; and
 - (ii) is constructed of non-absorbent and non-corrosive material;
- (c) keep or cause to be kept each container thoroughly clean and in good condition and repair;
- (d) place any rubbish or refuse in, and only in, a container marked for that purpose;
- (e) keep the cover on each container except when it is necessary to place something in, or remove something from, it; and
- (f) ensure that the containers are emptied at least weekly or as directed by an Environmental Health Officer.

Suitable Enclosure

47. (1) An owner or occupier of premises—

- (a) consisting of more than 3 dwellings that have not been provided with individual receptacles; or

- (b) used for commercial, industrial purposes, or as a food premises, that have been provided with receptacles, shall—
- (c) if required by an Environmental Health Officer—
- (i) provide a suitable enclosure for the storage and cleaning of receptacles on the premises; and
 - (ii) install in the enclosure a tap connected to an adequate supply of water.
- (2) An owner or occupier of premises required to provide a suitable enclosure under this section shall keep the enclosure thoroughly clean and disinfected.
- (3) For the purposes of this section, a “suitable enclosure” means an enclosure—
- (a) of sufficient size to accommodate all receptacles used on the premises but in any event having a floor area not less than a size approved by an Environmental Health Officer;
 - (b) constructed of brick, concrete, corrugated compressed fibre cement sheet or other material of suitable thickness approved by an Environmental Health Officer;
 - (c) having walls not less than 1.5 metres in height and having an access way of not less than 1 metre in width and fitted with a self closing gate;
 - (d) containing a smooth and impervious floor—
 - (i) of not less than 75 millimetres in thickness; and
 - (ii) which is evenly graded to an approved liquid refuse disposal system; and
 - (e) which is easily accessible to allow for the removal of the receptacles.

Deposit of Refuse

48. (1) A person shall not deposit or cause or permit to be deposited any rubbish or refuse in or on any street or on any land other than a refuse disposal site.
- (2) A person shall not deposit rubbish or refuse in or on a refuse disposal site except—
- (a) at such place on the site as may be directed by the person in charge of the site; or
 - (b) if the person in charge is not in attendance at the site, as may be directed by a notice erected on the site.

Removal from Refuse Disposal Site

49. (1) A person shall not remove any rubbish or refuse from a refuse disposal site without the written approval of the Council.
- (2) A person who obtains approval from the Council shall comply with any conditions imposed by the Council and set out in the approval.

Removal of Rubbish from Premises or Receptacle

50. (1) A person shall not remove any rubbish or refuse from premises unless that person is—
- (a) the owner or occupier of the premises;
 - (b) authorised to do so by the owner or occupier of the premises; or
 - (c) in the case of the premises not being a dwelling house, authorised in writing to do so by the Council.
- (2) A person shall not, without the approval of the Council or the owner of a receptacle, remove any rubbish or refuse from the receptacle or other container provided for the use of the general public in a public place.
51. (1) A person shall not burn, whether in an incinerator or by any other means, any plastic, rubber, food scraps, garden waste or cuttings or other material that is or may be offensive when burnt.
- (2) Sub-section (1) shall not apply to the burning of dry firewood or manufactured solid fuel.

Division 3—Transport of Butchers' Waste

Interpretation

52. In this Division, unless the context otherwise requires—
- “butchers' waste” includes animal skeletons, rib cages and the products of a slaughter house or boning room.

Restriction of Vehicles

53. A person shall not use, for the transport of butchers' waste—
- (a) a vehicle used for the transport of food or drugs; or
 - (b) anything intended to be used for the packing or handling of food or drugs.

Transport of Butchers' Waste

54. (1) A person shall not transport butchers' waste otherwise than in—
- (a) a compartment complying with the following specifications—
 - (i) the floor and 4 walls to be made of sheet metal and the walls to be not less than 900 millimetres high;
 - (ii) all joints to be welded, soldered or brazed 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 sheet material approved by an Environmental Health Officer, 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 water-tight metal 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 section, 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 may be 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

Interpretation

55. In this Division, unless the context otherwise requires—
“fertiliser” includes manure.

Footpaths etc. to be kept clean

56. An owner or occupier of premises shall maintain in a clean condition any footpath, pavement, area or right of way immediately adjacent to the premises.

Escape of Smoke etc.

57. (1) Subject to sub-section (2), an owner or occupier of premises shall not cause or permit the escape of smoke, dust, fumes, offensive or foul odours, liquid waste or liquid refuse from the premises in such quantity or of such a nature as to cause or to be a nuisance.
- (2) Sub-section (1) does not apply to smoke from the chimney of a private dwelling house.

Public Vehicles to be kept clean

58. 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 an Environmental Health Officer, thoroughly clean and disinfect the vehicle as directed.

Prohibition against Spitting

59. A person shall not spit—
- (a) on a footpath, street or public place; or
 - (b) in a train, bus or other public transport.

Transportation, Use and Storage of Offal or Blood

60. 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.

Use or Storage of Fertiliser

61. 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.

Storage and Despatch of Artificial Fertiliser

62. An owner or occupier of premises where artificial fertiliser is stored in bulk for sale shall—
- (a) keep all artificial fertiliser in a building—
 - (i) of which the walls, floors and ceilings or undersides of the roof are constructed of durable and non-absorbent materials finished internally with a smooth surface; and
 - (ii) free from damp and properly ventilated;
 - (b) take proper precautions to prevent the emission of dust or offensive effluvia from the building; and
 - (c) ensure that all artificial fertiliser despatched from the premises is packed in such a manner as to prevent any nuisance arising during transit.

Storage of Fertiliser in a House

63. The owner or occupier of a house where fertiliser or compost is stored or used shall—
- (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 insects; 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***Cleanliness**

64. An owner or occupier of premises in or on which a dog, cat or other animal or bird 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 to attract rats or other vectors of disease;
 - (b) when so directed by an Environmental Health Officer, 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.

Animal Enclosures

65. (1) A person shall not keep or cause or permit to be kept any animals or birds 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 or birds are kept shall, when directed by an Environmental Health Officer, pave, grade and drain the floors of all structures and the surface of the ground of all enclosures used for the keeping of animals or birds.

Cats

66. A person granted approval to keep more than 2 cats on a property pursuant to the *Shire of Ashburton Local Law relating to Cats* shall do so in a manner not to be a nuisance or injurious or dangerous to health.

Slaughter of Animals

67. (1) Subject to sub-section (2), a person shall not slaughter any animal within the district.
- (2) Sub-section (1) does not apply to—
- (a) euthanasia of animals by veterinarians or other duly authorised persons;
 - (b) the slaughter of animals for human consumption in abattoirs approved by the Council;
 - (c) farmers, pastoralists and the like who slaughter stock or game for their own consumption; and
 - (d) slaughter of animals for the purposes of pet meat and game meat operations.

Disposal of Dead Animals

68. (1) An owner or occupier of premises on which there is a dead animal shall immediately remove the carcass and arrange for its disposal at an approved disposal site.
- (2) An owner, or a person having the care, of any animal that dies or is killed in a public or private place shall immediately remove the carcass and arrange for its disposal at an approved disposal site.
- (3) The requirements of sub-sections(1) and (2) shall not limit the practice by farmers, pastoralists and the like of disposing of carcasses on rural land in a manner that is not likely to pollute or be dangerous or injurious to health.

*Division 3—Keeping of Large Animals***Interpretation**

69. In this Division, unless the context otherwise requires—
- “approved animal” means a camel, horse, cow, sheep or goat;
- “cow” includes an ox, calf or bull; and
- “horse” includes an ass, mule, donkey or pony.

Keeping of Animals

70. A pig may only be kept on land other than that prescribed as prohibited in Schedule 14.

Stables

71. (1) An owner or occupier of premises within a townsite shall—
- (a) not keep a horse or cow on those premises without the written approval of the Council and such approval notice shall prescribe the number of horses or cows permitted to be kept;
 - (b) keep approved animals in a manner so as not to create a nuisance and in this respect an Environmental Health Officer may limit or vary the number of approved animals that may be kept on an allotment;
 - (c) not keep an approved animal on an allotment of less than 2,000m² save that Council may, at its discretion, waive strict compliance with this requirement with respect to any stable in existence prior to the day of the section coming into force; and

- (d) not keep a camel other than on an allotment zoned for rural purposes.
- (2) An owner or occupier of premises who has approval to keep a horse or cow in a townsite shall provide for its use a stable which shall—
- (a) not be situated with 15 metres of a house or other premises;
 - (b) have a proper separate stall—
 - (i) for each horse or cow; and
 - (ii) the floor area of which shall be a minimum of 11 square metres;
 - (c) have each wall and roof constructed of an impervious material;
 - (d) have on all sides of the building between the wall and the roof a clear opening of at least 150 millimetres in height; and
 - (e) subject to subsection (3) have a floor, the upper surface of which shall—
 - (i) be raised at least 75 millimetres above the surface of the ground;
 - (ii) be constructed of approved material; and when required
 - (iii) have a fall of 1 in 100 to a drain which shall empty into a trapped gully situated outside the stable and shall discharge in a manner approved by an Environmental Health Officer.
- (3) The construction of any stable with a sand floor may be permitted by Council, subject to the following conditions—
- (a) the site must be well drained with the highest known water table no closer than 1.5 metres off the ground or sand floor level. This may be achieved artificially;
 - (b) whether natural or imported sand, it must be clean, coarse and free from dust;
 - (c) footings to each stable shall be a minimum of 450mm below ground level;
 - (d) the stable design must allow for the access of small machinery, such as a bobcat, into each individual stall to maintain the correct floor height;
 - (e) the minimum floor area of each stall shall not be less than 28 square metres and walls shall be of masonry to a minimum height of 1500mm and not be less than 5 metres in length; and
 - (f) in all other respects sub-section (2) shall apply to the stable building.
- (4) The owner or occupier of premises on which a stable is located shall—
- (a) maintain the stable in a clean condition and clean, wash and disinfect it when so directed by an Environmental Health Officer;
 - (b) keep all parts of the stable so far as possible free from flies or other vectors of disease by spraying with a residual insecticide or other effective means; and
 - (c) when so ordered by an Environmental Health Officer, spray the stable, or such parts as may be directed, with a residual insecticide.
- (5) In areas other than residential areas an Environmental Health Officer may vary the requirements of sub-sections (2) and (3).

Proximity of Animals to a Dwelling House

72. The owner or occupier of premises shall not permit an approved animal to approach within 15 metres of a dwelling house.

Manure Receptacle

73. An owner or occupier of premises on which a stable is constructed shall—
- (a) provide in a position convenient to the stable a receptacle for manure, constructed of smooth, impervious, durable material that is easily cleanable and provided with a tight-fitting hinged cover, and with no part of the floor lower than the surface of the adjoining ground;
 - (b) keep the lid of the receptacle closed except when manure is being deposited or removed;
 - (c) cause the receptacle to be emptied at least once a week and as often as may be necessary to prevent it becoming offensive or a breeding place for flies or other vectors of disease;
 - (d) keep the receptacle so far as possible free from flies or other vectors of disease by spraying with a residual insecticide or other effective means; and
 - (e) cause all manure produced on the premises to be collected daily and placed in the receptacle.

Division 4—Keeping of Poultry and Pigeons

Interpretation

74. In this Division, unless the context otherwise requires—
- “poultry” includes fowls, peafowls, turkeys, geese, ducks and other domestic fowls; and
- “prescribed area” means those areas within a townsite zoned other than rural or special rural.

Limitation on Numbers of Poultry and Pigeons

75. (1) An owner or occupier of premises in prescribed areas—
- (a) who is not an Affiliated Person, shall not keep a combined total of more than 10 poultry and pigeons; and
 - (b) who is an Affiliated Person, shall not keep a total of more than 50 pigeons and 10 poultry, on any one lot of land.

- (2) In this section, "Affiliated Person" means a person who is a member of—
- (a) the Pigeon Racing Federation of Western Australia;
 - (b) the Fancy Utility Pigeon Club of Western Australia; or
 - (c) any other properly constituted Pigeon Club, Bantam Club and the like.

Conditions of Keeping Poultry

76. (1) A person who keeps poultry or permits poultry to be kept in prescribed areas shall ensure that—
- (a) all poultry is kept in a properly constructed and securely fastened structure or enclosure;
 - (b) the structure or enclosure is in a yard having an otherwise unobstructed area of at least 30 square metres; and
 - (c) no poultry is able to approach within 18 metres of a street other than a right of way unless, in the case of land at the junction of two or more streets, Council has approved a lesser distance.

(2) A person who keeps poultry or permits poultry to be kept shall ensure no poultry is able to encroach within 10 metres of a dwelling house, public building, or premises where people are employed or within 20 metres of premises where food is stored, prepared, manufactured or sold.

Roosters

77. (1) An owner or occupier of premises shall not—
- (a) without the written approval of an Environmental Health Officer; or
 - (b) except in accordance with any conditions imposed by an Environmental Health Officer in connection with the approval under paragraph (a),

keep or permit a rooster to be kept on the premises.

(2) An Environmental Health Officer may, upon written application, grant approval with or without conditions to the owner or occupier of premises to keep on the premises a specified number of roosters.

Pigeons or Doves

78. A person who keeps, or permits to be kept, pigeons or doves shall ensure that—
- (a) none is able to approach within 15 metres of a dwelling, public building or premises where people are employed or where food is stored, prepared, manufactured or sold; and
 - (b) except where in a prescribed area registered homing pigeons are freed for exercise, the pigeons or doves are kept in a properly constructed pigeon loft or dove cote that is in a yard having an otherwise unobstructed area of at least 30 square metres.

Removal of Non-Conforming Structure or Enclosure

79. (1) If a structure or enclosure is used for the keeping of poultry or of pigeons or doves contrary to the provisions of sections 76 and 78, an Environmental Health Officer may direct the owner or occupier to remove it.

(2) An owner or occupier shall comply with a direction from an Environmental Health Officer under this section.

Restrictions on Pigeon Nesting or Perching

80. (1) The Council may order an owner or occupier of a house in or on which pigeons are, or are in the habit of, nesting or perching to take adequate steps to discourage them continuing to do so.

(2) An owner or occupier shall comply with the Council order under this section.

Division 5—Car Parks

Interpretation

81. In this Division, unless the context otherwise requires—
- "attendant's booth" means a booth which is positioned inside a car park for the containment of a parking attendant;
- "car park" means premises, or any part of premises, set aside for parking of 3 or more motor vehicles; and
- "occupier" means a person having the charge, management or control of a car park.

Ventilation

82. (1) A person shall not use or occupy, or permit to be used or occupied, a car park unless it is ventilated by either—

- (a) natural ventilation; or
- (b) mechanical means,

in accordance with AS1668.2 Part 2 1991.

(2) If, in the opinion of an Environmental Health Officer, a car park is not properly ventilated, the Council may by notice require the occupier within a specified time to—

- (a) provide a different or additional method of ventilation; and
- (b) cease using the car park until it is properly ventilated.

(3) An occupier shall comply with a notice under sub-section (2).

Exhaust Air Discharge Points and Exhaust Registers

83. An owner or occupier shall ensure that—
- (a) all exhaust air that is discharged from a car park shall be discharged—
 - (i) at discharge points—
 - (A) in accordance with AS1668.2 Part 2 1991; and
 - (B) located so that the hourly average exhaust flow rate is not reduced below the minimum requirement of AS1668.2 Part 2 1991; and
 - (ii) at a velocity and in a direction so as not to be a danger to health or a nuisance;
 - (b) exhaust registers are located—
 - (i) as far as possible from the source of supply air; and
 - (ii) so as to draw effluent away from staff working in the attendant's booth;
 - (c) in the case of a car park having a floor level below that of the external ground level, at least 50% of the required exhaust air is drawn into exhaust registers having their bottom edge located within 100 millimetres of the floor level; and
 - (d) any mechanical ventilation system is—
 - (i) maintained in good working condition; and
 - (ii) in operation at all times when the car park is in use.

Car Park Attendant Booths

84. (1) An owner or occupier shall ensure that an attendant's booth—
- (a) is provided with a fresh air supply ventilation system—
 - (i) with air flow rates that give a minimum of 40 air changes per hour; and
 - (ii) which is in operation whenever the booth is occupied;
 - (b) has intakes for fresh air located and arranged so that under all conditions of normal operation adjacent sources of pollution do not reduce the quality of fresh air;
 - (c) has a capacity of not less than 5 cubic metres;
 - (d) has all windows and doors, except at the toll taking area opening, closed at all times when an attendant is in the booth; and
 - (e) has a toll taking opening that is of a minimum size that is practicably required to carry out the operation of toll paying.
- (2) If, in the opinion of an Environmental Health Officer, an attendant's booth is not properly ventilated in accordance with sub-section (1), the Council may by notice require the occupier to cease using the booth until it is properly ventilated.
- (3) An occupier shall comply with a notice under sub-section (2).

PART 6—PEST CONTROL*Division 1—Flies***Interpretation**

85. In this Division, unless the context otherwise requires—
- “flies” means any of the two-winged insects constituting the order Diptera commonly known as flies.

Fly breeding matter not to be left on Premises unless Covered or Treated

86. 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.

Measures to be taken by an Occupier

87. An owner or occupier of premises shall ensure that—
- (a) rubbish receptacles are kept clean and tightly sealed at all times except when refuse is being deposited or emptied;
 - (b) food scraps and uneaten pet food are wrapped tightly and deposited in a rubbish receptacle without delay;
 - (c) lawn clippings used on gardens as mulch are raked out thinly;
 - (d) fertilisers are dug well into the soil;
 - (e) compost heaps are kept well covered;
 - (f) barbecues are kept clean and free from food scraps;
 - (g) anything that is buried and may attract or be a breeding place for flies is covered with at least 100 millimetres of soil; and
 - (h) excrement from pets is collected and properly disposed of without delay.

Officer may give Notice directing measures to be Taken

88. Where in the opinion of an Environmental Health Officer flies are prevalent or are breeding on any premises, the 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 Officer are necessary to—

- (a) control the prevalence;
- (b) effect the eradication; or
- (c) effectively prevent the breeding;

of flies.

Council may Execute Work and Recover Costs

89. (1) Where—

- (a) a person is required under this Division or directed by a notice given under section 88, to execute any work; and
- (b) that person fails or neglects to comply with the requirement,

the Council 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 section.

(2) The costs and expenses incurred by the Council in the execution of a power under sub-section (1) may be recovered in a court of competent jurisdiction from the person referred to in sub-section (1).

(3) The Council shall not be liable to pay compensation or damages of any kind to the person referred to in sub-section (1) in relation to any action taken by the Council under this section.

Division 2—Mosquitoes

Interpretation

90. 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.

Premises to be kept free of Mosquito Breeding Matter

91. An owner or occupier of premises shall keep the premises free of—

- (a) refuse; and
- (b) water located so as to be,

liable to become the breeding place of mosquitoes.

Measures to be taken by an Owner or Occupier

92. An owner or occupier of premises—

- (a) where there is a fountain, pool, pond or excavation of any kind which contains water suitable for the breeding of mosquitoes, shall keep the water—
 - (i) stocked with mosquito destroying fish; or
 - (ii) covered with a film of petroleum oil or other larvicide; and
- (b) where there is a water tank, well, cistern, vat or barrel, shall—
 - (i) keep it protected with a mosquito-proof cover; and
 - (ii) screen all openings, other than the delivery exit, with wire mesh having openings no larger than 1.2 millimetres.

Measures to be taken by Occupier

93. An 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.

Removal of Undergrowth or Vegetation

94. (1) Where it appears to an Environmental Health Officer that there is, on any premises, undergrowth or vegetation likely to harbour mosquitoes, he or she may direct, orally or in writing, the owner or occupier of the premises to cut down and remove within a specified time the undergrowth or vegetation.

(2) An owner or occupier of premises shall comply with a direction from, and within the time allowed by, an Environmental Health Officer under this section.

Filling in Excavations etc.

95. Unless written permission to the contrary is obtained from the Council, a person who cuts turf or removes soil or other material from any land shall forthwith ensure that each excavation is filled in with clean sound material and made level with the surrounding surface.

Drains, Channels and Septic Tanks

96. An owner or occupier of land shall—

- (a) cause all drains and channels in or on the land to be kept in good order and free from obstruction; and
- (b) where a septic tank is installed on the land—
 - (i) apply an approved larvicide according to the direction on the container, into the septic tank system, whenever directed to do so by an Environmental Health Officer; and

- (ii) provide, and keep in sound condition at all times, wire mesh having openings no larger than 1.2 millimetres covering any inlet vent to the tank.

Drainage of Land

97. An owner or occupier of land upon which there is water liable to become a breeding place for mosquitoes shall, when required by the Council, effectively drain the land and, for that purpose, shall—

- (a) make or provide drains on the land;
- (b) remove all irregularities in the surface of the land;
- (c) if necessary, adjust the surface of the land or raise the level of the surface in such a manner that—
 - (i) the water on the land may flow into the drains without obstruction; and
 - (ii) no water shall remain on any portion of the land other than the drains; and
- (d) keep all drains in good order and free from obstruction.

*Division 3—Rodents***Interpretation**

98. In this Division, unless the context otherwise requires—

“rodents” means those animals belonging to the order Rodentia and includes rats and mice but does not include animals (other than rats) kept as pets in an enclosure designed for the purpose of keeping as pets animals of that kind.

Measures to be taken to eradicate Rodents

99. (1) An owner or occupier of premises shall at all times take effective measures to eradicate any rodents in or on the premises.

(2) Without limiting the generality of sub-section (1), an owner or occupier of premises, whenever there are indications of the presence of rodents in, on or about the premises, and while such indications continue, shall—

- (a) take effective measures to keep the premises free from rodents including—
 - (i) protecting food stuffs;
 - (ii) using a rodenticide bait or a properly baited trap; and
 - (iii) preventing rodents having access to water on the premises;
- (b) inspect daily each rodenticide bait or trap used and, whenever a rodent is found, shall—
 - (i) if it is not already dead, kill it immediately; and
 - (ii) dispose of the carcass in such a manner as will not create a nuisance; and
- (c) take whatever measures for the eradication of rodents as an Environmental Health Officer may from time to time direct.

Waste food etc. to be kept in rodent proof Receptacles

100. A person shall not place or caused to be placed in or on any premises, and an owner or occupier of premises shall not permit to remain in or on the premises—

- (a) any waste food, refuse, or other waste matter which might attract rodents to the premises or which might afford harbourage for rodents; or
- (b) any food intended for birds or other animals,

unless it is contained in a rodent proof receptacle or a compartment which is kept effectively protected against access by rodents.

Restrictions on materials affording harbourage for Rodents

101. (1) An owner or occupier of premises shall cause—

- (a) any part of the premises; or
- (b) any material, sewer, pipe or other thing in or on the premises,

that might afford access or harbourage to rodents to be altered, repaired, protected, removed or otherwise dealt with so as to prevent it being used as access for, or harbourage of, rodents.

(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 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 section.

Food Premises etc. to be cleaned after Use

102. 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 have been used on that day or, if the use extends after midnight, then immediately after that use.

Restrictions on the Sale or Keeping of Rats

103. (1) Subject to sub-section (2) an owner or occupier of premises shall not, on or from those premises—

- (a) keep or permit to be kept a rat; or
- (b) sell or offer for sale or permit to be sold or offered for sale a rat.

(2) Sub-section (1) shall not prevent the keeping of rats for the purpose of scientific or medical research on premises owned or occupied by—

- (a) a university or school;
- (b) a person approved by the Council; or
- (c) a public hospital or a private hospital within the meaning of those expressions in the *Hospitals and Health Services Act 1927*.

(3) A person or body specified in sub-section (2) which keeps rats for the purpose of scientific or medical research shall—

- (a) at all times ensure that all live rats are kept in the effective control of a person or in locked cages; and
- (b) if a rat escapes, forthwith comply with the requirements of section 99 and ensure that all reasonable steps are taken to destroy the rat.

Division 4—Cockroaches

Interpretation

104. In this Division, unless the context otherwise requires—

“cockroach” means any of the various orthopterous insects commonly known as cockroaches—

Measures to be taken to eradicate Cockroaches

105. (1) An owner or occupier of premises shall take effective measures to eradicate any cockroaches in or on the premises.

(2) Without limiting the generality of sub-section (1), an owner or occupier of premises, whenever there are any indications of the presence of cockroaches in, on or about the premises, and while such indications continue, shall take effective measures to keep the premises free from cockroaches including—

- (a) washing and storing, immediately after use, cooking and eating utensils;
- (b) wrapping and depositing in a rubbish receptacle without delay all food scraps, uneaten pet food and garbage;
- (c) properly treating the premises with an insecticide, taking care not to harm the safety of humans and pets or to contaminate food or cooking or eating utensils; and
- (d) whenever required by an Environmental Health Officer, treating any area with baits or other methods to eradicate cockroaches.

Division 5—Argentine Ants

Interpretation

106. In this Division, unless the context otherwise requires—

“Argentine Ant” means an ant belonging to the species *Irdomyrmex humilis*.

Measures to be taken to keep premises free from Argentine Ants

107. An owner or occupier of premises shall ensure that the premises are kept free from Argentine Ant colonies and shall—

- (a) immediately notify the Council of any ant nest located on the premises suspected to be an Argentine Ant nest;
- (b) take all steps to locate any nests if Argentine Ants are noticed in, on or about the premises;
- (c) properly treat all nests of Argentine Ants with an approved residual based insecticide; and
- (d) whenever required by an Environmental Health Officer—
 - (i) treat any area or infestation with an insecticide referred to in paragraph (c); and
 - (ii) remove any objects, including timber, firewood, compost or pot plants in accordance with a direction from an Environmental Health Officer.

Division 6—European Wasps

Interpretation

108. In this Division, unless the context otherwise requires—

“European Wasp” means a wasp *Vespula germanica*.

Measures to be taken to keep premises free from European Wasp Nest

109. An owner or occupier of premises shall ensure that the premises are kept free from European Wasp nests and shall—

- (a) immediately notify the Council of any wasp nest in, on or about the premises that is suspected to be a European Wasp nest;
- (b) follow any direction of an Environmental Health Officer for the purpose of destroying the wasps and their nest; and
- (c) assist an Environmental Health Officer, or his or her representative, to trace any nest that may be present in, on or about the premises.

*Division 7—Bee Keeping***Interpretation**

110. In this Division, unless the context otherwise requires—

- “bees” means an insect belonging to any of the various hymenopterous insects of the super family Apoidea and commonly known as a bee;
- “footpath” includes a path used by, or set aside or intended for use by, pedestrians, cyclists or both pedestrians and cyclists;
- “hive” means a moveable or fixed structure, container or object in which a colony of bees is kept;
- “lot” has the meaning given to it in the *Town Planning and Development Act 1928*, and located within a Townsite; and
- “private street” has the meaning given to it by the *Local Government (Miscellaneous Provisions) Act 1960*.

Limitation on numbers of Hives

111. (1) A person shall not keep or permit the keeping of bees except on a lot in accordance with this Division.

(2) Subject to sub-sections (3) and (4), a person shall not keep or permit the keeping of bees in more than 2 hives on a lot.

(3) The Council may, upon written application, consent, with or without conditions, to a person keeping bees in more than 2 hives on a lot which is not zoned or classified for residential purposes.

(4) A person shall comply with any conditions imposed by the Council under sub-section (3).

Restrictions on keeping of Bees in Hives

112. A person shall not keep or permit the keeping of bees in a hive on a lot unless, at all times—

- (a) an adequate and permanent supply of water is provided on the lot within 10 metres of the hives;
- (b) the hive is kept—
 - (i) outside, and at least 10 metres from, any building other than a fence;
 - (ii) at least 10 metres from any footpath, street, private street or public place; and
 - (iii) at least 5 metres from the boundary of the lot; and
- (c) the hive is enclosed on all sides by a fence, wall or other enclosure.

Bees which cause a nuisance not to be kept

113. (1) A person shall not keep, or permit the keeping of, bees which cause a nuisance.

(2) The Council may direct any person to remove any bees or beehives which in the opinion of an Environmental Health Officer are causing a nuisance.

(3) A person shall comply with a direction within the time specified.

*Division 8—Arthropod Vectors of Disease***Interpretation**

114. 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 var. corporis*);
- (e) head lice (*Pediculus humanus var. capitis*); and
- (f) any other insect prescribed by the Council.

Responsibility of the Owner or Occupier

115. The owner or occupier of premises shall—

- (a) keep the premises and any person residing in or on the premises free from any 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 vectors of disease.

PART 7—INFECTIOUS DISEASES*Division 1—General Provisions***Environmental Health Officer may visit, inspect and report**

116. An Environmental Health Officer—

- (a) may visit and inspect any house, its occupants, fixtures and fittings; and
- (b) who has reason to believe that there has been a breach of the Act, any regulation made under the Act or these local laws relating to infectious diseases, shall, as soon as possible, submit a written report on the matter to the Council.

Requirements on owner or occupier to clean, disinfect and disinfect

117. (1) The Council 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 disinfect—

- (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 sub-section (1).

Environmental Health Officer may disinfect or disinfect premises

118. (1) Where the Council or the Medical Officer is satisfied that any case of infectious disease has occurred on any premises, the Council or the Medical Officer may direct an Environmental Health Officer, other Council officer or other person to disinfect and disinfect the premises or any part of the premises and anything in or on the premises.

(2) An owner or occupier of premises shall permit, and provide access to enable, an Environmental Health Officer, other Council officer or other person to carry out the direction given under sub-section (1).

(3) The Council may recover, in a court of competent jurisdiction, the cost of carrying out the work under this section from the owner or occupier of the premises in or on which the work was carried out.

(4) The Council 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 Council or any of its staff or employees under this section.

Insanitary houses, premises and things

119. (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 the Council considers that a house is insanitary, it may, by notice in writing, direct an owner of the house, within the time and in the manner specified in the notice, to destroy or 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 sub-sections (2) or (3) shall comply with the terms of the notice.

Medical Officer may authorise disinfecting

120. (1) Where the Medical Officer believes that a person is or may be infected by an infectious disease, the Officer may direct the person to have his or her body, clothing and effects disinfected at a place and in a manner directed by the Medical Officer.

(2) A person shall comply with any direction of the Medical Officer under this section.

Persons in contact with an infectious disease sufferer

121. 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 Council or the Medical Officer may issue;
- (b) may be removed, at the direction of the Council or the Medical Officer to isolation in an appropriate place to prevent or minimise the risk of the infection spreading; and
- (c) if so removed, shall remain in that place until the Medical Officer otherwise directs.

Declaration of infected house or premises

122. (1) To prevent or check the spread of infectious disease, the Council 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.

Destruction of infected animals

123. (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 all steps 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 sub-section (1) shall comply with the terms of the notice.

Disposal of a body

124. (1) An occupier of premises in or on which is located the body of a person who has died of an infectious disease shall, subject to sub-section (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 cemetery or morgue.

Council may carry out work and recover costs

125. (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 Council may carry out the work or arrange for the work to be carried out by another.

(2) The costs and expenses incurred by the Council in the execution of a power under this section may be recovered in a court of competent jurisdiction from the person referred to in sub-section (1).

(3) The Council shall not be liable to pay compensation or damages of any kind to the person referred to in sub-section (1) in relation to any action taken by the Council under this section.

*Division 2—Disposal of used condoms and needles***Disposal of used condoms**

126. (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 an Environmental Health Officer.

(2) A person shall not dispose of a used condom in a public place except in accordance with sub-section (1).

Disposal of used needles

127. 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.

*Division 3—Skin Penetration***Interpretation**

128. In this Division, unless the context otherwise requires—

“Code of Practice for Skin Penetration Procedures” means the Code of Practice for Skin Penetration Procedures as published by the Health Department of W.A.

Duties on Practitioner

129. A person shall not carry out any process or procedure involving skin penetration, other than in accordance with the *Health (Skin Penetration) Regulations 1987* and the Code of Practice For Skin Penetration Procedures.

PART 8—LODGING HOUSES*Division 1—Registration***Interpretation**

130. (1) In this Part, unless the context otherwise requires—

“bed” means a single sleeping berth only. A double bed provided for the use of couples, shall have the same floor space requirements as two single beds; “bunk” means a sleeping berth comprising one of two arranged vertically;

“dormitory” means a building or room utilised for sleeping purposes at a short term hostel or recreational campsite;

“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;

“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 and a short term hostel;

“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;

“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;

“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;

“short term hostel” means a lodging house where the period of occupancy of any lodger is not more than 14 consecutive days and shall include youth hostels and backpacker hostels; and

“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 and head lice.

(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 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.

Lodging House not to be kept unless registered

131. A person shall not keep or cause, suffer or permit 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 Council under section 133;
- (c) the name of the person keeping or proposing to keep the lodging house is entered in the register of keepers; and
- (d) 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 whenever there is one or more lodgers in this lodging house,

resides or intends to reside continuously in the lodging house.

Application for registration

132. An application for registration of a lodging house shall be—

- (a) in the form prescribed in Schedule 1;
- (b) duly completed and signed by the proposed keeper; and
- (c) accompanied by—
 - (i) the fee prescribed in Schedule 13; and
 - (ii) detailed plans and specifications of the lodging house.

Approval of application

133. The Council may approve, with or without conditions, an application under section 132 by issuing to the applicant a certificate in the form of Schedule 2.

Renewal of registration

134. 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 Council for the renewal of the registration of the lodging house; and
- (b) pay the fee prescribed in Schedule 13 at the time of making each application for renewal.

Notification upon sale or transfer

135. 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 Chief Executive Officer, in the form of Schedule 3 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.

Revocation of registration

136. (1) Subject to sub-section (3), the Council may, at any time, revoke the registration of a lodging house for any reason which, in the opinion of the Council, justifies the revocation.

(2) Without limiting the generality of sub-section (1), the Council may revoke a registration upon any one or more of the following grounds—

- (a) that the lodging house has not, to the satisfaction of Council, been kept free from vectors of disease or in a clean, wholesome and sanitary condition;
- (b) that the keeper has—
 - (i) been convicted of an offence against these local laws 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 Council, having regard to a report from the Police Service, 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 an Environmental Health Officer, unfit to remain registered.

(3) Before revoking the registration of a lodging house under this section, the Council 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 Council 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

General Construction Requirements

137. The general construction requirements of a lodging house shall comply with the Building Code.

Insect Screening

138. The keeper shall provide and maintain in good working order and condition windows and external doors that are screened with wire mesh having openings no larger than 1.2 millimetres.

Sanitary conveniences

139. (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 shower, bath and wash basin,

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 sub-sections (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.

(6) Paragraphs (5)(b) and (5)(c) do not apply to a serviced apartment.

Laundry

140. (1) A keeper shall—

- (a) subject to sub-section (2)—
 - (i) in the case of a recreational campsite, provide on the premises a laundry consisting of at least 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 in a proper sanitary condition and in good repair;
- (c) provide an adequate supply of hot and cold water to each wash trough, sink, copper and washing machine; and
- (d) ensure that the floor area of each laundry 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.

(3) In this section—

“laundry unit” means a group of facilities consisting of —

- (a) a washing machine with a capacity of not less than 4 kilograms of dry clothing;
- (b) one wash trough of not less than 35 litres capacity, connected to both hot and cold water; and
- (c) either an electric drying cabinet or not less than 30 metres of clothes line,

and for which a hot water system is provided that—

- (d) is capable of delivering 136 litres of water per hour at a temperature of at least 75 degrees C for each washing machine provided with the communal facilities; and
- (e) has a delivery rate of not less than 18 litres per minute to each washing machine.

Kitchen

141. The keeper of a lodging house shall provide in that lodging house a kitchen which—

- (a) has a minimum floor area of—
 - (i) where lodgers prepare their own meals—0.65 square metres per person;
 - (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) 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;
- (c) complies with the requirements of the *Health (Food Hygiene) Regulations 1993*; and
- (d) has a wash hand basin and a double bowl sink, each provided with an adequate supply of hot and cold water.

Cooking Facilities

142. (1) The keeper of a lodging house where lodgers prepare their own meals shall provide a kitchen with electrical, gas or other stoves and ovens approved by an Environmental Health Officer in accordance with the following table—

NO. OF LODGERS	OVENS	4 BURNER STOVES
1 – 15	1	1
16 – 30	1	2
31 – 45	2	3
46 – 60	2	4
Over 60	2	4 + 1 for each additional 15 lodgers (or part thereof) over 60

(2) The keeper of a lodging house where meals are provided by the keeper or manager shall provide a kitchen with cooking appliances of a number and type approved by an Environmental Health Officer.

Dining Room

143. 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 not less than the greater of—
 - (i) 0.5 square metres per person; or
 - (ii) 10 square metres; 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.

Lounge Room

144. 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.

Fire prevention and control

145. (1) A keeper shall—

- (a) in each passage in the lodging house provide an emergency light—
 - (i) in such a position and of such a pattern, as approved by an Environmental Health Officer; and
 - (ii) which shall 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; and
- (c) ensure that each exit sign and fire fighting appliance is clearly visible, accessible and maintained in good working order at all times.

(2) A keeper shall ensure that all buildings comprising the lodging house are fitted with fire protection equipment as advised by the Fire and Rescue Services of Western Australia and approved by the Council.

Obstruction of passages and stairways

146. A keeper shall not cause, suffer or permit 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.

Fitting of locks

147. 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.

Restriction on use of rooms for sleeping

148. (1) Subject to sub-section (3) and section 163, 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, store room, 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 floor space, as defined in section 149(2), for each lodger occupying the room;
- (f) which is naturally illuminated by windows having a ratio of less than 0.1 square metre 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 metre 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 section, two children under the age of 10 years shall be counted as one lodger.

(3) Paragraphs (a), (b) and (c) of sub-section (1) shall not apply to a serviced apartment.

Sleeping Accommodation Short Term Hostels and Recreational Campsites

149. (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 dormitories utilising bunks.

(2) The calculation of clear floor space in sub-section (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 sub-section (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. Dormitories shall be 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; or
- (b) mechanical ventilation in lieu of fixed ventilation, subject to the Council's approval.

(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; or
 - (iii) 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. The passageway shall be 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 and AS 1530.3 as follows—
 - drapes, curtains, blinds and bed covers—
 - a maximum Flammability Index of 6;
 - upholstery & bedding—
 - a maximum Spread of Flame Index of 6;
 - a maximum Smoke Developed Index of 5;
 - floor coverings—
 - a maximum Spread of Flame Index of 7;
 - a maximum Smoke Developed Index of 5.
- Fire retardant coatings used to make a material comply with these indices 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 retardancy effect after a minimum of 5 commercial dry cleaning or laundering operations carried out in accordance with AS 2001.5.4-1987, Procedure 7A, using ECE reference detergent; and
 - (iii) certified by the applicator as having been carried out in accordance with the manufacturer's specification;
- (b) emergency lighting is provided in accordance with the Building Code;
 - (c) no person shall smoke in any dormitory, kitchen, or dining room, within a short term hostel or recreational campsite. The keeper may permit smoking in a meeting or assembly hall area, within a short term hostel; and
 - (d) all mattresses are fitted with mattress protectors.

Furnishing etc. of sleeping apartments

150. (1) A keeper shall—
- (a) furnish each sleeping apartment 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, two sheets, a blanket or rug and, from the 1st day of May to the 30th day of 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, suffer or permit any tiered beds or bunks to be used in a sleeping apartment other than in a lodging house used exclusively as a short term hostel or recreational campsite.

Ventilation

151. (1) 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.
- (2) The keeper shall comply with any direction given under sub-section (1) within such time as directed.

Numbers to be placed on Doors

152. (1) A keeper shall place or cause to be placed on the outside of the doors of all rooms available to lodgers in the lodging house, serial numbers so that—
- (a) the number "1" is placed on the outside of the door of the room nearest to the front or main entry door of the lodging house; and
 - (b) the numbers continue in sequence throughout each floor (if there is more than one) of the lodging house.
- (2) The numbers to be placed on the doors under sub-section (1) shall be—
- (a) not less than 40 millimetres in height;
 - (b) 1.5 metres from the floor; and
 - (c) permanently fixed either by being painted on the doors or shown by other legible means.

Division 3—Management and Care

Keeper or manager to reside in the lodging house

153. Whenever there is one or more lodgers in a lodging house, a keeper or manager shall—
- (a) reside continuously in the lodging house; and
 - (b) not be absent from the lodging house for more than 48 consecutive hours unless he or she arranges for a reputable person to have the care and management of the lodging house.

Register of lodgers

154. (1) A keeper shall keep a register of lodgers in the form of Schedule 4.
- (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.

Keeper report

155. A keeper shall, whenever required by the Council, report to the Council, in the form of Schedule 5, the name of each lodger who lodged in the lodging house during the preceding day or night.

Certificate in respect of sleeping accommodation

156. (1) An Environmental Health Officer may issue to a keeper a certificate, in respect of each room, which shall be in the form of Schedule 6 or 7.

(2) The certificate issued under sub-section (1) shall specify the maximum number of persons who shall be permitted to occupy each room as a sleeping apartment at any one time.

(3) When required by an Environmental Health Officer, a keeper shall exhibit the certificate issued under this section in a conspicuous place in the room to which the certificate refers.

(4) A person shall not cause, suffer or permit a greater number of persons than is specified on a certificate issued under this section to occupy the room to which it refers.

Duplicate keys and inspection

157. 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 Officer.

Room occupancy

158. (1) A keeper shall not—

- (a) cause, suffer or permit 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, suffer or permit to be placed or kept in any sleeping apartments—
 - (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, suffer or permit to be used for sleeping purposes a room that—
 - (i) has not been certified for that purpose; and
 - (ii) the Council or the Medical Officer has forbidden to be used as a sleeping apartment.

(2) For the purpose of this section, two children under 10 years of age shall be counted as one lodger.

Notifiable Infectious Disease

159. A keeper shall, immediately after becoming aware that a lodger or resident is suffering from a notifiable infectious disease, notify an Environmental Health Officer.

Maintenance of a room by a lodger or resident

160. (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 sub-section (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.

Cleaning and maintenance requirements

161. (1) 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) whenever there is one or more lodgers in a lodging house ensure that the laundry floor is cleaned daily;
- (e) ensure that—
 - (i) all bed linen, towels, and house linen in use is washed at least once a week;
 - (ii) within a reasonable time of a bed having been vacated by a lodger or resident, 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.
- (2) In this section—
 “bed linen” includes sheets and pillow cases and in the case of a short term hostel or a recreational campsite, mattress protectors.

Responsibilities of lodgers and residents

162. 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 which are inflammable, obnoxious or offensive;
- (c) use a bath or wash hand 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 section 163—
 - (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; and
- (l) fix any fastener or change any lock to a door or room without the written approval of the keeper.

Approval for storage of food

163. (1) An Environmental Health Officer may—

- (a) upon written application from a keeper, 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

Interpretation

164. In this Part, unless the context otherwise requires—

“occupier” in relation to premises includes the person registered as the occupier of the premises in the Schedule 12 Certificate of Registration;

“offensive trade” means any trades as defined by section 186 of the Act; and
“premises” includes houses.

Consent to establish an Offensive Trade

165. (1) A person seeking the consent of the Council under section 187 of the Act to establish an offensive trade shall—

- (a) advertise notice of his intention to apply for consent in accordance with section 166; and
- (b) lodge with the Chief Executive Officer an application in the form of Schedule 10.

(2) A person who makes a false statement in an application under this section shall be guilty of an offence.

Notice of Application

166. A notice required under section 165 (1)(a) shall—

- (a) contain the name and address of the person who intends to make the application;
- (b) contain a description of the nature of the offensive trade;
- (c) contain details of the premises in or upon which it is proposed to carry on the proposed trade; and
- (d) appear in a local newspaper at least two weeks but not more than one month before the application under section 165 (1)(b) is lodged with the Chief Executive Officer.

Registration of Premises

167. An application for the registration of premises pursuant to section 191 of the Act shall be—

- (a) in the form of Schedule 11;
- (b) accompanied by—
 - (i) the fee prescribed in the *Offensive Trade (Fees) Regulations 1976*; and
 - (ii) a comprehensive management plan; and
- (c) lodged with the Chief Executive Officer.

Certificate of Registration

168. Upon the registration of premises for the carrying on of an offensive trade, the Council shall issue to the applicant a certificate in the form of Schedule 12.

Change of Occupier

169. 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.

Alterations to Premises

170. While any premises remain registered under this Division, a person shall not, without the written permission of the Council, make or permit any change or alteration whatever to the premises.

Occupier Includes Employee

171. Where in any section contained in this Part a duty is imposed upon the occupier of premises in or upon which an offensive trade is carried on, the reference to the occupier shall be interpreted to include the employees of the occupier and any employee committing a breach of any provision of this Part shall be liable to the same penalties as if he were the occupier.

Division 2—General Duties of an Occupier

Interpretation

172. 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.

Cleanliness

173. 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.

Rats and Other Vectors of Disease

174. The occupier shall—

- (a) 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.

Sanitary Conveniences and Wash Basins

175. The occupier shall provide on the premises in an approved position sufficient sanitary conveniences and wash hand basins, each with an adequate supply of hot and cold water for use by employees and by all other persons lawfully upon the premises.

Painting of Walls etc.

176. 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.

Effluvia, Vapours or Gases

177. The occupier shall provide, use and maintain in a state of good repair and working order, appliances capable of effectively destroying or of rendering harmless all offensive effluvia, vapours 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.

Offensive Material

178. 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 airtight 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 and at such more frequent intervals or whenever so directed by an Environmental Health Officer; and
- (e) cause all receptacles after being emptied to be cleaned immediately with an efficient disinfectant.

Storage of Materials

179. 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.

Specified Offensive Trades

180. (1) For the purposes of this section, "specified offensive trade" means one or more of the offensive trades carried on, in or connected with the following works or premises—

- (a) fat rendering premises;
- (b) fish premises; and
- (c) 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 materials;
 - (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 in accordance with the *Metropolitan Water Supply, Sewerage and Drainage Bylaws 1981* 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.

Directions

181. (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 section.

Other Duties of Occupier

182. 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 carried on by him.

*Division 3—Fat Rendering Establishments***Interpretation**

183. In this Division, unless the context otherwise requires—

“fat rendering establishments” means a premises where edible fats including suet, dripping or premier jus are rendered down by any heat processing method; and

“the occupier” means the occupier of any premises on which the trade of fat rendering is carried on.

Exhaust Ventilation

184. The occupier shall provide and maintain—

(a) a hood which shall—

(i) be of an approved design and construction;

(ii) be situated so as to arrest all effluvia, odours and smoke from the process of fat rendering; and

(iii) extend a minimum of 150 millimetres beyond the length of each appliance; and

(b) an exhaust ventilation system—

(i) the point of discharge of which shall be at least 1 metre above the ridge of a pitched roof or 3 metres above a flat roof and shall not be located within 6 metres of an adjoining property or any fresh air intake; and

(ii) which shall discharge in such manner and in such a position that no nuisance is created.

Covering of Apparatus

185. External parts of the fat rendering apparatus shall be constructed or covered with smooth, non-corrosive and impervious material, devoid of holes, cracks and crevices.

Rendering of Walls

186. The occupier shall cause each wall within a radius of 3 metres of the rendering apparatus or machinery to be rendered with a cement plaster with a steel float finish or other approved finish to a height of 2 metres, devoid of holes, cracks and crevices.

*Division 4—Fish Premises***Interpretation**

187. In this Division, unless the context otherwise requires—

“appliance” includes a utensil, an instrument, a cover, a container or apparatus;

“fish” means fresh fish, frozen fish, chilled fish and cooked fish, whether cleaned, uncleaned or part cleaned and includes crustaceans and molluscs, but does not include—

(a) fish which has been cured, preserved, hermetically canned or treated to prevent putrefaction; or

(b) cleaned fish supplied in cartons or packets by a packer and sold in such cartons or packets if they are at all times kept in a deep freeze refrigeration unit at a temperature not exceeding minus 15 degrees Celsius;

“fish premises” includes fish processing establishments, fish curing establishments and shellfish and crustacean processing establishments but does not include a premises where cleaning or filleting of fish is not carried out or premises where significant quantities of potentially offensive wastes are not generated;

“fish transport vehicle” includes—

(a) an appliance attached to, carried in or used in connection with a vehicle; and

(b) a trailer and a portable box, used or designed to be used for the transport or storage of fish; and

“portable box” means a box for the transport or storage of fish and includes a fish transport vehicle.

Fish Preparation Room

188. (1) The occupier of a fish premises which requires a fish processing or preparation room shall ensure that this room complies with the following requirements—

(a) the walls shall be constructed of brick or concrete with the internal surface rendered with a cement plaster with a steel float finish or other approved material and shall be devoid of holes, cracks and crevices;

(b) the floor shall be of concrete with a smooth, durable surface and shall be treated with an approved surface hardening process;

(c) the minimum floor area shall be 9 square metres;

(d) the room shall be furnished with a wash hand basin connected to a piped supply of hot and cold water; and

(e) the room shall be flyproofed and provided with ample light and ventilation.

(2) The occupier shall ensure that all fish are prepared in the fish processing or preparation room and that room is to be used solely for that purpose.

(3) The occupier of a fish premises shall provide, in or easily accessible from each fish preparation room, cleaning facilities consisting of a double bowl stainless steel wash trough of adequate size to accommodate the equipment and utensils used on the premises, connected to a piped supply of hot and cold water.

Bench

189. The occupier of a fish premises shall provide and maintain on the premises a separate stainless steel bench for the handling of fish.

Disposal of Waste

190. 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 section 178 and disposed of in accordance with that section; or
- (b) kept in a frozen state in an approved enclosure before its removal from the premises.

Fish Containers

191. The occupier of a fish premises shall not allow any box, basket or other 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.

Cooking of Fish

192. Where cooking of fish is carried out in a fish premises, the occupier shall provide and maintain—

- (a) a hood as set out in the *Health (Food Hygiene) Regulations 1993*, which shall be of an approved design and construction and so situated as to capture and remove all effluvia, odours and smoke from the process of cooking; and
- (b) an exhaust ventilation system—
 - (i) the point of discharge of which shall be at least 1 metre above the ridge of a pitched roof or 3 metres above a flat roof and shall not be located within 6 metres of an adjoining property or any fresh air intakes; and
 - (ii) which shall discharge in such manner and in such a position that no nuisance is created.

Use of an Approved Portable Box

193. An Environmental Health Officer may permit an approved portable box to be used for the transport or storage of fish.

Fish Transport Vehicle

194. A person shall not use a fish transport vehicle for the transport or storage of fish unless it is so constructed, equipped and maintained that—

- (a) the frame is made of metal or other approved material;
- (b) all internal surfaces—
 - (i) are made of metal or approved non-toxic plastic substance, which may include stainless steel, aluminium galvanised iron, fibreglass, or other material of similar strength and impermeable qualities;
 - (ii) are smoothly finished;
 - (iii) are rigidly secured with a solid backing; and
 - (iv) have floor and vertical angles coved with not less than a 9.5 millimetre radius, but, if all necessary floor joints are effectively sealed, the surface of the floor, or part of it, may be of an approved tread type track material;
- (c) internal horizontal joints made between metal sheeting are lapped from top to bottom and either—
 - (i) continuously welded; or
 - (ii) lapped with a minimum of 40 millimetres cover secured with blind rivets and sealed with a non-toxic sealing material;
- (d) the vehicle is effectively insulated with a stable insulating material;
- (e) the vehicle has, at the rear or side, doors that are made in the manner provided by paragraphs (a), (b), (c) and (d) of this section, are close fitting, and have a suitable locking device fitted;
- (f) the vehicle is fitted with shelves and grids, made of impervious material, in such a manner that the shelves and grids may be easily removed;
- (g) any containers used in the vehicle for fish are made of stainless steel, fibre glass, or approved non-toxic plastic; and
- (h) the vehicle is in good repair and condition and is thoroughly clean.

*Division 5—Flock Factories***Interpretation**

195. In this Division, unless the context otherwise requires—

“flock factory” means any premises or place where flock is produced wholly or partly by tearing up or teasing, wadding, kapok, rags, cotton, linters, fibre, or other material used or likely to be used for the filling of mattresses, pillows, bedding, upholstery, cushions or substances used in packaging material or the manufacture of underfelt; and

“the occupier” means the occupier of a flock factory.

New and Used Material

196. (1) Subject to sub-section (2), the occupier shall not use for the manufacture of flock any material other than new material.

(2) Material other than new material may be used for the manufacture of flock if, before being used, every part of that material is subjected to moist heat maintained at a temperature of 100 degrees Celsius for at least 20 minutes.

Collection and Removal of Dust

197. The occupier shall provide effective means to prevent the escape into the open air of all dust or other material from the premises.

Building Requirements

198. The occupier shall cause each building on the premises to comply with the following requirements—

- (a) the floor shall be of concrete;
- (b) the walls shall be of concrete or brick and shall be finished internally with cement plaster with a steel float finish or other approved finish to a height of 2 metres; and
- (c) the ceiling or underside of the roof shall be of durable and non-absorbent material finished internally with a smooth surface.

Unclean Rags

199. A person shall not—

- (a) collect, deliver, offer for sale or sell for the manufacture of flock;
- (b) receive, store or deliver for the manufacture of flock; or
- (c) make flock from,

rags which are unclean or which have been taken from any refuse or rubbish or from any receptacle used for the storage or collection of refuse or rubbish.

Bedding and Upholstery

200. A person shall not, for the purpose of sale or in the course of any business, remake, renovate, tease, re-tease, fill, refill or repair any—

- (a) used bedding; or
- (b) upholstery,

which is unclean, offensive, or infested with vectors of disease, unless the—

- (i) material of which the bedding is made; or
- (ii) filling material of which the upholstery is made,

has been boiled for 30 minutes or otherwise effectively disinfected and cleaned.

*Division 6—Laundries, Dry Cleaning Establishments And Dye Works***Interpretation**

201. In this Division, unless the context otherwise requires—

“dry cleaning establishment”—

- (i) means premises where clothes or other articles are cleaned by use of solvents without using water; but
- (ii) does not include premises in which perchlorethylene or arklone is used as dry cleaning fluid in a machine operating on a full cycle and fully enclosed basis;

“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 therefrom into a public sewer;

“exempt laundromat” means a premises in which—

- (a) laundering is carried out by members of the public using, on payment of a fee, 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; and
- (c) provision is made for the discharge of all liquid waste therefrom into a public sewer;

“exempt laundry” means a laundry in respect of which Council has certified in writing to be exempt from the provisions of this Part;

“laundromat” means a public place with coin operated washing machines, spin dryers or dry cleaning machines; and

“laundry” means any place where articles are laundered by commercial grade machinery but does not include an exempt laundry or an exempt laundromat.

Receiving Depot

202. 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 an Environmental Health Officer who may at any time by written notice withdraw such permission.

Reception Room

203. (1) The occupier of a laundry, 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 section.

Walls and Floors

204. 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 and to be devoid of holes, cracks or crevices;
 - (b) the floor to be impervious, constructed of concrete and finished to a smooth 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 and be deposited on it.

Laundry Floor

205. The occupier of a laundry shall provide in front of each washing machine a non-corrosive grating, with a width of at least 910 millimetres, so constructed as to prevent any person from standing in water on the floor.

Escape of Dust

206. 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.

Precautions Against Combustion

207. 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.

Trolleys

208. 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.

Sleeping on Premises

209. 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**Offences and Penalties**

210. (1) A person who contravenes a provision of these local laws commits an offence.
- (2) A person who commits an offence under sub-section (1) is liable to—
- (a) a penalty which is not more than \$1,000 and not less than—
 - (i) in the case of a first such offence, \$100;
 - (ii) in the case of a second such offence, \$200; and
 - (iii) in the case of a third or subsequent such offence, \$500; and
 - (b) if the offence is a continuing offence, a daily penalty which is not more than \$100 and not less than \$50.

(Section 132)

Schedule 1

Shire of Ashburton
Health Act 1911

APPLICATION FOR REGISTRATION OF A LODGING HOUSE

To: Chief Executive Officer
 Shire of Ashburton

I/We,.....

(Full name of Applicant/s)

of
.....

(Residential Address of Applicant/s)

apply for the registration of premises situated (or to be situated) at

as a lodging house to be classified as—

- a lodging house;
- a short term hostel;
- serviced apartments;
- a recreational campsite; or
- other, (specify).

and for my name to be entered in the Register as the keeper of the lodging house.

DESCRIPTION OF LODGING HOUSE

Number of storeys
.....

Rooms for private use

	Number	Area
Laundries/toilets/bathrooms
Bedrooms
Dining Rooms
Kitchens
Sitting Rooms
Other (Specify)

Rooms for lodgers

	Number	Area
Bedrooms
Dining Rooms
Kitchens
Sitting Rooms
Other (Specify)

Sanitary Conveniences for male lodgers

Toilets
Urinals
Baths
Showers
Wash hand basins

Sanitary Conveniences for female lodgers

Toilets
Baths
Showers
Wash hand basins

Laundry Facilities

Coppers
Washtroughs
Washing machines
Drying cabinets or clothes lines

Additional Details

- (a) Lodgers' meals will be provided by the manager/keeper/lodgers.
- (b) The keeper will/will not reside continuously on the premises.
- (c) Name and occupation of proposed manager if keeper resides elsewhere—
.....
- (d) There will be family members residing on the premises with the keeper/
manager.

Application fee of \$..... is attached.

.....
(Signature of Applicant/s)

.....
(Date)

(Section 133)

Schedule 2
Shire of Ashburton
Health Act 1911

CERTIFICATE OF REGISTRATION OF A LODGING HOUSE

THIS is to certify that the premises situated at

.....
.....are registered as a

Lodging House and classified as—

- a lodging house
- a short term hostel
- serviced apartments
- a recreational campsite
- other (specify)

until 30 June 19, on the following conditions—

1. that, whose name is entered on the register of keepers of the Shire of Ashburton, continues to be the keeper of the lodging house;
2. that, appointed by the keeper to be the manager of the lodging house, continues to be the manager of the lodging house;
3. that the Certificate of Registration is not sooner cancelled or revoked;
4. that the maximum number of rooms to be used as sleeping apartments for lodgers is; and
5. that the maximum number of lodgers accommodated on the premises shall not exceed

This Certificate of Registration is issued subject to the Health Act 1911 and Health Local Laws of the Shire of Ashburton and is not transferable.

Dated 19.....

.....
Environmental Health Officer
Shire of Ashburton

Fee received: \$.....

(Section 135)

Schedule 3
Shire of Ashburton
Health Act 1911

NOTICE OF CHANGE OF OWNER OF A LODGING HOUSE

To: Chief Executive Officer
Shire of Ashburton

I/We.....
(Full Name of Applicant/s)

of.....
.....
(Residential Address of Applicant/s)

am/are the new owner/s of premises situated at
.....
which are registered in the name of
.....
for the carrying on of the lodging house business.

.....
(Signature of Applicant/s)

.....
(Date)

(Section 154)

Schedule 4

Shire of Ashburton

Health Act 1911

(Section 157)

REGISTER OF LODGERS

Location of Lodging House:

Date of Arrival	Name Departure	Previous Address	Signature	Room No.	Date of
.....
.....
.....
.....

(Section 155)

Schedule 5

Shire of Ashburton

Health Act 1911

LIST OF LODGERS

The Chief Executive Officer
Shire of Ashburton

The following is the name of every person who resided in the lodging house at

.....
.....
on the day of 19.....

(Signed)
(Keeper)

Date:

(Section 156)

Schedule 6

Shire of Ashburton

Health Act 1911

CERTIFICATE OF SLEEPING ACCOMMODATION

To:.....
(Name of Keeper)

of.....
(Address of Keeper)

For the registered lodging house situated at:

This room, No., can be used as a sleeping apartment (for sleeping purposes only) to accommodate not more than persons at any one time.

Date

.....
Environmental Health Officer

(Section 156)

Schedule 7

Shire of Ashburton

Health Act 1911

**CERTIFICATE OF SLEEPING ACCOMMODATION FOR A LODGING HOUSE
WITH MORE THAN 20 SLEEPING APARTMENTS**

To:.....
(Name of Keeper)

.....
(Address of Keeper)

for the registered lodging house situated at.....

The rooms listed below are not to be occupied by more than the number of lodgers or residents indicated below.

ROOM NUMBER:

MAXIMUM OCCUPANCY:

Date

.....
Environmental Health Officer

(Section 33)

Schedule 8

Shire of Ashburton

Health Act 1911

APPLICATION FOR LICENCE OF A MORGUE

To: Chief Executive Officer
Shire of Ashburton

I.....
(full name in block letters)

of.....
(full residential address)

apply to licence the premises listed below as a Morgue

Address of premises:.....

Name of premises:.....

Dated this day of 19.....

.....
(Signature of Applicant)

(Section 33)

Schedule 9

Shire of Ashburton

Health Act 1911

CERTIFICATE OF LICENCE OF A MORGUE

This is to certify the following premises is licensed as a Morgue from the.....
day of 19..... until 30th day of June 19.....

Address of premises:

.....

Name of premises:.....

Dated this day of 19.....

.....
Environmental Health Officer
Shire of Ashburton

(Section 165)

Schedule 10

Shire of Ashburton

Health Act 1911

APPLICATION FOR CONSENT TO ESTABLISH AN OFFENSIVE TRADE

To: Chief Executive Officer
Shire of Ashburton

I/We,
(Full Name of Applicant/s)

of
.....
(Residential Address of Applicant/s)

apply for consent to establish an offensive trade being
(Description of Offensive Trade)

in or upon
(Location of the House or Premises)

Notice of my/our intention to make this application was advertised in
.....
on
(Date of Advertisement)

Plans and specifications of the buildings proposed to be used or erected in connection with the proposed offensive trade are attached.

.....
(Signature of Applicants/s)
.....
(Date)

(Section 167)

Schedule 11

Shire of Ashburton

Health Act 1911

APPLICATION FOR REGISTRATION OF PREMISES FOR OFFENSIVE TRADE

To: Chief Executive Officer
Shire of Ashburton

I/We,
(Full Name of Applicant/s)

of
.....
(Residential Address of Applicant/s)

apply for registration, for the year ended
of
(Location of Premises)

being premises in or upon which there is (or is to be) carried on an offensive trade, namely
.....
(Description of Offensive Trade)

under the business name of
The prescribed registration fee of \$..... is attached.

.....
(Signature of Applicants/s)
.....
(Date)

(Section 168)

Schedule 12

Shire of Ashburton

*Health Act 1911***CERTIFICATE OF REGISTRATION OF PREMISES FOR
OFFENSIVE TRADE**

This is to certify that the premises situated at
 of which

 is the occupier, are registered for the carrying on of the
 trade of
 Trade Name
 This registration expires on the 19.....
 Dated this day of 19.....

.....
 Environmental Health Officer
 Shire of Ashburton

Schedule 13

Shire of Ashburton

*Health Act 1911***PRESCRIBED FEES**

<u>Schedule</u>	<u>Description</u>	<u>Prescribed Fee</u>
9	Registration of Lodging House	(a) \$200; or (b) the amount calculated by multiplying the number of persons permitted to be accommodated in accordance with clause 156 by \$3, whichever is the greater amount
15	Licensing of a Morgue	\$80.00

Schedule 14

Shire of Ashburton

*Health Act 1911***PRESCRIBED PROHIBITED AREAS—KEEPING OF PIG**

All that land within and within 10 kilometres of—

- Townsite of Onslow
- Townsite of Tom Price
- Townsite of Paraburdoo
- Pannawonica Townsite being Special Lease No. 3116/4627

Schedule 15

Shire of Ashburton

*Health Act 1911***PRESCRIBED AREAS—SECTION 112A**

All that land within—

- Townsite of Onslow
- Townsite of Tom Price and that area known as the "Old LIA"
- Townsite of Paraburdoo
- Pannawonica Townsite being Special Lease No. 3116/4627

Passed at a meeting of the Council of the Shire of Ashburton held on Tuesday, 20 January 1998.
The Common Seal of the Shire of Ashburton was hereunto affixed in the presence of—
On this 20th day of January 1998.

BRIAN HAYES, Shire President.
DAVID G. CAREY, Chief Executive Officer.

Consented to—

Dr C. F. QUADROS, Executive Director,
Public Health.

Dated this 26th day of February 1998.



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