



SHIRE OF BEVERLEY NOTICE OF MEETING

Notice is hereby given that the next Ordinary Meeting of Council will be held in the Council Chambers, 136 Vincent Street Beverley, on Tuesday 23 August 2022. If you are attending the meeting, please arrive by 2.50pm to register your attendance.

Program

3.00pm – 5.00pm Ordinary Meeting

A handwritten signature in black ink, appearing to read "S. Gollan", written over a horizontal line.

Stephen Gollan
Chief Executive Officer

18 August 2022

DISCLAIMER

The recommendations contained in the Agenda are subject to confirmation by Council. The Shire of Beverley warns that anyone who has any application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Beverley for any act, omission or statement or intimation occurring during a Council meeting.



22 February 2022

ORDINARY MEETING

AGENDA

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1. OPENING

The Chairperson to declare the meeting open.

The Shire of Beverley acknowledge the Traditional Owners of the land on which we meet, the Ballardong People. We pay our respects to Elders past and present.

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 Members

Cr DC White	Shire President
Cr CJ Lawlor	Deputy President
Cr DW Davis	
Cr PJ Gogol	
Cr SW Martin	
Cr JR Maxwell	
Cr MH Norman	
Cr TWT Seed	

2.2 Staff

Mr SP Gollan	Chief Executive Officer
Mr SK Marshall	Deputy Chief Executive Officer
Mr SP Vincent	Manager of Works
Mr BS de Beer	Manager of Planning and Development Services
Mrs A Lewis	Executive Assistant

2.3 Observers And Visitors

2.4 Apologies and Approved Leave of Absence

Cr AFC Sattler	Approved Leave of Absence
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2.5 Applications for Leave of Absence

3. DECLARATIONS OF INTEREST

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

6. CONDOLENCES

The Shire of Beverley flew the flag at half-mast, as a mark of respect to:

WINCKEL

David Robert

4 August 2022

7. CONFIRMATION OF MINUTES

7.1 Minutes Of The Ordinary Council Meeting Held 26 July 2022

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held Tuesday 26 July 2022 be confirmed.

**7.2 Minutes Of The Local Emergency Management Committee Meeting Held
12 August 2022**

OFFICER'S RECOMMENDATION

That the Minutes of the Local Emergency Management Committee Meeting held Friday 12 August 2022 be received.

Attachment 7.2



12 AUGUST 2022

**LOCAL EMERGENCY
MANAGEMENT COMMITTEE**

MINUTES

Attachment 7.2

1. MEETING COMMENCEMENT

Shire of Beverley President, Cr David White opened the meeting at 2:03pm and passed the Chair over to the Deputy Chair, WAPOL Beverley Steve Meakins.

2. ATTENDANCE AND APOLOGIES

Attendance

Cr David White	Shire President
Mr Stephen Gollan	Chief Executive Officer
Mr Troy Granville	CESM Beverley/York
Mrs Yvette Grigg	DFES District EM Advisor
Mr Justin Corrigan	DFES AO Lower Wheatbelt
Ms Jo Spadaccini	Department of Communities – Wheatbelt DESO
Ms Jo Reimers	Department of Communities
Mr Steve Meakins	WAPOL Beverley
Mr Lionel Rudd	SJA Beverley
Mr Travis Boyle	Beverley Volunteer Fire & Rescue Service
Mr Mick Casey	Western Power Northam & Jandakot
Mr Gren Putland	MRWA Wheatbelt Region
Ms Ali Lewis	Executive Assistant

Apologies

Mr Bill Cleland	Chief Fire Control Officer
Mr Adrian Lister	Principal Beverley District High School
Mr Drew Richardson	SJA Community Paramedic Central Wheatbelt
Mr Terry O’dea	WAPOL Beverley
Mr Derek Host	Water Corporation

Observers

Nil

3. CONFIRMATION OF MINUTES OF MEETING HELD 04 MAY 2021

No minutes to confirm due to a lack of a quorum.

4. MATTERS ARISING FROM PREVIOUS MINUTES

Nil

5. CORRESPONDENCE

- DEMA Report
- Shire of Beverley LEMC Terms of Reference
- LEMC Roles & Responsibilities

Attachment 7.2

6. AGENCY UPDATES

St John Ambulance Beverley

Lack of staff and volunteers to crew an ambulance. Drew Richardson on long term leave. Have had two acting community paramedics. Drew's number is the number to use to contact the acting paramedic.

DFES

This summer was a big learning curve for DFES and Communities in regards to national disasters. Currently looking at catastrophic days and how people are deployed and preparation.

1st September will see a change to the Fire Danger Rating System. A national system will be in place. Moving from 6 tier to 4 tier, (extreme has been dropped). The index for bans was 32 and is now 40. Troy will be presenting to the fire brigades. Changes in the local office, a new Superintendent will start on 22 August.

WAPOL Beverley

Thought there may have been an upcoming mock crash exercise? Perhaps it is the EM Day on 1 September.

Western Power - Northam

Mick Casey – Jandakot depot is the sister depot to Northam. Western Power Northam have a large area to cover.

WP procedure is to remove any hazard or danger before fixing the issue at hand.

For information, on a catastrophic day, power is unlikely to be restored (even if it can be fixed). Mick left the meeting at 2.21pm

Beverley VRFS

Nothing to report.

Beverley BFB

Apology – Troy gave an update that they are responding to the new WHS Act by holding training to get up to speed and also making sure everyone is properly registered.

DEMA

Yvette has provided two documents for the LEMC to review in general business.

Wheatbelt DEMC has endorsed a strategy to assist Local Governments with the LEMC meetings by reinvigorating the content, structure and membership. A series of tools have been developed, two are included on the agenda today.

The EM Day scheduled for 1 September has evolved from recent disasters (Shackleton and Narrogin) and will look at catastrophic conditions on days/times when not everyone is available instantly ie. Sunday and getting communication to everyone. The EM Day will include working in clusters as it is an efficient and better use of resources.

Department of Communities

Jo – COVID is the main response in there EM space. Still continuing welfare assistance via the 13 COVID line (option 4 option 2 for assistance). Jo Reimers will fit into Jo S.

Attachment 7.2

roles while on leave, please use the same contact number. There are currently 43 Local Governments they look after.

Moving forward, due to Cyclone Seroja, they have been directed need to do a welfare centre audit. More information needed where can we put people. For example is the local hall strong enough and fit for purpose when removing people from their homes etc? Audit's will take place over the coming months.

Main Roads WA

Gren advised he is passionate about interaction with LG in terms of incident response. MWRA is not an HMA but pivotal in an assisting other agencies. Gren is the Incident Manager and covers 42 Shires. Currently focusing areas around the metro area that border with regional areas, of which Beverley is one of these areas.

A system of contactability is available 24/7 call 138 138, everything is recorded.

A system of duty officers also available 24/7 with a roster system – they filter what is maintenance and what is an incident.

MRWA changing back to in house maintenance. Third layer is the Incident Managers group of 4.

Almost any agency can close a road but only Main Roads have the authority to reopen it. They work closely with other agencies and LG to make sure this can happen. This lead to the advice that MRWA have an ability under emergency powers to buy in equipment to help expedite the process with other agencies and deliver some control with main roads. The process needs communication, a cheat sheet page has been produced. It has been accepted through the DEMA and CESM.

Steve Meakin asked about the privatisation of roads (in reference to attending Corrigin fires) and if this practise will continue – the answer from Gren was yes.

Main Roads aims to have an on site liaison officer or to have a separate person or entity trained and ready for fires to go to the incident team.

7. BUSINESS OF THE MEETING

LEMC Tools – presented by Yvette Grigg

Terms of Reference

Membership: add in proxy column to allow up to two extra people to attend if someone cannot. Recovery? - is there a need to consider vulnerable groups, who would they be? Airfield representative – consider inviting Beverley Soaring Society.

Schedule of meetings: group discussed between March and October. It was decided to hold them tri-annually, March, June and October on the second Friday of the month.

Attend training and exercises, bring the outcomes to the next meeting.

Yvette to work with DEMA South and have Beverley invited to any exercises they hold as Beverley have MOUs with Shires to the south such as Brookton and Pingelly.

Functions Roles and Responsibilities

Yvette briefly talked to the document and asked that everyone read it.

Attachment 7.2

Simon Marshall to attend the LEMC Meetings as he is the Shires first recovery coordinator. Document them in the LEMA.

MOUs – consider the use of sharing personnel for some situations.

EM Day – 1st of September. Request that Simon Marshall attend and do a recovery coordinator refresher.

8. GENERAL BUSINESS

5 Year LEMA revision and update – Beverley's is due in December. Troy is working on the new template. Yvette advised we don't have to use it. To be put out to the LEMC, then endorsed by Council to DEMC and SEMC.

Remote access to the meeting – something to consider for future.

9. NEXT MEETING

Friday 11 November @ 2pm

(Next year, start the March, June and October dates)

10. CLOSURE

There being no further business the Chairperson declared the meeting closed at 3:13pm

8. TECHNICAL SERVICES

8.1 Tender RFT1/2223 – Grader Replacement

Submission To:	Ordinary Council Meeting 23 August 2022
Report Date:	17 August 2022
Applicant:	Various Tenderers
File Reference:	ADM 0342
Author and Position:	Stephen Vincent, Manager of Works
Previously Before Council:	December 2020
Disclosure(s) Of Interest:	Nil
Attachments:	Nil

SUMMARY

Council to consider awarding a tender for the replacement of Grader 670B BE003 as per the 2022/23 budget requirement and motion M03/1220.

BACKGROUND

In 2020 Council reviewed the Shire's three graders and at the 15 December 2020 Ordinary Council Meeting it was resolved:

COUNCIL RESOLUTION

M3/1220

Moved Cr Lawlor

Seconded Cr White

That Council:

- 1. Tender the Grader 670GP BE001 as per the 2020/2021 budget;*
- 2. Arrange Dave Cann from Old Skool to repair the old 670B Grader BE003 to the budgeted amount of \$20,000;*
- 3. Retain the Grader 670G BE029 in 2022/23; and*
- 4. Make a budget allocation to trade Grader 670B BE003 in 2022/23.*

CARRIED 7/0

As per Councils resolution, Grader 670GP BE001 was replaced in February 2021 (received) and Grader 670B BE003 had repairs carried out and is now due for renewal.

COMMENT

WALGA E-Quotes closed 16 August 2022 for the replacement of the John Deere Grader (BE003). There is an allocation of \$456,500.00 to purchase a new grader and \$40,000.00 for the trade; this is a changeover of \$416,500.00 (ex GST).

The following prices were received:

Grader Tendered	Price Ex GST	Trade ex GST	Change over Ex GST
John Deere 620G	\$415,000.00	\$50,000.00	\$365,000.00
John Deere 670G	\$430,000.00	\$50,000.00	\$380,000.00
CAT	\$438,500.00	\$26,250.00	\$412,250.00
Komatsu	\$354,950.00	\$36,000.00	\$318,950.00

Engine specs and approximate delivery dates:

Company	Grader Tendered	ENGINE SIZE	OPERATING HP / 3 rd gear	Approximate DELIVERY
Afgri	JD 620G	6.8 litre	175	
Afgri	JD 670G	9.0 litre	200	22 weeks
Komatsu	Komatsu GD555-5	6.9 litre	161	30 weeks
Westrac	Caterpillar 140	7.2 litre	193	25 weeks

This grader will be used for maintenance grading of Shire roads.

When comparing these graders, the Komatsu GD555-5 and John Deere 620G are both down in power compared to the John Deere 670G and Caterpillar 140. All these machines are of similar weight around 18 tonne.

STATUTORY ENVIRONMENT

Local Government Act 1995

3.57 Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

Local Government (Functions and General) Regulations 1996

Division 2 — Tenders for providing goods or services (s. 3.57)

11. When tenders have to be publicly invited

- (1A) In this regulation —

state of emergency declaration has the meaning given in the *Emergency Management Act 2005* section 3.

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
 - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
 - (aa) the supply of the goods or services is associated with a state of emergency; or
 - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or

CONSULTATION

Tender Process

FINANCIAL IMPLICATIONS

2022/23 Budget Allocation - \$416,500.00 (changeover)

STRATEGIC IMPLICATIONS

Goal 1: Shire infrastructure is prepared for economic gains and an increase in our population.

Strategy 1.1 Performance and structure of roads are included in our road management plan, communicated to Council and the community.

Strategy 1.2 Shire assets are prepared for commercial and population increases.

POLICY IMPLICATIONS

Policy AF007 – Purchasing and Procurement: Goods and Services with value of \$250,000 or over, a call for tender is required.

RISK IMPLICATIONS

It is considered that the proposed tender acceptance follows all regulations and there is minimal risk associated with the delivery time nominated grader in the officer's recommendation.

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood					
Almost Certain	Medium (5)	High (10)	High (15)	Severe (20)	Severe (25)
Likely	Low (4)	Medium (8)	High (12)	High (16)	Severe (20)
Possible	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Risk Rating	Action
Low	Monitor for ongoing improvement.
Medium	Comply with risk reduction measures to keep risk as low as reasonably practical.
High	Review the risk and take additional measures to ensure risk is low as reasonably achievable.
Severe	Unacceptable risk level, reduction measures must be introduced before proceeding.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council accept the quote from Afgri for the replacement of the Grader (BE003) as quoted on 16 August 2022, with a John Deere 670G for the changeover price of \$380,000.00 ex GST.

8.2 Tender RFT2/2223 – 2022-23 Bitumen Supply

Submission To:	Ordinary Council Meeting 23 August 2022
Report Date:	17 August 2022
Applicant:	Various Tenderers
File Reference:	ADM 0436
Author and Position:	Stephen Vincent, Manager of Works
Previously Before Council:	Occurs Annually
Disclosure(s) Of Interest:	Nil
Attachments:	Nil

SUMMARY

Council to consider awarding the Bitumen Tender for the 2022/23 bitumen works program.

BACKGROUND

Tenders were called for the supply and delivery of bitumen products and services using the WALGA E-quote system which closed on 16 August 2022. This request was sent to 5 bitumen supply companies, 3 tenders were received.

COMMENT

The following prices were received, all prices are ex GST.

	OVER 25,000 Litres per day Primer Seal	Shire to supply metal	
	(95/5) \$ per L	contract \$ per m ²	Spreader truck / \$ per hr
BITUTEK	\$1.75	\$5.35	\$175
FULTON HOGAN	\$1.92	\$6.12	\$185
BORAL	\$1.63	\$4.26	\$142.70

These prices equate to the following overall estimated costs for this year's proposed bitumen works.

	Primer 95/5	Reseals 98/2	Truck hire	
	46053 L	73,898 M²	60 hrs	TOTALS
BITUTEK	\$80,593.00	\$395,354.00	\$10,500.00	\$486,447.00
FULTON HOGAN	\$88,422.00	\$452,256.00	\$11,100.00	\$551,778.00
BORAL	\$75,066.00	\$314,805.00	\$8,562.00	\$398,434.00

Any one of these three companies are very capable of carrying out these works.

Based on price, Boral would be the preferred supplier. We have used them in previous years and have been happy with their services.

STATUTORY ENVIRONMENT

Local Government Act 1995

3.57 Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

Local Government (Functions and General) Regulations 1996

Division 2 — Tenders for providing goods or services (s. 3.57)

11. When tenders have to be publicly invited

- (1A) In this regulation —

state of emergency declaration has the meaning given in the *Emergency Management Act 2005* section 3.

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
 - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
 - (aa) the supply of the goods or services is associated with a state of emergency; or
 - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or

CONSULTATION

Tender Process

FINANCIAL IMPLICATIONS

Funds for bitumen works have been included in the 2022/23 budget, these were budgeted at \$1.30 per litre for primer seals, \$3.50 per m² for reseals and \$137.5 per hour truck hire.

Total budget allocation of \$329,512.00 for all bitumen works.

Compared to last year, this years bitumen has increased by 49.5% for the primer seals and 35.3% for the contract reseals.

STRATEGIC IMPLICATIONS

Goal 1: Shire infrastructure is prepared for economic gains and an increase in our population.

Strategy 1.1 Performance and structure of roads are included in our road management plan, communicated to Council and the community.

Strategy 1.2 Shire assets are prepared for commercial and population increases.

POLICY IMPLICATIONS

Policy AF007 – Purchasing and Procurement: Goods and Services with value of \$250,000 or over, a call for tender is required.

RISK IMPLICATIONS

If no tender is awarded the works program will be delayed.

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood					
Almost Certain	Medium (5)	High (10)	High (15)	Severe (20)	Severe (25)
Likely	Low (4)	Medium (8)	High (12)	High (16)	Severe (20)
Possible	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Risk Rating	Action
Low	Monitor for ongoing improvement.
Medium	Comply with risk reduction measures to keep risk as low as reasonably practical.
High	Review the risk and take additional measures to ensure risk is low as reasonably achievable.
Severe	Unacceptable risk level, reduction measures must be introduced before proceeding.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council accept the quote from Boral for the 2022/23 supply of bitumen products and services as quoted on 16 August 2022, primer seal at \$1.63 per litre, full contract reseals (less aggregate) at \$4.26 per square metre and spreader truck hire \$142.70 per hour.

9. PLANNING SERVICES

9.1 Proposed Relocated Second-Hand Dwelling – Lot 123 on DP855 Great Southern Highway, Beverley

Submission To:	Ordinary Council Meeting 23 August 2022
Report Date:	5 August 2022
Applicant:	William Cobanovic
File Reference:	GRE 798
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	N/A
Disclosure(s) Of Interest:	None
Attachments:	Application Documentation, Locality Map, Building Condition Report

SUMMARY

An application has been received to develop a Relocated Second-Hand Dwelling at Lot 123 on DP855 Great Southern Highway, Beverley. It will be recommended the application be approved.

BACKGROUND

The applicant is proposing to obtain planning approval to relocate and develop a Second-Hand Dwelling at Lot 123 on DP855 Great Southern Highway.

The subject property is zoned 'Rural' in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS 3), is 8,094 m² in extent, and contains a number of approved sheds.

COMMENT

The proposal for a Relocated *Second-Hand Dwelling* is a 'D' use in Zoning Table 3 of LPS 3, which means that the use is not permitted unless the local government has exercised its discretion by granting development approval.

Development of Relocated Second-Hand Dwellings is guided by Council's Local Planning Policy - *Relocated Second-Hand Dwellings & Repurposed Dwellings* (Policy). The objective of the Policy is to ensure that the development of a relocated second-hand dwelling is undertaken to an approved standard which pays regard to local amenity and aesthetics.

To address any possible amenity and aesthetic concerns, should Council resolve approve the application, it will be recommended the dwelling be finished to an acceptable standard as a condition of planning approval. To ensure the dwelling is finished within an acceptable timeframe it will be recommended a bond, in compliance with Council's Policy, is also imposed as a condition of approval.

Council's Policy requires an inspection by the Shire's Building Surveyor of the dwelling prior to relocation into the Shire. The Donga had however already been moved into its present position on the lot around 2021 and was inspected as such. A favourable report has been received and is included as an attachment to this report, accompanied by photographs of the transportable dwelling.

The proposal does not comply with side boundary setback requirements pursuant to LPS3 for the Rural Zone. The required minimum setback is 10m whereas the proposal is for placement with a setback of 3m from the side boundary.

Shire Planner acknowledges and agrees with the justification for the above departure as presented by the applicant – being a workable solution to optimize the usage of the donga in conjunction with the adjacent established outbuildings. The neighbouring landowner were consultant on the matter with no comments received.

The recommended conditions of planning approval are consistent with Council’s Policy and are anticipated to address any matters of concern. It will be recommended the application be approved.

CONSULTATION

Consultation was had with the neighbouring property owner deemed to be possibly affected by the proposal (8024 – Lot 124 Great Southern Highway). No comments were received.

STATUTORY ENVIRONMENT

The proposal is to be considered in terms of the Shire of Beverley’s Local Planning Scheme No. 3.

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

The application complies with Council’s Policy on *Relocated Second-Hand Dwellings & Repurposed Dwellings*.

RISK IMPLICATIONS

It is considered that the proposal has insignificant risks.

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood					
Almost Certain	Medium (5)	High (10)	High (15)	Severe (20)	Severe (25)
Likely	Low (4)	Medium (8)	High (12)	High (16)	Severe (20)
Possible	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Risk Rating	Action
Low	Monitor for ongoing improvement.
Medium	Comply with risk reduction measures to keep risk as low as reasonably practical.
High	Review the risk and take additional measures to ensure risk is low as reasonably achievable.
Severe	Unacceptable risk level, reduction measures must be introduced before proceeding.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council grant Planning Approval for a Relocated Second-hand Dwelling at Lot 123 on DP 855 Great Southern Highway, Beverley subject to the following conditions and advice notes:

Conditions:

1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by the Manager: Planning & Development Services.
2. Prior to the issue of a Building Permit, a bond of \$5,000 is to be lodged with the Shire of Beverley to ensure all works, including clearing the site of debris, and connecting plumbing and water, are completed to the satisfaction of the Shire Building Surveyor and comply with the relevant provisions of the Building Codes of Australia.
3. All works are to be completed within 12 months from the date of this determination.
4. Prior to occupation, the exterior of the dwelling is to be finished to an acceptable standard which is in harmony with the amenity of the area to the satisfaction of the Shire.
5. As the Water Corporation reticulated sewer is not available the premises are to be connected to an approved wastewater treatment system, which complies with the requirements of the Treatment of Sewage and Disposal of Effluent and Liquid Waste Regulations. The approved system is not to be used for disposal of industrial liquid waste or other non-ablution wastes (refer to Advice Note 5).
6. Suitable arrangements are to be made for connection to a potable water supply for domestic use.

Advice Notes:

- Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- Note 2: Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.
- Note 3: Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
- Note 4: With regard to Condition 2, in compliance with Council's Relocated Second-Hand Dwellings Policy, the \$5,000 bond is to be lodged with the Shire. Bank or other guarantees are not acceptable.
- Note 5: With regard to Condition 5, an application is to be submitted to the Council's Environmental Health Section in conjunction with the Building Permit application.

Note 6: If an applicant is aggrieved by this decision there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

Lot 123 on Plan 855

Attachments for Item 9.1

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Building Condition Report

For Relocation of Dwelling



Lot 123, Plan 855, Great Southern
Highway
Beverley

Tim Jurmann

Senior Building Surveyor

Level 1

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1.0 Introduction

An inspection of the Park Home located at L123 Gt Southern Highway, Beverley to be permanently located as a Class 1a Dwelling at Lot 123, Plan 855 Great Southern Highway, Beverley was carried out on the 15th of July, 2021.

The purpose of the inspection was to review structural and aesthetic condition of the building, to ascertain the suitability of the building to be permanently located to its new location.

2.0 Building Description & Classification

The building is currently defined as a “Donger - Dwelling” under National Construction Code/Building Code of Australia 2019 Amendment 1.

Generally, the wall construction would be found to meet the Performance Requirements of the BCA.

Further to this, the building will need to be certified by a Private Building Certifier to meet those requirements, as required under the Building Act 2011, and be found to be compliant.

The building will be used as a class 1a Dwelling and was found to be suitable for this purpose.

The building conditions is further reviewed in the following section of this report.

3.0 Building Condition

INSPECTION REPORT

Applicant: William Cobanovic

Current Address of Buildings: L 123 Great Southern Highway, Beverley

Inspection Date: 27th of July, 2021

Summary of Proposal: It is proposed to relocate one, (1), "Donger - Dwelling" to convert to a dwelling at Lot 123, Plan 855, Great Southern Highway, Beverley.

Description of Buildings: The building is as high quality two, (2), bedroom "Donger - Dwelling", with an ensuite to each bedroom.

Estimated Age of Building: 2011 date of build (Estimated).

Walls

Type: Metal and expanded foam composite.

Condition: Good to fair.

Rectification Required: Some minor repairs and service hole filling required.







Roof

Type: Metal roofing with insulation

Condition: Good

Rectification Required: Nil



Floor

Type: Tile/Vinyl/Carpet

Condition: Good

Rectification Required: Nil





Interior and Services (Any Relevant Comment)

Appearance: Good to fair.

Rectification Required: Some minor repairs and service hole filling required.





Structure – Sub-Floor

Type: Steel bearers/joists/beams

Condition: Good

Rectification Required: Nil

General Remarks

Building internally was in good to excellent condition and appears structurally sound.

External cladding is generally good and intact with some minor repairs and service hole filling required.

4.0 Proposed Uses

It is proposed to use the building as a Class 1a dwelling.

The building is in good condition generally and will be suitable for use as a Class 1a dwelling at Lot 123, Plan 855 Great Southern Highway, Beverley, subject to issue of the Certificate of Design Compliance by the Private Building Certifier.

The owner has advised any minor cosmetic repairs will be attended to during the installation at the proposed site.

5.0 Conclusion

Recommendation

That the "Donger - Dwelling that is the subject of this inspection report is in good general condition, being suitable for relocation to the proposed site at Lot 123, Plan 855 Great Southern Highway, Beverley and can be approved for relocation subject to the following:

1. A Building Permit application being submitted and approved prior to the permanent location of any buildings.
2. A Structural Engineer's Certification for the building being submitted with the application for a Building Permit.
3. A Certificate of Design Compliance being issued by the Private Certifier.



9/9/2021

(Tim Jurmann)

Signature of Inspecting Officer

Date

M COBANOVIC
Planning Application for Donga
Lot 123 Great Southern Hwy Beverley
COVER LETTER, IMAGES & NOTES

Planning & Development Services

Shire of Beverley
PO Box 20
BEVERLEY WA 6304

Dear Stefan

We wish to submit this planning application for the relocated second-hand dwelling at Lot 123 Great Southern Hwy, Beverley.

This planning application comprises of the following documents:

1. This covering letter which also includes an additional 6 pages where you will find images of the donga, location and important notes regarding various items.
2. Planning Application Form
3. Plans for site and building
 - a. Sheet 01_General Notes
 - b. Sheet 02_Site Plan
 - c. Sheet 03_Floor Plan_Donga
 - d. Sheet 04_ELEVATIONS

Please note, another application form for inspection and report was provided however the inspection has already been completed so I didn't add this.

Should you have any queries in respect of this application, please do not hesitate to contact William Cobanovic on 0413 379 295 or email wcobanovic@gmail.com

Yours Sincerely,

Mario Cobanovic
Owner

RE: Exterior walls of Donga

We are currently looking into different options to provide the exterior walls of donga some refurbishment. With that being said, the donga is in better condition than most ex-mining dongas and isn't an eyesore from the road or neighbour's properties. We personally think the exterior walls be a work in progress and while finding the right cost-effective solution, the main things like septic/water/power could be focused on. There are multiple options in the market for the exterior walls such as timber cladding, stone imitation cladding etc... so it's all about finding the right product taking into consideration the installation costs/product availability etc...



Since these photos were taken, there has been timber staircase installed at the 3 doors with arrows. This provides easy access to the rooms. The first room from left and last room have had metal security doors installed. (PAGE 7 FOR IMAGE)

We decided it would be best to raise the donga off ground level by using limestone blocks doubled up due to the following reasons:

- Have clear line of sight under the donga and to keep it tidy and clean underneath to reduce the chance of snakes moving in especially where kids will be playing. Also, will have easy access to spray weed killer and pesticide sprays.
- Ease of plumbing installation and for drains/septic as it is all under the donga and any other future maintenance works etc...
- In the future we may look at having a patio installed connecting the donga and our shed to make the outdoor area between the two buildings



Regarding the distance from fence line to building – unfortunately we weren't aware of the minimum boundary distances as per the planning policy however as per my discussion with Stefan, we would like to request that the donga stay positioned where it is currently.

The main reason being the front of donga faces the existing 2 large sheds on the block where we have had power installed recently and the plan is once the donga is approved, we can connect the power and that would be an outdoor entertainment area between the buildings. This would avoid any additional excessive installation costs etc...

We would maintain the area behind the donga making sure grass is always short and look at planting some plants as a landscape feature to separate the donga from the fence line. Also, the neighbours have advised they have no issue with the donga where it is.

The location where septic tanks would need to be installed due to the slope in the block isn't too far away from the dongas and would almost be a straightforward job whereas if the donga was moved elsewhere it would add further significant works to connect the services.

This is the same for water services as it currently runs directly between the donga and 2 sheds. Water meter is on the front fence line with straight path to the plumbing at the back of the donga.

Refer to SITE PLAN SHEET 02
(EXISTING SHEDS AND PROPOSED SEPTIC LOCATION)



Existing sub board in Donga on internal wall.

Switchboard for power was recently installed on the internal wall of the shed. *(Page 7 of this document for images)*

With that, we had to run 70m of electrical cable through the block to the corner where dome/main switch board was installed.

The plan would be to only have a short run across to the donga and connect the sub board located in 1st room.



This area between the donga and shed is what we envisioned as an entertainment/seating area with direct access to both shed & donga. We wouldn't have the convenience of the above should the donga have to move elsewhere.

The shed could be used for cooking, seating area (weather dependent) etc... which means everything is easily accessible

NOTE: Before we were aware of the local planning policies and requirements within the Shire of Beverley, we had the donga that we purchased delivered to our block of land. We organised the earth works prior to the delivery which consisted of levelling the ground pictured above and clearing raised edges near the fence line so that it was neat and tidy.

Attachments for Item 9.1

Driveway works completed on 15.06.2022 which starts at the front gate and comes all the way up to between the existing sheds and donga.

NOTE: We only use the local earthworks company (Beverley Earthmoving) which comes with a wealth of knowledge and experience from Dan the owner to deliver the right product/service and his knowledge of shire requirements etc... is a bonus.



NOTE:

Timber steps to the rooms were removed just until this job was completed and have now been reinstated.

As per page 4 notes, below are images of external switch board and internal switch board recently installed



BELOW: Image of the donga with Timber staircase on 3 rooms and metal security door on 2 of the rooms. Since this image was taken; the driveway has been done which you can find pictures of on page 6.



AUSTRALIAN STANDARDS

THIS DEVELOPEMENT TO COMPLY WITH THE FOLLOWING STANDARDS :-

1. LIGHT TIMBER FRAMING CODE AS 1684.2 – 2010
2. CONCRETE CODE AS 2870 AND 3600
3. EARTHQUAKE DESIGN CODE AS 1170.4
4. SOIL CONDITIONS IN ACCORDANCE TO AS 2870
5. ELECTRICAL STANDARDS TO AS/NZS 3000:2000
6. PLUMBING STANDARDS TO AS/NZS 3500:2000

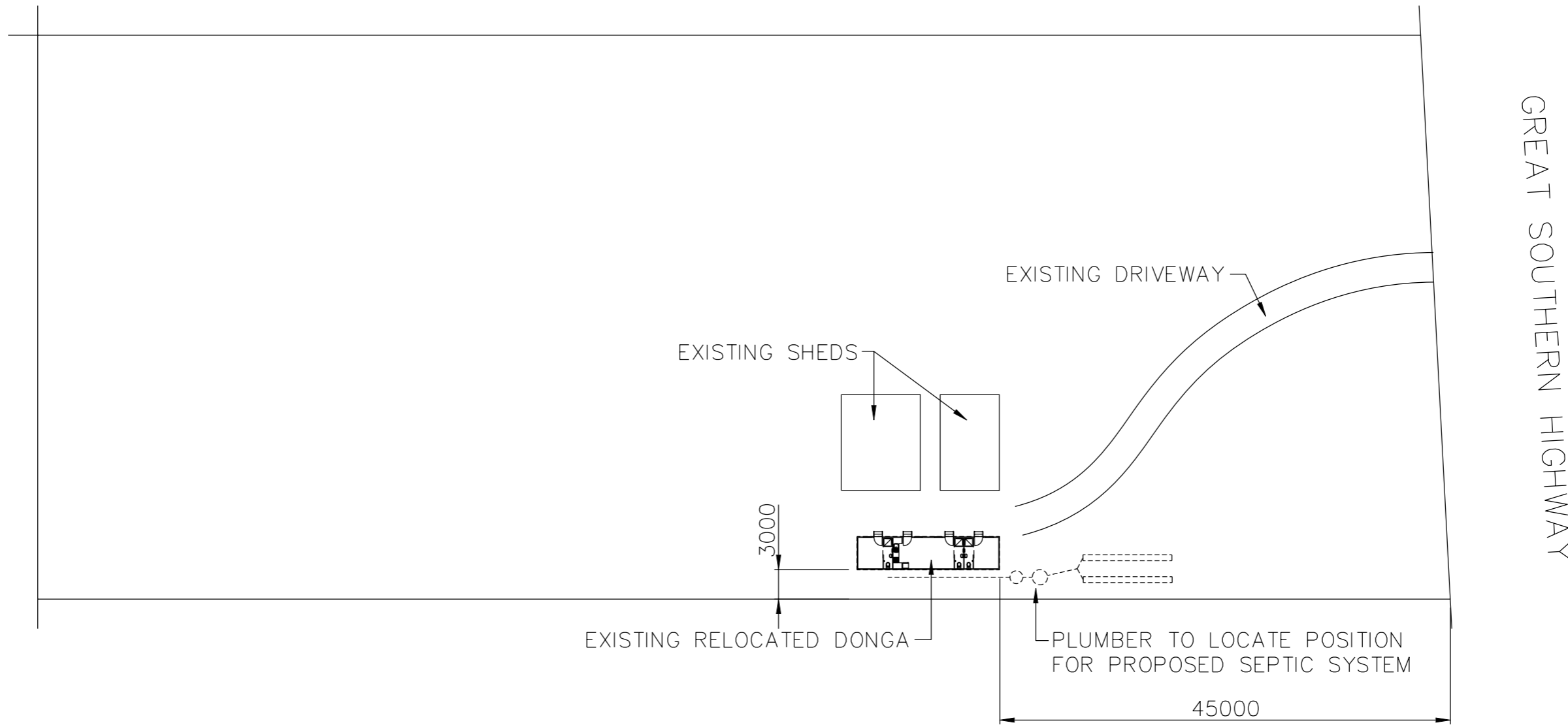
DESIGN CRITERIA

1. REGION A. TERRAIN CATAGORY 2 TO AS 1170.2
2. 'M' CLASS SITE TO AS 2070. NATURAL GROUND TO BE COMPACTED TO 92% MMDD LEVEL WITH SAND PAD IF NECESSARY. DO NOT CUT TO FILL UNDER BUILDINGS
3. ACCELERATION COEFFICIENT OF 0.13 TO AS 1170.4 TO EARTHQUAKE CODE

GENERAL NOTES

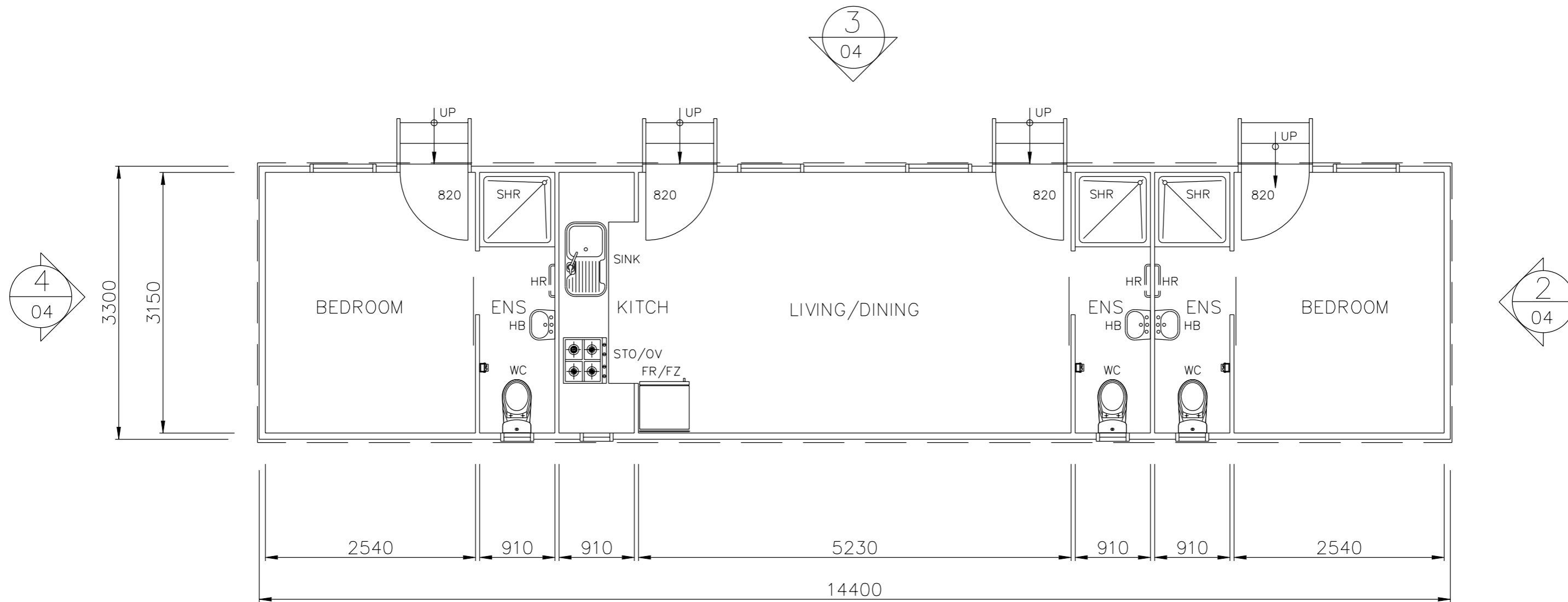
1. ALL DIMENSIONS, LEVELS & MATERIALS TO BE CHECKED BY BUILDER PRIOR TO WORK COMMENCING.
2. ALL CONSTRUCTION TO CONFORM TO LOCAL AUTHORITIES BYLAWS AND THE BUILDING CODE OF AUSTRALIA
3. ALL FINISHES TO BE AS SELECTED BY OWNER.
4. AN APPROVED METHOD OF TERMITE PROTECTION (BIFENTHRIN OR SIMILAR) TO BE USED BELOW ALL NEW CONCRETE.
5. THIS DRAWING TO BE READ IN CONJUNCTION WITH ALL OTHERS IN THE SET.
6. ENGINEERS DETAILS ARE TO TAKE PRECEDENCE OVER ARCHITECTURAL DETAILS

			 <p>PINEFIELD'S OF YORK</p> <p>GARY W. BYFIELD PO BOX 326 YORK W.A. 6302 MOBILE 0414 885 338 EMAIL gwb151@gmail.com</p>	SITE DONGA		GENERAL NOTES			
				CLIENT :	NORTH	DRAWN	GWB	SCALE	1 : 100
				M. COBANOVIC GREAT SOUTHERN HIGHWAY BEVERLEY WA 6304		DATE	JUL 21	REVISION	A
A						JOB No	02-21/22	SHEET	01 A3
	REVISION	DATE							



SITE PLAN
NOT TO SCALE

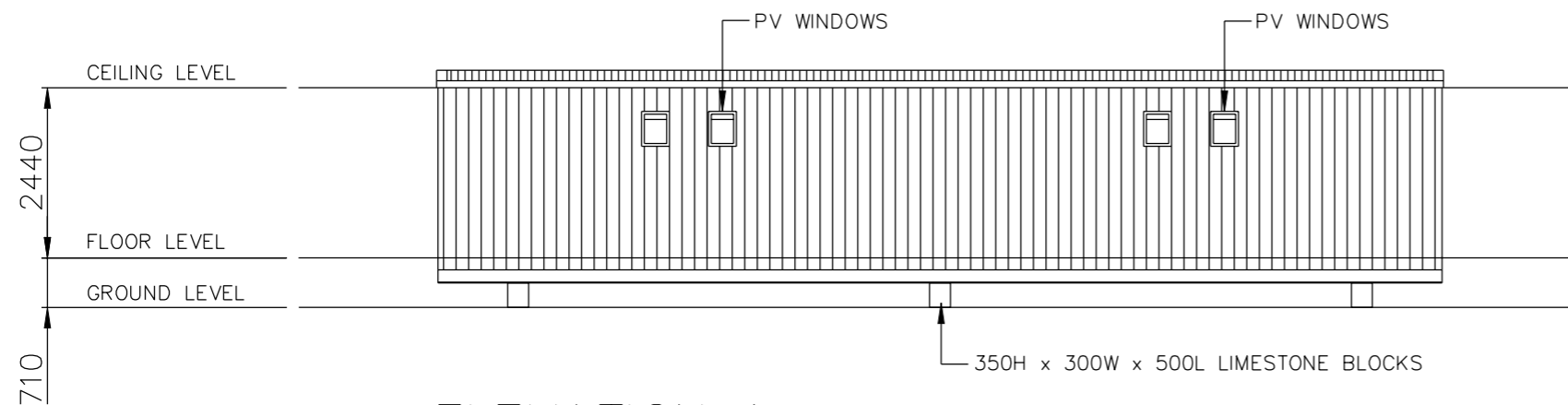
			 <p>PINEFIELD'S OF YORK</p> <p>GARY W. BYFIELD PO BOX 326 YORK W.A. 6302 MOBILE 0414 885 338 EMAIL gwb151@gmail.com</p>	<p>SITE DONGA</p> <p>CLIENT :</p>	<p>NORTH</p> 	SITE PLAN			
						DRAWN	GWB	SCALE	1 : 100
A						DATE	JUL 21	REVISION	A
	REVISION	DATE				JOB No	02-21/22	SHEET	02



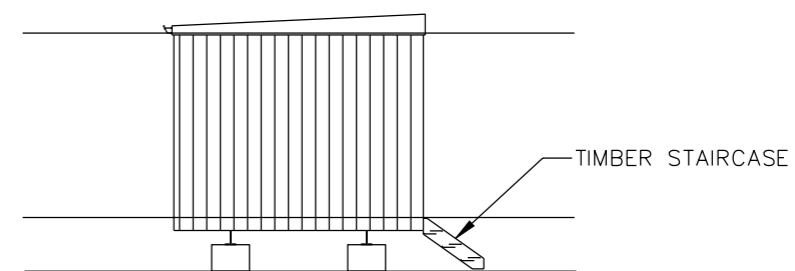
FLOOR PLAN
1 : 100

NOTE
THIS BUILDING IS A STANDARD
14.4m x 3,30m MINE SITE 4 MAN
DONGA WITH REVISED FLOOR PLAN

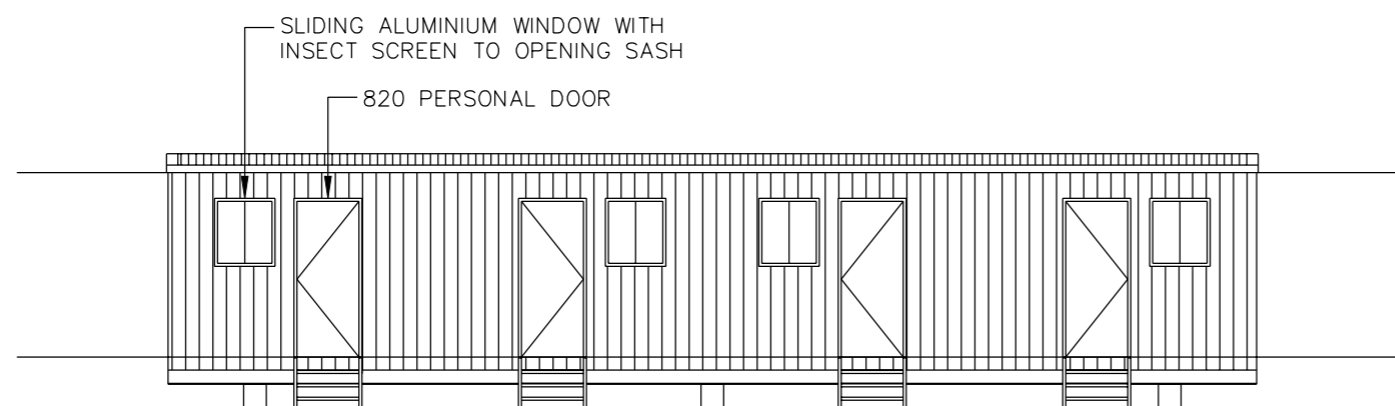
			PINEFIELD'S OF YORK		PROPOSAL		FLOOR PLAN	
			GARY W. BYFIELD PO BOX 326 YORK W.A. 6302		CLIENT : M. COBANOVIC GREAT SOUTHERN HIGHWAY BEVERLEY WA 6304		DRAWN GWB SCALE 1 : 100	
			MOBILE 0414 885 338				DATE JUL 21 REVISION A	
A			EMAIL gwb151@gmail.com				JOB No 27-21/22 SHEET 03 A3	
REVISION		DATE		Page 47 of 200				



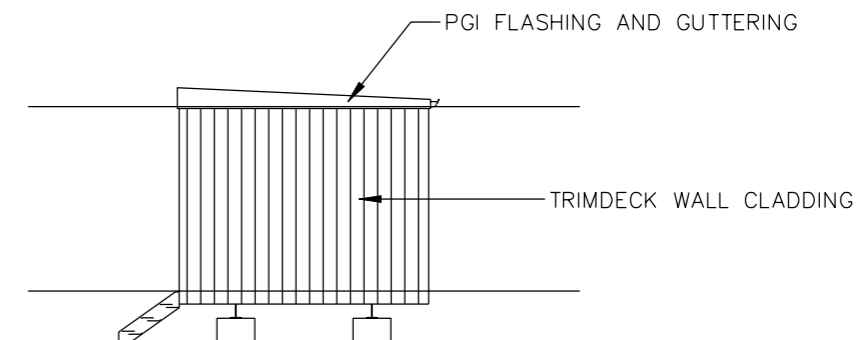
ELEVATION 1
1 : 100



ELEVATION 2
1 : 100



ELEVATION 3
1 : 100



ELEVATION 4
1 : 100

NOTE
THIS BUILDING IS A STANDARD
14.4m x 3,30m MINE SITE 4 MAN
DONGA WITH REVISED FLOOR PLAN

			PINEFIELD'S OF YORK SITE DONGA		NORTH 	ELEVATIONS				
			GARY W. BYFIELD PO BOX 326 YORK W.A. 6302 MOBILE 0414 885 338 EMAIL gwb151@gmail.com			CLIENT :		DRAWN GWB	SCALE 1 : 100	
A						DATE JUL 21	REVISION A			
REVISION		DATE				JOB No 27-21/22	SHEET 04	A3		

9.2 Development Application – Proposed Telecommunications Infrastructure – 336 (Lot 4) Waterhatch Road, Beverley

Submission To:	Ordinary Council Meeting 23 August 2022
Report Date:	9 August 2022
Applicant:	CRISP Wireless – Landowner: JL Sattler
File Reference:	WAT 153
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	N/A
Disclosure(s) Of Interest:	None
Attachments:	Application Documentation

SUMMARY

An application has been received to develop Telecommunications Infrastructure (a 30m tower and ancillary infrastructure) at 336 (Lot 4) Waterhatch Road, Beverley. It will be recommended the application be approved.

BACKGROUND

The proposal

CRISP Wireless Pty Ltd proposes to establish a telecommunications facility in order to extend their fixed wireless broadband footprint in the Wheatbelt. The Infrastructure proposed will consist of a 30m high tower and a communications hut.

The Subject Land

The subject land is located within the Rural Zone pursuant to the Shire of Beverley Local Planning Scheme No. 3 (LPS3) is 316.4 hectares in extent and contains a homestead and agricultural related outbuildings and other infrastructure.

The subject land has access from Waterhatch Road.

COMMENT

In assessing this application Council should consider, amongst others, the following matters:

The Shire of Beverley Local Planning Scheme No. 3:

The subject site is located within the *Rural Zone*. The proposed *Telecommunication Infrastructure* is a 'D' use in this Zone pursuant to LPS3, which means that the use is not permitted unless the local government has exercised its discretion by granting development approval.

As submitted by the applicant in the application documentation, Shire Planner concurs that the proposal would not negatively affect the continuation of broad acre farming activities on the subject land.

Given the substantial proposed setbacks it is considered that the facility would not detrimentally impact upon the landscape or character of the rural area.

Shire of Beverley Local Planning Strategy

The proposal is deemed to be in pace with the directives of the Local Planning Strategy, where Council’s actions are to “*work with the State Government, Commonwealth Government and telecommunication providers to improve internet speeds and the mobile telephone service*”.

State Planning Policy No. 5.2 (SPP 5.2) – Telecommunications Infrastructure, and Guidelines for the Location, Siting and Design of Telecommunications Infrastructure

The proposal is deemed to be in pace with the directives of SPP 5.2:

Adequate and reliable telecommunications are essential for all aspects of contemporary community life, from supporting the State’s economy to creating and maintaining connected and cohesive social networks. Contact between emergency services and the community increasingly relies on the telecommunications networks.

CONCLUSION

The proposal will be recommended for approval on the grounds of the following:

- The proposal is deemed to be consistent with the relevant State Planning Policies, the Shire of Beverley Local Planning Strategy and the Shire of Beverley Local Planning Scheme No. 3;
- The proposed infrastructure facility will benefit the immediate wider area by the provision improved telecommunication broadband wireless services.

CONSULTATION

Consultation was not considered to be required.

STATUTORY ENVIRONMENT

The application may be approved under the Shire of Beverley’s Local Planning Scheme No. 3.

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

There are no policy implications relative to this application.

RISK IMPLICATIONS

It is considered that the proposal has insignificant risks.

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood					
Almost Certain	Medium (5)	High (10)	High (15)	Severe (20)	Severe (25)
Likely	Low (4)	Medium (8)	High (12)	High (16)	Severe (20)
Possible	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Risk Rating	Action
Low	Monitor for ongoing improvement.
Medium	Comply with risk reduction measures to keep risk as low as reasonably practical.
High	Review the risk and take additional measures to ensure risk is low as reasonably achievable.
Severe	Unacceptable risk level, reduction measures must be introduced before proceeding.

VOTING REQUIREMENTS

Simple majority required.

OFFICER'S RECOMMENDATION

That Council resolve to grant planning approval for a Telecommunications Facility at 336 (Lot 4) Waterhatch Road, Beverley subject to the following conditions and advice notes:

Conditions:

1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.
2. A low intensity steady red hazard/warning obstacle light shall be fitted to the tower to the satisfaction of the Civil Aviation Safety Authority (CASA) and the Shire of Beverley.

Advice Notes:

- Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- Note 2: Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.
- Note 3: The applicant is advised a building permit is required prior to commencement of any building works.
- Note 4: The applicant is advised to inform *Airservices Australia* of the communications tower installation so the location of the tower can be mapped for the information of pilots.
- Note 5: If an applicant is aggrieved by this decision there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.



Prepared for:	Shire of Beverley
Attention:	CEO: Steve Gollan Manager of Planning & Development Services: Stefan de Beer
Date:	8 August 2022
Site Location:	<u>Beverley site (DFG3 d)</u> 336 (Lot 4) Waterhatch Road, Beverley 6304

Commercial in Confidence

Vision Statement

To be the first choice for broadband internet in regional Western Australia by providing first class infrastructure with a consistent focus on excellent customer service and ongoing regional community consultation to ensure our program meets the needs of country WA.

Background

CRISP Wireless is a Network owner/operator licensee for Wireless Broadband services in Western Australia.

We provide a unique telecommunications solution that utilises Point to Point secured wireless connectivity between sites as well as community wireless services and subscriber broadband.

Quality Information

Prepared for:

Beverley site (DFG3 d)

Prepared by:

CRISP Wireless Pty Ltd

Address: PO Box 1004, Narrogin WA 6312

Email: lballard@crispwireless.com.au

Document number:

Revision	Revision Date	Details	Authorization		
			Prepared By	Reviewed By	Authorised By
A	08/08/2022	Proposal	Heidi Cowcher	Leigh Ballard	Leigh Ballard

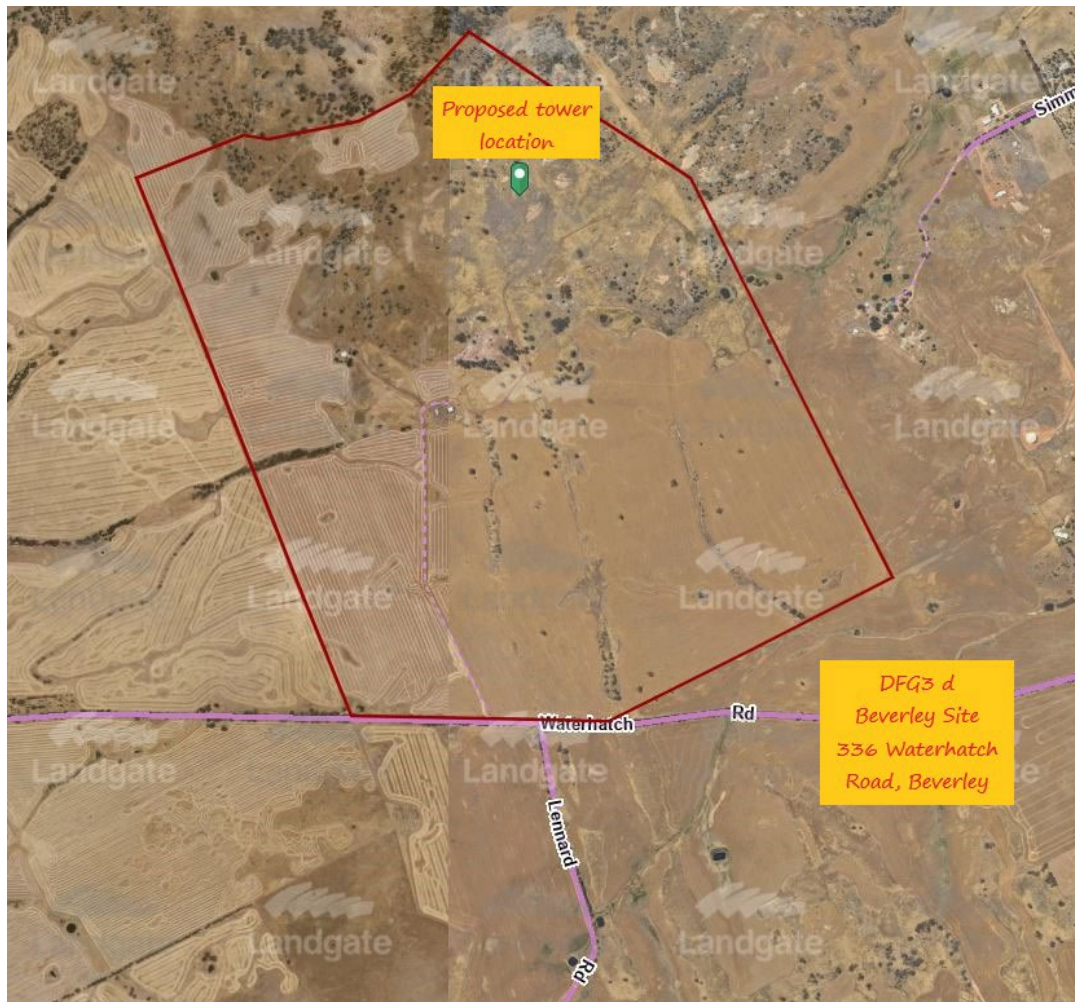
Proposal

CRISP Wireless proposes to extend our fixed wireless network across the Wheatbelt. We are proposing to build a 30m communications tower on Lot 4 (336) Waterhatch Road, Beverley.

The proposed works shall be referred to as Telecommunications Infrastructure (ie: Communication Repeater Point - Wireless Broadband)'. The site is currently zoned rural for the purposes of general farming. The site proposed will not affect, nor impact on, current farming practices. There is no need, or requirement, for the site to be fenced (except on request of the landowner).

The site is highlighted on the following maps:

Photo 1 (a, b & c)



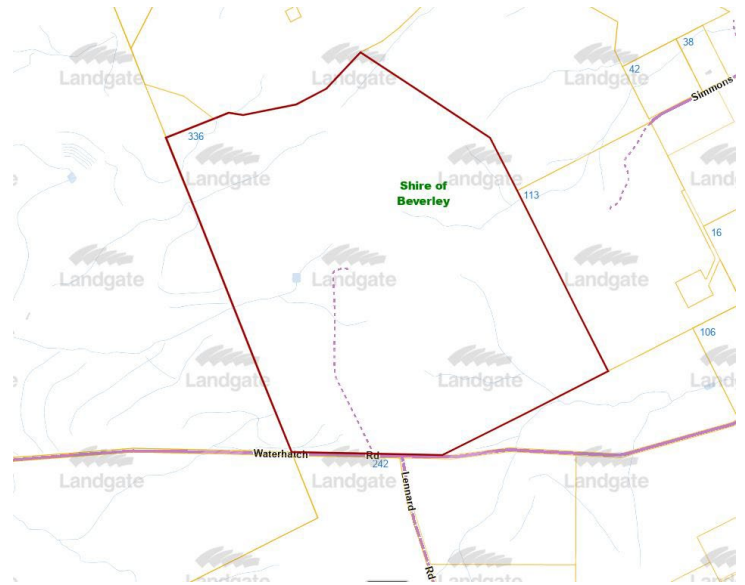


Photo 2

The 30m tower and communications hut will be similar to the adjacent photo

Access to the land will be via Waterhatch Road, then onto existing tracks within the farm via the main sheds/yards then up to the back of the lot where the tower is to be located. The farm gate access is approximately 14m wide. We envisage this to have minimal traffic on it whilst erecting the tower and significantly less once complete. Photo 3 shows the proposed access to site.

Photo 3

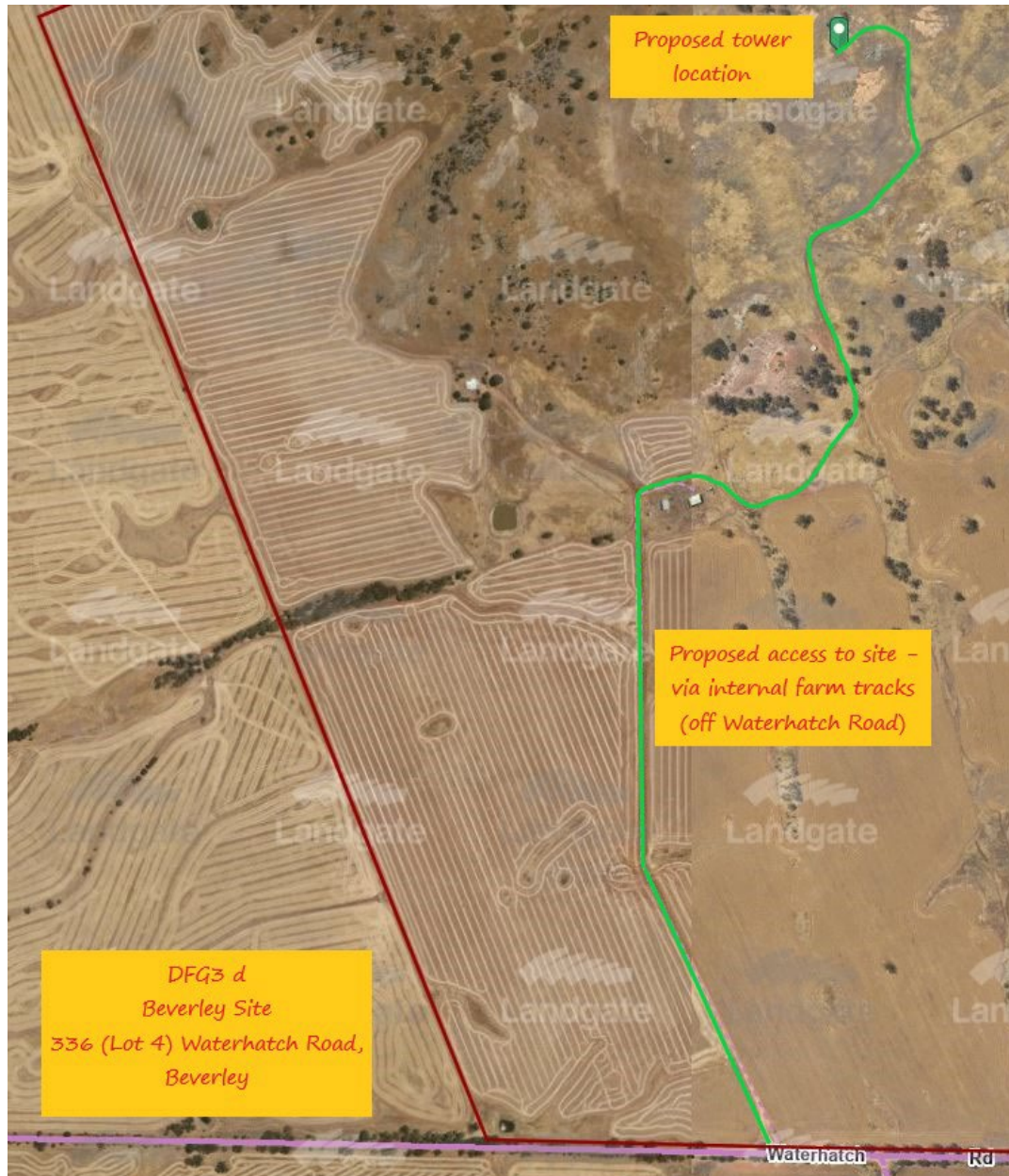
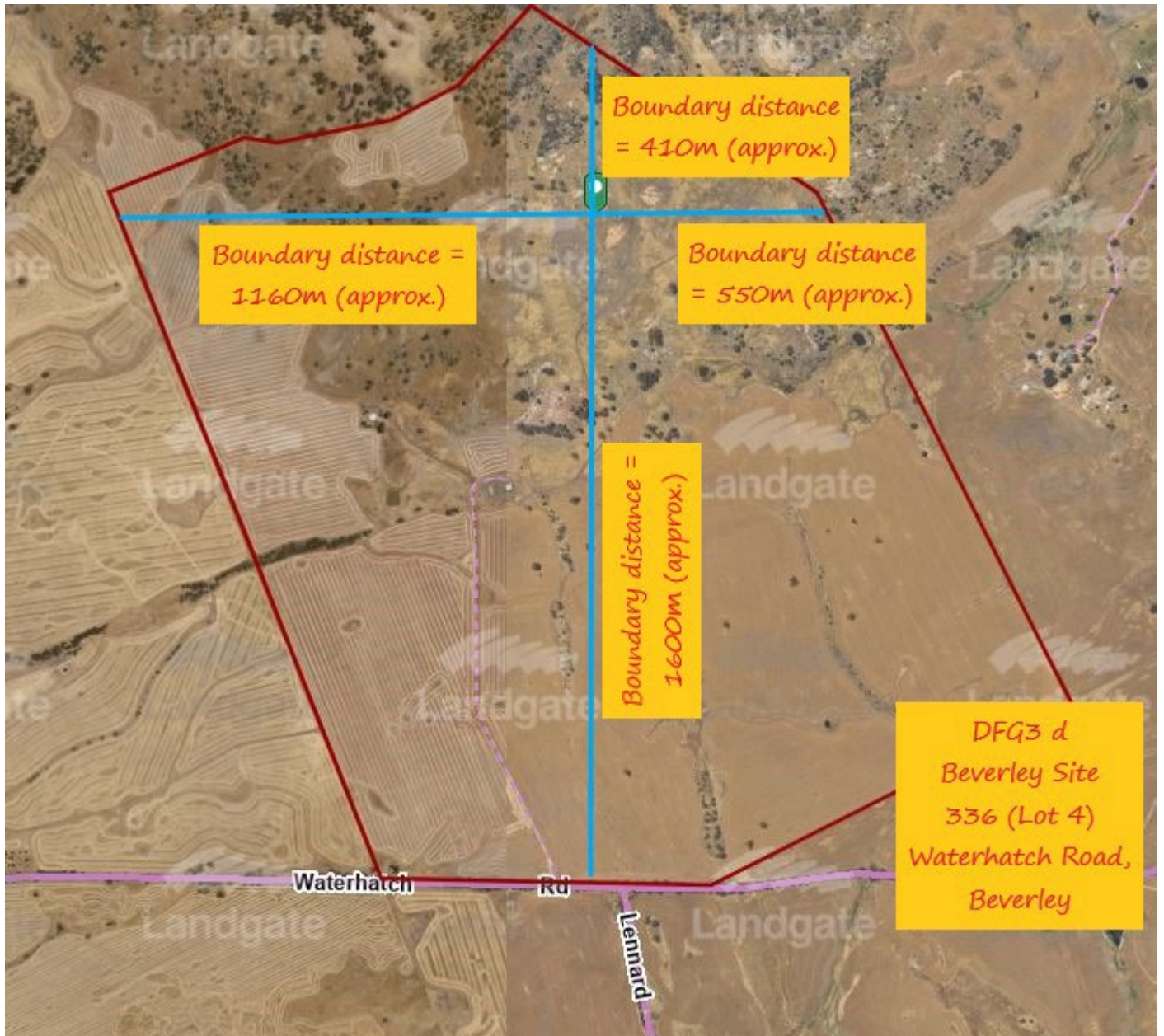
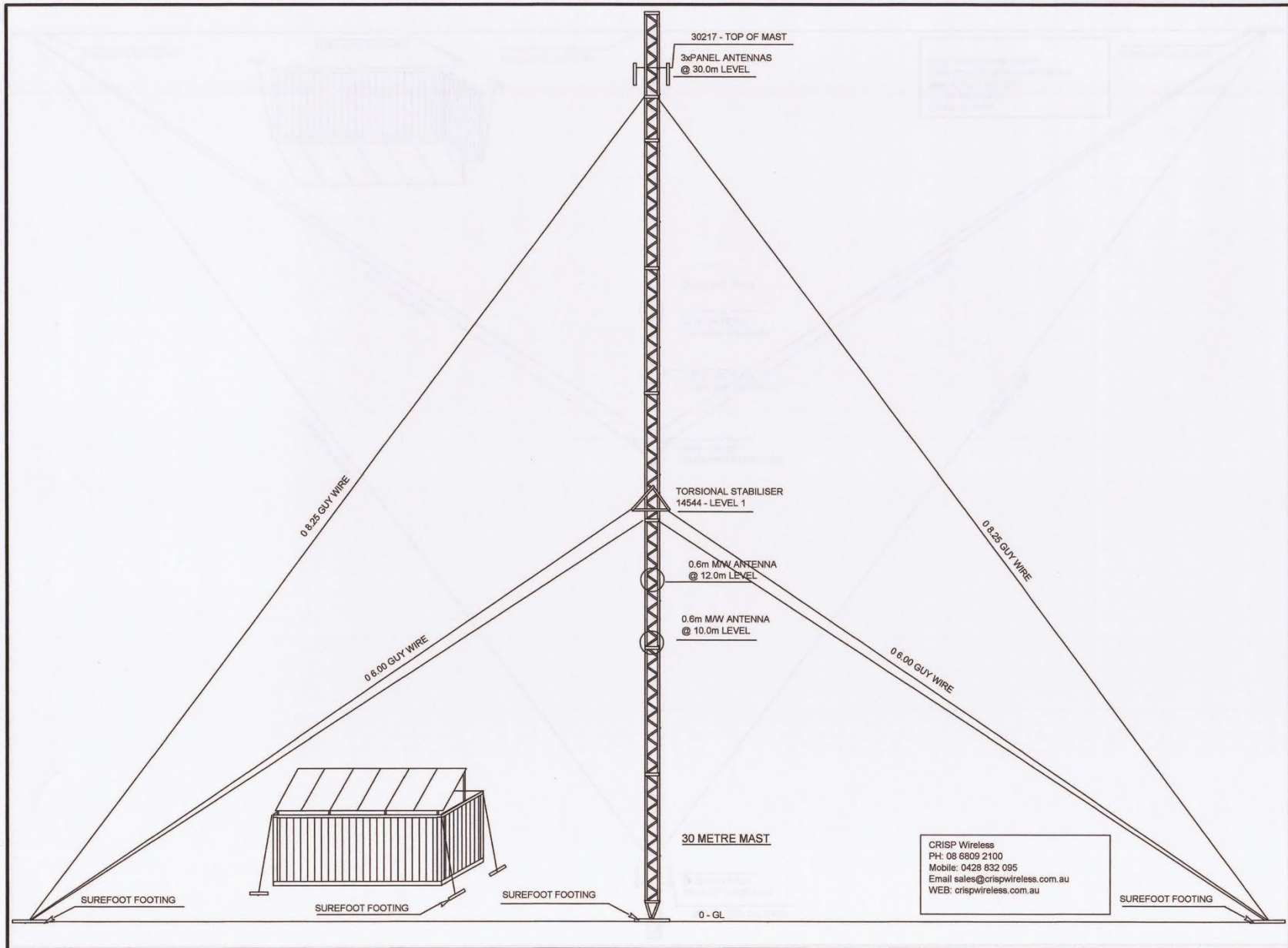


Photo 4 shows the approximate boundary distances: ranging from approximately 410m to 1600m.

Photo 4





Contact List

CEO

Leigh Ballard

E: ballard@crispwireless.com.au

M: 0428 832 095

Project Manager

Jeremy Devenish

E: jdevenish@crispwireless.com.au

M: 040480289



9.3 Development Application: Outbuilding (Storage Shed) – 6 Short Street

Submission To:	Ordinary Council Meeting 23 August 2022
Report Date:	15 August 2022
Applicant:	Mark Turner
File Reference:	SHO 202
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	N/A
Disclosure(s) Of Interest:	None
Attachments:	Locality Map, Site Sketch Plan, Shed Structure

SUMMARY

An application has been received to construct a Colorbond Outbuilding (Storage Shed), in extent approx. 80 m² at 6 (Lot 32) Short Street, Beverley. It will be recommended the application be approved.

BACKGROUND

The subject site is located at 6 (Lot 32) Short Street, is 860 m² in extent and zoned Residential R10/25 in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS 3). It contains a small garden shed (in extent approx. 18 m²), associated with the established dwelling on the adjacent lot at 8 (lot 33) Short Street.

The proposal for the Outbuilding (Storage Shed), requires departure from the Shire's Outbuilding Policy on the following matters:

- The Policy determines that an Outbuilding is not to be constructed prior to commencement of construction of a residence (on the same lot). There is however an existing small Outbuilding on the subject land;
- The maximum wall height according to the Shire's Outbuilding Policy is to be 3m whereas the proposed wall height is 3.3m;
- The maximum roof height according to the Shire's Outbuilding Policy is to be 4m, whereas the proposed roof height at the apex of the Storage Shed is 4.076m;
- The maximum total area of any individual Outbuilding in this Zone is to be 75m², whereas the proposed Storage Shed is to be 80 m²;
- The maximum total area of all outbuildings on the lot is to be 75m², whereas the combined total of the proposed Storage Shed (80 m²) and existing Outbuilding (18m²), will be approx. 98 m².

The applicant submitted the following justification for the departure:

I advise the shed is to be used for the storage of a caravan and three vehicles plus tools and woodworking equipment for hobby/personal use. The small garden shed that was on the site has been removed. Trusting that this information is sufficient for the application to proceed.

COMMENT

When considering the proposed departure beyond the parameters as set by the Outbuilding Policy, Shire planner is of the opinion that the following aspects of the development should be taken into consideration:

- a) The specific circumstances and elements of the application;
- b) The siting of the proposed shelter on the subject property;

c) The possibility of creating an undesirable precedent, by deviating from the established principle (and Policy Directive), to not permit construction of an Outbuilding prior to commencement of construction of a dwelling on the same lot, in the Residential Zone.

From a pragmatic perspective it is submitted that the existing established dwelling at 8 (lot 33) Short Street and the adjacent land on which the new Storage Shed is proposed (6 – lot 32 Short Street) really functions as a single *de facto* (factual) unit, although the *de jure* (legal) situation is that it is two separate cadastral entities. Both lots are owned by the same owners.

Given the aforementioned unique *de facto* (factual) situation, it is not considered that departure from the Policy would create an undesirable precedent and therefore the application will be recommended for approval.

STATUTORY ENVIRONMENT

The application may be approved under the Shire of Beverley's Local Planning Scheme No. 3.

CONSULTATION

No consultation was deemed required.

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

Departure from Council's Outbuilding Policy

RISK IMPLICATIONS

It is considered that the proposal has insignificant risks.

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood					
Almost Certain	Medium (5)	High (10)	High (15)	Severe (20)	Severe (25)
Likely	Low (4)	Medium (8)	High (12)	High (16)	Severe (20)
Possible	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Risk Rating	Action
Low	Monitor for ongoing improvement.
Medium	Comply with risk reduction measures to keep risk as low as reasonably practical.
High	Review the risk and take additional measures to ensure risk is low as reasonably achievable.
Severe	Unacceptable risk level, reduction measures must be introduced before proceeding.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to grant planning approval for an Outbuilding (Storage Shed) at 6 (Lot 32) Short Street, Beverley, subject to the following conditions and advice notes:

Conditions:

1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.
2. The Outbuilding (Storage Shed) shall not be used for human habitation, commercial or industrial purposes.

Advice Notes:

Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.

Note 2: Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.

Note 3: Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.

Note 4: The applicant is advised a building permit is required prior to commencement of any building works.

Note 5: If an applicant is aggrieved by this decision there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

Attachments for Item 9.3

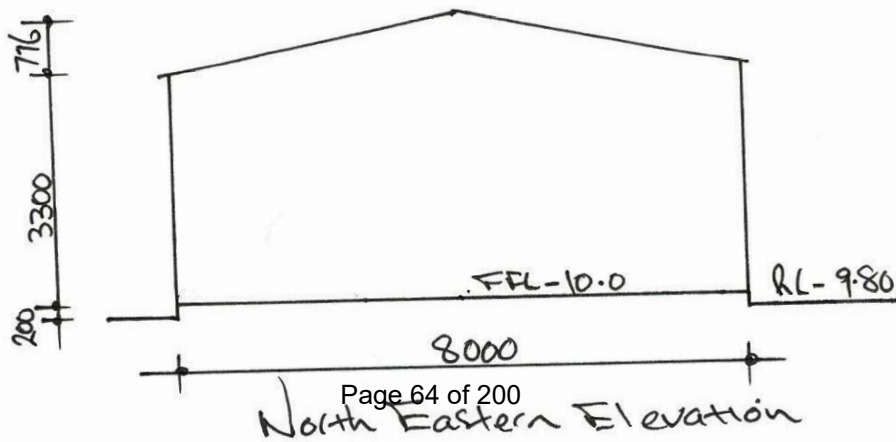
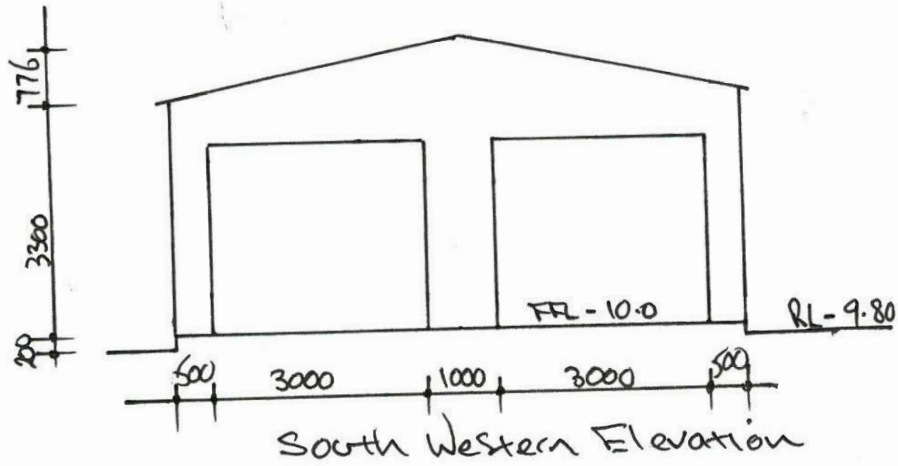
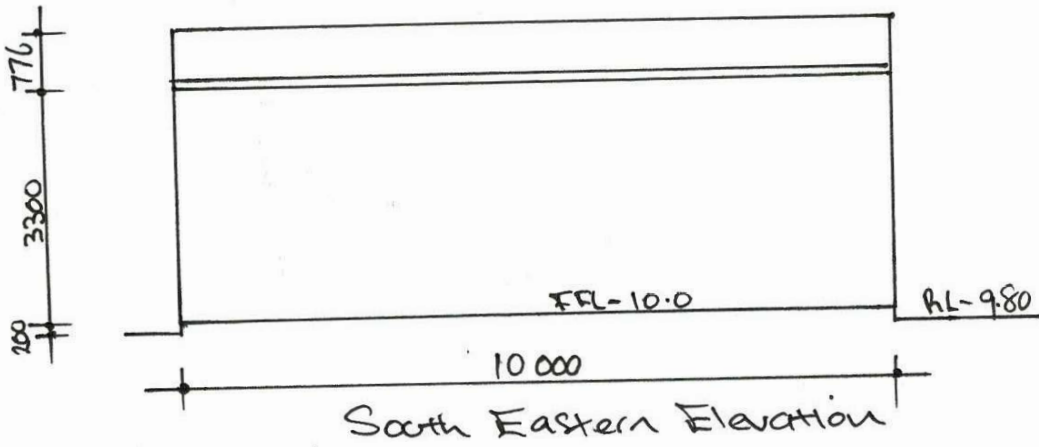
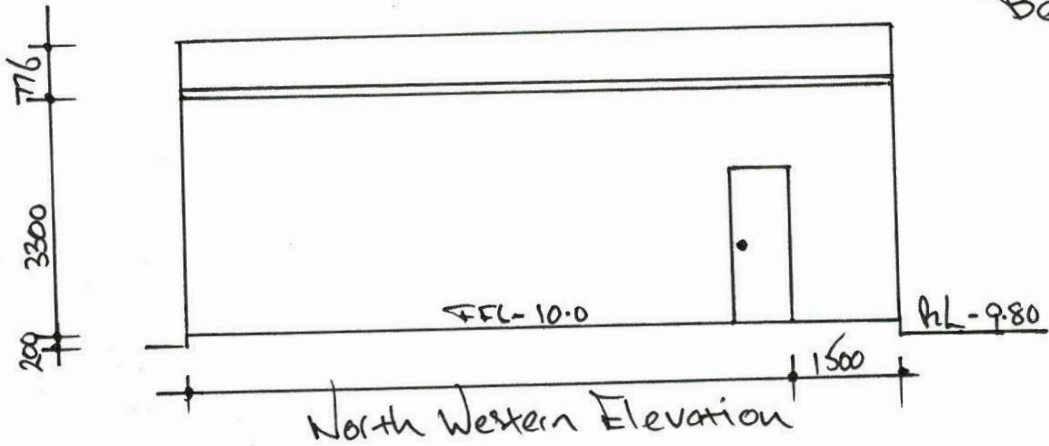
6 (lot 32) Short Street



Wright
1012
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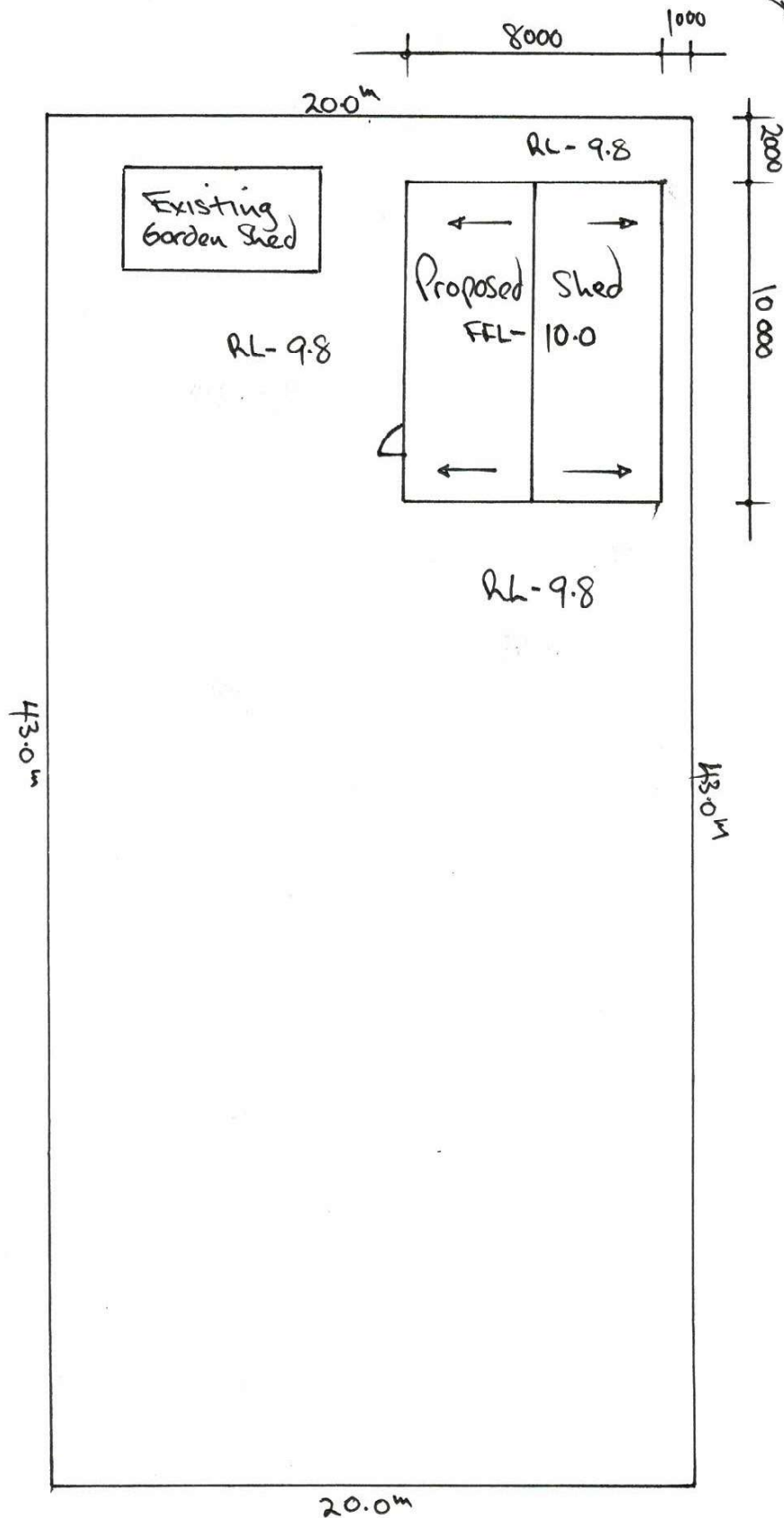
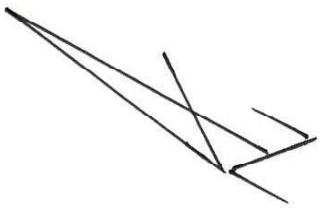


Proposed Shed
For: Peter Fox &
Denise Hales
At: 6 Short Street
Beverley



Elevations
Scale-1:100

Proposed Shed
Fox: Peter Fox &
Danise Hales
At: 6 Short Street
Beverley



Site Plan
Scale-1:200

Short Street.

9.4 Amalgamation Application WAPC 162704: Lots 227, 228 and 229 Vincent Street

Submission To:	Ordinary Council Meeting 23 August 2022
Report Date:	16 August 2022
Applicant:	Scanlan Surveys (Owners: SJ & KM Franklin)
File Reference:	PL 162704
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	No
Disclosure(s) Of Interest:	None
Attachments:	Site Amalgamation Plan and Application

SUMMARY

An application had been referred for comment to the Shire by the Western Australian Planning Commission (submitted by Scanlan Surveys) for the amalgamation of Lots 227, 228 & 229 Vincent Street, Beverley. The application will be recommended for approval.

BACKGROUND

An application has been received from the Western Australian Planning Commission (WAPC) to amalgamate 3 lots into a single lot as per the attached sketch plans. The subject lots are Zoned '*Residential R5*' and are vacant.

COMMENT

The amalgamation proposal accords with the aims of the Shire of Beverley Local Planning Strategy and the Shire of Beverley Local Planning Scheme No. 3.

STATUTORY ENVIRONMENT

Subdivision and amalgamation are determined by the Western Australian Planning Commission in compliance with state policies and the Shire of Beverley's planning framework. Council's recommendation is considered when determining the application.

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

There are no policy implications relative to this application.

RISK IMPLICATIONS

It is considered that the proposal has insignificant risks.

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood					
Almost Certain	Medium (5)	High (10)	High (15)	Severe (20)	Severe (25)
Likely	Low (4)	Medium (8)	High (12)	High (16)	Severe (20)
Possible	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Risk Rating	Action
Low	Monitor for ongoing improvement.
Medium	Comply with risk reduction measures to keep risk as low as reasonably practical.
High	Review the risk and take additional measures to ensure risk is low as reasonably achievable.
Severe	Unacceptable risk level, reduction measures must be introduced before proceeding.

VOTING REQUIREMENTS

Simple Majority

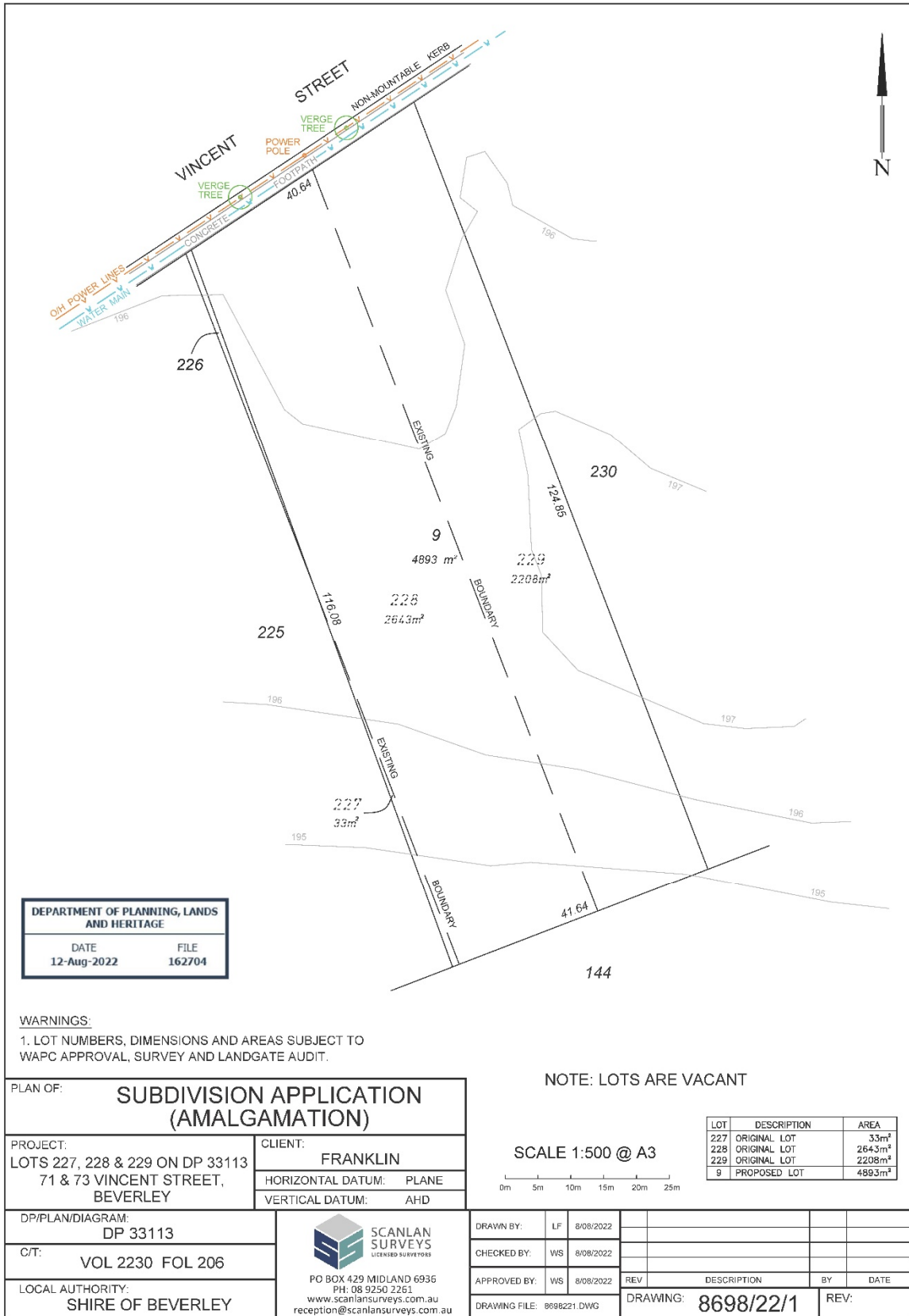
OFFICER'S RECOMMENDATION

That Council resolve to recommend to the Western Australian Planning Commission that application WAPC No. 162704 for the amalgamation of Lots 227, 228 & 229 Vincent Street, Beverley, be approved.

Attachment 9.4



Attachment 9.4



9.5 Development Application: Turner Gully/Westdale Dirt Drags – Lot 83 Butchers Road

Submission To:	Ordinary Council Meeting 23 August 2022
Report Date:	17 August 2022
Applicant:	Black and White Enterprises Pty Ltd
File Reference:	BUT 51004
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	24 September 2013 & 25 September 2018
Disclosure(s) Of Interest:	None
Attachments:	Application Documentation

SUMMARY

An application for special events on Lot 83 Butchers Road, Westdale – (the Turner Gully/Westdale Dirt Drags), had been received. Please note that the application is recommended for partial approval, pending additional information awaited and to be presented at the 23rd August 2022 Council meeting.

BACKGROUND

A new comprehensive application has been received from *Black & White Enterprise Pty Ltd* (David Harrison/Chris Marto), inclusive of a revised *Risk Management Plan*, *expanded Fire Precautions Statement*, *Emergency Evacuation Protocols* and *Event Management* generally. A copy of the application documentation is attached to this report.

The applicant submits that the events are ‘*test & tune*’ events designed to allow local and interstate competitors in all age brackets the opportunity to demonstrate and/or tune their machines within this controlled purpose built ¼ mile venue. The applicant submits that the venue has been designed to National Standards with state-of-the-art electronic timing equipment and is the benchmark for such events in Western Australia.

It is proposed to conduct the *Westdale Dirt Drags* on the following dates:

- 8th October 2022
- 14th October 2023
- 12th October 2024
- 11th October 2025, and
- 10th October 2026 between the hours of 9am to 10pm.

It is further proposed to conduct the *Turner Gully Dirt Drags* on the following dates:

- 13th May 2023
- 11th May 2024
- 10th May 2025
- 9th May 2026 between the hours of 9am to 10pm.

Events will be hosting a ‘Burnout Competition’ which the applicant mentions will occur between the hours of 9.00am and 10.00pm.

As per previous events, there are proposed to be an overnight demarcated camping area with food and non-alcoholic drinks stalls.

The subject site (Lot 83 Butchers Road, Westdale), is approximately 49 ha in area, zoned *Rural* and contains existing buildings and event specific infrastructure.

Previous years have seen a patronage of approximately 1,500 persons and organisers do not expect this to change.

COMMENT

Pursuant to the Shire of Beverley's Local Planning Scheme No. 3 (LPS 3) the proposed event is a *use not listed*. Clause 18 of LPS 3 states as follows:

- (4) *The local government may, in respect of a use that is not specifically referred to in the zoning table and that cannot reasonably be determined as falling within a use class referred to in the zoning table -*
- (a) *determine that the use is consistent with the objectives of a particular zone and is therefore a use that may be permitted in the zone subject to conditions imposed by the local government; or*
 - (b) *determine that the use may be consistent with the objectives of a particular zone and give notice under clause 64 of the deemed provisions before considering an application for development approval for the use of the land; or*
 - (c) *determine that the use is not consistent with the objectives of a particular zone and is therefore not permitted in the zone.*

In previous years the events have attracted a substantial number of tourists, members of the travelling public and residents of Beverley.

Given that the proposed use will not preclude agricultural use (grazing) of the property for the remainder of the year and provides entertainment options not normally available in Beverley, it will be recommended Council determine that the proposed use may be consistent with the objectives and purpose of the Rural Zone.

During previous events numerous submissions were received after an event took place that suggests non-compliance with previously imposed conditions of Planning Approval.

Below are extracts from comments received:

Respondent 1:

I do have some concerns and therefore objections to some aspects of the application. Firstly: In all of the past events (over the last three years at least) the self imposed hours of operation have never been adhered to. The organisers allow the drag racing and especially the Burnout Pad to continue operating outside the hours of operation. They themselves have stipulated the time of operation, but they do not adhere to it.

Respondent 2:

On reading the submission by the organisers, we note that the event is to be from 9am – 10pm on Saturdays only. At each event in the past, there has been dragging on both the track and also on Butchers and Bartram Roads. Sometimes dragging has gone past 12 pm on both the Friday and Saturday nights and has started up again as early as 4am on the Saturday and Sunday mornings. We are zoned Farming (as per

the Shire) so we feel that events like this shouldn't be permitted as they don't meet the criteria, perhaps they would be better being held at the Showgrounds as that venue would be more appropriate.

As a result of these and other concerns received, the Shire, during 2019 obtained the services of a Ranger whom attended the May 2019 event and confirmed non-compliance with the times of operation. Non-compliance with regard to having an ambulance and first aid on site during the event were also noted. A Statutory Declaration to this effect is on record and can be provided to Council on request.

Given the above historical non-compliance with imposed conditions of planning approval the recommendation to Council will be to approve a single event only, with close monitoring during the event.

CONSULTATION

Internal consultation was had with the Building Surveyor and the Environmental Health Officer. The comments received are quoted below:

1. *Any Public Event that charges an entry fee is required to have a "Public Building", (Public Event) Approval under the Public Health Act 2016.*
2. *Any Public Event applications are to be lodge three, (3), months prior to the event commencing, to allow sufficient time for assessment and approval.*
3. *Any temporary public camping is to be approved prior to the temporary camping being carried out under the Caravan Parks and Camping Grounds Act 1995.*
4. *Any temporary public camping applications are to be lodged one, (1), month prior to the use of the land as a temporary camping ground, to allow sufficient time for assessment and approval.*
5. *Any application for a Public Event shall address, where applicable, each requirement under the Department of Public Health, "Concerts and Mass Gatherings Guidelines".*
6. *Any associated, event or live entertainment, is to address any additional, relevant requirements listed in the "Concerts and Mass Gatherings Guidelines".*
7. *Any required Liquor Licensing is to be addressed and approved where applicable.*
8. *Any requirements of Police or Emergency Services are to be addressed and complied with, where applicable.*
9. *Fire and Bushfire risks including requirements for emergency evacuation are to be addressed in the application. Particular attention should be given to minimising fire risk from surrounding grass and vegetation, and having appropriate fire-fighting facilities to extinguish fire from these risks/sources.*
10. *A site plan indicating all facilities, attractions, medical and first aid provision, emergency points, fire-fighting equipment, drinking water provision, toilet facilities, shower facilities, camping facilities, parking and other relevant information is to be submitted with the application.*
11. *Temporary structures and stages information is to be provided in detail, including engineer's certification, erection manuals, certificates of insurance and certificates of installation by a competent person once installed.*
12. *Temporary electrical installations are to be certified by a licensed electrician prior to use.*
13. *Any food sold, must be by a business or group who is registered with a Local Government as a Food Business under the Food Act 2008, or if not currently*

registered must be registered with the Shire of Beverley at least one, (1), month prior to the event and have approved food preparation premises or facilities.

14. *Any event/event organisers, are to be affiliated with the relevant official motorsport body, such as Motorcycling Western Australia, (9371 5333,) and are to have evidence of approval and endorsement from that body.*
15. *Motor sports are inherently dangerous and the Health Act 1911 defines those that have spectator viewing as public buildings. Spectators must be protected from competition vehicles and any debris that may emanate from the race area. The types of barriers will vary significantly between the different sports. There are critical safety elements to be considered and addressed in any proposal, including and not limited to:*
 - *Spectator safety.*
 - *Competitor safety.*
 - *Officials safety.*
 - *Vehicle safety.*

Should Council resolve to approve this application, it will be recommended that the above comments be taken into consideration when framing conditions of planning approval and advice notes.

Public Notification:

In compliance with the *Planning and Development (Local Planning Schemes) Regulations 2015* the application was advertised for a period of 14 days. A total of 3 submissions were received. A summary of the submissions and Shire Planner's response are detailed in the table below.

The applicant was sent copies of the submissions and was afforded the opportunity to respond thereto, however, at time of writing this report no response has been received.

	Respondent	Property	Comment	Applicant's Response	Shire Planner's Response
1	Rob Fisher 305 Vallentine Road Beverley WA 6304	Lot 25880 Vallentine Road, Westdale	<p>Objection to the proposal.</p> <p>All October dates are in the Restricted Burning Period. The risk is unacceptable.</p> <p>Please see motion passed by ALL FCO'S at recent BFAC meeting – 4/21</p> <p>Motion roughly says, No event like this can be held in the Restricted or Prohibited periods, in the Shire of Beverley.</p>		<p>During previous considerations of Council regarding this matter (24 September 2013 and 25 September 2018 Council meetings), Legal Advice was presented as obtained from McLeods and quoted hereunder:</p> <p><i>'I have reviewed the minutes of the Fire Control Officers (FCOs) meeting, which do not clarify whether there was any statutory basis for the determination made by the FCOs "That no events may be held after the second weekend in October that pose a fire risk".</i></p> <p><i>'FCOs or bush fire control officers are appointed by the local government under s. 39 of the Bush Fires Act 1954. Under s. 39 FCOs may exercise various special powers, which generally relate to the control and extinguishment of bushfires. The prevention of bushfires is dealt with under Part III of the Act. That Part authorises the declaration of restricted burning times or total fire bans by either the Minister or the FES Commissioner. Generally speaking, the restrictions contained in Part III relate to restrictions on lighting fires during periods of high fire danger as declared by the Minister or the FES Commissioner. There are no restrictions under Part III that I am aware of, which are imposed on particular events or developments that may give rise to a bush fire risk.</i></p> <p><i>'I am also not aware of any general power exercisable by a FCO under the Act, which authorises the FCO to declare that certain events, which do not in themselves involve burning or the lighting of fires, may only be held within stipulated periods. I am therefore not aware of any statutory basis for the resolution made by the FCOs at their meeting on 17 October 2012.</i></p>

	Respondent	Property	Comment	Applicant's Response	Shire Planner's Response
					<p><i>'Consequently, I do not consider that the Shire would be precluded from granting planning approval to the proposed event. Nonetheless, any possible fire risk or hazard that may arise from the holding of the event would be a relevant planning consideration to which the Shire should have regard in exercising its discretion. I am not presently aware as to what zone the event is proposed to be held in, however I do note that it is an objective of the Farming Zone in cl. 3.5.1(f) to "prevent development in areas of extreme bushfire risk, and developments that may increase bushfire risk". If there is any potential bushfire risk that may arise from the holding of the event, this may be an issue that could be addressed by suitably worded conditions of approval. The Shire may also wish to refer to the WAPC's "Planning for Bushfire Protection", which sets out general principles for bush fire hazard risk management.'</i></p> <p>During the previous determination of the same event an additional condition of planning approval was added to require additional fire breaks and re-grading of existing boundary fire breaks prior to each event. This will be recommended to be retained should Council resolve to approve this application.</p> <p>An additional condition of Planning approval is proposed to be imposed to prohibit open fires during the event day when Shire of Beverley Restricted Burning Period is active.</p>
2	Karl Green 551 Butchers Road Dale WA	551 Butchers Road Westdale	No objection to proposal. Previous events have been run and maintained well – has no impact on us.		Noted.

Risk Management Plan

The proposal contains a Risk Management Plan. Should Council approve the application it will be recommended the Risk Management Plan be implemented as a condition of approval.

Medical Emergency & Evacuation Plan

As components of the application, a fire risk, precaution and evacuation plan have been submitted. To cater for first aid at events, an ambulance and three staff were to be on duty during the duration of previous events. Shire planner considers similar first aid arrangements should occur from 7.30 am to 11.30 pm. Should Council approve the application, it will be recommended the fire management plan and first aid arrangements as detailed, be specified as conditions of approval.

Traffic Management Plan

Previous applications included a Traffic Management Plan for the events. This was omitted in the latest submission. Should Council resolve to approve the application it will be recommended that a Traffic Management Plan be submitted prior to the event to the satisfaction of the Shire.

Conclusion

The application to conduct the Turner Gully & West Dale Dirt Drags at Lot 83 Butchers Road, Westdale is supported due to:

1. Diversification of economic activity;
2. Economic benefit to the local economy.

It will therefore be recommended the proposal be considered a land use that is consistent with the objectives of the Rural Zone and Council grant planning approval.

STATUTORY ENVIRONMENT

Shire of Beverley Local Planning Scheme No. 3.

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

There are no policy implications relative to this application.

RISK IMPLICATIONS

It is considered that the proposal has moderate risks.

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood					
Almost Certain	Medium (5)	High (10)	High (15)	Severe (20)	Severe (25)
Likely	Low (4)	Medium (8)	High (12)	High (16)	Severe (20)
Possible	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Risk Rating	Action
Low	Monitor for ongoing improvement.
Medium	Comply with risk reduction measures to keep risk as low as reasonably practical.
High	Review the risk and take additional measures to ensure risk is low as reasonably achievable.
Severe	Unacceptable risk level, reduction measures must be introduced before proceeding.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve:

- a) that the use is consistent with the objectives of the Rural Zone after having given notice under clause 64 of the deemed provisions;
- b) To grant planning approval for the Westdale Dirt Drags event at Lot 83 Butchers Road, Westdale, subject to the following conditions and advice notes:

Conditions:

1. Planning approval for the event at Lot 83 Butchers Road, Westdale, is valid for the 8 October 2022 only. This date includes a setup day before the event and a pack-up day after event.
2. The event, including any burnout activities, are to be held only between the hours of 9am to 10pm strictly on the day of the event only.
3. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.
4. As the Water Corporation reticulated sewer is not available, acceptable ablution facilities are to be provided for the entire period of this approval, to the satisfaction of the Shire's Environmental Health Officer.
5. The submitted Risk Management Plan (Fire Precautions, Emergency Evacuation & Medical Emergency Plan) are to be complied with at all times, for the entire period of this approval.
6. Prior to the event a Traffic Management Plan shall be submitted to the satisfaction of the Shire.
7. No open fires shall be permitted on the subject property on the setup day, event day and pack-up day during Shire of Beverley Restricted Burning Times.
8. An ambulance and three staff qualified in first aid are to be available on-site between the hours of 7.30 am to 11.30 pm on the day of the event, as well as on setup and pack-up days.
9. Prior to the event all boundary fire breaks shall be graded to a minimum width of 5 meters.
10. An internal fire break shall be placed around the main parking and spectator area as a buffer in the event a fire starts within this area.

Advice Notes:

- Note 1: Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
- Note 2: The applicant is advised a building permit is required for all structures on the property and prior to commencement of any building works.
- Note 3: The applicant is advised that any Public Event that charges an entry fee is required to have a "Public Building", (Public Event) Approval under the Public Health Act 2016.
- Note 4: The applicant is advised that any Public Event applications are to be lodge three (3) months prior to the event commencing, to allow sufficient time for assessment and approval.
- Note 5: The applicant is advised that any temporary public camping is to be approved prior to the temporary camping being carried out under the Caravan Parks and Camping Grounds Act 1995. Any temporary public camping applications are to be lodged one (1) month prior to the use of the land as a temporary camping ground, to allow sufficient time for assessment and approval.
- Note 6: The applicant is advised that any required Liquor Licensing is to be addressed and approved where applicable.
- Note 7: The applicant is advised that any temporary structures and stages information is to be provided in detail, including engineer's certification, erection manuals, certificates of insurance and certificates of installation by a competent person once installed.
- Note 8: The applicant is advised that temporary electrical installations are to be certified by a licensed electrician prior to use.
- Note 9: The applicant is advised that any food sold, must be by a business or group who is registered with a Local Government as a Food Business under the Food Act 2008, or if not currently registered must be registered with the Shire of Beverley at least one (1) month prior to the event and have approved food preparation premises or facilities.
- Note 10: The applicant is advised that any event/event organisers, are to be affiliated with the relevant official motorsport body and are to have evidence of approval and endorsement from that body.
- Note 11: The applicant is advised to submit written proof to the Shire of sufficient Public Liability Insurance for the event, one week prior to the event occurring.
- Note 12: The applicant is advised that motor sports are inherently dangerous and the Health Act 1911 defines those that have spectator viewing as public

buildings. Spectators must be protected from competition vehicles and any debris that may emanate from the race area. The types of barriers will vary significantly between the different sports. There are critical safety elements to be considered and addressed in any proposal, including and not limited to:

- Spectator safety.
- Competitor safety.
- Officials safety.
- Vehicle safety.

- Note 13: The applicant is advised to consider potential Air Pollution in the context of the Air Quality Index from the Department of Environment Regulation in relation to activities associated with the event.
- Note 14: The applicant is advised that emitted noise must comply with *Environmental Protection (Noise) Regulations 1997* at all times.
- Note 15: If an applicant is aggrieved by this decision there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

WESTDALE and TURNER GULLY DIRT DRAGS 2022 - 2026



RISK MANAGEMENT PLAN

Forward

The development and implementation of this Risk Management Plan is essential to the safe management of the Westdale Dirt Drags and the safety of all persons who attend the event whether it be participants, spectators, volunteers and organisers.

It is intended that this plan will be reviewed every 4 years, unless there are alterations to the event.

This document has been developed utilising the Risk Management Principles of AS ISO 31000:2009 Risk Management – Principles and Guidelines.

Identified risks are as follows and addressed within this document:-

- Fire Risk
- Emergency Evacuation
- Medical Emergency

Event Overview

Due to continued interest within the “Off Road” sporting community and continuing success of similar events throughout Australia, Wildcard Promotions seeks the opportunity to stage Westdale Dirt Drags from 2022 to 2026.

121 Racing also seek the opportunity to stage the Turner Gully Sand Drags from 2022 to 2026

Westdale Dirt Drags and the Turner Gully Dirt Drags is a proposed Test and Tune event designed to allow local and interstate competitors, in all age brackets, the opportunity to demonstrate and/or tune their machines within this controlled, purpose built, ¼ mile venue. This venue has been designed to National Standards with state of the art electronic timing equipment and as such is the benchmark in Western Australia for this type of event. The proposal also includes a Burnout Demonstration.

The proposed Westdale Dirt Drags is to be held on a portion of 49ha of private land located at Lot 83 “Dale” Butcher Road within the Shire of Beverley on the 8th October 2022, 14th October 2023, 12th October 2024, 11th October 2025 and the 10th October 2026. The event will operate between the hours of 9.00am to 10.00pm.

Turner Gully Dirt Drags will be held on the same property located on Butcher Road within the Shire of Beverley on the 13th May 2023, 11th May 2024, 10th May 2025 and the 9th May 2026. The event will operate between the hours of 9.00am to 10.00pm.

Both events will be hosting a “Burnout Competition” which will occur between the hours of 9.00am and 10.00pm.

Previous years have seen a patronage of approximately 1500 persons and organisers do not expect this to alter.

Throughout the day patrons will be able to purchase non-alcoholic beverages.

Public parking and overnight camping areas have been provided.

Track Construction

The competition track is 200 metres in length and 25 metres wide. The track is constructed of clean soil free of any stones that could become projectiles as competitor’s traverse down the track reducing any risk to spectators, support crew or event volunteers.

On both sides of the track are bordered with plastic water filled Crash Attenuators compliant to Australian Standards 3845:1999.

These have been implemented should a sand drag motorcycle leave the track the Crash Attenuators will reduce the risk of an uncontrolled motorcycle careering further through the wooden post and wire fence which spectators view the event.



Fire Risk

The expected fire risk at the time of the event is considered negligible due to seasonal change within that period and the date of the event falls outside the “fire ban” period. The area designated for use within the property boundaries consists of gently undulating pasture with small hills and ridges interspersed with smooth stone outcrops. There are few trees within the designated area until it meets the rising eastern boundary which is lined with low scrub and gum.

Fire Precautions

Event organisers will implement a 5 metre bare earth fire break around the property of Lot 83 Butcher Road, Beverley thus further reducing the potential risk of a fire spreading to neighbouring properties as directed by the Shire of Beverley Fire Control Officer. Organisers have also implemented a 10 meter bare earth perimeter around the Burn Out Pad as additional fire protection.

Fire resources located at the event and strategically placed are:-

1. Fast Attack fire unit
2. Large Fire tender with water spray bars
3. 5 x ABE Foam Fire Extinguishers
4. 8 x Powder Fire Extinguisher
5. 1 x Fire Blanket

In the event of a fire, event organisers have the following to assist in constructing containment lines:

- 1 x Komatsu WA 480 Front End Loader
- 1 x Caterpillar 14G Grader
- 2 x Skid steer (1 x Caterpillar, 1 x T-Rex)

In addition there will be 6-8 event staff as Safety/Area Fire Wardens who will be in continual communication via two-way radios and each will have all terrain mobility.

Event organisers have also engaged the services of licensed security officers provided by Astute Security Services who will be on duty throughout the event and all will be designated as "Safety/Fire Warden". They too will be in continual communication with event organisers via 2-way radios provided to them.

Event Organisers will establish a liaison with Emergency Services to enable correct and immediate response to any critical incident that may arise during the event.

Water for fire control will be sourced from an onsite dam with water tankers on standby and can be mobilised at short notice. However, in the likelihood of a major fire situation it is anticipated that an evacuation will be conducted and the incident control would be handled by the Department of Fire and Emergency Services.

A site inspection of the facility will be conducted in the week preceding the event to re-evaluate any potential fire risk.

Emergency Evacuation

In the event that a situation occurs where it is deemed by organisers that there is potential to threaten the safety of event staff and patrons a general evacuation of the site will be called.

This will involve the use of the Public Address System to announce a General Evacuation which the following will be said "Evacuate, Evacuate, Evacuate".

Designated and appropriately trained Fire Marshalls with loud hailers will direct persons away from the emergency to the designated Evacuation Assembly Point.

In the case of an evacuation the route will be by way of the main access road and persons will be mustered outside the main gate toward Butchers Road (west). This route will be familiar to all persons who have entered the property.

If necessary an alternative or extra route may be accessed through the public parking area.

If an evacuation is necessitated at NO POINT will any person be permitted to attempt to evacuate their vehicles and/or possessions until such time that it has been deemed safe by attending Emergency Services.

Given the property is bounded by standard stock fence along with specific areas within the event area being fenced off, a risk assessment conducted indicate that they pose a low risk in the case of an evacuation.

Medical Emergency

Medical and Public Health Event Risk Assessments have been undertaken utilising the "Medical Risk Assessment Tool" contained in the Guidelines for concerts, events and organised gatherings, December 2009 provided by the Department of Health, Public Health Unit.

The combined score of those assessments for this event is 44 (Medical Risk Assessment 29 and Public Health Event Risk Assessment 17) which places this in the category of "Medium" risk. A "Medium" risk rating indicates that there is a likelihood that a serious incident will occur at some time.

To address this risk a Paramedic, along with volunteers from St John Ambulance, Beverley Sub Centre will also be on-site to attend to any medical incidents that may arise. Their location will be strategically placed to ensure full accessibility.

Should a significant incident occur whereby the ambulance on site must leave the event, all racing will cease until such time as a replacement ambulance has arrived on site.

Prior to the event, organisers will liaise with staff at the Beverley Hospital to ensure that they are aware of the event allowing the hospital to engage its own preparations should their assistance be called upon.

In the event that there is an incident where it is not feasible to road transport a critically injured patient and that patient requires to be airlifted to a Tertiary Hospital via the RAC Rescue Helicopter an area has been set aside for this.

The GPS co-ordinates of -32.323215S, 116.741146E will be conveyed to the pilot of that aircraft via the onsite St John Ambulance volunteers.

References

AS ISO 31000:2009 Risk Management – Principles and Guidelines

AS 3745:2010 Planning for Emergencies in Facilities

AS 1841 Portable Fire Extinguishers

AS 3845:1999 Water Filled Crash Attenuators

Guidelines for concerts, events and organised gatherings December 2009

Improvements for 2022

Burnout Pad

A 10m bare earth fire break completely surrounding burnout pad has been constructed.



Fire Fighting Unit

A purpose made fire fighting unit with new pump, spray bar and retractable fire hose reel.



Medical

We have increased our medical staff /ambulance to be at the venue from setup day (Friday), competition day (Saturday) and pack up day (Sunday). Please find quote attached.

Security

We have increased security personnel and extended security hours at venue from 18:00 Friday afternoon (set up day) concluding at 08:00 Sunday (pack up day). Please find quote attached.



4 July 2022

Westdale Dirt Drags

ATT : ANTHONY SHEPHERD

Dear Sir

RE : WESTDALE DIRT DRAG SECURITY QUOTATION

Thank you for the opportunity to provide a quotation for the supply of Security Guard labour for the Westdale Dirt Drags to be held in October 2022.

As per your requirements, I am pleased to provide the following quotation:

6 x Security Guards for the duration commencing Friday 14th October 2022 at 1800, and concluding on Sunday 16th October at 0800.

228 hrs of Labour (38 hrs per Guard) @ \$57.50 per hour plus GST	\$13,110.00
12 hours of Travel @ \$40.00 per hour plus GST	\$480.00
GST Applicable	<u>\$1,359.00</u>
TOTAL COST FOR EVENT :	\$14,949.00

The above quoted value allows for Guard accommodation to be provided by Westdale Dirt Drags. Should accommodation not be provided by the customer, Astute Security Services Pty Ltd reserve the right to back charge the additional cost of 2 x Winnebagos, at market rate, plus GST.

It should be noted that all of our guards are fully licensed and certified.

We pride ourselves on being able to provide the highest level of security for your events in a professional, efficient and cost effective manner.

Should you have any queries or concerns, please don't hesitate to contact me directly on 0413 675 648.

Kind regards

Ross McDonnell
Owner/Director
Lic # 00520

Event Terms and Conditions

Westdale Dirt Drags – Burnouts / Paramedical Support

Quotation for duration of event 36 hours

6pm Friday through to 6am Sunday

Skeleton crew Friday pm and Saturday and Sunday pm

- 1 Paramedic
- 1 Ambulance Officer
- 1 Ambulance
- 1 Rapid Response Medical ATV
- Fully operational medical trailer ALS

Full crew Saturday 6am – 8pm

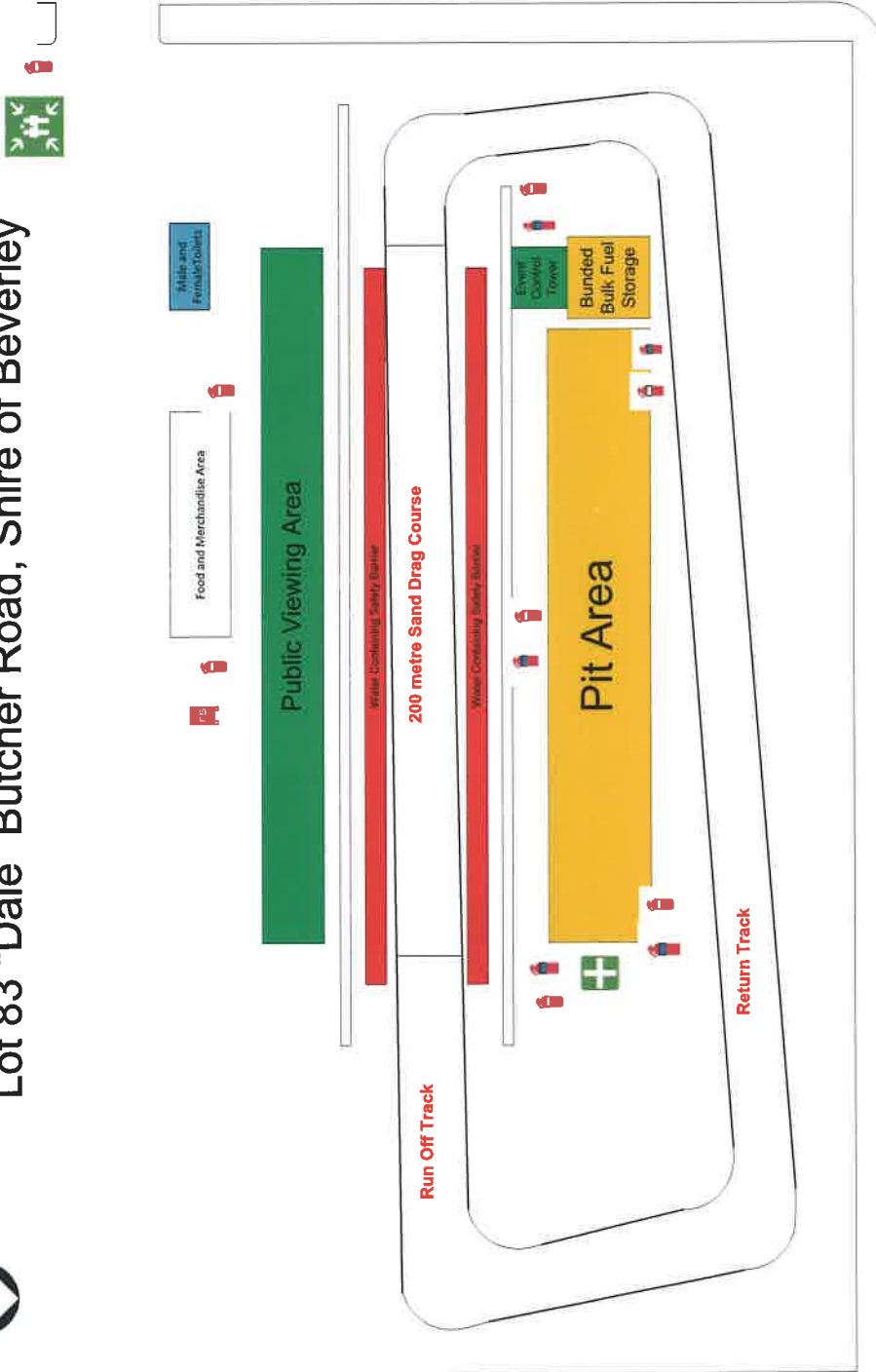
Service includes.

- 2 Paramedics
- 2 Ambulance Officers
- 2 Ambulances
- 1 Rapid Response Medical ATV
- 1 Fully operational medical tent.

Set fee of \$5200.00 +GST



Westdale Dirt Drags Site Plan Lot 83 "Dale" Butcher Road, Shire of Beverley



Version 3
 Issued Date 24th September 2014
 Reviewed Date 20th August 2018

Not to Scale

DIRT DRAGS TARGETED RISK ASSESSMENT [TRA]

Event or Venue	Westdale Dirt Drags	Area / Location	Butchers Road, Westdale
Name of Official		Date	

Risk Rating: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>■ Extreme: Stop Activity Immediate action required.</p> <p>■ High: Prioritised action Required</p> <p>■ Medium: Planned action required</p> <p>■ Low: Action when possible</p> </div> <div style="width: 45%;"> <p>Four Risk Treatments</p> <p><input type="checkbox"/> Avoid: Don't Do the Activity</p> <p><input type="checkbox"/> Treat: Reduce - use controls</p> <p><input type="checkbox"/> Accept: if low or if consequences are tolerable</p> <p><input type="checkbox"/> Transfer: (Caution – Cannot transfer duty of care)</p> </div> </div>
--

Risk Calculator	LIKELIHOOD					
	1. How severely could it hurt someone (riders, officials or public)? And what impact will it have?			2. How likely is it to happen?		
	Almost certain Will occur	Likely Could happen frequently	Possible Could happen occasionally	Unlikely Could happen but only rarely	Rare Could happen, but its unforeseeable that this will occur	
Catastrophic	Extreme	Extreme	Extreme	High	High	High
Major	Extreme	Extreme	High	High	High	High
Moderate	High	High	Medium	Medium	Medium	Medium
Minor	Medium	Medium	Medium	Low	Low	Low
Insignificant	Medium	Low	Low	Low	Low	Low

Document Control History

Version	Date	Revision Author	Description
1	17/09/2014	CG	Created
2	30/01/2018	CG	Updated event date, Site plan and TRA included in the document, earthmoving equipment
3	20/08/2018	CG	Updated to include 121 Racing, Turner Gully Dirt Drag event as requested by the Shire of Beverley

Distribution List

Date	Location
24/09/2014	Wildcard Promotions
30/01/2018	Wildcard Promotions
20/08/2018	Wildcard Promotions

Disclaimer

Every effort has been taken to ensure that all risks are identified and mitigations are appropriate for consideration and implementation by the recipient. Any recommendation, advice and information contained within this plan is given in good faith and is based on sources believed to be reliable and accurate at the time of preparation and publication of this plan. The author does not accept legal liability or responsibility for the content of the recommendations, advice and information; nor does accept responsibility for any consequential loss or damage arising from its application, use and reliance. It is recommended that the recipient undertakes their own due diligence.

Version 3
 Issued Date 24th September 2014
 Reviewed Date 20th August 2018



To whom it may concern.

I Christopher Niblett Registered WorkSafe Assessor 1175 and Worksafe High Risk Work License WL 511704 Advanced Rigger and CEO of Maritime Training Assessment Group P/L RTO 52098, hereby state that the wire rope (FSWR) 5 strands at 19mm gauge was installed as a safety barrier to the Australian Standards and the National Standards in compliance with the OH&S Act 1984 (Occupational Health and Safety Act) Legislation.

Was deemed at time of installment compliant with the relevant standards and in good working order. Location of installment, Lot B3 Butchers road Westdale property Western Australia.

If you wish to contact me my mobile phone number is 0419041302 and my email contact is chris@mtag.com.au

Sincerely

A handwritten signature in black ink, appearing to read "Chris Niblett".

Christopher Niblett Approved By CHES
Managing Director

M. 0419 041 302

E: chris@mtag.com.au



Perth's premier First Aid and Medical provider

PO Box 172
Gundaham Street

Mobile 0427 987 597

Fax 08 9576 1188

medicaidwa@bigpond.com

MSA 07/06/17

Company Profile

Medic Aid W.A. is established supplier of Medical services. Medic Aid's dedicated team of professional Paramedics, Industrial Medics, Offshore Medics, Registered Nurses and First Aiders together, with the latest emergency care equipment deliver the right pre-hospital emergency medical care in a timely and appropriate manner to the patient. Staff adherence to our professional Code of Conduct ensures that your emergency care services are delivered with discretion in all cases.

All our staff have sound clinical skills and experience and hold current national qualifications. They are dedicated and highly motivated individuals who pride themselves in achieving the highest level of professionalism through their communication and skills to ensure the best possible standard of care to the patient and organisation.

Medic Aid W.A. currently operates several Mercedes Sprinters and four Toyota 4WD Ambulances. All vehicles are fully equipped operational Ambulances.

With the appropriate medical support your organisation minimises its exposure to risk and fulfils both legal and moral responsibilities of care to its members, public, staff and stakeholders.

Medic Aid W.A. carries its own medical and professional indemnity and public liability insurances. Our Indemnity insurance covers our staff for breach of professional duties in relation to the provision of first aid (medical malpractice).

In addition, Medic Aid W.A. has employed the services of a group of Perth Doctors. This relationship allows our Field Medics to work closely with doctors through phone communications. This 24/7 service supplies advice and support in emergency situations. Through this relationship Medic Aid Field Medics carry an extensive range of emergency front line drugs carried under the WA Health Department poisons permit structure.

PO Box 177, Bindoon, WA 6502
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 Email: medicaidwa@bigpond.com



MAWA POLICY NUMBER:	MAWA020 Medical Response Plan for Westdale 2018 - 2022
OWNER OF POLICY:	General Manager.
CONTACT PERSON:	Operations Manager
REVIEWED BY:	Operations Manager / General Manager.
REVIEW REGULARITY:	Annual review
APPROVAL BY:	General Manager.
EXPLANATION:	This policy and procedures is written and followed to ensure that all operations during Turner Gully Dirt Drags and Westdale Rock are carried out in a manner that is as safe as practicably possible to all staff and any other individual involved in the process.
POLICIES RELATING TO THIS POLICY	All policies and procedures relate back to this area of Policy and its Procedures.
DOCUMENTS OR FORMS RELATING TO THIS POLICY:	All documents relate back to this policy and procedure in some manner.
TO WHOM DOES THIS POLICY RELATE:	This policy relates to all staff of Off Road Racing operators at MAWA. Event Management of Westdale Rock and Turner Gully Dirt Drags and Assistants
POLICY	<p>Policy Statement:</p> <p>In any sport, it is essential to have rules regulating its conduct. This is particularly so in the case of motorcycling, where safety is vital for participants and spectators. This document is designed to outline the provision of care for competitors, officials and the general public at club, state and national level motocross competitions.</p> <p>Legal Compliance:</p> <p>Medic Aid, staff and Management will comply with the requirements of the following:</p> <ul style="list-style-type: none"> • Occupational Health and Safety Act 2000 • Occupational Health and Safety Regulation 2001 • Workplace Injury Management and Workers' Compensation Act 1998 • Workplace Injury Management and Workers' Compensation Regulation 2002 • Poisons Act 1964 <p>All personnel will also adhere to all relevant codes of practice.</p> <p>Poisons Permit Codes of Practice:</p> <p>This Code of Practice sets out the responsibilities in regard to a Health Services Poisons Permit for Medical Treatment. Medical treatment is considered to be the diagnosis, and ongoing treatment of illness and disease. This Permit for medical treatment also covers emergency administration of medicines.</p> <p>Medical Response Plan:</p> <p>This Plan has been developed to help ensure compliance with Part 4, <i>Division 3</i> "Emergency Preparation" of the WA Mines Safety and Inspection Regulations 1999, and more specifically <i>Regulation 4.30</i> "Preparation of emergency plan". Regulation 4.30 requires the principal employer or manager to prepare an emergency plan that:</p>

Name of document:	ALTERNATIVE: AWA020020 Medical Response Plan for Westdale 2018 - 2022
Version Number:	3.0
Reviewed:	8 th of February 2018
Next review due:	8 th of February 2019
RTO Number:	Written by: Curriculum Development Coordinator. Page 1 of 17

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- Identifies the hazards that might cause an emergency;
- Assess the risk of an emergency occurring; and
- Includes means for dealing with such emergencies
- Response to such emergency
- Training for such emergency

This plan must also consider the means for managing and controlling an emergency situation, as required under Regulation 4.30 (2) (c), including the provision of training, equipment, facilities, personnel and procedures.

Clinical Skills Guidelines:

The Primary Clinical Care Manual provides Clinical Care Guidelines and Health Management Protocols. These CPGs are the principal clinical reference tool and policy document for health professionals working in rural and remote WA. It contains Health Management Protocols that support the advanced practice of authorised MAWA Practitioners. These Health Management Protocols set out the circumstances, conditions and restrictions under which treatment and drugs listed in the Drug Therapy Protocols can be used. MAWA staff working in rural and remote ambulatory care settings use the Clinical Medical Director guidelines.

Emergency Vehicle Authorisation (EVA):

Under the Road Traffic Code 2000 Medic Aid WA is authorised to administer the use of an emergency vehicle, as defined in Regulation 3 ...

(c) being an ambulance, answering an urgent call or conveying any injured or sick person to any place for the provision of urgent treatment;

Medical Indemnity

These guidelines and authorisations ensure compliance with current insurance during all events.

Name of document:	MAWA 2014 - Medic Aid WA's Policy on Medical Services Provision in WA 2014 - 2022	Location:
Version Number:	1.0	Next review due:
Reviewed:	18 th of February 2018.	18 th of February 2018.
RYO Number:	Written by: Curriculum Development Coordinator	Page 2 of 7

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 Email: medicaidwa@bigpond.com



All personnel are to also carry personal mobile telephones for communication. They are only to be used for pertinent communications. Examples of these are communication with outside agencies as well as additional communication with SP, EM and team members.

Please note that due to the loud nature of the racing and/or event, it may not always be possible to establish positive communication either by radio, telephone or verbally. MAWA personnel must still respond to all incidents and positive communication established as soon as practicable.

Rapid Response Vehicle (RRV):

Medic Aid WA is equipped with rapid response emergency off road vehicles. The RRV is the primary means of response to a Critical Incident. The vehicle is equipped with advanced lifesaving equipment along with spinal immobilisation. The vehicle is also equipped with basic firefighting equipment. The vehicle is only to be operated by authorised personnel in accordance with Medic WA safe work guidelines. Utilisation of the RRV must be undertaken with extreme caution. There are changeable factors that will affect the performance of the RRV during a race meeting and/or general property conditions; examples of these are inclement weather, changing track surface from normal race usage, etc. It is the responsibility of the MAWA personnel to evaluate property and track conditions constantly throughout the event and drive to conditions.

Note: all RRT staff and patients are either to be seated in the front or on the rear seat or secured on stretcher of the RRV at all times on mobilisation.

Rapid Response Team (RRT):

The Medic Aid WA rapid response team is responsible for safely responding to all event incidents involving injury or illness. The RRT also mans the Rapid Response Vehicle. The RRT is to observe the track and event in general from a vantage point that offers the best view of the race and venue. Positive communication between the RRT, SP and EM must be maintained.

Activation of the RRT can be by any or all of the following means:

- Radio call
- Mobile Phone EM or SP
- Witnessed accident/INCIDENT by RRT

Operations on a live race track (Incident Response)

- Only approved and designated personnel are to enter a live track
- In the event medical assistance is required the RRT will inform the EM of intent to respond and location, in the event positive communication cannot be established with EM the RRT should respond with caution.
- Activate **EMERGENCY BEACONS** on RRV before entering a live track at all times
- Based on earlier track assessment the RRT will respond to an incident via the safest route. Live tracks should only be crossed when **SAFE AND EXPEDIENT TO DO SO**. It is imperative that crossing a live track is completed safely. Considerations need to include but are not limited to:
 - Designated crossing points where applicable
 - Only cross a track where good visibility of oncoming race bikes is possible
 - Locate RRV as close to patient as practicably possible, this will minimise patient movement and limit manual handling/lifting and carrying on uneven surfaces
 - Extraction of an injured rider that has sustained significant injury should be the safest & smoothest route, inform the EM of extraction plan

Name of document:	SAFETY PLAN - Medical Assistance (on-site) Medic Aid WA (on-site) (Version 3.0) 2014	Location:
Version Number:	3.0	Next review date:
Reviewed On:	20 February 2014	Page:
BYO Number:	Written by: Catherine Deacon, EM Coordinator	Page 4 of 7

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- The nature of motocross riding will cause the track to deteriorate. Conduct operations according to conditions
- Possible inclement weather can add to altered track surfaces.

Foot response:
 A foot response is only to be carried out by MAWA personnel under the following circumstances.

- RRV has no access to the sick or injured person.
- More than one casualty at different locations
- Direction from SP

RRV member responding will only access the track to assist the fallen rider if it is safe to do so. RRT member responding on foot will always carry a responder grab bag. Positive lines of communication with SP and EM must be maintained the provision of redeploying RRV.
 RRT member shall only cross a live track on foot if they have a clear view of oncoming race traffic. If the event the view is limited or obstructed the RRT member must engage with and implement secondary control measures in the event the process is unattainable then the RRT member will not cross the track.

EVENT SPECIFIC NOTES

Personnel Support and Welfare:
 All personnel are to be advised that, should the need arise, personnel support services will be available. Please contact the Medic Aid WA Operations Manager who will assist in arranging chaplain or counselling sessions, if required.

Media:
 Medic Aid WA Personnel are not to engage with any media. Should the media approach requesting Medic Aid WA comment please apologize and refer them to Medic Aid WA Director, Keith Ferguson on 0427987597

Presentations on the day:
 All presentations on the day are to be documented on a Medic Aid WA Patient Care Record Form or Medic Aid WA First Aid Only Form. At all National and State Controlling Body events all presentations will require the completion of medical injury report (medical officials). This form is to be completed by appropriate medical staff and forwarded to the steward at the conclusion of the event in a sealed envelope mark 'Private and Confidential'

Patient Care (Clinical)
 Regardless of location or condition, all casualties will have been documented on an MAWA Patient Care Record unless it is a nonclinical treatment. As a guide, all clinical patients should have at least 2 sets of vital signs documented to establish a trend. Time critical patients should have vitals recorded every 5 minutes and non-time critical at least every 10 minutes.

Non-Clinical Treatments
 MAWA personnel are to complete a 'First Aid Only Patient Care Record for all non-clinical treatments. This is to record instances where customers/patients request information or facilities to attend their own clinical needs, including self-treatment products, which includes;

- ice packs
- adhesive strips for self-management (e.g. band aids)
- sunscreen
- self-treatment items

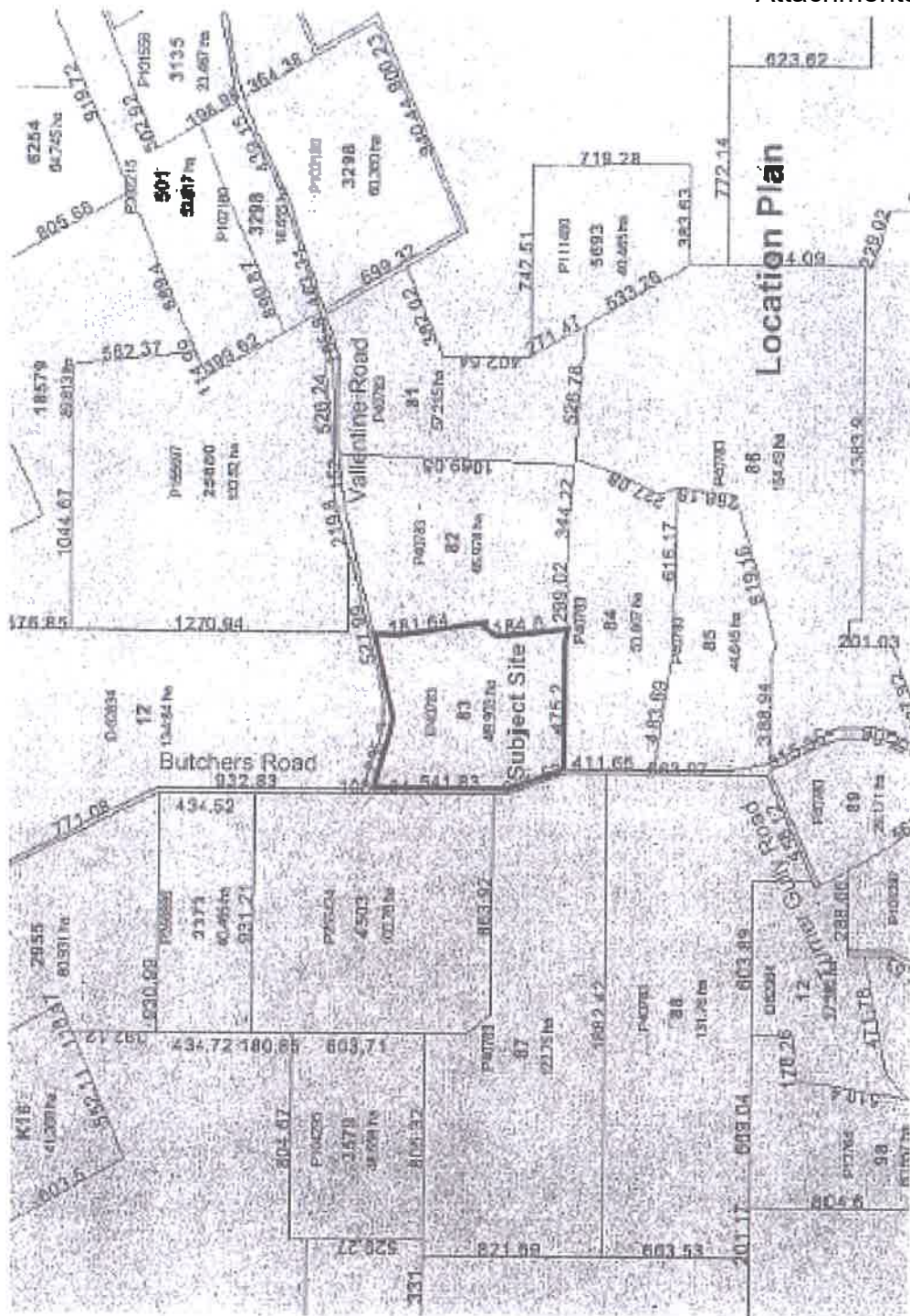
Name of document:	MAWA WA - Medical Response Plan for Professional Motocross Events (2018 - 2022)	Location:
Version Number:	3.0	Next review date:
Reviewed:	2 nd of February 2018	20 th of February 2019
RVF Number:	W72626 (Confidential) Development Coordinator	Page 5 of 7

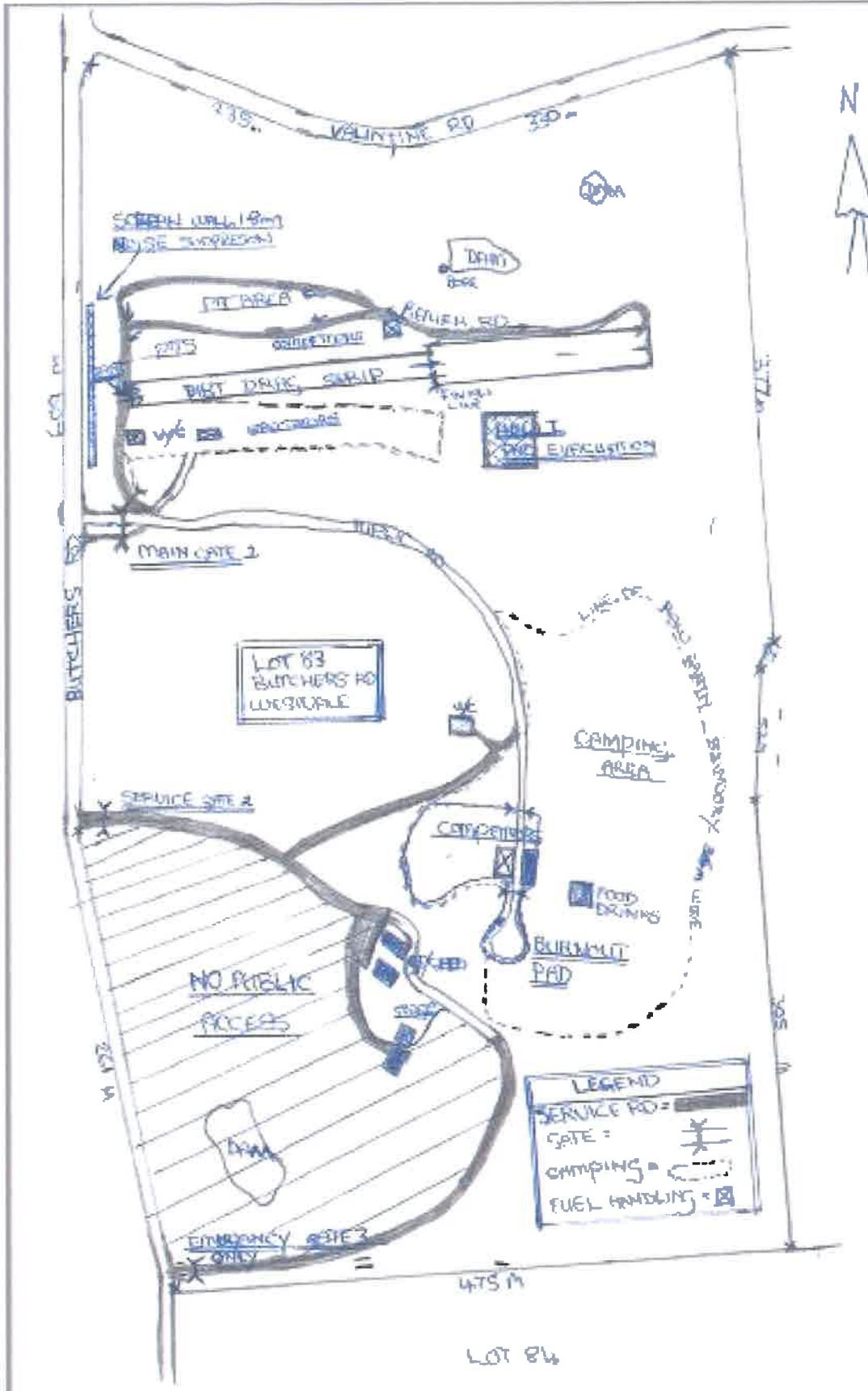
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Name of document: <i>Medic Aid - Dispensing Guidelines 2014</i>	
Version Number: 1.0	Location:
Revision: 0 th of February 2014.	Next Review Date: 0 th of February 2019.
ATO Number:	Written by: <i>Cybil</i> as Development Coordinator. Page 1 of 1







Oracle Group (Australia) Pty Ltd

Trading as Oracle Group Insurance Brokers
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E: info@oraclegroup.com.au
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110 Erindale Road, Balclutha WA 6021

www.oraclegroup.com.au

CERTIFICATE OF CURRENCY

From: Brent Campbell

We hereby confirm that we have arranged the insurance cover mentioned below:

Black And White Enterprise Pty Ltd
MOUNT PLEASANT WA 6153 WA

Date: 7/07/2022
Our Reference: BLACKKW
RENEWAL

Page 1 of 2

Class of Policy: Farm Insurance
Insurer: QBE Insurance (Australia) Limited
Level 5, 2 Park Street, Sydney NSW 2000
ABN: 76 008 101 095
The Insured: BLACK AND WHITE ENTERPRISE PTY LTD

Policy No: 170A075829FAR
Invoice No: 316726
Period of Cover:
From 15/06/2022
to 30/06/2023 at 4:00 pm

Details:

See attached schedule for a description of the risk insured

IMPORTANT INFORMATION

The Proposal/Declaration:

- is to be received and accepted by the Insurer
- has been received and accepted by the Insurer

The total premium as at the above date is:

- to be paid by the Insured
- part paid by the Insured
- paid in full by the Insured
- paid by monthly direct debit

Premium Funding

- This policy is premium funded

Please note that the policy defined above is subject to the receipt of the Proposal Declaration and acceptance by the Insurer (if not already completed and accepted) and subject to the full receipt and clearance of the total premium payable by the Insured.

10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES

Nil

11. FINANCE

11.1 Monthly Financial Report

Submission To:	Ordinary Council Meeting 23 August 2022
Report Date:	12 August 2022
Applicant:	Administration
File Reference:	N/A
Author and Position:	S.K. Marshall, Deputy Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	July 2022 Financial Reports

SUMMARY

Council to consider accepting the financial report for the period ending 31 July 2022.

BACKGROUND

There is a statutory requirement that the Local Government is to prepare, each month, a statement of financial activity reporting on sources and applications of its funds and to present the statement to Council.

Council adopted a budget variance reporting parameter of 10% on budgeted items of \$10,000 or greater at the July 2022 Ordinary Meeting, item 11.3.

COMMENT

The monthly financial reports for the period ending 31 July 2022 have been provided and include:

- Financial Activity Statement by Nature & Type;
- Statement of Net Current Assets;
- Statement of Financial Position; and
- Investment of Surplus Funds Report.

STATUTORY ENVIRONMENT

Section 6.4(1) of the *Local Government Act* provides that a local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

Regulation 34 of the *Local Government (Financial Management) Regulations* requires a Statement of Financial Activity to be prepared each month which is to contain the following details:

- (a) annual budget estimates;
- (b) budget estimates to the end of the month;
- (c) actual amount of expenditure and revenue;
- (d) material variances between comparable amounts in (b) and (c) above; and
- (e) the net current assets at the end of the month to which the statement relates (i.e. surplus / (deficit) position).

The Statement is to be accompanied by:

- (a) explanation of the composition of net current assets, less committed assets and restricted assets;
- (b) explanation of the material variances; and

(c) such other information considered relevant by the local government.

FINANCIAL IMPLICATIONS

All revenue and expenditure, unless disclosed in the notes to material variances, are as per the 2022/23 Budget.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

AF004 – Investing Surplus Funds

RISK IMPLICATIONS

It is a requirement of the *Local Government (Financial Management) Regulations 1996* that a Statement of Financial Activity is prepared within two months of the end of the reporting period. This report mitigates the risk of non-compliance.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
Low	Monitor for ongoing improvement.
Medium	Comply with risk reduction measures to keep risk as low as reasonably practical.
High	Review the risk and take additional measures to ensure risk is low as reasonably achievable.
Severe	Unacceptable risk level, reduction measures must be introduced before proceeding.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the monthly financial report for the month of July 2022 be accepted and material variances be noted.

SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY BY NATURE OR TYPE
FOR THE PERIOD ENDING
31 July 2022

Description	Budget 2022/23	YTD Budget 2022/23	YTD Actual 2022/23	YTD Variance	Notes To Material Variances
Operating Revenue					
Rates	3,087,781.00	3,351,392.00	3,350,985.23	(406.77)	
Operating Grants, Subsidies and Contributions	715,395.00	155,090.00	154,986.21	(103.79)	
Profit On Asset Disposal	62,000.00	0.00	0.00	0.00	
Service Charges	0.00	0.00	0.00	0.00	
Fees & Charges	714,764.00	243,130.00	248,679.41	5,549.41	
Interest Earnings	74,687.00	2,374.00	1,322.69	(1,051.31)	
Other Revenue	424,882.00	25,312.00	7,008.25	(18,303.75)	PWOH & POC allocation timing versus expenditure.
Non-Operating Grants, Subsidies and Contributions	2,030,994.00	0.00	0.00	0.00	
Total Operating Revenue	7,110,503.00	3,777,298.00	3,762,981.79	(14,316.21)	
Operating Expenditure					
Employee Costs	(2,387,077.00)	(154,163.00)	(124,353.88)	29,809.12	Employee wages, leave and super lower than anticipated YTD.
Materials & Contracts	(2,297,228.00)	(134,635.00)	(132,241.25)	2,393.75	
Utilities	(198,572.00)	(14,700.00)	(16,554.27)	(1,854.27)	
Depreciation On Non-Current Assets	(2,400,096.00)	(200,000.00)	(199,082.60)	917.40	
Interest Expenses	(86,323.00)	(2,283.00)	4,530.92	6,813.92	Interest accruals from 21/22 reversed.
Insurance Expenses	(236,285.00)	(115,492.00)	(111,434.57)	4,057.43	
Other Expenditure	(83,975.00)	(874.00)	(4,722.01)	(3,848.01)	
Loss On Asset Disposal	(31,000.00)	(2,583.00)	0.00	2,583.00	
Loss on Revaluation of Non-Current Assets	0.00	0.00	0.00	0.00	
Total Operating Expenditure	(7,720,556.00)	(624,730.00)	(583,857.66)	40,872.34	
Net Operating	(610,053.00)	3,152,568.00	3,179,124.13	26,556.13	
Capital Income					
Self Supporting Loan - Principal Repayment	10,968.00	0.00	0.00	0.00	
Proceeds from Sale of Assets	194,000.00	0.00	0.00	0.00	
New Loan Raised	0.00	0.00	0.00	0.00	
Total Capital Income	204,968.00	0.00	0.00	0.00	
Capital Expenditure					
Land and Buildings	(787,000.00)	0.00	(2,349.97)	(2,349.97)	
Plant and Equipment	(681,500.00)	0.00	0.00	0.00	
Office Furniture and Equipment	(40,000.00)	0.00	0.00	0.00	
Road Construction	(2,004,829.00)	(38,283.00)	(33,492.40)	4,790.60	
Other Infrastructure	(1,200,858.00)	0.00	(77.67)	(77.67)	

SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY BY NATURE OR TYPE
FOR THE PERIOD ENDING
31 July 2022

Description	Budget 2022/23	YTD Budget 2022/23	YTD Actual 2022/23	YTD Variance	Notes To Material Variances
Land Under Control	0.00	0.00	0.00	0.00	
Leases	(6,837.00)	0.00	0.00	0.00	
Loans - Principal Repayments	(138,424.00)	0.00	0.00	0.00	
Total Capital Expenditure	(4,859,448.00)	(38,283.00)	(35,920.04)	2,362.96	
Net Capital	(4,654,480.00)	(38,283.00)	(35,920.04)	2,362.96	
Adjustments					
Depreciation Written Back	2,400,096.00	200,000.00	199,082.60	(917.40)	
Movement in Leave Reserve Cash Balance	0.00	0.00	0.00	0.00	
Movement in Non-Current Loan Repayments	0.00	0.00	0.00	0.00	
Movement in Non-Current SSL Income	0.00	0.00	0.00	0.00	
Movement in Non-Current Lease Repayments	0.00	0.00	0.00	0.00	
Movement in Non-Current Investments	0.00	0.00	0.00	0.00	
Movement in Non-Current LSL Provision	0.00	0.00	0.00	0.00	
Movement in Non-Current Deferred Pensioner Rates	0.00	0.00	0.00	0.00	
(Profit)/Loss on Disposal of Assets Written Back	(31,000.00)	0.00	0.00	0.00	
Loss on Revaluation of Non-Current Assets Written Back	0.00	0.00	0.00	0.00	
Rounding	0.00	0.00	0.00	0.00	
Add Funding From					
Transfer (To)/From Reserves	477,322.00	0.00	0.00	0.00	
Opening Surplus/(Deficit)	2,418,115.00	2,418,115.00	2,418,115.24	0.24	
Total Adjustments	5,264,533.00	2,618,115.00	2,617,197.84	(917.16)	
CLOSING SURPLUS/(DEFICIT)	0.00	5,732,400.00	5,760,401.93	28,001.93	

SHIRE OF BEVERLEY STATEMENT OF NET CURRENT ASSETS FOR THE PERIOD ENDING 31 July 2022		
Description	Actual 2021/22	YTD Actual 2022/23
Current Assets		
Cash at Bank	3,209,654.53	2,299,578.44
Cash - Unrestricted Investments	0.00	0.00
Cash - Restricted Reserves	2,229,365.68	2,229,365.68
Cash on Hand	700.00	700.00
Accounts Receivable	919,384.48	4,386,631.68
Prepaid Expenses	0.00	0.00
Self Supporting Loan - Current	10,968.23	10,968.23
Inventory - Fuel	19,124.29	20,127.20
Total Current Assets	6,389,197.21	8,947,371.23
Current Liabilities		
Accounts Payable	(1,466,207.41)	(688,931.44)
Loan Liability - Current	(138,423.45)	(138,423.45)
Lease Liability - Current	(6,836.70)	0.00
Annual Leave Liability - Current	(254,683.62)	(254,683.62)
Long Service Leave Liability - Current	(143,208.57)	(143,208.57)
Doubtful Debts	0.00	0.00
Total Current Liabilities	(2,009,359.75)	(1,225,247.08)
Adjustments		
Less Restricted Reserves	(2,229,365.68)	(2,229,365.68)
Less Self Supporting Loan Income	(10,968.23)	(10,968.23)
Add Leave Reserves - Cash Backed	140,188.24	140,188.24
Add Loan Principal Expense	138,423.45	138,423.45
Total Adjustments	(1,961,722.22)	(1,961,722.22)
NET CURRENT ASSETS	2,418,115.24	5,760,401.93

SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
AS AT
31 July 2022

Description	Actual 2021/22	YTD Actual 2022/23	Movement
Current Assets			
Cash and Cash Equivalents	5,439,720.21	4,529,644.12	(910,076.09)
Accounts Receivable	379,002.48	4,173,584.68	3,794,582.20
Contract Asset - Current	540,382.00	213,047.00	(327,335.00)
Prepaid Expenses	0.00	0.00	0.00
Self Supporting Loan - Current	10,968.23	10,968.23	0.00
Inventory	19,124.29	20,127.20	1,002.91
Total Current Assets	6,389,197.21	8,947,371.23	2,558,174.02
Current Liabilities			
Accounts Payable	(1,132,647.41)	(355,371.44)	777,275.97
Contract Liability - Current	(333,560.00)	(333,560.00)	0.00
Loan Liability - Current	(138,423.45)	(138,423.45)	0.00
Lease Liability - Current	(6,836.70)	0.00	6,836.70
Annual Leave Liability - Current	(254,683.62)	(254,683.62)	0.00
Long Service Leave Liability - Current	(143,208.57)	(143,208.57)	0.00
Doubtful Debts	0.00	0.00	0.00
Total Current Liabilities	(2,009,359.75)	(1,225,247.08)	784,112.67
Non-Current Assets			
Non-Current Debtors	148,045.45	148,045.45	0.00
Non-Current Investments	58,352.75	58,352.75	0.00
Land and Buildings	29,725,078.17	29,665,514.73	(59,563.44)
Plant and Equipment	2,178,632.13	2,158,278.63	(20,353.50)
Furniture and Equipment	92,874.24	90,200.55	(2,673.69)
Infrastructure	64,135,530.18	64,054,958.25	(80,571.93)
Self Supporting Loan - Non Current	0.00	0.00	0.00
Total Non-Current Assets	96,338,512.92	96,175,350.36	(163,162.56)
Non-Current Liabilities			
Loan Liability - Non Current	(2,118,272.70)	(2,118,272.70)	0.00
Lease Liability - Non Current	(6,836.60)	(6,836.60)	0.00
Annual Leave - Non Current	0.00	0.00	0.00
Long Service Leave Liability - Non Current	(76,311.20)	(76,311.20)	0.00
Total Non Current Liabilities	(2,201,420.50)	(2,201,420.50)	0.00
Net Assets	98,516,929.88	101,696,054.01	3,179,124.13

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
AS AT
31 July 2022**

Description	Actual 2021/22	YTD Actual 2022/23	Movement
Equity			
Accumulated Surplus	(47,991,692.08)	(51,170,816.21)	(3,179,124.13)
Reserves - Cash Backed	(2,229,365.68)	(2,229,365.68)	0.00
Reserve - Revaluations	(48,295,872.12)	(48,295,872.12)	0.00
Total Equity	(98,516,929.88)	(101,696,054.01)	(3,179,124.13)

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 31 July 2022						
Account #	Account Name	Amount Invested (\$)		Term	Interest Rate	Maturation
4054597	Reserve Funds Bendigo					
	Long Service Leave	0.00				
	Airfield Emergency	40,273.79				
	Plant	244,868.17				
	Emergency Services	28,803.51				
	Building	511,429.75				
	Recreation Ground	584,535.06				
	Cropping Committee	212,371.69				
	Avon River Development	0.00				
	Annual Leave	140,188.24				
	Community Bus	39,652.96				
	Infrastructure	167,137.59				
	Senior Housing	179,596.24				
	Mainstreet Development	0.00				
	Avondale Mach Museum	60,490.23				
	ITC Renewal Reserve	20,018.45	2,229,365.68	3 mnths	2.20%	29/09/2022
	Total		2,229,365.68			

11.2 Accounts Paid by Authority

Submission To:	Ordinary Council Meeting 23 August 2022
Report Date:	16 August 2022
Applicant:	N/A
File Reference:	N/A
Author and Position:	S.K. Marshall, Deputy Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	July 2022 List of Reports (Not avail. to public, Contact Shire)

SUMMARY

Council to consider authorising the payment of accounts.

BACKGROUND

The following list represents accounts paid by authority for the month of July 2022.

COMMENT

Unless otherwise identified, all payments have been made in accordance with Council's 2022/23 Budget.

STATUTORY ENVIRONMENT

Regulation 12 of the *Local Government (Financial Management) Regulations* provides that:

- (1) A payment may only be made from the municipal fund or the trust fund —
 - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

Regulation 13 of the *Local Government (Financial Management) Regulations* provides that:

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
 - (a) for each account which requires council authorisation in that month —
 - (i) the payee's name;
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction;

and

- (b) the date of the meeting of the Council to which the list is to be presented.
- (3) A list prepared under sub regulation (1) or (2) is to be —
 - (a) presented to the Council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

FINANCIAL IMPLICATIONS

Unless otherwise identified, all payments have been made in accordance with Council's 2022/23 Budget.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Authority to Purchase – All acquisitions should be in accordance with budget provisions or to a maximum specified cost.

RISK IMPLICATIONS

Failure to present a detailed listing in the prescribed form would result in non-compliance *Local Government (Financial Management) Regulations 1996*, this report mitigates the risk of non-compliance.

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
Low	Monitor for ongoing improvement.
Medium	Comply with risk reduction measures to keep risk as low as reasonably practical.
High	Review the risk and take additional measures to ensure risk is low as reasonably achievable.
Severe	Unacceptable risk level, reduction measures must be introduced before proceeding.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the List of Accounts as presented, be received:

July 2022:

(1) **Municipal Fund** – Account 016-540 259 838 056

Cheque vouchers

13 July 2022	1866-1866	(1)	\$	6,623.94	(authorised by CEO S Gollan and Pres D White)
21 July 2022	1867-1867	(1)	\$	114.00	(authorised by CEO S Gollan and DCEO S Marshall)
Total of cheque vouchers for July 2022 incl			\$	6,737.94	previously paid.

EFT vouchers

05 July 2022	EFT 8265-8297	(33)	\$	116,085.23	(authorised by DCEO S Marshall and Pres D White)
06 July 2022	EFT 8299-8305	(7)	\$	19,528.63	(authorised by DCEO S Marshall and Cr D Davis)
06 July 2022	EFT 1-38	(38)	\$	59,623.48	(authorised by CEO S Gollan and DCEO S Marshall)
08 July 2022	EFT 8309-8312	(4)	\$	244,944.04	(authorised by DCEO S Marshall and Pres D White)
13 July 2022	EFT 8313-8341	(29)	\$	78,019.05	(authorised by CEO S Gollan and DCEO S Marshall)
14 July 2022	EFT 8342-8347	(6)	\$	78,019.05	(authorised by CEO S Gollan and DCEO S Marshall)
14 July 2022	EFT 1-38	(38)	\$	57,857.90	(authorised by CEO S Gollan and Cr D Davis)
19 July 2022	EFT 8349-8353	(5)	\$	18,825.89	(authorised by CEO S Gollan and DCEO S Marshall)
20 July 2022	EFT 1-38	(38)	\$	60,608.08	(authorised by CEO S Gollan and Cr D Davis)
21 July 2022	EFT 8354-8357	(4)	\$	13,552.32	(authorised by CEO S Gollan764 and DCEO S Marshall)
27 July 2022	EFT 8359-8394	(36)	\$	728,777.83	(authorised by CEO S Gollan and DCEO S Marshall)
Total of EFT vouchers for July 2022 incl			\$	1,217,081.05	previously paid

(2) **Trust Fund** – Account 016-259 838 128

Cheque vouchers

Nil vouchers

Total of cheque vouchers for July 2022 incl			\$	0.00	previously paid.
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EFT vouchers

05 July 2022	EFT 8257-8264	(8)	\$	814.00	(authorised by DCEO S Marshall and Pres D White)
06 July 2022	EFT 8298-8298	(1)	\$	560.00	(authorised by DCEO S Marshall and Cr D Davis)
08 July 2022	EFT 8307-8308	(2)	\$	80.00	(authorised by DCEO S Marshall and Pres D White)
19 July 2022	EFT 8348-8348	(1)	\$	200.00	(authorised by CEO S Gollan and DCEO S Marshall)
Total of EFT vouchers for July 2022 incl			\$	1,654.00	previously paid.

(3) **Direct Debit** Payments totalling \$ 91,917.20 previously paid.

(4) **Credit Card** Payments totalling \$ 2,623.78 previously paid.

11.3 Community Grants

Submission To:	Ordinary Council Meeting 23 August 2022
Report Date:	16 August 2022
Applicant:	Various Applicants
File Reference:	ADM 0428
Author and Position:	Ashleigh Fleay, Projects Officer
Previously Before Council:	Occurs bi-annually
Disclosure(s) Of Interest:	None
Attachments:	Submitted Grant Applications (not available to public)

SUMMARY

Council to award grant funding to various Community Groups.

BACKGROUND

At the July 2013 Council meeting, it was agreed to set up a Community Grants scheme to assist individuals, Not for Profit and Incorporated local organisations in the development of their respective interests. Council has two rounds of applications being July and January each financial year. Personal Development Grants for individuals are open all year round.

COMMENT

The first round of Community Grants for 2022/23 financial year was advertised in the July 2022 Beverley Blarney, on social media networks and on the Shire of Beverley website. Applications opened on 1st July and closed on 31st July 2022. A total of four applications were received, two for Major Grants and two for Minor Grants.

Clubs had to pass the compliance criteria to be considered eligible. The compliance criteria consisted of: Incorporation, Beverley Based Group/Club and 50:50 matched funds (for grants over \$1,001).

Minor Grants: Applications for under \$1,001 have to fall within one of the following categories: Early Years (0 to 4yrs); Environment; History and or Heritage; Seniors; Tourism; Volunteer/Upskilling; or Youth (5 to 18yrs)

Major Grants: Applications for over \$1,001 have to fall within one of the following categories: Art and Culture; Disability/Aging; Education & Training; Environment; Event; Minor infrastructure/equipment or development; or Sport and Recreation.

The total major grant funding requested \$5,460.00; the total minor grant funding requested \$1,880.00. As it is the start of the new financial year, there is \$10,000.00 available in both the major grant category and minor grants category.

The following table outlines the Grant Applications, the activities groups wish to use the money for, the amount they requested and the amount with reasoning that we are suggesting they receive. This round of applications has a strong focus on the Early Years category as well as Minor Infrastructure projects.

Club/Group	Members	Activity	Amount Requested	Amount Recommended
Beverley Golf Club Inc	105 Members	<p>Minor Category: Sport & Recreation Total Project Cost: \$2,054.80</p> <p>Project as described by applicant: Purchase of security gates for the Machinery Shed which houses over \$30,000 worth of machinery currently in an open shed. Security gates will assist in protecting golf club assets. The project will be managed by the golf club course committee who will purchase gates and install.</p> <ul style="list-style-type: none"> ▪ 8th Application ▪ Incorporated ▪ Application complete, quotes provided. 	\$1,000.00	\$1,000.00
Beverley Playgroup Inc	16 Members	<p>Minor Category: Early Years (0-4yrs) Total Project Cost: \$1,300.00</p> <p>Project as described by applicant: This Project will see the Beverley Playgroup run a six-week early years program under the Be Very Playful banner. The program will involve local volunteers, community and services. The program will include the following: Be Very Strong, Be Very Green, Be Very Arty, Be Very Messy, Be Very Stretchy, Be Very Dramatic.</p> <ul style="list-style-type: none"> ▪ 4th Application ▪ Incorporated ▪ Application complete and written with a lot of detail, quotes provided. 	\$880.00	\$880.00
Beverley CWA	10 Members	<p>Major Category: Minor Infrastructure/Equipment/Development Total Project Cost: \$2,420.00</p> <p>Project as described by applicant: Replacement of the cement verandah to make it safe for the General Public. Current verandah has major cracking and lifting in sections causing trip hazards.</p> <ul style="list-style-type: none"> ▪ 3rd Application ▪ Incorporated ▪ Application complete, quotes provided. 	\$1,210.00	\$1,210.00

<p>Beverley District High School P&C Association</p>		<p>Major Category: Minor Infrastructure/ Equipment/ Development Total Project Cost: \$8,500.00</p> <p>Project as described by applicant: Construction of a Nature Play Area to be built under and around the existing olive trees in the year 1-3 playground area at the Beverley District High School. Project will support the social and mental wellbeing of students.</p> <ul style="list-style-type: none"> ▪ 4th Application ▪ Incorporated ▪ Application complete and written with a lot of detail, quotes provided. 	<p>\$4,250.00</p>	<p>\$4,250.00</p>
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2022/2023 Budget \$20,000.00	Remaining Balances	Amount Requested this round
Minor Grants - \$1,000 or less	\$10,000.00	\$1,880.00
Major Grants - \$1,001 - \$5,000	\$10,000.00	\$5,460.00
Total (if combined)	\$20,000.00	\$7,340.00
Personal Development 2022/23 Budget \$2,000.00	\$2,000.00	Nil

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

Community Grant Program

2022/2023 Total Minor Grants \$10,000 – Available funds balance: \$10,000.00

2022/2023 Total Major Grants \$10,000 – Available funds balance: \$10,000.00

STRATEGIC IMPLICATIONS

Strategic Community Plan

Goal 7 – Increase all forms of club participation

Goal 8 – Beverley continues to be an inclusive, friendly and caring community

Goal 9 – We have a safe and health community

Goal 12 – Council leads the organisation and engages with community in an accountable and professional manner.

RISK IMPLICATIONS

Low (2) – It is considered there is minimal risk to awarding the grants. The grants assist volunteer run associations to make further contributions to the Community and foster participation and inclusiveness.

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood					
Almost Certain	Medium (5)	High (10)	High (15)	Severe (20)	Severe (25)
Likely	Low (4)	Medium (8)	High (12)	High (16)	Severe (20)
Possible	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Risk Rating	Action
Low	Monitor for ongoing improvement.
Medium	Comply with risk reduction measures to keep risk as low as reasonably practical.
High	Review the risk and take additional measures to ensure risk is low as reasonably achievable.
Severe	Unacceptable risk level, reduction measures must be introduced before proceeding.

POLICY IMPLICATIONS

Community Grant Policy

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council award the following Community Grants under the first round of submissions for the 2022/23 financial year.

1. Beverley Golf Club Inc \$1,000.00
2. Beverley Playgroup Inc \$ 880.00
3. Beverley P&C Association \$4,250.00
4. Beverley CWA \$1,210.00

12. ADMINISTRATION

12.1 New Policy C018 – Community Memorials

Submission To:	Ordinary Council Meeting 23 August 2022
Report Date:	11 August 2022
Applicant:	Administration
File Reference:	ADM 0468
Author and Position:	Stephen Gollan, Chief Executive Officer
Previously Before Council:	July 2022 – Council Briefing Session
Disclosure(s) Of Interest:	Nil
Attachments:	Draft Policy

SUMMARY

Council to consider the adoption of a new Community Memorials Policy.

BACKGROUND

Council has recently received two varying applications to place memorial chairs within the townsite. Council previously allowed chairs of various types to be placed on the main street, however with the recent redevelopment works all memorial chairs have been re-located to either the Bowling Club or Cemeteries.

The development of a policy will see a more uniform approach to the placement of memorials and ensure a register of the chairs and location is kept.

COMMENT

At the 26 July 2022 Council Briefing Session, Council indicated they would like an application form addressing a minimum residential period and commitment to community; a standard chair and plaque size; costs to be borne by the applicant; and set locations. The attached policy has been developed with Council's requests in mind.

STATUTORY ENVIRONMENT

N/A

CONSULTATION

Council

FINANCIAL IMPLICATIONS

Full cost to applicant

STRATEGIC IMPLICATIONS

Goal 8 – Beverley continues to be an inclusive, friendly and caring community.
Goal 12 - Council leads the organisation and engages with the community in an accountable and professional manner.

POLICY IMPLICATIONS

New Policy

RISK IMPLICATIONS

Low (2) – The development of a policy will ensure memorial chairs will be placed in appropriate locations for honoured community members.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium (5)	High (10)	High (15)	Severe (20)	Severe (25)
Likely	Low (4)	Medium (8)	High (12)	High (16)	Severe (20)
Possible	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Risk Rating	Action
Low	Monitor for ongoing improvement.
Medium	Comply with risk reduction measures to keep risk as low as reasonably practical.
High	Review the risk and take additional measures to ensure risk is low as reasonably achievable.
Severe	Unacceptable risk level, reduction measures must be introduced before proceeding.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopt Policy C018 Community Memorials.

Attachment 12.1

3.18 Request for Purchase and Placement of Memorial Seats

Policy Type:	Community
Date Adopted:	

Policy No:	C018
Date Last Reviewed:	

Legal (Parent):
1.

Legal (Subsidiary):
1.

ADOPTED POLICY	
Title:	Request for Purchase and Placement of Memorial Seats
Objective:	To recognise residents who have made a significant contribution to the Beverley Community and ensure applications are managed on a consistent basis.

SCOPE

This policy applies to the placement of memorial seats in the Shire of Beverley owned/managed parks, reserves, public open space and streetscapes (other than Vincent Street).

POLICY

The Shire of Beverley recognises that members of the community may wish to use public open space to commemorate a person/s through a memorial, which adds to the value of the well being of the community.

In order for the Shire to ensure its public open spaces continue to serve their purpose and are not transformed into places of mourning, and that its assets are not impacted negatively, applications for memorial seats in public open space will be limited to:

- recognising residents who have made a significant contribution to the Shire or Community over a minimum of 25 years.

Each application will be assessed on its individual merit, firstly meeting the basic criteria and subject to the conditions within this policy.

All applications must meet the following criteria:

- The application must be on the prescribed form.
- Memorial seats shall only commemorate a person no longer living.
- The deceased was a resident of Beverley for a minimum of 25 years.
- The deceased made a significant contribution to the community through volunteering, business, cultural, social or sporting aspects.
- Placement of the memorial would benefit the community in acknowledging the deceased.
- The applicant is to fund the purchase and installation of the memorial seat and plaque.

IMPLEMENTATION

- The CEO will approve the application, if the “significant contribution to the community” is undeterminable, the application will be presented to Council for final determination.
- The requested location will be considered, but final determination will be by the CEO or Manager of Works.
- The Shire will co-ordinate the selection, purchase, installation, and maintenance of the seat and plaque.
- All plaques will be to a standard size and be purchased through an approved bronze plaque foundry.
- Personal items are not to be fixed to the memorial seat or placed at the base of the seat.
- No ashes are to be placed in or near the seat.
- Additional plaques may be approved on memorial seats subject to approval from the original applicant or their immediate family.

Life of the Seat and Plaque

The seat and plaque remain the property of the Shire of Beverley. The memorial seat and plaque have a finite life. The Shire envisages that the seat/plaque will be located at the site for a period of not less than 10 years from the date of installation. Should a piece of memorial park furniture be damaged beyond repair, it will be deemed to be at the end of its useful life and the Shire will use reasonable endeavours to contact the applicant to inform them of this.

Cost

Applicants must meet the cost of the purchase and installation of furniture and plaque. Costs are determined on a case by case basis. Applicants will be advised the total cost prior to the application being presented to the CEO or Council for consideration. Applicants can advise at this stage if they do not wish to proceed with the application. Costs are to be paid in full before the Shire will undertake the purchase of the memorial.

Plaques

The memorial plaque can be no larger than 120mm x 80mm and be up to 20 words.

Memorial Seat and Plaque Application Form

APPLICANT:

First Name:	
Surname:	
Postal Address:	
Email:	
Mobile:	
Alternate Contact Name:	
Mobile and Email:	

MEMORIAL:

First Name:	
Surname:	
Date (from to) Lived in Beverley	
Contribution to Beverley Community:	

PLAQUE DETAILS

Wording (max of 20 words)	
------------------------------	--

Please number your preferred location, with 1 being most preferred

Location	No.
Avon River Park	
Avon Park – RV Friendly side	
Information Bay	
Streetscape/Footpath (please name road)	
Catholic Cemetery	
Anglican Cemetery	
Other -	

- I accept the final location will be decided by the Shire of Beverley.
 I have read the Memorial Seats Policy and understand the payment, implementation and life of memorial conditions.

Signed: _____ Date: _____

12.2 New Policy S032 – Appointment of an Acting Chief Executive Officer

Submission To:	Ordinary Council Meeting 23 August 2022
Report Date:	16 August 2022
Applicant:	Administration
File Reference:	ADM 0468
Author and Position:	Allison Bowman, Payroll & HR Officer
Authorised By:	Simon Marshall, Deputy Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Staff Members paid by the Shire of Beverley
Attachments:	Proposed Policy

SUMMARY

Council to consider adopting the proposed policy that outlines how an Acting Chief Executive Officer is to be decided during periods of leave longer than three days.

BACKGROUND

To formalise a hierarchy of executive staff that may act in the role of Chief Executive Officer should the permanent Chief Executive Officer commence a period of extended or unexpected of leave.

COMMENT

The attached policy gives the Shire a guided resource in regard to filling the temporary positions of Acting Chief Executive Officer in the event that the resident Chief Executive Officer is away on extended leave, in the instance of Long Service Leave taken, or unexpected leave.

The policy utilises all four executive staff in such a way that there should always be a suitably qualified person on site who is able to oversee Shire operations in the case of such an event.

STATUTORY ENVIRONMENT

Local Government Act 1995

CONSULTATION

Council and Staff

FINANCIAL IMPLICATIONS

Potential increase in wages

STRATEGIC IMPLICATIONS

Goal 12 - Council leads the organisation and engages with the community in an accountable and professional manner.

POLICY IMPLICATIONS

Example AF 007 (Policy manual)

RISK IMPLICATIONS

Low (3) - There is a likelihood of the CEO being away, adopting the policy will provide leadership guidance for all staff.

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood					
Almost Certain	Medium (5)	High (10)	High (15)	Severe (20)	Severe (25)
Likely	Low (4)	Medium (8)	High (12)	High (16)	Severe (20)
Possible	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Risk Rating	Action
Low	Monitor for ongoing improvement.
Medium	Comply with risk reduction measures to keep risk as low as reasonably practical.
High	Review the risk and take additional measures to ensure risk is low as reasonably achievable.
Severe	Unacceptable risk level, reduction measures must be introduced before proceeding.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council adopt Policy S032 Appointment of an Acting Chief Executive Officer.

Attachment 12.2

9.32 Appointment of an Acting Chief Executive Officer

Policy Type:	Staff	Policy No:	S032
Date Adopted:		Date Last Reviewed:	

Legal (Parent): 2. Local Government Act 1995	Legal (Subsidiary): 2.
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ADOPTED POLICY	
Title:	APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER
Objective:	To establish the process for the appointment of an Acting Chief Executive Officer to cover periods of leave longer than 3 days and up to 3 months.

DEFINITION:

Acting CEO is a person appointed to fulfil the statutory position of CEO during a period where the employed CEO is on planned or unplanned leave.

POLICY

This policy applies for periods of planned leave such as long service, annual or personal leave as well as during periods of unforeseen extended absence of the Chief Executive Officer (CEO) for periods of leave of longer than 3 days and up to 13 weeks.

1. The *Local Government Act 1995* requires that a local government is to employ a person to be the CEO of the local government.
2. In accordance with the requirements of the *Local Government Act 1995*, section 5.39(1)(b), the Council has determined that the Deputy Chief Executive Officer (DCEO) is suitably qualified to perform the role of Acting CEO.
 - a. In the event that the DCEO is unavailable to undertake the role of Acting CEO, Council has determined the most suitably qualified person will be the Manager of Planning and Development Services (MPDS).
 - b. Subsequently, if the DCEO and MPDS are unavailable to fulfill the role of Acting CEO, the most suitably qualified person will be the Manger of Works.
3. During periods of the CEO being on annual, personal, and long service leave, or other periods of extended or unplanned absence, it is appropriate for an Acting CEO to perform the duties of the CEO in order to ensure the efficient operation of the Shire administration.
4. An employee who has been appointed to the role of Acting CEO will be remunerated at the hourly rate normally paid to the permanent CEO.
5. If the CEO is to be one leave or absent for longer than 13 weeks, a formal resolution of Council appointing an Acting CEO is required.

12.3 Code of Conduct Annual Review

Submission To:	Ordinary Council Meeting 23 August 2022
Report Date:	12 August 2022
Applicant:	Administration
File Reference:	ADM 0300
Author and Position:	Stephen Gollan, Chief Executive Officer
Previously Before Council:	April 2021
Disclosure(s) Of Interest:	None
Attachments:	Code of Conduct

SUMMARY

Council to review the Code of Conduct for Council Members, Committee Members and Candidates.

BACKGROUND

The Code of Conduct for Council Members, Committee Members and Candidates was adopted by Council in April 2021 after a new model template was provided by the Department of Local Government following the gazettal of *The Local Government (Model Code of Conduct) Regulations 2021*, *Local Government (Administration) Amendment Regulations 2021* and *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021* (collectively the New Regulations) on Tuesday 2 February 2021.

COMMENT

The Shire of Beverley Code of Conduct for Council Members, Committee Members and Candidates remains compliant with the *Local Government (Model Code of Conduct) Regulations 2021* and management suggest no changes be made. Review of the Code serves as best practise and acts as a reminder to all of appropriate conduct.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Model Code of Conduct) Regulations 2021

Local Government (Administration) Amendment Regulations 2021

CONSULTATION

Council

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

Goal 12 - Council leads the organisation and engages with the community in an accountable and professional manner.

POLICY IMPLICATIONS

N/A

RISK IMPLICATIONS

Shire of Beverley Council has a long history of successful and effective operation and conduct. Review of the Code of Conduct mitigates and reminds elected members of their conduct obligations.

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood					
Almost Certain	Medium (5)	High (10)	High (15)	Severe (20)	Severe (25)
Likely	Low (4)	Medium (8)	High (12)	High (16)	Severe (20)
Possible	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Risk Rating	Action
Low	Monitor for ongoing improvement.
Medium	Comply with risk reduction measures to keep risk as low as reasonably practical.
High	Review the risk and take additional measures to ensure risk is low as reasonably achievable.
Severe	Unacceptable risk level, reduction measures must be introduced before proceeding.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council review the Code of Conduct for Council Members, Committee Members and Candidates and update the record of review.



Shire of Beverley

Code of Conduct for Council Members, Committee Members and Candidates

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Shire of Beverley Code of Conduct for Council Members, Committee Members and Candidates

Policy Purpose:

This Policy is adopted in accordance with section 5.104 of the *Local Government Act 1995*.

Division 1 — Preliminary provisions

1. Citation

This is the **Shire of Beverley** Code of Conduct for Council Members, Committee Members and Candidates.

2. Terms used

(1) In this code —

Act means the Local Government Act 1995;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

- (2) A council member or committee member should —
- (a) act in accordance with the trust placed in council members and committee members; and
 - (b) participate in decision making in an honest, fair, impartial and timely manner; and
 - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
 - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

- (1) A council member, committee member or candidate should —
- (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

(1) A council member, committee member or candidate —

- (a) must ensure that their use of social media and other forms of communication complies with this code; and
- (b) must only publish material that is factually correct.

(2) A council member or committee member —

- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
- (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints. **The Chief Executive Officer was appointed as the Complaints Officer at the 23 February 2021 Ordinary Council meeting.**

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

1. *Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.*
2. *A minor breach is dealt with by a standards panel under section 5.110 of the Act.*

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

- (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or

(b) to cause detriment to the local government or any other person.

- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —

local government employee means a person —

- (a) employed by a local government under section 5.36(1) of the Act; or
- (b) engaged by a local government under a contract for services.

- (2) A council member or candidate must not —

- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
- (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
- (c) act in an abusive or threatening manner towards a local government employee.

- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —

- (a) make a statement that a local government employee is incompetent or dishonest; or
- (b) use an offensive or objectionable expression when referring to a local government employee.

- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non confidential document means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
- (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
- (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —
- interest** —
- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
- (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.

- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
 - (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
 - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer Executive Assistant			Owner Business Unit:			
Reviewer:	Chief Executive Officer / Council			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021						
Other:							
Organisational:							
Document Management:							
Risk Rating:	Moderate	Review Frequency:	Annual	Next Due:	2022	Records Ref:	ADM
Version #	Decision Reference:		Synopsis:				
1.	April 2021		Initial Adoption by Council				
2.							

12.4 Beverley Districts Motorcycle Club Inc – Lease Further Term

Submission To:	Ordinary Council Meeting 23 August 2022
Report Date:	12 August 2022
Applicant:	Beverley Districts Motor Cycle Club Inc.
File Reference:	ADM 0260
Author and Position:	Stephen Gollan, Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	None
Attachments:	Schedule from Lease – Portion of Reserve 231

SUMMARY

Council to consider agreeing to the “Further Ten Year Term” option in the Lease Agreement between the Beverley Districts Motor Cycle Club Inc. (BDMCC) and the Shire Of Beverley.

BACKGROUND

The original lease agreement, “Lease – Portion of Reserve 213, Beverley” commenced 1 July 2011 for a period of ten years, expiring 30 June 2021.

The Licence agreement allows for a Further Term of Ten (10) years commencing 1 July 2021 and expiring 30 June 2031.

COMMENT

Due to a clerical error the lease was recorded as expiring in 2022. It was recently discovered that the lease in fact expired in 2021. Shire Staff contacted BDMCC asking if they would like to end their agreement or enact the further term option, the BDMCC replied advising they would like the further term option.

Shire management has no issue or concern to agree to the further term, nor have we received any complaints about the club or the lease agreement in the last ten years.

If Council agree to the Officers Recommendation and approve the further term, the ten year term will backdate to 1 July 2021 and still expire on 30 June 2031.

The Schedule from the lease agreement is attached for Council’s reference.

STATUTORY ENVIRONMENT

N/A

CONSULTATION

Council and BDMCC

FINANCIAL IMPLICATIONS

\$1231.00 per year (increases with CPI as per lease agreement)

STRATEGIC IMPLICATIONS

Goal 7 - Increase all forms of club participation

POLICY IMPLICATIONS

N/A

RISK IMPLICATIONS

Medium (9) - It is considered that the formalisation of the further term helps all parties to understand their obligations and mitigates any risk to either party.

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium (5)	High (10)	High (15)	Severe (20)	Severe (25)
Likely	Low (4)	Medium (8)	High (12)	High (16)	Severe (20)
Possible	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Risk Rating	Action
Low	Monitor for ongoing improvement.
Medium	Comply with risk reduction measures to keep risk as low as reasonably practical.
High	Review the risk and take additional measures to ensure risk is low as reasonably achievable.
Severe	Unacceptable risk level, reduction measures must be introduced before proceeding.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council approve the Further Term of 10 years, under Item 3 of "Lease – Portion of Reserve 231, Beverley" between the Beverley Districts Motor Cycle Club Inc and the Shire of Beverley.

Attachment 12.4

Schedule

Item 1: Land and Premises

(a) **Land**

Part Reserve 231 being Lot 29285 on Deposited Plan 91069 and being the whole of the land comprised in Crown Land Certificate of Title Volume LR3112 Folio 88.

(b) **Premises**

That portion of the Land depicted on the sketch annexed hereto together with all buildings and improvements situated thereon.

Item 2: Term

Ten (10) years commencing on 1 July 2011 and expiring on 30 June 2021

Item 3: Further Term

Ten (10) years commencing on 1 July 2021 and expiring on 30 June 2031

Item 4: Commencement Date

1 July 2011

Item 5: Rent

One thousand dollars (\$1000.00) per annum exclusive of GST, payable in advance in quarterly instalments of two hundred and fifty dollars (\$250.00) exclusive of GST, commencing on the Commencement Date

Item 6: Use

Motorcycle Club

Item 7: Public Liability Insurance

\$10,000,000 (Ten Million Dollars)

Item 8: Rent Review

Rent review on the basis of the Consumer Price Index (All Groups for Perth) on each anniversary of the Commencement Date during the Term.

Attachment 12.4

Item 9: Additional Terms and Conditions

1. Restore Premises

For the purposes of **clause 17**, the Lessee obligation to restore the Premises upon termination of the Lease shall include removal of motor cross tracks (including tyres and embankments) constructed by the Lessee on the Premises to the satisfaction of the Lessor.

12.5 Voting Delegates – Local Government Annual General Meeting

Submission To:	Ordinary Council Meeting 23 August 2022
Report Date:	1 August 2022
Applicant:	Shire of Beverley
File Reference:	ADM 0283
Author and Position:	Stephen Gollan, Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Attendee at Conference
Attachments:	Nil

SUMMARY

Council is to select the voting delegates for the WA Local Government Association Annual General Meeting on Monday 3 October 2022.

BACKGROUND

The Western Australian Local Government Association (WALGA) have advised that their Annual General Meeting will be held during the Local Government Convention on Monday 3 October 2022 at the Crown Convention Room. A two day conference, all Elected Members of Council are entitled to attend this pre-approved event.

COMMENT

Council is entitled to be represented by two (2) voting delegates. If Council is seeking to exercise their voting entitlements, registration for the two voting delegates must be forwarded to the Association by 27 August 2022. At the July Council Briefing it was indicated that the President and Deputy President would be this year's delegates.

Motions for the WA Local Government Association AGM must be received by close of business 2 September 2022.

STATUTORY ENVIRONMENT

Pursuant to the WALGA Constitution, all Member Councils are entitled to be represented by two (2) voting delegates and two proxy delegates in case the voting delegates are unable to attend.

CONSULTATION

Council

FINANCIAL IMPLICATIONS

Conference Attendance Fees

STRATEGIC IMPLICATIONS

Goal 12 - Council leads the organisation and engages with the community in an accountable and professional manner.

POLICY IMPLICATIONS

EM011 Attendance at Events Policy – Pre-Approved Event

RISK IMPLICATIONS

Low (1) - There is minimal risk by not selecting voting delegates, however Council should participate in the voting process to represent the best interest of our Community.

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood					
Almost Certain	Medium (5)	High (10)	High (15)	Severe (20)	Severe (25)
Likely	Low (4)	Medium (8)	High (12)	High (16)	Severe (20)
Possible	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Risk Rating	Action
Low	Monitor for ongoing improvement.
Medium	Comply with risk reduction measures to keep risk as low as reasonably practical.
High	Review the risk and take additional measures to ensure risk is low as reasonably achievable.
Severe	Unacceptable risk level, reduction measures must be introduced before proceeding.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council elect Cr White and Cr Lawlor as voting delegates, and Cr Gogol and Cr Seed as the two proxy members for the 2022 WA Local Government Association Annual General Meeting.

13. ELECTED MEMBERS' MOTIONS WHERE NOTICE HAS BEEN GIVEN

Nil

14. NEW BUSINESS ARISING BY ORDER OF THE MEETING

New Business of an urgent matter only arising by order of the meeting.

15. CLOSURE

The Chairman to declare the meeting closed.