



## **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 28 March 2023. If attending the meeting, please arrive by 2:50pm to register your attendance.

### **Program**

3.00pm – 5.00pm                      Ordinary Meeting

A handwritten signature in blue ink, appearing to read "Simon Marshall".

Simon Marshall  
Acting Chief Executive Officer

23 March 2023

### **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.*



**28 March 2023**

**ORDINARY MEETING**

**AGENDA**

## **CONTENTS**

<b>1. OPENING .....</b>	<b>4</b>
<b>2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE .....</b>	<b>4</b>
2.1 Members Present.....	4
2.2 Staff In Attendance .....	4
2.3 Observers And Visitors .....	4
2.4 Apologies and Approved Leave of Absence .....	4
2.5 Applications for Leave of Absence .....	4
<b>3. DECLARATIONS OF INTEREST .....</b>	<b>4</b>
<b>4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....</b>	<b>4</b>
<b>5. PUBLIC QUESTION TIME .....</b>	<b>4</b>
<b>6. CONDOLENCES .....</b>	<b>4</b>
<b>7. CONFIRMATION OF MINUTES .....</b>	<b>5</b>
7.1 Minutes Of The Ordinary Council Meeting Held 28 February 2023.....	5
7.2 Minutes Of The Works Committee Meeting Held 28 February 2023.....	6
<b>8. TECHNICAL SERVICES .....</b>	<b>19</b>
8.1 Regional Road Group Five Year Program .....	19
8.2 Shire of Beverley Five Year Road Construction Program .....	21
8.3 Shire of Beverley Ten Year Plant Replacement Program .....	23
<b>9. PLANNING SERVICES .....</b>	<b>26</b>
9.1 Development Application: Turner Gully/Westdale Dirt Drags – Lot 83 Butchers Road .....	26
9.2 Development Application – Outbuilding (Storage Shed) 13 (Lot 118) Brockman Street .....	110
9.3 Development Application: Holiday House – 123 (Lot 5) Forrest Street .....	116
9.4 Proposed Amendment to Building Envelope, Single House, Outbuilding (Storage Shed)) and Water Tank – 45 (Lot 203) Simmons Road .....	123
<b>10. BUILDING SERVICES &amp; ENVIRONMENTAL HEALTH SERVICES .....</b>	<b>133</b>
<b>11. FINANCE .....</b>	<b>134</b>
11.1 Monthly Financial Report .....	134
11.2 Accounts Paid by Authority .....	142
11.3 Beverley Playgroup Request for Annual Funding .....	145
11.4 Beverley Historical Society Request to Increase Annual Funding.....	149
<b>12. ADMINISTRATION .....</b>	<b>153</b>
12.1 2023 Local Government Election Arrangements.....	153
12.2 Employee Code of Conduct Annual Review .....	163
<b>13. ELECTED MEMBERS’ MOTIONS WHERE NOTICE HAS BEEN GIVEN ...</b>	<b>180</b>
<b>14. NEW BUSINESS ARISING BY ORDER OF THE MEETING .....</b>	<b>180</b>
<b>15. CLOSURE .....</b>	<b>180</b>

## **1. OPENING**

The Presiding Member 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 Present**

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 AFC Sattler	
Cr TWT Seed	

### **2.2 Staff In Attendance**

Mr SK Marshall	Acting 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**

Mr SP Gollan	Chief Executive Officer
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### **2.5 Applications for Leave of Absence**

## **3. DECLARATIONS OF INTEREST**

Cr DC White	Item 9.3	Proximity Interest
Cr DW Davis	Item 9.4	Proximity Interest

## **4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

## **5. PUBLIC QUESTION TIME**

## **6. CONDOLENCES**

Nil



## **7. CONFIRMATION OF MINUTES**

### **7.1 Minutes Of The Ordinary Council Meeting Held 28 February 2023**

#### **OFFICER'S RECOMMENDATION**

That the Minutes of the Ordinary Council Meeting held Tuesday 28 February 2023 be confirmed.

## **7.2 Minutes Of The Works Committee Meeting Held 28 February 2023**

### **OFFICER'S RECOMMENDATION**

That the Minutes of the Works Committee Meeting held Tuesday 28 February 2023 be received.



**28 FEBRUARY 2023  
10:00am**

**WORKS COMMITTEE MEETING  
MINUTES**

**CONTENTS**

<b>1. OPENING .....</b>	<b>2</b>
<b>2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE .....</b>	<b>2</b>
2.1 Members of Committee .....	2
2.2 Staff.....	2
2.3 Observers and Visitors.....	2
2.4 Apologies and Approved Leave of Absence .....	2
<b>3. DECLARATIONS OF INTEREST .....</b>	<b>2</b>
<b>4. CONFIRMATION OF PREVIOUS MINUTES.....</b>	<b>3</b>
<b>5. OFFICER INFORMATION .....</b>	<b>4</b>
5.1 Regional Road Group 5 Year Program .....	4
5.2 5 Year Road Construction Program .....	6
5.3 10 Year Plant Replacement Program .....	8
<b>6. NEW BUSINESS ARISING BY ORDER OF THE MEETING .....</b>	<b>11</b>
<b>7. CLOSURE .....</b>	<b>11</b>

## **1. OPENING**

The Chairperson declared the meeting open at 10:00am

## **2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE**

### **2.1 Members of Committee**

Cr AFC Sattler	Chairperson
Cr CJ Lawlor	Deputy President (via teleconference)
Cr DW Davis	

### **2.2 Staff**

Mr SK Marshall	Acting Chief Executive Officer
Mr SP Vincent	Manager of Works
Mr I Moulton	Works Crew Supervisor (from 10:05am)
Mr D Burton	Mechanic (10.35am – 11:17am)
Mrs A Lewis	Executive Assistant

### **2.3 Observers and Visitors**

Cr PJ Gogol  
Cr JR Maxwell

### **2.4 Apologies and Approved Leave of Absence**

Mr SP Gollan	Chief Executive Officer
Cr TWT Seed	Apologies

## **3. DECLARATIONS OF INTEREST**

Nil

#### **4. CONFIRMATION OF PREVIOUS MINUTES**

##### **OFFICER'S RECOMMENDATION & COMMITTEE RESOLUTION**

**M1/0223**

**Moved Cr Davis**

**Seconded Cr Lawlor**

**That the Minutes of the Works Committee Meeting held on 14 April 2022 be confirmed.**

**CARRIED 3/0**

10:05am – Works Crew Supervisor, Ian Moulton, joined the meeting.

**5. OFFICER INFORMATION****5.1 Regional Road Group 5 Year Program**


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**SUBMISSION TO:** Works Committee Meeting 28 February 2023  
**REPORT DATE:** 15 February 2023  
**AUTHOR:** S.P. Vincent, Manager of Works  
**ATTACHMENTS:** RRG 5 Year Program

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**SUMMARY**

Works Committee to discuss and review the Regional Road Group 5 Year Program.

**BACKGROUND**

A review of the of the RRG 5 year program is required to help inform the Shire's road program and determine which roads receive future funding.

**COMMENT**

The RRG 5 year program is attached.

**STATUTORY ENVIRONMENT**

Nil

**FINANCIAL IMPLICATIONS**

Future Budgets

**STRATEGIC IMPLICATIONS**

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

**POLICY IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION & COMMITTEE RESOLUTION**

**MWC1/0223**

**Moved Cr Lawlor**

**Seconded Cr Davis**

**That the Works Committee review and endorse the Regional Road Group 5 Year Program.**

**CARRIED 3/0**

Note: Look in future to allocate full contract sealing works to Roads to Recovery funding.

SHIRE OF BEVERLEY  
RRG - 5 YEAR PROGRAM

\$ 1,848,699      \$ 924,341      \$ 2,773,049

## 2023/24

Rd No	Road	Section		Job Description	RRG	LG	Total
		from	to				
0167	Mawson Rd	12.20	15.10	Final seal last years primer seal	\$78,240	\$39,120	\$ 117,360
0167	Mawson Rd	15.10	18.10	Reconstruct, realign, stabilise to 7m	\$238,182	\$119,090	\$ 357,273
0167	Mawson Rd	0.00	0.00	Hot Mix Approx 1800m <sup>2</sup> intersection	\$52,323	\$26,161	\$ 78,484
TOTAL					\$368,745	\$184,371	\$ 553,117

## 2024/25

Rd No	Road	Section		Job Description	RRG	LG	Total
		from	to				
0167	Mawson Rd	15.10	18.10	Final seal last years primer seal	\$80,900	\$40,450	\$ 121,350
0167	Mawson Rd	18.10	21.10	Reconstruct, realign, stabilise to 7m	\$238,014	\$119,006	\$ 357,022
0166	Westdale Rd	22.77	22.77	Hot Mix Approx 1800m <sup>2</sup> intersection	\$52,323	\$26,161	\$ 78,484
TOTAL					\$371,237	\$185,617	\$ 556,856

## 2025/26

Rd No	Road	Section		Job Description	RRG	LG	Total
		from	to				
0167	Mawson Rd	18.10	21.10	Final seal last years primer seal	\$80,900	\$40,450	\$ 121,350
0167	Mawson Rd	21.10	24.18	Reconstruct, realign, stabilise to 7m	\$214,213	\$107,105	\$ 321,320
0166	Westdale Rd	0.95	1.30	Hot Mix Approx 2450m <sup>2</sup> INT to CBH	\$75,127	\$37,563	\$ 112,691
TOTAL					\$ 370,240	\$ 185,118	\$ 555,360

## 2026/27

Rd No	Road	Section		Job Description	RRG	LG	Total
		from	to				
0167	Mawson Rd	21.10	24.18	Final seal last years primer seal	\$91,540	\$45,770	\$ 137,310
0166	Westdale Rd	11.88	15.38	Reseals 3.5 km	\$93,833	\$46,916	\$ 140,750
0166	Westdale Rd	36.88	36.88	Hot Mix Approx 1800m <sup>2</sup> intersection	\$52,323	\$26,161	\$ 78,484
0167	Mawson Rd	4.18	4.18	Hot Mix Approx 1800m <sup>2</sup> intersection	\$52,323	\$26,161	\$ 78,484
0167	Mawson Rd	7.84	7.84	Hot Mix Approx 1800m <sup>2</sup> intersection	\$52,323	\$26,161	\$ 78,484
0166	Westdale Rd	0.00	0.95	Reseal SLK 0.00 TO 0.95	\$25,270	\$12,635	\$ 37,905
TOTAL					\$ 367,611	\$ 183,804	\$ 551,417

## 2027/28

Rd No	Road	Section		Job Description	RRG	LG	Total
		from	to				
0003	York Williams Rd	0.00	0.78	Reconstruct, cement stab, hot mix .00 to 0.78	\$120,164	\$60,082	\$ 180,247
0166	Westdale Rd	15.38	22.70	Reseals 7.32km	\$198,379	\$99,188	\$ 297,568
0166	Westdale Rd	13.54	13.54	Hot Mix Approx 1800m <sup>2</sup> intersection	\$52,323	\$26,161	\$ 78,484
0167	Westdale Rd				\$0	\$0	
TOTAL					\$ 370,866	\$ 185,431	\$ 556,299



**5.2 5 Year Road Construction Program**


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**SUBMISSION TO:** Works Committee Meeting 28 February 2023  
**REPORT DATE:** 15 February 2023  
**APPLICANT:** N/A  
**FILE REFERENCE:** ADM 0309  
**AUTHOR:** S.P. Vincent, Manager of Works  
**ATTACHMENTS:** Proposed 2023/24 - 2028 Road Program

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**SUMMARY**

The Works Committee to consider recommending to Council to endorse the Five Year Road Construction Program.

**BACKGROUND**

The forward road program is reviewed annually to inform future budgets and planning.

**COMMENT**

Attached is the draft Road Program for the committee to review.

**STATUTORY ENVIRONMENT**

Nil

**FINANCIAL IMPLICATIONS**

Future Budgets.

**STRATEGIC IMPLICATIONS**

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

**POLICY IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION & COMMITTEE RESOLUTION**

**MWC2/0223**

**Moved Cr Davis**

**Seconded Cr Lawlor**

**That the Works Committee recommend to Council that the reviewed Five Year Road Program be received, which includes a trial of full contract works for the bitumen programme in 2023/24.**

**CARRIED 3/0**

**COMMITTEE RESOLUTION**

**MWC3/02223**

**Moved Cr Sattler**

**Seconded Cr Lawlor**

**The Works Committee recommend to Council that any outstanding jobs from the 2022/23 roads programme be included in the 23/24 programme as a priority.**

**CARRIED 3/0**

Works Committee Meeting Minutes  
28 February 2023

FROM slk	TO SLK	total	ROAD NAME	RESEAL / FINAL SEAL	WIDEN	DRAINAGE & PREP	CONSTRUCT & SEAL	GRAVEL SHEET	OTHER		
11.50	13.50	2.00	BEVERLEY EAST RD (Morbinning)				23			Reconstruct and seal to 7 metres	120,000
13.50	15.50	2.00	BEVERLEY EAST RD (Morbinning)		23	23				Reconstruct shoulders to 9 metres	60,000
13.63			BEVERLEY EAST RD (Morbinning)			23				replace wooden culvert	20,000
1.87	3.74	1.87	WATERHATCH RD	23						Final seal	71,060
4.14	6.00	1.86	WATERHATCH RD		23	23	23			widen and seal to 7m	167,400
0.00	3.80	3.80	KOKEBY EAST RD		23	23	23			widen and seal to 7m	285,000
1.90	1.90	0.00	KOKEBY EAST RD	23						Replace bridge 3203	335,000
11.70	14.70	3.00	YENYENING LAKES ROAD			23		23		gravel sheet	105,000
0.5	4	3.5	BALLY-BALLY RD					23		Gravel Sheet	122,500
0.60	3.60	3.00	POTTS RD					23		Gravel Sheet	105,000
0.00	0.50	0.50	CLULOWS RD				23			Seal 500 mts	10,000
0.00	0.50	0.50	BERINGER RD				23			seal 50 metres	10,000
0.00	1.89	1.89	THOMAS RD					23		Gravel sheet over exposed rocks	66,150
4.50	5.92	1.42	DEEP POOL RD					23		Gravel Sheet	49,700
12.40	15.10	2.70	MAWSON RD	23						Final seal	102,600
15.10	18.10	3.00	MAWSON RD		23		23		23	Widen to 7m & cement stab	285,000
										<b>2023/24</b>	<b>1,914,410</b>
11.50	13.50	2.00	BEVERLEY EAST RD (Morbinning)	24						final seal	76,000
13.50	15.50	2.00	BEVERLEY EAST RD (Morbinning)				24			Reconstruct and seal to 7 metres	120,000
15.50	17.50	2.00	BEVERLEY EAST RD (Morbinning)		24	24				Reconstruct shoulders to 9 metres	60,000
4.14	6.00	1.86	WATERHATCH RD	24						Final seal	70,680
6.80	9.00	2.20	WATERHATCH RD		24	24	24			widen seal to 7m	198,000
0.00	3.80	3.80	KOKEBY EAST RD	24						final seal	144,400
3.16	4.33	1.17	EDISON MILL RD					24		east of bill clelands gate	40,950
2.04	2.04		BREMNER RD						24	Bridge Replacement 3205	1
1.98	3.00	1.02	BREMNER RD				24	24	24	reconstruct and seal to 7m 1km over bridge 32	112,200
3.76	7.76	4	BARRINGTON RD					24		From Greenhills South to Glencoe Rd	140,000
3.60	7.60	4.00	POTTS RD					24		gravel sheet	140,000
0.00	0.50	0.50	CLULOWS RD	24							19,000
0.00	4.65	4.65	EWERTS RD					24		Gravel sheet to Fisher Rd	162,750
6.40	7.40	1.00	MAITLAND ROAD					24			35,000
15.10	18.10	3.00	MAWSON RD	24						Final seal	114,000
20.35	20.35	0.00	MAWSON RD		24				24	replace culvert and widen road over floodway	20,000
18.10	21.10	3.00	MAWSON RD		24		24		24	Widen to 7m & cement stab	285,000
										<b>2024/25</b>	<b>1,737,981</b>
13.50	15.50	2.00	BEVERLEY EAST RD (Morbinning)	25						final seal	76,000
15.50	17.50	2.00	BEVERLEY EAST RD (Morbinning)				25			Reconstruct and seal to 7 metres	120,000
17.50	19.65	2.15	BEVERLEY EAST RD (Morbinning)		25	25				Reconstruct shoulders to 9 metres	64,500
6.80	9.00	2.20	WATERHATCH RD	25						final seal	83,600
9.40	11.81	2.41	WATERHATCH RD		25	25	25			widen seal to 7m	216,900
1.98	3.00	1.02	BREMNER RD	25						second coat seal	38,760
2.85	3.76	0.91	BARRINGTON RD					25		gravel remaining section	31,850
0.00	1.66	1.66	NORTHBOURNE RD					25		Wyalgima Rd to Piccadilly Rd	58,100
0.00	5.12	5.12	BALKULING RD					25		gravel sheet	179,200
0.95	1.30	0.35	WEST DALE RD						25	hot mix intersections and repairs Dale CBH	200,000
18.10	21.10	3.00	MAWSON RD	25						Final seal	114,000
21.10	24.18	3.08	MAWSON RD		25		25		25	Widen to 7m & cement stab	292,600
0	0.48	0.48	CANNON HILL ROAD				25		25	seal , kerb steep section	103,800
0	0.95	0.95	LITTLE HILL ROAD				25		25	seal , kerb steep section	132,000
										<b>2025/26</b>	<b>1,711,310</b>
0.00	1.13	1.13	BEVERLEY EAST RD (Morbinning)		26						67,800
15.50	17.50	2.00	BEVERLEY EAST RD (Morbinning)	26						final seal	76,000
17.50	19.65	2.15	BEVERLEY EAST RD (Morbinning)				26			Reconstruct and seal to 7 metres	129,000
19.65	21.80	2.15	BEVERLEY EAST RD (Morbinning)		26	26				Reconstruct shoulders to 9 metres	64,500
19.33			BEVERLEY EAST RD (Morbinning)			26				replace wooden culvert	20,000
9.40	11.81	2.41	WATERHATCH RD	26						final seal	91,580
12.83	14.29	1.46	WATERHATCH RD		26	26	26			widen seal to 7m	131,400
3.80	5.80	2.00	KOKEBY EAST RD		26	26	26			widen and seal to 7m	180,000
0.00	0.95	0.95	WEST DALE RD	26						Reseal	36,100
11.88	15.38	3.50	WEST DALE RD	26						Reseal	133,000
36.88	36.88	0.00	WEST DALE RD						26	Hotmix intersection Maitland Road	80,000
4.18	4.18	0.00	MAWSON RD						26	Hotmix intersections Potts	80,000
7.84	7.84	0.00	MAWSON RD						26	Hotmix intersection Greenhills South Road	80,000
21.10	24.18	3.08	MAWSON RD	26							117,040
0.00	0.48	0.48	CANNON HILL ROAD	26						final seal	18,240
0.00	0.95	0.95	LITTLE HILL ROAD	26						final seal	36,100
										<b>2026/27</b>	<b>1,340,760</b>
0.00	1.13	1.13	BEVERLEY EAST RD (Morbinning)	27						final seal	42,940
17.50	19.65	2.15	BEVERLEY EAST RD (Morbinning)	27						final seal	81,700
19.65	21.80	2.15	BEVERLEY EAST RD (Morbinning)				27			Reconstruct and seal to 7 metres	129,000
23.72	25.43	1.71	BEVERLEY EAST RD (Morbinning)		27	27				Reconstruct to 9 metres	51,300
12.83	14.29	1.46	WATERHATCH RD	27						final seal	55,480
3.80	5.80	2.00	KOKEBY EAST RD	27						final seal	76,000
5.80	7.80	2.00	KOKEBY EAST RD		27	27	27			widen and seal to 7m	180,000
2.40	2.90	0.50	JACOBS WELL RD				27				10,000
13.54	13.54	0.00	WEST DALE RD						27	hot mix intersection Butchers Road	80,000
15.38	22.70	7.32	WEST DALE RD	27						Reseal	278,160
										<b>2027/28</b>	<b>984,580</b>

10:35am – Shire Mechanic, Daryle Burton, joined the meeting

### **5.3 10 Year Plant Replacement Program**

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**SUBMISSION TO:** Works Committee Meeting 28 February 2023  
**REPORT DATE:** 15 February 2023  
**AUTHOR:** S.P. Vincent, Manager of Works  
**ATTACHMENTS:** 10 Year Plant Replacement Program

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#### **SUMMARY**

Works Committee to discuss and review the Shire's Ten (10) Year Plant Replacement Program.

#### **BACKGROUND**

A review of the 10 Year Plant Replacement is conducted annually to determine which plant should be replaced or deferred.

Consequently, each financial year the program requires reviewing and updating to ensure previously identified machinery are still required and operating to our satisfaction.

#### **COMMENT**

The 10 Year Plant Replacement Program is attached.

#### **STATUTORY ENVIRONMENT**

Nil

#### **FINANCIAL IMPLICATIONS**

Future Budgets

#### **STRATEGIC IMPLICATIONS**

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

#### **POLICY IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority

#### **OFFICER'S RECOMMENDATION & COMMITTEE RESOLUTION**

**MWC4/0223**

**Moved Cr Davis**

**Seconded Cr Lawlor**

**That the Works Committee recommend to Council the reviewed 10 Year Plant Program be received.**

**CARRIED 3/0**

Note: New and second-hand bus quotes to be sourced for March 2023 meeting. Reallocated from the 23/24 program were BE10 (Tandem Truck) and BE033 (Bomag Roller).

16

17

11:17am – Daryle Burton left the meeting and did not return.

**6. NEW BUSINESS ARISING BY ORDER OF THE MEETING**

Discussion regarding maintenance grading over the harvest period. Noted by the Manager of Works. If contractors are used in the 23/24 program there is a possibility of having three graders available (subject to staff).

**7. CLOSURE**

The Chairman declared the meeting closed at 11:21am.

I hereby certify these Minutes as being confirmed in accordance with Section 5.22 of the Local Government Act 1995.

PRESIDING MEMBER:

DATE:

## **8. TECHNICAL SERVICES**

### **8.1 Regional Road Group Five Year Program**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 28 March 2023</b>
<b>Report Date:</b>	<b>1 March 2023</b>
<b>Applicant:</b>	<b>Works Committee / Admin</b>
<b>File Reference:</b>	<b>ADM 0245</b>
<b>Author and Position:</b>	<b>Steve Vincent, Manager of Works</b>
<b>Previously Before Council:</b>	<b>Works Committee 28 February 2023</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Regional Road Group 5 Year Program</b>

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#### **SUMMARY**

Council to endorse the Regional Road Group (RRG) 5 Year Program.

#### **BACKGROUND**

A review of the of the RRG 5 year program is required to help inform the Shire's road program and determine which roads receive future funding.

#### **COMMENT**

The RRG 5 year program was reviewed and amended by the Works Committee at its 28 February 2023 meeting.

During this meeting it was noted by the Committee that Council should look to allocate full contract sealing works to Roads to Recovery Funding in the future.

#### **STATUTORY ENVIRONMENT**

Nil

#### **FINANCIAL IMPLICATIONS**

Future Budgets

#### **STRATEGIC IMPLICATIONS**

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

#### **POLICY IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority

#### **COMMITTEE RECOMMENDATION**

That Council endorse the Regional Road Group 5 Year Program.

Attachment 8.1

SHIRE OF BEVERLEY  
RRG - 5 YEAR PROGRAM

\$ 1,848,699      \$ 924,341      \$ 2,773,049

2023/24

Rd No	Road	Section		Job Description	RRG	LG	Total
		from	to				
0167	Mawson Rd	12.20	15.10	Final seal last years primer seal	\$78,240	\$39,120	\$ 117,360
0167	Mawson Rd	15.10	18.10	Reconstruct, realign, stabilise to 7m	\$238,182	\$119,090	\$ 357,273
0167	Mawson Rd	0.00	0.00	Hot Mix Approx 1800m <sup>2</sup> intersection	\$52,323	\$26,161	\$ 78,484
TOTAL					\$368,745	\$184,371	\$ 553,117

2024/25

Rd No	Road	Section		Job Description	RRG	LG	Total
		from	to				
0167	Mawson Rd	15.10	18.10	Final seal last years primer seal	\$80,900	\$40,450	\$ 121,350
0167	Mawson Rd	18.10	21.10	Reconstruct, realign, stabilise to 7m	\$238,014	\$119,006	\$ 357,022
0166	Westdale Rd	22.77	22.77	Hot Mix Approx 1800m <sup>2</sup> intersection	\$52,323	\$26,161	\$ 78,484
TOTAL					\$371,237	\$185,617	\$ 556,856

2025/26

Rd No	Road	Section		Job Description	RRG	LG	Total
		from	to				
0167	Mawson Rd	18.10	21.10	Final seal last years primer seal	\$80,900	\$40,450	\$ 121,350
0167	Mawson Rd	21.10	24.18	Reconstruct, realign, stabilise to 7m	\$214,213	\$107,105	\$ 321,320
0166	Westdale Rd	0.95	1.30	Hot Mix Approx 2450m <sup>2</sup> INT to CBH	\$75,127	\$37,563	\$ 112,691
TOTAL					\$ 370,240	\$ 185,118	\$ 555,360

2026/27

Rd No	Road	Section		Job Description	RRG	LG	Total
		from	to				
0167	Mawson Rd	21.10	24.18	Final seal last years primer seal	\$91,540	\$45,770	\$ 137,310
0166	Westdale Rd	11.88	15.38	Reseals 3.5 km	\$93,833	\$46,916	\$ 140,750
0166	Westdale Rd	36.88	36.88	Hot Mix Approx 1800m <sup>2</sup> intersection	\$52,323	\$26,161	\$ 78,484
0167	Mawson Rd	4.18	4.18	Hot Mix Approx 1800m <sup>2</sup> intersection	\$52,323	\$26,161	\$ 78,484
0167	Mawson Rd	7.84	7.84	Hot Mix Approx 1800m <sup>2</sup> intersection	\$52,323	\$26,161	\$ 78,484
0166	Westdale Rd	0.00	0.95	Reseal SLK 0.00 TO 0.95	\$25,270	\$12,635	\$ 37,905
TOTAL					\$ 367,611	\$ 183,804	\$ 551,417

2027/28

Rd No	Road	Section		Job Description	RRG	LG	Total
		from	to				
0003	York Williams Rd	0.00	0.78	Reconstruct, cement stab, hot mix .00 to 0.78	\$120,164	\$60,082	\$ 180,247
0166	Westdale Rd	15.38	22.70	Reseals 7.32km	\$198,379	\$99,188	\$ 297,568
0166	Westdale Rd	13.54	13.54	Hot Mix Approx 1800m <sup>2</sup> intersection	\$52,323	\$26,161	\$ 78,484
0167	Westdale Rd				\$0	\$0	
TOTAL					\$ 370,866	\$ 185,431	\$ 556,299



## **8.2 Shire of Beverley Five Year Road Construction Program**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 28 February 2023</b>
<b>Report Date:</b>	<b>20 March 2023</b>
<b>Applicant:</b>	<b>Works Committee / Administration</b>
<b>File Reference:</b>	<b>ADM 0309</b>
<b>Author and Position:</b>	<b>Steve Vincent, Manager of Works</b>
<b>Previously Before Council:</b>	<b>Occurs Annually</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Reviewed 2023/24 – 2027/28 Road Program</b>

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### **SUMMARY**

Council to receive the Five Year Road Construction Program.

### **BACKGROUND**

The forward road program is reviewed annually to inform future budgets and planning.

### **COMMENT**

The Five Year Road Program was reviewed by the Works Committee at its 28 February 2023 meeting. A follow up roads inspection was completed on 17 March 2023.

### **STATUTORY ENVIRONMENT**

Nil

### **FINANCIAL IMPLICATIONS**

Future Budgets.

### **STRATEGIC IMPLICATIONS**

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

### **POLICY IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

### **COMMITTEE RECOMMENDATION**

That;

1. the reviewed Five Year Road Program be received, which includes a trial of full contract works for the bitumen program in 2023/24; and
2. any outstanding jobs from the 2022/23 roads program be included in the 23/24 programme as a priority.

## Attachment 8.2

FROM slk	TO SLK	total	ROAD NAME	RESEAL / FINAL SEAL	WIDEN	DRAINAGE & PREP	CONSTRUCT & SEAL	GRAVEL SHEET	OTHER		
11.50	13.50	2.00	BEVERLEY EAST RD (Morbinning)				23			Reconstruct and seal to 7 metres	120,000
13.50	15.50	2.00	BEVERLEY EAST RD (Morbinning)		23	23				Reconstruct shoulders to 9 metres	60,000
13.63			BEVERLEY EAST RD (Morbinning)			23				replace wooden culvert	20,000
1.87	3.74	1.87	WATERHATCH RD	23						Final seal	71,060
4.14	6.00	1.86	WATERHATCH RD		23	23	23			widen and seal to 7m	167,400
0.00	3.80	3.80	KOKEBY EAST RD		23	23	23			widen and seal to 7m	285,000
1.90	1.90	0.00	KOKEBY EAST RD	23						Replace bridge 3203	335,000
11.70	14.70	3.00	YENYENING LAKES ROAD			23		23		gravel sheet	105,000
0.5	4	3.5	BALLY-BALLY RD					23		Gravel Sheet	122,500
0.60	3.60	3.00	POTTS RD					23		Gravel Sheet	105,000
0.00	0.50	0.50	CLULOWS RD				23			Seal 500 mts	10,000
0.00	0.50	0.50	BERINGER RD				23			seal 50 metres	10,000
0.00	1.89	1.89	THOMAS RD					23		Gravel sheet over exposed rocks	66,150
4.50	5.92	1.42	DEEP POOL RD					23		Gravel Sheet	49,700
12.40	15.10	2.70	MAWSON RD	23						Final seal	102,600
15.10	18.10	3.00	MAWSON RD		23		23	23		Widen to 7m & cement stab	285,000
										<b>2023/24</b>	<b>1,914,410</b>
11.50	13.50	2.00	BEVERLEY EAST RD (Morbinning)	24						final seal	76,000
13.50	15.50	2.00	BEVERLEY EAST RD (Morbinning)				24			Reconstruct and seal to 7 metres	120,000
15.50	17.50	2.00	BEVERLEY EAST RD (Morbinning)		24	24				Reconstruct shoulders to 9 metres	60,000
4.14	6.00	1.86	WATERHATCH RD	24						Final seal	70,680
6.80	9.00	2.20	WATERHATCH RD		24	24	24			widen seal to 7m	198,000
0.00	3.80	3.80	KOKEBY EAST RD	24						final seal	144,400
3.16	4.33	1.17	EDISON MILL RD					24		east of bill clelands gate	40,950
2.04	2.04		BREMNER RD					24		Bridge Replacement 3205	1
1.98	3.00	1.02	BREMNER RD				24	24	24	reconstruct and seal to 7m 1km over bridge 32	112,200
3.76	7.76	4	BARRINGTON RD					24		From Greenhills South to Glencoe Rd	140,000
3.60	7.60	4.00	POTTS RD					24		gravel sheet	140,000
0.00	0.50	0.50	CLULOWS RD	24							19,000
0.00	4.65	4.65	EWERTS RD					24		Gravel sheet to Fisher Rd	162,750
6.40	7.40	1.00	MAITLAND ROAD					24			35,000
15.10	18.10	3.00	MAWSON RD	24						Final seal	114,000
20.35	20.35	0.00	MAWSON RD		24			24		replace culvert and widen road over floodway	20,000
18.10	21.10	3.00	MAWSON RD		24		24	24		Widen to 7m & cement stab	285,000
										<b>2024/25</b>	<b>1,737,981</b>
13.50	15.50	2.00	BEVERLEY EAST RD (Morbinning)	25						final seal	76,000
15.50	17.50	2.00	BEVERLEY EAST RD (Morbinning)				25			Reconstruct and seal to 7 metres	120,000
17.50	19.65	2.15	BEVERLEY EAST RD (Morbinning)		25	25				Reconstruct shoulders to 9 metres	64,500
6.80	9.00	2.20	WATERHATCH RD	25						final seal	83,600
9.40	11.81	2.41	WATERHATCH RD		25	25	25			widen seal to 7m	216,900
1.98	3.00	1.02	BREMNER RD	25						second coat seal	38,760
2.85	3.76	0.91	BARRINGTON RD					25		gravel remaining section	31,850
0.00	1.66	1.66	NORTHBOURNE RD					25		Wyalgima Rd to Piccadilly Rd	58,100
0.00	5.12	5.12	BALKULING RD					25		gravel sheet	179,200
0.95	1.30	0.35	WEST DALE RD					25		hot mix intersections and repairs Dale CBH	200,000
18.10	21.10	3.00	MAWSON RD	25						Final seal	114,000
21.10	24.18	3.08	MAWSON RD		25		25	25		Widen to 7m & cement stab	292,600
0	0.48	0.48	CANNON HILL ROAD				25	25		seal , kerb steep section	103,800
0	0.95	0.95	LITTLE HILL ROAD				25	25		seal , kerb steep section	132,000
										<b>2025/26</b>	<b>1,711,310</b>
0.00	1.13	1.13	BEVERLEY EAST RD (Morbinning)		26						67,800
15.50	17.50	2.00	BEVERLEY EAST RD (Morbinning)	26						final seal	76,000
17.50	19.65	2.15	BEVERLEY EAST RD (Morbinning)				26			Reconstruct and seal to 7 metres	129,000
19.65	21.80	2.15	BEVERLEY EAST RD (Morbinning)		26	26				Reconstruct shoulders to 9 metres	64,500
19.33			BEVERLEY EAST RD (Morbinning)			26				replace wooden culvert	20,000
9.40	11.81	2.41	WATERHATCH RD	26						final seal	91,580
12.83	14.29	1.46	WATERHATCH RD		26	26	26			widen seal to 7m	131,400
3.80	5.80	2.00	KOKEBY EAST RD		26	26	26			widen and seal to 7m	180,000
0.00	0.95	0.95	WEST DALE RD	26						Reseal	36,100
11.88	15.38	3.50	WEST DALE RD	26						Reseal	133,000
36.88	36.88	0.00	WEST DALE RD					26		Hotmix intersection Maitland Road	80,000
4.18	4.18	0.00	MAWSON RD					26		Hotmix intersections Potts	80,000
7.84	7.84	0.00	MAWSON RD					26		Hotmix intersection Greenhills South Road	80,000
21.10	24.18	3.08	MAWSON RD	26							117,040
0.00	0.48	0.48	CANNON HILL ROAD	26						final seal	18,240
0.00	0.95	0.95	LITTLE HILL ROAD	26						final seal	36,100
										<b>2026/27</b>	<b>1,340,760</b>
0.00	1.13	1.13	BEVERLEY EAST RD (Morbinning)	27						final seal	42,940
17.50	19.65	2.15	BEVERLEY EAST RD (Morbinning)	27						final seal	81,700
19.65	21.80	2.15	BEVERLEY EAST RD (Morbinning)				27			Reconstruct and seal to 7 metres	129,000
23.72	25.43	1.71	BEVERLEY EAST RD (Morbinning)		27	27				Reconstruct to 9 metres	51,300
12.83	14.29	1.46	WATERHATCH RD	27						final seal	55,480
3.80	5.80	2.00	KOKEBY EAST RD	27						final seal	76,000
5.80	7.80	2.00	KOKEBY EAST RD		27	27	27			widen and seal to 7m	180,000
2.40	2.90	0.50	JACOBS WELL RD				27				10,000
13.54	13.54	0.00	WEST DALE RD					27		hot mix intersection Butchers Road	80,000
15.38	22.70	7.32	WEST DALE RD	27						Reseal	278,160
										<b>2027/28</b>	<b>984,580</b>

### **8.3 Shire of Beverley Ten Year Plant Replacement Program**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 28 March 2023</b>
<b>Report Date:</b>	<b>20 March 2023</b>
<b>Applicant:</b>	<b>Works Committee / Administration</b>
<b>File Reference:</b>	<b>ADM 0176</b>
<b>Author and Position:</b>	<b>Steve Vincent, Manager of Works</b>
<b>Previously Before Council:</b>	<b>Occurs Annually</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>10 Year Plant Replacement Program</b>

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#### **SUMMARY**

Council to endorse the Ten (10) Year Plant Replacement Program.

#### **BACKGROUND**

A review of the 10 Year Plant Replacement is conducted annually to determine which plant should be replaced or deferred.

Consequently, each financial year the program requires reviewing and updating to ensure previously identified machinery are still required and operating to our satisfaction.

#### **COMMENT**

The 10 Year Plant Replacement Program is attached and was reviewed and updated by the Works Committee at its 28 February 2023 meeting. Reallocated from the 2023/24 program were BE10 (Tandem Truck) and BE033 (Bomag Roller).

#### **STATUTORY ENVIRONMENT**

Nil

#### **FINANCIAL IMPLICATIONS**

Future Budgets

#### **STRATEGIC IMPLICATIONS**

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

#### **POLICY IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority

#### **COMMITTEE RECOMMENDATION**

That Council endorse the 10 Year Plant Program.

SHIRE OF BEVERLEY - 10 YEAR PLANT REPLACEMENT PROGRAMME																		
309000    391000    361000    386000    449000    182000    545000    34000    332000    401000    290000    267000																		
PLANT ITEM		AGE	REG NO	current	Average KM/ HRS per Year	Suggested CHANGEOVER KM/ HRS	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33
Sedans & Utilities		2023.0		Feb-23														
CEO's Vehicle    ( Mazda CX9)	2022	1	BE - 1			30000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000	10000
Deputy CEO's Vehicle    ( Mazda CX7)	2022	1	BEV - 0				12000			12000			12000			12000		
Doctor Vehicle    (Holden Commodore)	2018	5	BEV-464				12000			12000			12000			12000		
CESM Vehicle    (Holden Colorado 4X4)	2018	5	BEV-000					12000				12000				12000		
W/Super Vehicle    (Holden Trail Blazer 4X4 )	2020	3	BE-020	91205	30,402	90000		12000			12000				12000		12000	
Mechanic    (Holden Rodeo 4X4 Tray top)	2022	1	BE-024	13674	13,674	80000	25000							12000	12000			
Mtce Grader (Triton 4 x 2 Manual Diesel Utility)	2017	6	BE- 035	107065	17,844	80000		12000					12000					12000
Gardeners (Rodeo 4 x 2 Manual Diesel Utility)	2010	13	BE-015	129489	9,961	80000						20000						
Builders    (Holden Rodeo 4X2 Tray top)	2022	1	BE-022	14625	14,625	80000	16000						12000					
Gardeners (Rodeo 4 x 2 Manual Diesel Utility)	2014	9	BE-031	51957	5,773	80000			12000									
Construction (Colorado 4x4 Dual Cab tray top)	2020	3	BE-016	61441	20,480	80000			12000				12000				12000	
Emergency Ute (Triton 4x4 Club Cab Diesel Utility)	2017	6	BE-541	89358	14,893	80000			12000						12000			
Trucks																		
Isuzu Giga Tandem Tip Truck	2013	10	BE-013	231785	23,179	180000				142000								
Isuzu Tip Truck	2022	1	BE-028	12005	12,005	140000	84000										70000	
Hino Tandem Tip Truck	2014	9	BE-012	184127	20,459	180000					142000							
Hino FM 2632 Water Truck	2019	4	BE-010	32704	8,176	180000									90000			
Hino Maintenance Truck	2020	3	BE-037	56450	18,817	120000						70000						
Side tipping trailer	2006	17	BE-3514	0	0													
Side tipping trailer	2008	15	BE-3635	0	0													
Plant Trailer	2007	16	BE-3579	0	0					100000								
Tractors																		
John Deere 4066 R Tractor	2019	4	BE-008	654	164							40000						
Kubota 4x2 Turf Tractor	2016	7	BE-023	1320	189						40000						40000	
Loaders, Graders & Backhoes																		
John Deere 670 GP Grader	2021	2	BE-001	1179	590	6000					245000					245000		
John Deere 670G Grader	2017	6	BE-029	6419	1,070	6000												
John Deere 670B Grader	1992	31	BE-003	2268	1,134			345000					245000					245000
John Deere 544K Loader	2009	14	BE-036	5543	396	5000									160000			
Komatsu Steel Wheel Loader	1998	25	BE-004	3995	160								50000					
Case 721FXT Loader	2019	4	BE-032	1078	270	5000							180000					
Case 590ST Backhoe (change to 8t Excavator)	2016	7	BE-030	2673	382	5000			110000								110000	
Case175 SR skid steer loader	2019	4	BE-021	1079	270	4000						30000						

SHIRE OF BEVERLEY - 10 YEAR PLANT REPLACEMENT PROGRAMME																		
30900039100036100038600044900018200054500034000332000401000290000267000																		
PLANT ITEM		AGE	REG NO	current	Average KM/ HRS per Year	Suggested CHANGEOVER KM/ HRS	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33
Rollers & Compactors																		
Hamm Tyred Roller	2021	2	BE-026	647	324		150000									110000		
Bomag BW211D Vibrating Roller	2016	7	BE-033	2510	359					110000							11000	
Other Plant																		
Kubota Ride on Mower	2016	7	BE-423	1320	189				25000								25000	
Mitsubishi Rosa Bus	2000	23	BEV 1	194893	8,474				180000									
Squirrel Cherry Picker	2017	6	BE-027	360	60										60000			
Cement Mixer																		
Iingersol Rand Compressor			BE-1727	0														
TOTAL PLANT CHANGEOVER							309000	391000	361000	386000	449000	182000	545000	34000	332000	401000	290000	267000

## **9. PLANNING SERVICES**

### **9.1 Development Application: Turner Gully/Westdale Dirt Drags – Lot 83 Butchers Road**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 28 March 2023</b>
<b>Report Date:</b>	<b>21 March 2023</b>
<b>Applicant:</b>	<b>Black &amp; White Enterprises Pty Ltd</b>
<b>File Reference:</b>	<b>BUT 51004</b>
<b>Author and Position:</b>	<b>Stefan de Beer, Manager of Planning</b>
<b>Previously Before Council:</b>	<b>24 September 2013, 25 September 2018, 23 August 2022 and 28 February 2023</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Letter of Request for Amendment, Event Risk Management Plan &amp; Event Application Documents</b>

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#### **SUMMARY**

An application for development approval (Amendment and Deletion of imposed conditions of planning approval) has been received pertaining to approved special events on Lot 83 Butchers Road, Westdale – (the Turner Gully/Westdale Dirt Drags and Burn-outs). The application will be recommended for approval.

#### **BACKGROUND**

An application for development approval for Special Events (Turner Gully and Westdale Dirt Drags) was considered by Council at its meeting of 28 February 2023 and was partially conditionally approved.

The application at hand is made pursuant to Clause 77 (1)(b) of the *Planning & Development (Local Planning Schemes) Regulations 2015* for the proposed amendment and deletion of conditions of planning approval granted at the 28 February 2023 meeting.

Clause 77(1) & (2) reads as follows:

#### **77. Amending or cancelling development approval**

- (1) *An owner of land in respect of which development approval has been granted by the local government may make an application to the local government requesting the local government to do any or all of the following -*
  - (a) *to amend the approval so as to extend the period within which any development approved must be substantially commenced;*
  - (b) *to amend or delete any condition to which the approval is subject;*
  - (c) *to amend an aspect of the development approved which, if amended, would not substantially change the development approved;*
  - (d) *to cancel the approval.*
- (2) *An application under subclause (1) -*
  - a) *is to be made in accordance with the requirements in Part 8 and dealt with under this Part as if it were an application for development approval;*

In the attached letter from the applicant, a summary is provided of the proposed Amendments to imposed Conditions 1, 2 & 3, as well as the request for cancellation of imposed Condition 7.

## COMMENT

The below is a discussion of the originally imposed conditions of planning approval, pursuant to Council's decision of 28 February 2023, and the proposed amended conditions with justification for the change:

### Original Condition 1:

*'Planning approval for the event at Lot 83 Butchers Road, Westdale, is valid for the 12 & 13 May 2023 and 13 & 14 October 2023 only. These dates include a setup day before the event and a pack-up day after event'.*

### Proposed amended Condition:

*'Planning approval for the event at Lot 83 Butchers Road, Westdale, is valid for the 12 & 13 May 2023 (Turner Gully Dirt Drags and Burn-outs) and 29 & 30 September 2023 (Westdale Dirt Drags and Burn-outs) only'.*

### Justification:

As submitted by the applicant, it is agreed that the changing of the event dates from the initial October date to the new September date aligns better with probable unrestricted burning periods and henceforth addressing a major concern raised earlier by Shire of Beverley Fire Control Officers and others.

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### Original Condition 2:

*'The event test and tune activities (inclusive of Burnout Activities), are to be held only between the hours of 12h00 to 22h00 strictly on the relevant day only'.*

### Proposed amended Condition:

*'The event test and tune activities (inclusive of Burn-out Activities), are to be held only between the hours of 12h00 to 24h00 strictly on the relevant day only'.*

### Justification:

The applicant submits that, as a result of the number of participants in these events, it will be challenging to accommodate all participants and activities within the time limits imposed.

The logistical challenge herein is acknowledged and Council will be requested to approve the amended condition to allow for a longer period of operation.

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### Original Condition 3:

*'The event competition activities (inclusive of Burnout Activities), are to be held only between the hours of 09h00 to 24h00 strictly on the day of the competition event only'.*

### Proposed amended Condition:

*'The event competition activities (inclusive of Burn-out Activities), are to be held only between the hours of 09h00 to 02h00 (the following day) strictly only'.*

### Justification:

The applicant submits that, as a result of the number of participants in these events, it will be challenging to accommodate all participants and activities within the time limits imposed.

The logistical challenge herein is acknowledged and Council will be requested to approve the amended condition to allow for a longer period of operation.

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Original Condition 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'.*

Proposed deletion of condition 7:

The applicant submits that they would want to be able to have small camp fires permitted, due to the fact that the Turner Gully Event is held in May and the West Dale Dirt Drag event is now scheduled for September, and not October.

It is the opinion that this request is reasonable and will request Council to delete this condition. It is deemed that the *Bushfire Act 1954* and its *Regulations* affords sufficient mechanisms to address this matter.

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Original Condition 8:

*'An ambulance and three staff qualified in first aid are to be available on-site between the hours of 8h30 am to 00.30 am on the test and tune as well as competition days of the event'.*

Proposed amended Condition:

*'An ambulance and three staff qualified in first aid are to be available on-site between the hours of 11h30 to 00h30 (the following day) on the test and tune event day, and 8h30 to 02h30 (the following day) on the competition event day'.*

Justification:

Although this amendment was not requested by the applicant it is necessary to align with the proposed revised extended times of operation.

## **CONSULTATION**

Below is an extract from internal consultation that was had with the Shire's Building Surveyor and Environmental Health Officer on the previous application. 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 application for a Public Event shall address, where applicable, each requirement under the Department of Public Health, "Concerts and Mass Gatherings Guidelines".*
4. *Any associated, event or live entertainment, is to address any additional, relevant requirements listed in the "Concerts and Mass Gatherings Guidelines".*
5. *Any required Liquor Licensing is to be addressed and approved where applicable.*
6. *Any requirements of Police or Emergency Services are to be addressed and complied with, where applicable.*



7. *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.*
8. *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.*
9. *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.*
10. *Temporary electrical installations are to be certified by a licensed electrician prior to use.*
11. *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.*
12. *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.*
13. *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:**

Council will be requested that the requirement to advertise the application be waived, pursuant to Clause 77(3) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, as it is considered that the proposed changes does not materially alter the original proposal. Respondents that made submissions in the previous application consultation period were however contacted by email individually and their responses are noted below.

The applicant was sent copies of the submissions and was afforded the opportunity to respond thereto – please see table below.

	Respondent	Property	Comment	Applicant's Response	Shire Planner's Response
1	Respondent requested anonymity		<p>Condition 1: 29 and 30 September just outside of restricted burning period – no problem with that.</p> <p>Conditions 2 &amp; 3: Concerns about more noise and carcinogenic smoke for the neighbourhood.</p> <p>Condition 7: Campfires permitted in May – responsibility required.</p> <p>Concerns about out-of-control fires in May.</p> <p>Concerns about non-compliance which may affect future events.</p> <p>Concerns about rubbish on roads, damaged roads and the burning of rubbish, particularly left over rubber and tyres at conclusion of the event.</p>	<p><b>Condition 1.</b> Thankyou.</p> <p><b>Condition 2. (a)</b> We have applied to amend the event finish time by 2 hours to make the competition fair and even and to cater for the amount of entrants we receive.</p> <p><b>Condition 2. (b)</b> Smoke is created from the burnouts, the smoke created is warm and therefore raise rapidly into the sky. By the time the smoke could reach a neighbouring property, the smoke would be well and truly above human height and dissipated into the air enough not to cause harm to humans. There would be more smoke created when farmers burn off stubble in their paddocks after harvest.</p> <p><b>Condition 7.</b> We believe the danger of out of control fires is very real under certain conditions. Fire requires; ignition source, fuel &amp; air. Ignition; The burnout pad has fencing and fire breaks, small camp fires are protected and in designated area with a fire break. Fuel; Both event dates have been chosen to avoid the fire restriction periods, paddocks are slashed prior to the events &amp; fuel on the ground is most likely damp during these periods.</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>Should Council resolve to approve the application the following Advice Note will be recommended be included in the notification of approval: <i>Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.</i></p> <p>It is submitted that the proposed negative impacts should also be considered in the context of the frequency of the proposed events.</p>

	Respondent	Property	Comment	Applicant's Response	Shire Planner's Response
				<p>Air: Unfortunately, we cannot eliminate.</p> <p>We have spent a lot of time and money regarding the threat of fire. We have extensive equipment and man power, we have never had a fire outbreak at any event in the past 15 years therefore giving us a Low rating on our risk assessment. Our risk is actually lower than a farmer driving his tractor through a paddock in May.</p> <p><b>General concerns:</b>  <b>Rubbish;</b> We have a major clean up of the property after the event and all rubbish will be disposed of at the shire tip. We cannot be held responsible for rubbish on the roads as it does not come from the property.  <b>Tyres;</b> All tyres are removed from the property by entrants.  <b>Road damage;</b> We cannot be held for responsible for road damage as we are not the only people using a public road which has farm machinery travel on it.</p>	
2	Karl Green 551 Butchers Road Dale WA	551 Butchers Road Westdale	We have no problems with the amendments for the Westdale dirt drags.	Noted - Thank you.	Noted.
3	Leon Kennedy Lots 87 & 88 Butchers Road, Dale	Lots 87 & 88 Butchers Road Dale	Had a read and I have no major concerns – although I don't live at the property so any additional noise does not necessarily impact us and when we do stay overnight we are sufficiently far enough	Thankyou for your thoughts, unfortunately Wildcard Promotions WA will not be able to provide any neighboring properties with any form of insurance due to company policies.	<p>The submission is noted.</p> <p>Matters in relation to 3<sup>rd</sup> party insurance is respectfully submitted to not be planning related.</p>

	Respondent	Property	Comment	Applicant's Response	Shire Planner's Response
			<p>away to not cause a major inconvenience.</p> <p>Again the only issue I have is that there is insurance coverage of our property from damage to our property from third parties (event attendees) and any uncontrolled events from the shows themselves.</p>		
4	Dee Ridgway 214 Yenyening Lakes Road, Beverley	214 Yenyening Lakes Road, Beverley	<p>*Support for Westdale Dirt Drags date change to 29/30 Sep</p> <p>*Support of small fires in May</p> <p>*Support increase of test &amp; tune time on Friday 12 noon to 12 midnight, however organisers could look at commencing test &amp; tune earlier that day &amp; up to competitors to get there.</p> <p>*Do not support event competition past midnight, if this is required to accomodate the number of entries perhaps organisers need to restrict numbers or extend competition over to the next morning.</p> <p>Additional comment:- Should Council make amendments to their February resolution these would be made from information the public was not privy to when the pending application was advertised for comment.</p>	<p>Thankyou for your response, it is positive to see your support for most of our amendment application.</p> <p>Unfortunately we do need the time extension for the Saturday competition to enable us to put on a fair competition. The last thing we want to do is put a cap on the entrants as most burnout competitions have been forced to do due to entrant numbers. Our competition format has been set up to allow for budget entrants to get a fair go, as at other competitions they mostly miss out. This being the reason for our amendment.</p>	<p>The submission is noted.</p> <p>The applicant submits that, as a result of the number of participants in these events, it will be challenging to accommodate all participants and activities within the time limits imposed.</p> <p>The logistical challenge herein is acknowledged and Council will be requested to approve the amended condition to allow for a longer period of operation.</p> <p>Council will be requested that the requirement to advertise the application be waived, pursuant to Clause 77(3) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, as it is considered that the proposed changes does not materially alter the original proposal.</p>

	Respondent	Property	Comment	Applicant's Response	Shire Planner's Response
			I understand noise has been an issue in the past for some of those living in the area. I expect if there was an event near town with similar noise levels from 9am one day to 2am the next morning staff & councillors would be getting phone calls at ungodly hours complaining about it.		

## 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

- 1) That Council resolve to waive the requirement for advertising the application pursuant to Clause 77(3) of the *Planning and Development (Local Planning Schemes) 2015*;
- 2) That Council resolve to grant planning approval for the Turner Gully Dirt Drags & Burn-out event and Westdale Dirt Drags and Burn-out event at Lot 83 Butchers Road, Westdale, subject to the following amended conditions and advice notes:

### Conditions:

1. Planning approval for the event at Lot 83 Butchers Road, Westdale, is valid for the 12 & 13 May 2023 (Turner Gully Dirt Drags and Burn-outs) and 29 & 30 September 2023 (Westdale Dirt Drags and Burn-outs) only.
2. The event test and tune activities (inclusive of Burn-out Activities), are to be held only between the hours of 12h00 to 24h00 strictly on the relevant day only.
3. The event competition activities (inclusive of Burn-out Activities), are to be held only between the hours of 09h00 to 02h00 (the following day) strictly only.

4. 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.
5. 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.
6. The submitted Event Risk Management Plan (Fire Precautions, Emergency Evacuation, Medical Emergency Plan & Traffic Management Plan) are to be complied with at all times, for the entire period of this approval.
7. An ambulance and three staff qualified in first aid are to be available on-site between the hours of 11h30 to 00h30 (the following day) on the test and tune event day, and 8h30 to 02h30 (the following day) on the competition event day.
8. Prior to the event all boundary fire breaks shall be graded to a minimum width of 5 meters.
9. 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 required Liquor Licensing is to be addressed and approved where applicable.
- Note 6: 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 7: The applicant is advised that temporary electrical installations are to be certified by a licensed electrician prior to use.

- Note 8: 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 9: 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 10: 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 11: 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 12: 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 13: The applicant is advised that emitted noise must comply with *Environmental Protection (Noise) Regulations 1997* at all times.
- Note 14: 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 & TURNER GULLY DIRT DRAGS EVENT REQUEST TO AMMEND OF PLANING APROVAL**

To the Shire of Beverley,

Wild Card Promotions WA PTY would like to submit our Request amendment of planning approval File No. BUT 51004, under clause 77.1B of the Planning and Development Regulations 2015.

1. We would like to amend Condition 1 of the Development Approval:

We would like to keep the Turner Gully dates of 12 & 13<sup>th</sup> May 2023 and change the Westdale Dirt Drag dates to 29<sup>th</sup> & 30<sup>th</sup> September 2023.

Changing these dates will align the event to take place during a non-fire restriction period hopefully relieving community concern.

2. We would like to amend Condition 2 of the Development Approval:

We would like to extend the test and tune activities, from 12h00 to 24h00 strictly on the relevant day only.

This will allow those entrants who must work on the Friday, a chance to test and tune their vehicle after traveling to the event. Please see supporting information below.

3. We would like to amend Condition 3 of the Development Approval:

We would like to extend the event competition activities, from 09h00 to 02h00 strictly on the day of the competition event only.

Unfortunately, 17 hours is required to complete our competition format fairly, due to burn out competition entrant numbers from recent events. Please see supporting information below.

4. We would like to amend Condition 7 of the Development Approval:

We would like to be able to have small camp fires permitted, due to the fact Turner Gully is held in May and we would like to change Westdale's dates to September. Please see supporting information below.

Wildcard Promotions will be sending our representatives to the Shire Meeting in March. We would appreciate the opportunity for our representatives to ask a few questions at the meeting.

### **FRIDAY BURN-OUT TEST AND TUNE**

- 10 Hours allocated by the shire.
- Estimated 50 entrants by 16:00 hours increasing to 150 by 20:00 hours.
- A three-minute burn-out pad test & tune session per entrant.
- 10 hours multiplied by 60 seconds equals 600 minuets divided by 3 minuets per test & tune equals 200 test & tune pad times available to entrants. If we go off 150 entrants, they will only get 1.6 pad times for the day even if they are the first few to arrive.

- When you consider that a lot of the entrants must work on the Friday, then travel to the event and upon arrival set-up their pit areas. It does not leave much time for a test and tune when we have a 22:00 hour shut down time frame.
- To make the event more competitor friendly we would require another 2 hours.

### **SATURDAY BURNOUT COMPETITION TIME FRAME CALCULATION**

- 15 hours allocated by shire.
- Estimated 150 entrants.
- Entrants require 3 minutes for heats, qualifying round for the best 10 entrants and finals for 2 entrants.
- 15 hours multiplied by 60 seconds equals 900 minutes divided by 3 minutes per heat equals 300 heats available to entrants. If we go off 150 entrants with the 15-hour time frame, entrants will only get 2 heats for the event with no qualifying or final.
- To enable entrants to have 3 heats we will require another 2.5 hours.
- To enable 10 entrants to have one qualifying heat we will require 30 minutes.
- To enable 2 entrants to have 1 final heat we will require 6 minutes.
- To make the event fair and even for all entrants we will require an extra 3 hours and 6 minutes. If we allow 1 hour for 20 eliminations via breakdowns, this will reduce the extra required down to 2 hours and 6 minutes (6 minutes can be consumed during the event)
- Therefore, the Saturday burn out event will require the hours of 0900 hours till 0200 hours giving us a total of 17 competition hours.
- Westdale and Turner Gully events have now become one of WA's most popular burn-out competitions bringing approximately 1500 people to visit the shire of Beverly twice a year.
- If we must limit the number of entrants, we estimate that to be approximately 50 cars will not attend the event and with those cars we will also lose car support crews.
- Westdale and Turner Gully events have gained such popularity due to competition entrant numbers not being capped and we provide 3 heats plus finals to ensure a fair and even competition. Allowing entrants, the opportunity to show their driving and mechanical skills to a very family orientated crowd of spectators.
- The time of 02:00 hours event completion was suggested by local resident Adam Gosling who took the time to write a response to you regarding our application.
- Westdale and Turner Gully events are proud of the fact we cater for the budget competitors and provide an event where burnouts can be performed safely and legally for spectators to enjoy.

### **CAMPFIRES**

- The Turner Gully event is in the month of May, during this month there are no restrictions imposed on the public for campfires.
- We have submitted our Fire Management plan.
- We have sufficient firefighting equipment.
- Paddocks are slashed prior to every event.
- We have never had a fire event occur at any Westdale or Turner Gully Event in the past 15 years since the event first started. This alone gives us a risk rank of low which is described as acceptable as per the Westdale risk management plan.

## Event Application Form

This form is an application only. You will be notified in writing when your event application has been processed. Applications must be submitted at least eight (8) weeks prior to your event.

### Organiser's details

Name of event: Westdale Dirt Drags and Turner Gully Sand Drags

applicant/organisation: Wildcard Promotions WA Pty Ltd

Contact person (if different from above): Anthony Shepherd

Postal address: 10 Lower Park Road Maddington WA 6109

Telephone (hm): \_\_\_\_\_ (wk) \_\_\_\_\_ (mb) 0428 949 714

Email address: shepherdplumbing@bigpond.com

### Event details

Event organisers are to provide an event timeline detailing all information relevant to the event: e.g. set-up and clean-up times, road closure times, erection of marquee times etc. The timeline is to be submitted to the local council three (3) weeks prior to the event.

Date: 13<sup>th</sup> May 2023 (please refer to event overview)

Actual Set-Up Date and Time: 12<sup>th</sup> May 2023 12:00 hours plus Test & Tune - Finish 0400hrs 13th May 2023

actual Event Start Date and Time: 13<sup>th</sup> May 2023 Competition start time 09:00 hours

actual Event Finish Date and Time: 14<sup>th</sup> May 2023 Competition finish time 04:00 hours

actual Completion of Clean-up Date and Time: 15<sup>th</sup> May 2023 18:00 hours

Commencement Date of advertising: 1<sup>st</sup> March 2023

Proposed Venue Details: (e.g. name of reserve, building or public open space) Privately owned 49ha rural property located at Lot 83 Butchers Road Westdale WA.

Event Description (e.g. sporting, commercial, entertainment) - Motor Sports

Entertainment – brief details (number of stalls / products / entertainment – bands, amplified music / animals / activities / farm machinery / rides)

Dirt Drag competition, Burn out competition, T-shirt stall and food and non-alcoholic drink stall

Primary Purpose of Event. e.g. fundraiser for community group .Westdale Dirt Drags is an annual motor sports event, which is a Wildcard Promotions WA business venture.

Will alcohol be available/consumed on site? / No

Will food be available? Yes /

Shire staffing requests?- Shire staff will not be required for the event. \_\_\_\_\_

Details of any tents, marquees, stages to be used for the event (including size dimensions)

\_\_\_\_\_  
\_\_\_\_\_

Details of any road closures or use of roads for the event- Non Applicable \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **Expected attendance**

Maximum number of people expected at any given time: - 1500 persons \_\_\_\_\_

anticipated total number for entire event: - 1,000 to 1,500 people \_\_\_\_\_

Target audience e.g. youth, adult, family etc.- Family, youth and motor sporting clubs \_\_\_\_\_

What arrangements have been made to meet the needs of people with disabilities?, - We have disabled  
/ ambulant toilet facilities available with wheelchair ramp access. \_\_\_\_\_

\_\_\_\_\_

Post event transport: What are your contingency plans for clearing patrons after the event, e.g.  
availability of taxis, buses etc.

Patrons will leave the property via private vehicles, with signage and directives provided on the property  
from event stewards and security.

\_\_\_\_\_  
\_\_\_\_\_

Have you ever conducted this event before and if so, when / where was it held?

Yes, it has been an annual event for the last 14 years held at the same property.

\_\_\_\_\_

### **Event Facilities**

Power supply details: (generators or existing) \_\_\_\_\_ Generators \_\_\_\_\_

Water supply details: (scheme or rainwater) \_\_\_\_\_ Rainwater \_\_\_\_\_

Toilets available: male closets 20 \_\_\_\_\_ female closets \_\_\_\_\_ 20

urinals 6 \_\_\_\_\_ hand wash basins 16 \_\_\_\_\_

### **Event Fees**

Refer to the relevant local government to ascertain what fees will be applicable.

**It is important to attach any other relevant information that can assist in assessing your event.**

### Acknowledgement

I, David Harrison \_\_\_\_\_ as the event organiser, seeking approval to host an event acknowledge that the information and completed actions in my application are true and correct.

I will ensure that appropriate liability and other insurances are in place for the activities to be conducted. I understand that the Event application Package is a guide and has been compiled according to a number of statutory requirements. There could be other requirements that exist outside of the package and that as the event organiser I am responsible.

Signature David Harrison Date 18/10/22




**Event Operator Checklist**

Checklist for Event Manager			
Approvals/Applications	does it apply to your event?	authority to submit the application to	Form/approval complete
<input type="checkbox"/> Public building approval (Event Application)	Yes	Local govt	
<input type="checkbox"/> Planning approval	Yes	Local govt	Yes
<input type="checkbox"/> Liquor License	N/A	DRgL and Local govt	N/A
<input type="checkbox"/> Noise Regulation 18 approval	N/A	Local govt	N/A
<input type="checkbox"/> application for Food and Drink Outlets	N/A	Local govt	N/A
<input type="checkbox"/> approval of Temporary Structures (Tents and Marquees)	N/A	Local govt	N/A

Plans required	Does it apply to your event?	Authority to submit the application to	Tick when plan is complete
<input type="checkbox"/> Risk Management Plan (AS/NZS 4360)	Yes	Local govt	✓
<input type="checkbox"/> Emergency Plan (AS 3745)	Yes	Local govt	✓
<input type="checkbox"/> Operational Plan**	N/A	Not submitted – kept for personal use	N/A
** Not mandatory – however it is a recommended best practice tip that becomes essential for larger, more complex events.			

Checklist for the designated Crowd Control Agent			
Plans required	Does it apply to your event?	Person to submit the application to	Tick when plan is complete
<input type="checkbox"/> Crowd Control Plan	Yes	Event Manager	✓

Checklist for First Aid Providers			
Plans required	Does it apply to your event?	Person to submit the application to	Tick when plan is complete
<input type="checkbox"/> Medical Plan	Yes	Event Manager	✓

Checked By	Sign	Date
Anthony Shepherd		11/9/2022

## Site Plan Checklist

a detailed layout of the event should be included with your application form to show:—

- ☒ Stage or other entertainment attraction (incl. measurements and area m<sup>2</sup>)
- ☒ Emergency
- ☒ Exits Food
- ☒ Stalls
- ☒ Lighting
- ☒ Electrical
  - Cables
- ☒ Vehicle Access Points (incl. street names)
- ☒ Parking areas
- ☒ Location of Marquee, Tents (incl. measurements area m<sup>2</sup>)
- ☒ Site Signage
- ☒ Location and Number of additional Toilet Facilities
- ☒ Seating
- ☒ Fenced Off Areas (incl. distances)
- ☒ First Aid Post(s)
- ☐ Any other facilities or significant infrastructure relevant to your event

Completed by	Sign	Date
A. SHEPHERD		11/9/2022.
Approved by	Sign	Date

EVENT HEALTH RISK ASSESSMENT CHECKLIST				
Event:	Westdale Dirt Drags			
Event date(s):	13 <sup>th</sup> May 2023			
Event organiser:	Wildcard Promotions (WA) Ltd			
Event organiser contact details:				
Telephone:	N/A			
Mobile:	0476 798 664			
Fax:	N/A			
Email:	westdaleburnouts@gmail.com			
		Yes	No	NA
1.	Medical Risk Classification assessment completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Medical risk score / rating <b>40</b>			
2.	Actions applicable to Medical Risk score / rating completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Public Health Event Risk Classification tool completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Public health risk score / rating <b>37</b>			
3.	Actions applicable to Public Health Event Risk Classification tool score /rating completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Medical plan submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Health risks included in Risk Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Action Required Based on The Medical Risk Score**

<b>Action</b>	<b>Risk Score</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>	<b>Extreme</b>
Notify local SJA of event		Yes	Yes	Yes	Yes
Notify local hospital / health care provider		Yes	Yes	Yes	Yes
Notify DPMU		No	Yes	Yes	Yes
Minimal notification period to all agencies		4 weeks	10 weeks	20 weeks	28 weeks
Provision of transport arrangement		Yes	Yes	Yes	Yes
Provision of first aiders		Yes	Yes	Yes	Yes
Provision of first aid centres		Yes	Yes	Yes	Yes
Provision of qualified paramedics		No	No	Yes	Yes
Provision of adequately equipped medical centres		No	No	Yes	Yes
Provision of onsite medical teams		No	No	No	Yes
Public information and health notices		No	Yes	Yes	Yes
Medical Plan required		No	Yes	Yes	Yes
Health risks included in Risk Management Plan		Yes	Yes	Yes	Yes

## Medical Risk Classification Tool

Event organisers utilise this tool to determine the specific medical risks, the location and medical resources available to the public, and determines the level of medical planning required for the event, and the need for a medical intervention plan.

On completion the completed form will be email to [dpmu@health.wa.gov.au](mailto:dpmu@health.wa.gov.au)

Category	Grouping	Allocation	Event Scoring
Event Description	Cat 1 - e.g. Classic Music / Children's concert / Youth camps	1	
	Cat 2 - e.g. Family events & shows / local sporting events / Schoolies	2	
	Cat 3 - e.g. Festivals/ Major sporting event /	4	
	Cat 4 - e.g. Rock Concert / Extreme Sporting events	8	8
Number of people	<2000	1	1
	2001-5000	2	
	5001-10,000	4	
	10,001 - 50,000	8	
	50,001 - 100,000	16	
	>100,000	32	
Type of people attending	Families	1	1
	Fan clubs / support groups	2	
	International stars / competitors / visitors	3	3
	VIPs	4	
Age group	30-65 inc family	1	1
	>65 / 0 - 12	2	
	12 - 16	3	
	16-30	4	
Event location / confinement	Outside - open area	1	1
	Outside - confined area	2	
	Inside - space	3	
	Inside - crowded	4	
Available Health Resources	Tertiary Hospitals	1	2
	Regional / general hospitals	2	
	Integrated district health services	3	
	Small hospital	4	
	Multi-purpose centre	5	
<b>Note: Tertiary health facilities ONLY exist in Perth</b>			

Category	Grouping	Allocation	
Distance to Local Health Resources	< 10kms	1	2
	10 – 50kms	2	
	50 – 100kms	4	
	< 100kms	8	
Time to Tertiary Health Resources <b>Note: Tertiary health facilities ONLY exist in Perth</b>	< 30mins	1	4
	31 – 60 mins	2	
	61 – 90 mins	4	
	91 – 120 mins	8	
	121 – 152 mins	16	
	> 153 mins	32	
Duration of event	<1 hour	1	4
	2 - 4 hours	2	
	4 – 8 hours	3	
	8 -12 hours	4	
	12 -24 hours	5	
Alcohol	None	1	2
	Restricted	2	
	Readily available	4	
	No Controls	8	
Probability of drugs	None	1	2
	Possible	2	
	Probable	4	
Time of event	Morning	1	4
	Afternoon	2	
	Evening	3	
	All day	4	
Season of event	Spring/Autumn	1	1
	Summer/Winter	2	
<b>Aggregate Score</b>	<b>Min – 13      Max - 120</b>	<b>This event</b>	<b>36</b>

### Medical Risk Categories

Based on the 'Event Scoring' column total in the Medical Risk Classification Tool.

Low	< 13
Medium	14 – 49
High	50 - 85
Extreme	86 +

## PUBLIC HEALTH EVENT RISK CLASSIFICATION TOOL

This Public Health Event Risk Classification Tool deals with factors that have Public Health significance. From a Health perspective the overarching goal of the Event Risk Classification Tool is to prevent injury. Please email completed form to [Public.Events@health.wa.gov.au](mailto:Public.Events@health.wa.gov.au).

### Events Risk Classification

Number of patrons attending	
More Than 10,000	40
5000 – 10000	30
1000 – 5000	20
500 to 1000 persons	15
200 to 500 persons	5
100 to 200 persons	2
Less than 100 persons	1
Less than 50	0
Entry Restrictions	
Open to general public; free or prior numbers not known, general admission	4
Function for select membership – non-related persons presold tickets & allocated seating	2
Private "family" function i.e., Birthday, Wedding etc mostly related persons	1
Crowd Dynamics	
Harsh environment crowd pushing and competition almost always occurs	15
Hostile elements – reasonable possibility of crowd pressures at some stage (Sporting fixtures etc)	7
Elderly, mobility impaired, require assistance and close supervision	4
Young children requiring close supervision	2
Healthy, predominantly good mobility – static crowd	0
Lighting	
Lighting dimmed or extinguished	10
Normal lighting	2
Held during the day (daylight hours) – open air or building with windows	1
Duration	
Greater than eight hours	10
Between four and eight hours	4
Between two and four hours	2
Between one and two hours	1
Up to one hour	0
Structures	
Spectator stand Temporary (score per stand)	10
Temporary facilities or one-off event	5
Stage and support system - temporary - complex (score per stage)	4
Stage permanent or temporary simple	2
Marquee - Large area greater than 200m <sup>2</sup> (multiply score by No. of marquees)	4
Marquee - Medium 55m <sup>2</sup> to 200m <sup>2</sup> (multiply score by No. of marquees)	2
Marquee or stall - Small Less than 55m <sup>2</sup> in area (multiply score by No. of marquees)	1



Egress	
Multi storey building or basement with only stair access to open space	10
2 storey building	6
Complex single storey building, multiple areas	4
Simple single storey building – one area	1
Open Air	0
Type of Use	
Pyrotechnical display (fireworks)	10
Entertainment with amplified music	10
High Risk activities – crowd interaction	2
Medium Risk activities	1
Low risk activities	0
TOTAL	
Drugs & Alcohol - Multiplier – Multiply above TOTAL	
BYO Alcohol; Alcohol is sold / provided & or illicit drug use likely	X2
Alcohol banned or traditionally consumed in moderation	X1
SCORE	37

Risk Rating	Score	Likelihood	Approval	Surveillance Frequency
Low risk	0 – 11	Serious incident unlikely	Formal approval in accordance with Council policy. Provide guidance notes to operator/owner to advise building limitations and capacity.	Inspect in accordance with Council policy
Medium Risk	11 – 50	Serious incident will occur at some time	Formal approval required. Issue Certificate of Approval. Provide Events – inspect guidance notes to operator/owner to set-up, advise building limitations and capacity.	Inspect and of approval mandatory monitor
High Risk	50 – 100	Serious incidents often occur	Formal Approval Required – Certificate Events – inspect and of approval mandatory monitor	

The final calculation of the overall Health risk for an event is calculated as follows:

Classification Tool /Factor	Score	Rating
Medical Risk Classification	40	Medium
Public Health Event Risk Classification	36	Medium
Other factors		
<b>Final Score/Rating for event</b>	<b>76</b>	<b>High</b>

# WESTDALE DIRT DRAGS BURNOUT RULES

Attachment for Agenda Item 9.1

(Created September 2022)

## ***Driver and Passenger Protective Equipment Requirements***

### **Naturally Aspirated & OEM Power Adders using, Petrol (pump) fuel.**

- Open-faced or full-face helmet
- All clothing must be of fire-resistant material as a minimum
- Long sleeve top & full-length trousers as a minimum (no nylon).
- No holes, including fashion cut outs.
- Sleeves must be down before and during burnout.
- Enclosed shoes and socks above the ankles.

### **Non-OEM Power Adders and/or Alcohol-Based fuel (e.g. Ethanol or Methanol).**

- Open-faced or full-face helmet meeting AS / NZS 1698 or ECE 22.05 as a minimum.
  - However, if an open-faced or \*full faced without visor helmet is worn, a balaclava meeting SFI 3.3 or FIA 88562000 is mandatory.
- Fire suit meeting SFI 3.2A / 5 or FIA 8856-2000 as a minimum.
- Gloves meeting SFI 3.3 / 5 or FIA 8856-2000 as a minimum.
- Shoes / boots meeting SFI 3.3 of FIA 8856-2000 as a minimum.
- Balaclava meeting SFI 3.3 or FIA 8856-2000 recommended.
- Socks and underwear meeting SFI 3.3 or FIA 8856-2000 recommended.

**\*A Motocross helmet will be classed as open-face helmet.**

One (1) passenger is allowed with a minimum age of 18 years applicable for both driver and passenger. The passenger must be afforded the same measure of protection afforded to the driver as per the rules above.

## ***Stewards Protective Equipment Requirements***

All Burnout event stewards are to be wearing minimum Personal Protective Equipment: -

- High visibility top,
- Safety glasses (AS/NZS 1337.1:2010)
- Gloves. (AS/NZS2161)

Once the competitors have been staged in the burnout pad entry the stewards are to relocate behind water filled crash attenuator positioned.

- Water Filled Crash Attenuator (AS 3845:1999 Water Filled Crash Attenuator)

Prior to start ensure positive communication from staging stewards to track controller situated in the control tower.

Stewards are only to enter the burnout pad to remove debris once the competitor has finished their burnout and left the pad. Gloves must be worn when removing debris.

## ***Spectator Safety***

Stewards are to ensure NO spectator is to enter the burnout pad during competition. Spectators are to remain behind the safety fence.

In the unlikely even that a spectator does enter the burnout pad, the competition is to stop, and the spectator is removed by stewards.

# WESTDALE DIRT DRAGS BURNOUT RULES

Attachment for Agenda Item 9.1

(Created September 2022)

## *Burnout Vehicle Classes*

Whilst every effort will be made to cater for entrants in their nominated Burnout category/class at Events, the organisers have the discretion to properly assign the appropriate class that Burnout vehicles will participate in.

### **PRO Class**

- Engine: Any number of cylinders permitted.
- Aftermarket Supercharged, aftermarket Turbocharged, Nitrous Oxide.
- Fuel: Diesel, Petrol, E85, Ethanol or Methanol.

### **OPEN CLASS**

- **Engine:** Any number of cylinders permitted.
- Naturally Aspirated or standard OEM Supercharged / Turbocharged (i.e. factory standard LSA, XR6 Turbo etc.).
- **Fuel:** Diesel, Petrol, E85, Ethanol or Methanol.

### **SPORTSMAN CLASS**

- **Engine:** Must be less than 8 cylinders.
- Naturally Aspirated only.
- **Fuel:** Diesel, Petrol, E85, Ethanol or Methanol.

**Nitrous Oxide is not permitted in OPEN CLASS and SPORTSMAN CLASS.**

**(Note: Minimum 12-month suspension for competitors caught illegally using Nitrous in Open Class).**

**If an OPEN CLASS or SPORTSMAN CLASS competitor places in the top 5 at a bona fide Burnout Competition Event, they may enter the next class above at future Burnout Competition Event**

## *Vehicles*

### **1. Vehicle - General**

- Vehicle means – Any four wheeled Sedan, Coupe, Wagon, Ute, Van or Commercial.
  - Convertibles must compete with top up and must be surely fastened - open vehicles are not permitted.
  - Vehicles do not have to be Street Registered.
- Vehicles of both monocoque construction and Space-Frame chassis are permitted.
- The front firewall/bulkheads may be modified were required to allow room for the fitment of alternative engine/gearbox assemblies. Any holes in the Firewall must be plugged. Modified Floor pan/Fire wall and Tunnel to be inspected by Burnout Competition Stewards for approval
- Tubbing of the rear fender wells and relocation of suspension mounts for fitment of tyres is permitted.
- Bonnets Optional where no mechanical fan is present.
  - However, any vehicle without a bonnet must have a presentable engine bay and must have radiator top tank and/or expansion tank securely covered.
  - Radiator to be in original location for engine used.
  - Additional radiators, tanks and hoses **must** be located outside the driver's compartment



# **WESTDALE DIRT DRAGS**

## **BURNOUT RULES**

(Created September 2022)

- Radiator top tank and/or expansion tanks must be covered if open.

Burnout Vehicles with highly modified\* non-original firewall/floor pan and/or non-OEM power adders such as Superchargers / Turbochargers, Nitrous Oxide and/or using Methanol or Ethanol as a fuel will be required to undergo a Westdale Sand Drags/Burnout Vehicle Technical Inspection.

Highly modified firewalls can be determined by Burnout Competition Stewards.

### **2. Presentation and Appearance**

- All vehicles must have a front windscreen and windows.
- Doors must be able to be securely latched, outer door handles must be visible and operative.
- While not mandatory, paintwork should be in neatly presented condition. Body and all external accessories to be fitted neatly.
- Any vehicle that is presented with excessive rubber marks from a previous burnout event may be moved forward in the seeding and may be placed in the first session at subsequent burnout events regardless of overall result.

### **3. Interior**

- Complete interiors are recommended however if any Trim is removed, all sharp edges must be covered. (Door trims or fabricated cover should be fitted)
- Driver and passenger doors must remain operative.
- Minimum lap sash seat belt for driver and passenger (Lap sash should be 3-point fully operative)
- Seats to be in good supportive condition and have all mounting bolts fitted.

### **4. Batteries**

All wet cell batteries must be located outside of the driver or passenger compartments and must be securely mounted. Dry Cell or Lithium Polymer (LiPo) battery packs may be located in passenger compartment area providing they are encased in a sealed box that is securely mounted to the vehicle and is vented externally of the vehicle. Box must be made of a minimum 3 mm Aluminium (or other material of equal or greater strength) and may have a panel or lid fitted for access providing the lid or panel has an air-tight seal and is securely fastened to the box. A 75 mm (3 inch) equilateral triangle, coloured blue, or another contrasting colour where necessary, is required on all vehicles fitted with a battery or batteries to accurately indicate their location/s.

### **5. Fluids**

- Engine and Underbody must be free from any oil or coolant leaks.
- Minimum 600ml capacity coolant overflow Tank/Bottle that must be held securely in place.
- Fuel cells/tanks and battery's must be isolated from driver and passenger compartment.
- No liquid/fluids to run through cabin area unless fully enclosed in steel housing and approved by Stewards.
- No sprayers to be used anywhere on the vehicle, including, but not limited to, tyres, radiators, or intercoolers.



# WESTDALE DIRT DRAGS Attachment for Agenda Item 9.1 BURNOUT RULES

(Created September 2022)

## 6. Mechanical

- Vehicles with automatics gearboxes must have an operational neutral safety switch.
- Battery to be secured with a clamp or bracket (it is a requirement to have a clearly marked isolation switch).
- Cars with aftermarket power adder must have a transmission shield or blanket – (highly recommended for other classes).
- Tail shaft Loop with 360-degrees of enclosure, minimum 3mm thickness and 50mm width, installed within 150mm from front universal joint.
- Rear wheels must be in reasonable condition free from cracks and/or excessive wear. Wheel nuts must be the type designed for the wheel used. Steel Rims highly recommended
- Bald tyres will not be permitted. A minimum of 1.0mm of tread is required.
- Driven Wheels must be covered by standard mudguard fitment as a minimum.
- Hubcaps/trim/wheel weights MUST be removed from driven wheels.
  - Wheel nuts must be standard for the wheel used.
  - Mag wheel nuts not permitted on steel rims.
  - No flammable gases may be used to inflate tyres.

## 7. Exhaust/Muffler

- Exhaust may terminate at the Header Collector flange.
- Mufflers optional.
- No side pipes or side outlets permitted.
- Aftermarket Turbocharged vehicles may have the exhaust exit through the bonnet, but it must be vertical.

## 8. Additional Considerations for Power Added High (Supercharged, Turbocharged, Nitrous Oxide) High Performance Vehicles

- Supercharger belt guard, approved restraint system from a known manufacturer and aluminium shear-mounting studs are required for all 'out-of-bonnet' aftermarket Superchargers.
- Harmonic balancer, meeting SFI 18.1 requirements and must be surely retained using a bolt.
- Manual transmissions are highly recommended to have a clutch shield or steel Bell Housing.
- Mechanical fuel injection must have fuel shut off that is operational from driver's compartment.
- A 4 Litre engine oil sump tank Minimum.

## 9. Changes After Scrutineering

- No changes to be made after the vehicle has been scrutineered unless vehicle is to be checked by a scrutineer again.
- If a competitor changes their exhaust system after scrutineering, they may face disqualification and/or suspension.
- If a competitor entering in Sportsman Class or Open Class is found to have engaged a Nitrous Oxide system after scrutineering, they may be suspended.

## 10. Nitrous Oxide Regulations

Competitors are reminded of the dangers associated with the incorrect use of Nitrous Oxide. It is highly recommended that

systems are sourced in complete form, from a recognised manufacturer. The following regulations apply; Nitrous Oxide lines must be outside of driver's compartment, except where the bottle is mounted in the driver's compartment, in which case the lines must be plumbed outside the compartment as near as possible to the bottle outlet. Where lines pass a torque converter or Flywheel, they must be encased in 3.0 mm (1/8 inch) minimum thickness Steel tubing.

# WESTDALE DIRT DRAGS Attachment for Agenda Item 9.1 BURNOUT RULES

(Created September 2022)

High pressure rated hose of minimum 1500 psi is required for plumbing Nitrous Oxide lines, and a sintered bronze or Stainless Steel (Industry Standard) filter, fit for purpose, must be fitted in the gas supply line.

## **Bottle Mounting:**

Bottles must be mounted outside of the engine compartment. Any bottle located in the driver's compartment must be mounted with metal brackets secured to a structural point of the vehicle, and a relief valve, vented outside the driver's compartment, to the atmosphere.

Bottles should be mounted to manufacturer's specification.

Bottles must be equipped with on/ off taps.

Bottle shut-offs requiring special keys are not acceptable.

Bottles used must be purpose built for use with Nitrous Oxide.

Electronic devices used for raising the temperature of Nitrous Oxide bottles must be used if produced for that purpose by an industry manufacturer, they may not be modified in any way.

## **Switching:**

Both solenoids must operate from a common switch and the system must be capable of being switched off by three means;

- 1) Throttle closed switch.
- 2) Solenoid power arming switch.
- 3) Vehicle ignition switch.

## **Markers:**

All vehicles using Nitrous Oxide must display markers located on the outside of the vehicle, in the vicinity of the supply bottle and in the top left corner of the front windscreen.

The marker shall be a yellow diamond, with N2O printed in black letters.

## **Warning Light:**

A prominent blue warning light must indicate when the system is armed. This light must be visible to the driver of the vehicle when in a racing position.

## **SPECIAL NOTE FOR ROAD REGISTERED VEHICLES ONLY:**

The Western Australian laws pertaining to Nitrous Oxide installations in road-registered street cars while driving on WA roads: ***Nitrous oxide injection systems must not be fitted. This prohibition includes a partial installation or a disconnectable nitrous oxide system that is fitted to the vehicle ready for use.***

## **Credential Sign In**

### **11. Competitors Sign-On (Scrutineering)**

- All Drivers and Passengers MUST have photo ID to sign in
- Driver and Passenger must complete ALL required indemnity forms before they can sign in before they can compete.

# WESTDALE DIRT DRAGS Attachment for Agenda Item 9.1 BURNOUT RULES

(Created September 2022)

## Conduct

### 13. Competitor Courtesy and Driving Standards

- Every competitor deserves the right to compete on a relatively dry, debris-free pad. Therefore, each competitor is expected to have a level of respect for their fellow burnout competitor.
- If you know your car is about to leave oil or coolant all over the pad, please exit as soon as possible.
- Once any competitor has entered the pad via the entrance road for their competitive burnout skid, the boundaries of the burnout pad are the walls and the entry and exit chutes.
- Penalties may apply for any infractions until a competitor has completely left the pad.
- Any competitor performing a burnout on the return road or pit area may result in disqualification and/or suspension.
- A competitor must begin their burnout at their scheduled position. Failure to do so and doing their burnout out of order will result in a points penalty.
- If a burnout goes longer than two (2) minutes, it is at the steward's discretion to end the session.
- A driver and passenger must keep their torso within the confines of the vehicle. The passenger must remain in a position to be restrained by the seatbelt. The passenger cannot go any further than the left armpit past the windowsill and some part of the helmet must stay within the confines of the car. If the entire helmet exits the confines of the vehicle, the competitor may result in disqualification and/or points penalty.
- No components of the vehicle may be disconnected or opened during the burnout. Breach of this rule may result in points reduction and/or suspension.
- If the driver behaves erratically on the pad the Burnout may be stopped and future passengers may not be approved.



# WESTDALE DIRT DRAGS SAFETY RULES

Attachment for Agenda Item 9.1

(Created September 2022)

**Wildcard Promotions organisers of the Westdale Dirt Drags wish to advise competitors that motorsport activities are inherently dangerous recreational activities and there is a risk of injury, disability or death. If you do not wish to be exposed to such risks, then you should not participate in this motorsport activity.**

## ***Rider Protective Equipment Requirements***

Competitors minimum safety clothing and equipment requirements to race: -

- Long sleeve shirt
- Long Pants
- Boots
- Lanyard attached to kill switch
- Helmet

## ***Credential Sign In***

### **Entrant Sign-On (Scrutineering)**

- All competitors and crew **MUST** have photo ID to sign in
- Competitors must complete ALL required indemnity forms before they can sign in before they can compete.

## ***Machine Safety Requirements***

To ensure the safety of competitors, officials and spectators: -

- All competing machines must be presented for scrutineering to be registered and receive a number.
- **ALL METHANOL BIKES/CARS/BUGGIES NEED TO NOTIFY SCUTINEERS**
- Please be aware of the Alphabetic prefix before your number as this is your division class and will be called as you're required to the pre-stage area in preparation for your race
- Please always follow instructions of the officials as this is for your safety and will allow for the smooth operation of the event. **This is not negotiable and failure to do so may result in your being disqualified from your race.**
- Riders and drivers will be required to attend the riders/drivers meeting before racing commences. Failure to do so may result in you being unable to compete.

### **Changes After Scrutineering**

- No changes to be made after the machine has been scrutineered unless it is to be checked by a scrutineer again.
- If a competitor changes anything after scrutineering, they may face disqualification.
- If a competitor entering in a non-NOS class and is found to have engaged a Nitrous Oxide system after scrutineering, they may be disqualified.

# WESTDALE DIRT DRAGS Attachment for Agenda Item 9.1 SAFETY RULES

(Created September 2022)

**Nitrous Oxide Regulations:** Competitors are reminded of the dangers associated with the incorrect use of Nitrous Oxide. It is highly recommended that

systems are sourced in complete form, from a recognised manufacturer. The following regulations apply; Nitrous Oxide lines must be outside of driver's compartment, except where the bottle is mounted in the driver's compartment, in which case the lines must be plumbed outside the compartment as near as possible to the bottle outlet. Where lines pass a torque converter or Flywheel, they must be encased in 3.0 mm (1/8 inch) minimum thickness Steel tubing. High pressure rated hose of minimum 1500 psi is required for plumbing Nitrous Oxide lines, and a sintered bronze or Stainless Steel (Industry Standard) filter, fit for purpose, must be fitted in the gas supply line.

**Bottle Mounting:** Bottles must be mounted outside of the engine compartment. Any bottle located in the driver's compartment must be mounted with metal brackets secured to a structural point of the vehicle, and a relief valve, vented outside the driver's compartment, to the atmosphere.

Bottles should be mounted to manufacturer's specification.

Bottles must be equipped with on/ off taps.

Bottle shut-offs requiring special keys are not acceptable.

Bottles used must be purpose built for use with Nitrous Oxide.

Electronic devices used for raising the temperature of Nitrous Oxide bottles must be used if produced for that purpose by an industry manufacturer, they may not be modified in any way.

**Switching:** Both solenoids must operate from a common switch and the system must be capable of being switched off by three means;

- Throttle closed switch.
- Solenoid power arming switch.
- Vehicle ignition switch.

**Markers:** All vehicles using Nitrous Oxide must display markers located on the outside of the vehicle, in the vicinity of the supply bottle and in the top left corner of the front windscreen.

The marker shall be a yellow diamond, with N2O printed in black letters. These are available from **TBA**.

**Warning Light:** A prominent blue warning light must indicate when the system is armed. This light must be visible to the driver of the vehicle when in a racing position.

## **SPECIAL NOTE FOR ROAD REGISTERED VEHICLES ONLY:**

The Western Australian laws pertaining to Nitrous Oxide installations in road-registered street cars while driving on WA roads: **Nitrous oxide injection systems must not be fitted. This prohibition includes a partial installation or a disconnectable nitrous oxide system that is fitted to the vehicle ready for use.**

## **Start line procedure**

- Officials will direct you to the pre-stage area
- You will be ushered to the start line on track
- You will be guided to the start beam and stopped just short
- You will then creep forward till you see 2 white lights at the top of the tree and stop

# WESTDALE DIRT DRAGS SAFETY RULES

Attachment for Agenda Item 9.1

(Created September 2022)

- If you go too far, please go back far enough that you are out of the beams and try again
- Once the white lights are on **STOP AND DO NOT MOVE** you are now staged and ready for the starter
- The starter will start the tree counting down once he can see both lanes staged
- The tree will count down 1 2 3 ambers then the green, green means GO
- If you go too early or move the **RED** light at the bottom comes on and you lose. This will end your racing in eliminations

## Final Qualifying

**QUALIFYING:** - You will get a short qualifying session early, so listen for your Alphabetic prefix for your division class to be called.

In qualifying it doesn't matter if you win or lose its just to practice and get familiar with the procedure.

**ELIMINATIONS:** -This is the important part of the day if you lose here that's the end of racing for you. Eliminations will end with all the finalists running their race from Nitro Harley to the Pee Wee's.

Trophy presentations will occur in the VIP area after the days racing.

## Dirt Drag Classes

Whilst every effort will be made to cater for entrants in their nominated Dirt Drag category/class at events, the organisers have the discretion to properly assign the appropriate class that vehicles will participate in.

**Nitro Harley** - V-twin nitro fuelled.

**V8 Bike** - V8 purpose-built sand drag machine.

**Harley Unlimited** - Any purpose built, or factory framed machines with non-factory forced induction ie: NOS/supercharger/turbo. Allowed to run extended swing arm and paddle/knobbly tire.

**Harley Competition** - Factory framed machine running factory induction, no forced induction allowed ie: NOS/supercharger/turbo. Allowed to run extended swing arm and paddle/knobbly tyre. Engine capacity up to 127 cube inch, engines of larger capacity will push machine into Harley unlimited.

**Harley Street** - Any road registered factory-built Harley running any induction. Must have street type rear tyre.

**Sportster** - Any factory framed sportster or purpose-built machine powered by a sportster engine. Forced or factory induction allowed. Extended swing arm and paddle/ knobbly tire allowed.

**Open Unlimited** - Any non-Harley purpose built, or factory framed machine running non factory forced induction i.e. NOS/supercharger/turbo. Extended swing arm allowed; paddle/ knobbly tyre allowed.



# WESTDALE DIRT DRAGS SAFETY RULES

Attachment for Agenda Item 9.1

(Created September 2022)

**Open Competition** - Any non-Harley powered **factory** framed machine running factory induction only. Not allowed to run forced induction, i.e. NOS/supercharger/turbo, allowed to run extended swing arm and knobby/paddle tyre.

**Open Street** - Any road registered non-Harley powered factory-built bike running any induction. **MUST** have street tyre rear tire.

**Trike** - Any three wheeled machine. No engine restrictions. No induction restrictions. No tyre restrictions.

**Senior MX - Age limit 16 Years and Upward (Unless specified bikes must be factory)**

- **MX 250** Any MX bike 2 stroke or 4 stroke up to 250cc.
- **Mx Open Any** MX bike 2 stroke and 4 stroke 251cc upwards
- **Quads/Trikes 250** Any quad up to 250cc.
- **Quads/Trikes OPEN** Any quad from 251cc upwards.
- **Outlaw Quad** Any factory built or purpose-built machine with any engine capacity and forced induction i.e., Supercharger/NOS/Turbo. Any machine that is extensively modified so as to be deemed excessively competitive in its conventional class, thereby warranting its placement with machines of similar competitiveness.

**Junior MX - Age limit 8-15 years (Unless specified bikes must be factory)**

- **MX150** MX bikes up to 125cc 2 stroke and 150cc 4 stroke.
- **MX250** MX bikes 151cc 2 stroke and 4 stroke up 250cc.
- **MX OPEN** MX bikes 251cc and upward 2 and 4 stroke.
- **Quads/Trike 255** Any quad or trike 2/4 stroke up to 250cc.
- **Quads/Trikes OPEN.** Any quad or trike 2/4 stroke 251cc upwards bikes.

**PEE WEE - Age under 8 years (Unless specified bikes must be factory)**

- **PEEWEE** 2-wheeler and quad 50cc and under.

**Car/Buggy**

- **Car** Any purpose-built vehicle running any engine/driveline combination. **NOT** allowed to run NOS/Supercharger/Turbo.
- **Buggy** Any purpose built non factory machine with any engine/driveline combination. **NOT** allowed to run NOS/Supercharger/Turbo/
- **Unlimited** Any factory-built car or purpose-built buggy running any engine/driveline combination, NOS/Supercharger/Turbo **ALLOWED**.

## Form 1

*Health Act 1911 [Reg. 4]**Health (Public Buildings) Regulations 1992*

Application to construct, extend or alter a public building

I being the owner/agent hereby apply under Section 176 of the *Health Act* to construct alter or extend a public building:

Premises Details: Rural zoned private property

Name of: Black & White Enterprises Pty Ltd \_\_\_\_\_

Location No: Lot # 83 \_\_\_\_\_ Street: Butchers Road \_\_\_\_\_

Town/Suburb: Westdale ,Beverly \_\_\_\_\_

Nearest cross street: \_\_\_\_\_ Valentines Road \_\_\_\_\_

Intentions for use: Special Event – Westdale Dirt Drags and Burn-out competition \_\_\_\_\_

In support of this application I hereby submit plans and detail as require together with the prescribed fee.

*any of the following may sign this notice:*

The owner, occupier, manager, trustee or other person by whose authority such public building is intended to be built created or converted thereto.

Signed: \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

Owner/agent: David Harrison & Anthony Shepherd \_\_\_\_\_

Address: 10 Lower park Road Maddington \_\_\_\_\_

Telephone: 0428 949 714 \_\_\_\_\_ Email: shepherdplumbing@bigpond.com \_\_\_\_\_



# Form 5

*Health Act 1911 [Reg. 10]*

*Health (Public Buildings) Regulations 1992*

## Certificate of electrical compliance

To the City/Town/Shire of:

BEVERLEY SHIRE. Date: 15/11/2022.

I hereby certify that the electric light and/or power installation, alteration, addition at the undermentioned premises has been carried out in accordance with the *Health (Public Buildings) Regulations 1992*.

Name and Initial of Occupier: BLACK AND WHITE ENTERPRISES.

### details of building

Name: RURAL PROPERTY.

Lot Number: 83 Street: BUTCHERS ROAD

Suburb/Town: WESTDALE. Postcode: 6304.

### particulars of Installation

Describe an electrical work for which you are not responsible in these premises

NIL

Signature of licensed electrical contractor or electrical worker authorised to sign on behalf of the electrical contractor/in-house electrical installer.

(Signature)

Contractor's/in-house electrical installer's business Name: SUMBLER PTY LTD

Contractor's/in-house electrical installer's Registration No: EC007276

Contractor's/in-house electrical installer's address: 63 VALLANGARRA DRIVE  
BRADFORD PARK

Contractor's/in-house electrical installer's Telephone No: 0429066676

*This form to be forwarded to the relevant local government when work is completed*

**Westdale Sand Drag Checklist for Crowd Control Duties**

	Monitor the crowd throughout the event for signs of distress take action in accordance with standing instructions.
	Attend at potential high risk crush areas such as stage barriers and the like to monitor crowd behaviour and remove distressed patrons.
	Prevent overcrowding by ensuring compliance with the crowd limits in various parts of the venue.
	Prevent spectators, as far as possible, from climbing fences and other structures e.g. light towers, advertising hoardings, speaker columns, mixing towers etc., and from standing on seats. Where, by virtue of the scale of the incident, they are unable to prevent this, they should immediately report the matter to their supervisor.
	Ensure that gangways and exits are kept clear.
	Control all exits including openings in perimeter fence.
	Assist in the diversion of patrons to other parts of the venue when the capacity for any area is about to be reached.
	Identify and investigate any incident or occurrence among spectators, and report their findings to the security controller.
	Know the location of first aid posts.
	Direct distressed or unwell patrons to first aid posts.
	be fully conversant with any methods or signals used to alert staff that an emergency has arisen.
	Be capable of recognising potential fire hazards and suspect packages, reporting such findings immediately to the security controller.
	Report to the security controller any damage or defect which is likely to pose a threat to patron safety, e.g. a damaged crash barrier.
	Assist as required in the evacuation of the event.
	Assist in the identification of spectators who are banned from the venue, who do not possess tickets
	Assist in the prevention of breaches of venue rules.
	Identify symptoms of drug/alcohol overdosing and need for medical help.

Crowd Controller Name	Sign	Date
Ross McDonnell	R McDonnell	14/9/22
Jake Buccino	Jake Buccino	" "
Dave Emery	D Emery	" "
Samantha Murray	S Murray	" "
Craig Hewellin	C Hewellin	" "
Garth Papacore	G Papacore	" "

## **EMERGENCY SERVICES CONTACT LIST**

**AMBULANCE      000**

**FIRE                      000**

**POLICE                  000**

<b>DOCTOR</b> 106 Forrest Street	9646 1241
<b>HOSPITAL</b> Sewell Street (PO Box 142)	9646 3200
<b>POLICE STATION</b> 57 Hunt Road	9646 3333
<b>ST JOHN AMBULANCE ASSOCIATION</b>	9646 1400
<b>BEVERLEY VOLUNTEERS SES</b>	9646 1433
<b>STATE EMERGENCY SERVICE</b>	0408 104 095    9641 2007
<b>VOLUNTEER FIRE &amp; RESCUE</b> – Darren Boyle	0428 932 711
<b>CHIEF CFO</b> – Bruce Kilpatrick	0428 464 006

## **LOCAL GOVERNMENT**

<b>Chief Executive Officer</b> – Stephen Gollan	0429 461 200
<b>Works Supervisor</b> – Steve Vincent	0427 778 042
<b>Ranger Services</b> – Mathew Sharpe	0459 678 154

# **Westdale and Turner Gully Dirt Drags 2023**



## **Event 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.

## 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 and Turner Gully Sand Drags for 2023

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 Competition.

The proposed Westdale Dirt Drags is to be held on a portion of 49ha of private land located at Lot 83 Butcher Road, Westdale within the Shire of Beverley. We would propose the events to be held on the 29<sup>th</sup> and 30<sup>th</sup> September 2023. The event will operate with the first day being setup with a test and tune session from 12:00hrs to 24:00hrs and the second day being competition day between the hours of 09:00hrs to 02:00 hrs the following morning.

Turner Gully Dirt Drags will be held on the same property located on Butcher Road within the Shire of Beverley on the 12<sup>th</sup> and 13<sup>th</sup> May 2023. The event will operate with the first day being setup with a test and turn session from 12:00hrs to 24:00hrs and the second day being competition day between the hours of 9:00am to 02:00 hrs the following morning.

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 food and non-alcoholic beverages.

Secure parking and overnight camping areas have been provided to prevent fatigued patrons and competitors driving on public roads.



## 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.



## Event Risk Management

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
- Medical Emergency
- Emergency Evacuation
- Dirt Drags safety
- Burnout Competition Safety

Version 5

Issued Date 24<sup>th</sup> September 2014

Reviewed Date 12<sup>th</sup> September 2022

To ascertain the level of risk during this event organisers have utilised Public Health Event Risk Classification Tool, Medical Risk Classification Tool and conducted a targeted Risk Assessment.

As a result of those risk assessments the following have been completed: -

- Westdale Dirt Drags Competitor Safety Rules
- Westdale Dirt Drags Non-Competitor Safety Rules
- Westdale Dirt Drag Competitor and Non-Competitor Safety Rules Burnouts 2022

***There will be no professional photographers permitted to enter any of the event "Hot Areas" and is unlikely any professional photographers will attend the event.***

## PUBLIC HEALTH EVENT RISK CLASSIFICATION TOOL

This Public Health Event Risk Classification Tool deals with factors that have Public Health significance. From a Health perspective the overarching goal of the Event Risk Classification Tool is to prevent injury. Please email completed form to [Public.Events@health.wa.gov.au](mailto:Public.Events@health.wa.gov.au).

### Events Risk Classification

Number of patrons attending	
More Than 10,000	40
5000 – 10000	30
1000 – 5000	20
500 to 1000 persons	15
200 to 500 persons	5
100 to 200 persons	2
Less than 100 persons	1
Less than 50	0
Entry Restrictions	
Open to general public; free or prior numbers not known, general admission	4
Function for select membership – non-related persons presold tickets & allocated seating	2
Private "family" function i.e., Birthday, Wedding etc mostly related persons	1
Crowd Dynamics	
Harsh environment crowd pushing and competition almost always occurs	15
Hostile elements – reasonable possibility of crowd pressures at some stage (Sporting fixtures etc)	7
Elderly, mobility impaired, require assistance and close supervision	4
Young children requiring close supervision	2
Healthy, predominantly good mobility – static crowd	0
Lighting	
Lighting dimmed or extinguished	10
Normal lighting	2
Held during the day (daylight hours) – open air or building with windows	1
Duration	
Greater than eight hours	10

Version 5

Issued Date 24<sup>th</sup> September 2014

Reviewed Date 12<sup>th</sup> September 2022

Between four and eight hours	4
Between two and four hours	2
Between one and two hours	1
Up to one hour	0
<b>Structures</b>	
Spectator stand Temporary (score per stand)	10
Temporary facilities or one-off event	5
Stage and support system - temporary - complex (score per stage)	4
Stage permanent or temporary simple	2
Marquee - Large area greater than 200m <sup>2</sup> (multiply score by No. of marquees)	4
Marquee - Medium 55m <sup>2</sup> to 200m <sup>2</sup> (multiply score by No. of marquees)	2
Marquee or stall - Small Less than 55m <sup>2</sup> in area (multiply score by No. of marquees)	1
<b>Egress</b>	
Multi storey building or basement with only stair access to open space	10
2 storey building	6
Complex single storey building, multiple areas	4
Simple single storey building – one area	1
Open Air	0
<b>Type of Use</b>	
Pyrotechnical display (fireworks)	10
Entertainment with amplified music	10
High Risk activities – crowd interaction	2
Medium Risk activities	1
Low risk activities	0
<b>TOTAL</b>	
Drugs & Alcohol - Multiplier – Multiply above TOTAL	
BYO Alcohol; Alcohol is sold / provided & or illicit drug use likely	X2
Alcohol banned or traditionally consumed in moderation	X1
<b>SCORE</b>	<b>37</b>

Risk Rating	Score	Likelihood	Approval	Surveillance Frequency
Low risk	0 – 11	Serious incident unlikely	Formal approval in accordance with Inspect in Council policy Provide guidance notes accordance with to operator/owner to advise building Council policy limitations and capacity.	
Medium Risk	11 – 50	Serious incident will occur at some time	Formal approval required. Issue Certificate of Approval. Provide Events – inspect guidance notes to operator/owner to set-up. advise building limitations and capacity.	

Version 5

Issued Date 24<sup>th</sup> September 2014Reviewed Date 12<sup>th</sup> September 2022



High Risk	50 – 100	Serious incidents often occur	Formal Approval Required – Certificate Events – inspect and of approval mandatory monitor
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The final calculation of the overall Health risk for an event is calculated as follows:

Classification Tool /Factor	Score	Rating
Medical Risk Classification	40	Medium
Public Health Event Risk Classification	36	Medium
Other factors		
<b>Final Score/Rating for event</b>	<b>76</b>	<b>High</b>

### Medical Risk Classification Tool

Event organisers utilise this tool to determine the specific medical risks, the location and medical resources available to the public, and determines the level of medical planning required for the event, and the need for a medical intervention plan.

On completion the completed form will be email to [dpmu@health.wa.gov.au](mailto:dpmu@health.wa.gov.au)

Category	Grouping	Allocation	Event Scoring
Event Description	Cat 1 - e.g. Classic Music / Children's concert / Youth camps	1	
	Cat 2 - e.g. Family events & shows / local sporting events / Schoolies	2	
	Cat 3 – e.g. Festivals/ Major sporting event /	4	
	Cat 4 – e.g. Rock Concert / Extreme Sporting events	8	8
Number of people	<2000	1	1
	2001-5000	2	
	5001-10,000	4	
	10,001 - 50,000	8	
	50,001 - 100,000	16	
	>100,000	32	
Type of people attending	Families	1	1
	Fan clubs / support groups	2	
	International stars / competitors / visitors	3	3
	VIPs	4	
Age group	30-65 inc family	1	1

Version 5

Issued Date 24<sup>th</sup> September 2014

Reviewed Date 12<sup>th</sup> September 2022

	>65 / 0 - 12	2	
	12 - 16	3	
	16-30	4	
Event location / confinement	Outside - open area	1	1
	Outside - confined area	2	
	Inside - space	3	
	Inside - crowded	4	
Available Health Resources  <b>Note: Tertiary health facilities ONLY exist in Perth</b>	Tertiary Hospitals Regional / general hospitals Integrated district health services Small hospital Multi-purpose centre	1 2 3 4 5	2
Category	Grouping	Allocation	
Distance to Local Health Resources	< 10kms 10 – 50kms 50 – 100kms < 100kms	1 2 4 8	2
Time to Tertiary Health Resources  <b>Note: Tertiary health facilities ONLY exist in Perth</b>	< 30mins 31 – 60 mins 61 – 90 mins 91 – 120 mins 121 – 152 mins > 153 mins	1 2 4 8 16 32	4
Duration of event	<1 hour 2 - 4 hours 4 – 8 hours 8 -12 hours 12 -24 hours	1 2 3 4 5	4
Alcohol	None Restricted Readily available No Controls	1 2 4 8	2
Probability of drugs	None Possible Probable	1 2 4	2
Time of event	Morning Afternoon Evening All day	1 2 3 4	4
Season of event	Spring/Autumn Summer/Winter	1 2	1
<b>Aggregate Score</b>	<b>Min – 13      Max - 120</b>	<b>This event</b>	<b>36</b>

### Medical Risk Categories

Based on the 'Event Scoring' column total in the Medical Risk Classification Tool.

Version 5

Issued Date 24<sup>th</sup> September 2014

Reviewed Date 12<sup>th</sup> September 2022

Low	< 13
Medium	14 – 49
High	50 - 85
Extreme	86 +

### Action Required Based on The Medical Risk Score

Action	Risk Score	Low	Medium	High	Extreme
Notify local SJA of event		Yes	Yes	Yes	Yes
Notify local hospital / health care provider		Yes	Yes	Yes	Yes
Notify DPMU		No	Yes	Yes	Yes
Minimal notification period to all agencies		4 weeks	10 weeks	20 weeks	28 weeks
Provision of transport arrangement		Yes	Yes	Yes	Yes
Provision of first aiders		Yes	Yes	Yes	Yes
Provision of first aid centres		Yes	Yes	Yes	Yes
Provision of qualified paramedics		No	No	Yes	Yes
Provision of adequately equipped medical centres		No	No	Yes	Yes
Provision of onsite medical teams		No	No	No	Yes
Public information and health notices		No	Yes	Yes	Yes
Medical Plan required		No	Yes	Yes	Yes
Health risks included in Risk Management Plan		Yes	Yes	Yes	Yes

## Westdale Dirt Drag Competitor Safety Rules 2022

**Wildcard Promotions organisers of the Westdale Dirt Drags wish to advise competitors that motorsport activities are inherently dangerous recreational activities and there is a risk of injury, disability or death. If you do not wish to be exposed to such risks, then you should not participate in this motorsport activity.**

## Rider Protective Equipment Requirements

Competitors minimum safety clothing and equipment requirements to race: -

- Long sleeve shirt
- Long Pants
- Boots
- Lanyard attached to kill switch
- Helmet

## Credential Sign In

### Entrant Sign-On (Scrutineering)

- All competitors and crew MUST have photo ID to sign in
- Competitors must complete ALL required indemnity forms before they can sign in before they can compete.

## Machine Safety Requirements

To ensure the safety of competitors, officials and spectators: -

- All competing machines must be presented for scrutineering to be registered and receive a number.
- **ALL METHANOL BIKES/CARS/BUGGIES NEED TO NOTIFY SCUTINEERS**
- Please be aware of the Alphabetic prefix before your number as this is your division class and will be called as you're required to the pre-stage area in preparation for your race
- Please always follow instructions of the officials as this is for your safety and will allow for the smooth operation of the event. **This is not negotiable and failure to do so may result in your being disqualified from your race.**
- Riders and drivers will be required to attend the riders/drivers meeting before racing commences. Failure to do so may result in you being unable to compete.

### Changes After Scrutineering

- No changes to be made after the machine has been scrutineered unless it is to be checked by a scrutineer again.
- If a competitor changes anything after scrutineering, they may face disqualification.
- If a competitor entering in a non-NOS class and is found to have engaged a Nitrous Oxide system after scrutineering, they may be disqualified.

**Nitrous Oxide Regulations:** Competitors are reminded of the dangers associated with the incorrect use of Nitrous Oxide. It is highly recommended that

systems are sourced in complete form, from a recognised manufacturer. The following regulations apply; Nitrous Oxide lines must be outside of driver's compartment, except where the bottle is mounted in the driver's compartment, in which case the lines must be plumbed outside the compartment as near as possible to the bottle outlet. Where lines pass a torque converter or Flywheel, they must be encased in 3.0 mm (1/8 inch) minimum thickness Steel tubing. High pressure rated hose of minimum 1500 psi is required for plumbing Nitrous Oxide lines, and a sintered bronze or Stainless Steel (Industry Standard) filter, fit for purpose, must be fitted in the gas supply line.

**Bottle Mounting:** Bottles must be mounted outside of the engine compartment. Any bottle located in the driver's compartment must be mounted with metal brackets secured to a structural point of the vehicle, and a relief valve, vented outside the driver's compartment, to the atmosphere.

Bottles should be mounted to manufacturer's specification.

Bottles must be equipped with on/ off taps.

Bottle shut-offs requiring special keys are not acceptable.

Bottles used must be purpose built for use with Nitrous Oxide.

Electronic devices used for raising the temperature of Nitrous Oxide bottles must be used if produced for that purpose by an industry manufacturer, they may not be modified in any way.

**Switching:** Both solenoids must operate from a common switch and the system must be capable of being switched off by three means;

- Throttle closed switch.
- Solenoid power arming switch.
- Vehicle ignition switch.

**Markers:** All vehicles using Nitrous Oxide must display markers located on the outside of the vehicle, in the vicinity of the supply bottle and in the top left corner of the front windscreen. The marker shall be a yellow diamond, with N20 printed in black letters.

**Warning Light:** A prominent blue warning light must indicate when the system is armed. This light must be visible to the driver of the vehicle when in a racing position.

### **SPECIAL NOTE FOR ROAD REGISTERED VEHICLES ONLY:**

The Western Australian laws pertaining to Nitrous Oxide installations in road-registered street cars while driving on WA roads: ***Nitrous oxide injection systems must not be fitted. This prohibition includes a partial installation or a disconnectable nitrous oxide system that is fitted to the vehicle ready for use.***

## **Start line procedure**

- Officials will direct you to the pre-stage area
- You will be ushered to the start line on track
- You will be guided to the start beam and stopped just short
- You will then creep forward till you see 2 white lights at the top of the tree and stop
- If you go too far, please go back far enough that you are out of the beams and try again
- Once the white lights are on **STOP AND DO NOT MOVE** you are now staged and ready for the starter
- The starter will start the tree counting down once he can see both lanes staged
- The tree will count down 1 2 3 ambers then the green, green means GO
- If you go too early or move the **RED** light at the bottom comes on and you lose. This will end your racing in eliminations

## **Final Qualifying**

**QUALIFYING:** - You will get a short qualifying session early, so listen for your Alphabetic prefix for your division class to be called.

In qualifying it doesn't matter if you win or lose its just to practice and get familiar with the procedure.

**ELIMINATIONS:** -This is the important part of the day if you lose here that's the end of racing for you.

Eliminations will end with all the finalists running their race from Nitro Harley to the Pee Wee's.

Trophy presentations will occur in the VIP area after the days racing.

## **Dirt Drag Classes**

Whilst every effort will be made to cater for entrants in their nominated Dirt Drag category/class at events, the organisers have the discretion to properly assign the appropriate class that vehicles will participate in.

**Nitro Harley** - V-twin nitro fuelled.

**V8 Bike** - V8 purpose-built sand drag machine.

**Harley Unlimited** - Any purpose built, or factory framed machines with non-factory forced induction i.e.: NOS/supercharger/turbo. Allowed to run extended swing arm and paddle/knobbly tire.

**Harley Competition** - Factory framed machine running factory induction, no forced induction allowed i.e.: NOS/supercharger/turbo. Allowed to run extended swing arm and paddle/knobbly tyre. Engine capacity up to 127 cube inch, engines of larger capacity will push machine into Harley unlimited.

**Harley Street** - Any road registered factory-built Harley running any induction. Must have street type rear tyre.

**Sportster** - Any factory framed sportster or purpose-built machine powered by a sportster engine. Forced or factory induction allowed. Extended swing arm and paddle/ knobbly tire allowed.

**Open Unlimited** - Any non-Harley purpose built, or factory framed machine running non factory forced induction i.e. NOS/supercharger/turbo. Extended swing arm allowed; paddle/ knobbly tyre allowed.

**Open Competition** - Any non-Harley powered factory framed machine running factory induction only. Not allowed to run forced induction, i.e. NOS/supercharger/turbo, allowed to run extended swing arm and knobby/paddle tyre.

**Open Street** - Any road registered non-Harley powered factory-built bike running any induction. MUST have street tyre rear tire.

**Trike** - Any three wheeled machine. No engine restrictions. No induction restrictions. No tyre restrictions.

**Senior MX - Age limit 16 Years and Upward (Unless specified bikes must be factory)**

- **MX 250 Any** MX bike 2 stroke or 4 stroke up to 250cc.
- **Mx Open Any** MX bike 2 stroke and 4 stroke 251cc upwards
- **Quads/Trikes 250** Any quad up to 250cc.

- **Quads/Trikes OPEN** Any quad from 251cc upwards.
- **Outlaw Quad** Any factory built or purpose-built machine with any engine capacity and forced induction i.e., Supercharger/NOS/Turbo. Any machine that is extensively modified so as to be deemed excessively competitive in its conventional class, thereby warranting its placement with machines of similar competitiveness.

#### **Junior MX - Age limit 8-15 years (Unless specified bikes must be factory)**

- **MX150** MX bikes up to 125cc 2 stroke and 150cc 4 stroke.
- **MX250** MX bikes 151cc 2 stroke and 4 stroke up 250cc.
- **MX OPEN** MX bikes 251cc and upward 2 and 4 stroke.
- **Quads/Trike 255** Any quad or trike 2/4 stroke up to 250cc.
- **Quads/Trikes OPEN.** Any quad or trike 2/4 stroke 251cc upwards bikes.

#### **PEE WEE - Age under 8 years (Unless specified bikes must be factory)**

- **PEEWEE** 2-wheeler and quad 50cc and under.

#### **Car/Buggy**

- **Car** Any purpose-built vehicle running any engine/driveline combination. NOT allowed to run NOS/Supercharger/Turbo.
- **Buggy** Any purpose built non factory machine with any engine/driveline combination. NOT allowed to run NOS/Supercharger/Turbo/
- **Unlimited** Any factory-built car or purpose-built buggy running any engine/driveline combination, NOS/Supercharger/Turbo ALLOWED.

## **Westdale Dirt Drag Non-Competitor Safety Rules 2022**

### **Stewards – Dirt Drags**

All Dirt Drag event staging stewards are to be wearing minimum Personal Protective Equipment: -

- High visibility top,
- Safety glasses (AS/NZS 1337.1:2010)
- Gloves. (AS/NZS2161)

Once the competitors have been staged the stewards are to relocate behind water filled crash attenuator positioned to the side of the start line.

- Water Filled Crash Attenuator (AS 3845:1999 Water Filled Crash Attenuator)

Prior to start ensure positive communication from staging stewards to track controller situated in the control tower

### **Race Crew**



All race crews assisting their rider/driver in the pre-staging and staging area are to be wearing minimum Personal Protective Equipment: -

- Long pants
- Boots
- Safety glasses (AS/NZS 1337.1:2010)

Once their rider/driver has indicated that they are ready for staging the crew are to move the rear of the lane or as directed by stewards

## Spectators

All spectators are to remain in the designated areas for race viewing and within safe areas in the pit area.

Spectators are not permitted within “Hot Areas”. “Hot Areas” are as follows: -

- Marshalling area
- Pre-staging area
- Staging area
- Racing lanes
- Finish runoff area

Events stewards and crowd controllers are to be alert for spectators entering these areas and remove spectators to a safe area.

In the unlikely event that a spectator does enter the staging area or race lane the impending race is to be stopped until the spectator is removed. **The only exception to this rule is if the spectator has been invited by stewards.**

**Should a competitor/crew wish to invite a spectator to the “Hot Area” this must be cleared by the steward. The spectator will then be required to wear the minimum Personal Protective Equipment as if they were a crew member.**

## Westdale Dirt Drag Competitor and Non-Competitor Safety Rules 2022 Burnout Rules

### ***Driver and Passenger Protective Equipment Requirements***

#### **Naturally Aspirated & OEM Power Adders using, Petrol (pump) fuel.**

- Open-faced or full-face helmet
- All clothing must be of fire-resistant material as a minimum
- Long sleeve top & full-length trousers as a minimum (no nylon).
- No holes, including fashion cut outs.
- Sleeves must be down before and during burnout.
- Enclosed shoes and socks above the ankles.

#### **Non-OEM Power Adders and/or Alcohol-Based fuel (e.g. Ethanol or Methanol).**

- Open-faced or full-face helmet meeting AS / NZS 1698 or ECE 22.05 as a minimum.
- However, if an open-faced or \*full faced without visor helmet is worn, a balaclava meeting SFI 3.3 or FIA 88562000 is mandatory.
- Fire suit meeting SFI 3.2A / 5 or FIA 8856-2000 as a minimum.
- Gloves meeting SFI 3.3 / 5 or FIA 8856-2000 as a minimum.
- Shoes / boots meeting SFI 3.3 of FIA 8856-2000 as a minimum.
- Balaclava meeting SFI 3.3 or FIA 8856-2000 recommended.
- Socks and underwear meeting SFI 3.3 or FIA 8856-2000 recommended.

***\*A Motocross helmet will be classed as open-face helmet.***

One (1) passenger is allowed with a minimum age of 18 years applicable for both driver and passenger. The passenger must be afforded the same measure of protection afforded to the driver as per the rules above.

### **Stewards Protective Equipment Requirements**

All Burnout event stewards are to be wearing minimum Personal Protective Equipment: -

- High visibility top,
- Safety glasses (AS/NZS 1337.1:2010)
- Gloves. (AS/NZS2161)

Once the competitors have been staged in the burnout pad entry the stewards are to relocate behind water filled crash attenuator positioned.

- Water Filled Crash Attenuator (AS 3845:1999 Water Filled Crash Attenuator)

Prior to start ensure positive communication from staging stewards to track controller situated in the control tower.

Stewards are only to enter the burnout pad to remove debris once the competitor has finished their burnout and left the pad. Gloves must be worn when removing debris.

### **Spectator Safety**

Stewards are to ensure NO spectator is to enter the burnout pad during competition. Spectators are to remain behind the safety fence.

In the unlikely event that a spectator does enter the burnout pad, the competition is to stop, and the spectator is removed by stewards.

## Burnout Vehicle Classes

Whilst every effort will be made to cater for entrants in their nominated Burnout category/class at Events, the organisers have the discretion to properly assign the appropriate class that Burnout vehicles will participate in.

### PRO Class

- Engine: Any number of cylinders permitted.
- Aftermarket Supercharged, aftermarket Turbocharged, Nitrous Oxide.
- Fuel: Diesel, Petrol, E85, Ethanol or Methanol.

### OPEN CLASS

- **Engine:** Any number of cylinders permitted.
- Naturally Aspirated or standard OEM Supercharged / Turbocharged (i.e. factory standard LSA, XR6 Turbo etc.).
- **Fuel:** Diesel, Petrol, E85, Ethanol or Methanol.

### SPORTSMAN CLASS

- **Engine:** Must be less than 8 cylinders.
- Naturally Aspirated only.
- **Fuel:** Diesel, Petrol, E85, Ethanol or Methanol.

**Nitrous Oxide is not permitted in OPEN CLASS and SPORTSMAN CLASS.**  
**(Note: Minimum 12-month suspension for competitors caught illegally using Nitrous in Open Class).**

**If an OPEN CLASS or SPORTSMAN CLASS competitor places in the top 5 at a bona fide Burnout Competition Event, they may enter the next class above at future Burnout Competition Event**

## Vehicles

### 1. Vehicle - General

- Vehicle means – Any four wheeled Sedan, Coupe, Wagon, Ute, Van or Commercial.
  - Convertibles must compete with top up and must be surely fastened - open vehicles are not permitted.
  - Vehicles do not have to be Street Registered.
- Vehicles of both monocoque construction and Space-Frame chassis are permitted.
- The front firewall/bulkheads may be modified were required to allow room for the fitment of alternative engine/gearbox assemblies. Any holes in the Firewall must be plugged. Modified Floor pan/Fire wall and Tunnel to be inspected by Burnout Competition Stewards for approval
- Tubbing of the rear fender wells and relocation of suspension mounts for fitment of tyres is permitted.
- Bonnets Optional where no mechanical fan is present.

- However, any vehicle without a bonnet must have a presentable engine bay and must have radiator top tank and/or expansion tank securely covered.
- Radiator to be in original location for engine used.
- Additional radiators, tanks and hoses must be located outside the driver's compartment
- Radiator top tank and/or expansion tanks must be covered if open.

Burnout Vehicles with highly modified\* non-original firewall/floor pan and/or non-OEM power adders such as Superchargers / Turbochargers, Nitrous Oxide and/or using Methanol or Ethanol as a fuel will be required to undergo a Westdale Sand Drags/Burnout Vehicle Technical Inspection.

Highly modified firewalls can be determined by Burnout Competition Stewards.

## **2. Presentation and Appearance**

- All vehicles must have a front windscreen and windows.
- Doors must be able to be securely latched, outer door handles must be visible and operative.
- While not mandatory, paintwork should be in neatly presented condition. Body and all external accessories to be fitted neatly.
- Any vehicle that is presented with excessive rubber marks from a previous burnout event may be moved forward in the seeding and may be placed in the first session at subsequent burnout events regardless of overall result.

## **3. Interior**

- Complete interiors are recommended however if any Trim is removed, all sharp edges must be covered. (Door trims or fabricated cover should be fitted)
- Driver and passenger doors must remain operative.
- Minimum lap sash seat belt for driver and passenger (Lap sash should be 3-point fully operative)
- Seats to be in good supportive condition and have all mounting bolts fitted.

## **4. Batteries**

All wet cell batteries must be located outside of the driver or passenger compartments and must be securely mounted. Dry Cell or Lithium Polymer (LiPo) battery packs may be located in passenger compartment area providing they are encased in a sealed box that is securely mounted to the vehicle and is vented externally of the vehicle. Box must be made of a minimum 3 mm Aluminium (or other material of equal or greater strength) and may have a panel or lid fitted for access providing the lid or panel has an air-tight seal and is securely fastened to the box. A 75 mm (3 inch) equilateral triangle, coloured blue, or another contrasting colour where necessary, is required on all vehicles fitted with a battery or batteries to accurately indicate their location/s.

## **5. Fluids**

- Engine and Underbody must be free from any oil or coolant leaks.
- Minimum 600ml capacity coolant overflow Tank/Bottle that must be held securely in place.
- Fuel cells/tanks and battery's must be isolated from driver and passenger compartment.
- No liquid/fluids to run through cabin area unless fully enclosed in steel housing and approved by Stewards.
- No sprayers to be used anywhere on the vehicle, including, but not limited to, tyres, radiators, or intercoolers.

**6. Mechanical**

- Vehicles with automatics gearboxes must have an operational neutral safety switch.
- Battery to be secured with a clamp or bracket (it is a requirement to have a clearly marked isolation switch).
- Cars with aftermarket power adder must have a transmission shield or blanket – (highly recommended for other classes).
- Tail shaft Loop with 360-degrees of enclosure, minimum 3mm thickness and 50mm width, installed within 150mm from front universal joint.
- Rear wheels must be in reasonable condition free from cracks and/or excessive wear. Wheels nuts must be the type designed for the wheel used. Steel Rims highly recommended
- Bald tyres will not be permitted. A minimum of 1.0mm of tread is required.
- Driven Wheels must be covered by standard mudguard fitment as a minimum.
- Hubcaps/trims/wheel weights MUST be removed from driven wheels.
  - Wheel nuts must be standard for the wheel used.
  - Mag wheel nuts not permitted on steel rims.
  - No flammable gases may be used to inflate tyres.

**7. Exhaust/Muffler**

- Exhaust may terminate at the Header Collector flange.
- Mufflers optional.
- No side pipes or side outlets permitted.
- Aftermarket Turbocharged vehicles may have the exhaust exit through the bonnet, but it must be vertical.

**8. Additional Considerations for Power Added High (Supercharged, Turbocharged, Nitrous Oxide) High Performance Vehicles**

- Supercharger belt guard, approved restraint system from a known manufacturer and aluminium shear-mounting studs are required for all 'out-of-bonnet' aftermarket Superchargers.
- Harmonic balancer, meeting SFI 18.1 requirements and must be surely retained using a bolt.
- Manual transmissions are highly recommended to have a clutch shield or steel Bell Housing.
- Mechanical fuel injection must have fuel shut off that is operational from driver's compartment.
- A 4 Litre engine oil puke tank Minimum.

**9. Changes After****Scrutineering**

- No changes to be made after the vehicle has been scrutineered unless vehicle is to be checked by a scrutineer again.
- If a competitor changes their exhaust system after scrutineering, they may face disqualification and/or suspension.
- If a competitor entering in Sportsman Class or Open Class is found to have engaged a Nitrous Oxide system after scrutineering, they may be suspended.

## 10. Nitrous Oxide Regulations

Competitors are reminded of the dangers associated with the incorrect use of Nitrous Oxide. It is highly recommended that

systems are sourced in complete form, from a recognised manufacturer. The following regulations apply; Nitrous Oxide lines must be outside of driver's compartment, except where the bottle is mounted in the driver's compartment, in which case the lines must be plumbed outside the compartment as near as possible to the bottle outlet. Where lines pass a torque converter or Flywheel, they must be encased in 3.0 mm (1/8 inch) minimum thickness Steel tubing.

High pressure rated hose of minimum 1500 psi is required for plumbing Nitrous Oxide lines, and a sintered bronze or Stainless Steel (Industry Standard) filter, fit for purpose, must be fitted in the gas supply line.

### **Bottle Mounting:**

Bottles must be mounted outside of the engine compartment. Any bottle located in the driver's compartment must be mounted with metal brackets secured to a structural point of the vehicle, and a relief valve, vented outside the driver's compartment, to the atmosphere.

Bottles should be mounted to manufacturer's specification.

Bottles must be equipped with on/ off taps.

Bottle shut-offs requiring special keys are not acceptable.

Bottles used must be purpose built for use with Nitrous Oxide.

Electronic devices used for raising the temperature of Nitrous Oxide bottles must be used if produced for that purpose by an industry manufacturer, they may not be modified in any way.

### **Switching:**

Both solenoids must operate from a common switch and the system must be capable of being switched off by three means;

- 1) Throttle closed switch.
- 2) Solenoid power arming switch.
- 3) Vehicle ignition switch.

### **Markers:**

All vehicles using Nitrous Oxide must display markers located on the outside of the vehicle, in the vicinity of the supply bottle and in the top left corner of the front windscreen.

The marker shall be a yellow diamond, with N2O printed in black letters.

### **Warning Light:**

A prominent blue warning light must indicate when the system is armed. This light must be visible to the driver of the vehicle when in a racing position.

### **SPECIAL NOTE FOR ROAD REGISTERED VEHICLES ONLY:**

The Western Australian laws pertaining to Nitrous Oxide installations in road-registered street cars while driving on WA roads: ***Nitrous oxide injection systems must not be fitted. This prohibition includes a partial installation or a disconnectable nitrous oxide system that is fitted to the vehicle ready for use.***

## Credential Sign In

### 11. Competitors Sign-On (Scrutineering)

- All Drivers and Passengers MUST have photo ID to sign in
- Driver and Passenger must complete ALL required indemnity forms before they can sign in before they can compete.

## Conduct

### 13. Competitor Courtesy and Driving Standards

- Every competitor deserves the right to compete on a relatively dry, debris-free pad. Therefore, each competitor is expected to have a level of respect for their fellow burnout competitor.
- If you know your car is about to leave oil or coolant all over the pad, please exit as soon as possible.
- Once any competitor has entered the pad via the entrance road for their competitive burnout skid, the boundaries of the burnout pad are the walls and the entry and exit chutes.
- Penalties may apply for any infractions until a competitor has completely left the pad.
- Any competitor performing a burnout on the return road or pit area may result in disqualification and/or suspension.
- A competitor must begin their burnout at their scheduled position. Failure to do so and doing their burnout out of order will result in a points penalty.
- If a burnout goes longer than two (2) minutes, it is at the steward's discretion to end the session.
- A driver and passenger must keep their torso within the confines of the vehicle. The passenger must remain in a position to be restrained by the seatbelt. The passenger cannot go any further than the left armpit past the windowsill and some part of the helmet must stay within the confines of the car. If the entire helmet exits the confines of the vehicle, the competitor may result in disqualification and/or points penalty.
- No components of the vehicle may be disconnected or opened during the burnout. Breach of this rule may result in points reduction and/or suspension.
- If the driver behaves erratically on the pad the Burnout may be stopped and future passengers may not be approved.



## Event Emergency Management

### 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.

A risk assessment conducted a fire where the causal factor was a fuel incident with controls implemented has a residual risk rating of Moderate.

A grass fire resulting from a campfire with controls implemented has a low residual risk rating.

To assist in the mitigation of a fire the below fire precautions are implemented.

### 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 metre 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. Purpose built firefighting unit with new pump, spray bar and retractable fire hose reel
4. 5 x ABE Foam Fire Extinguishers
5. 8 x Powder Fire Extinguisher
6. 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

Version 5

Issued Date 24<sup>th</sup> September 2014

Reviewed Date 12<sup>th</sup> September 2022

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 unlikely event other than a medical emergency 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.

A risk assessment has been undertaken, taking into consideration the open area of where the event is to held with controls implemented the residual risk rating has been deemed as Low.

## Event Medical Plan

### 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 76 (Medical Risk Assessment 40 and Public Health Event Risk Assessment 36) which places this in the category of “High” risk. A “High” risk rating indicates that there is a likelihood that a serious incident will occur at some time.

To address this risk a Paramedics from Medic Aid will 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 Medic Aid paramedic.

A risk assessment has been conducted in relation to a medical emergency through either a racing incident or a general medical incident with controls implemented has a residual risk rating of High. As a result of this risk rating Medic Aid has been engaged.

Medical Event Plan below.

### 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

## 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 8am – 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





*For all your First Aid and Medical needs*

PO Box 177  
Bindoon Post  
Mobile 0427 987 597  
Fax 08 9576 1188  
medicaidwa@bigpond.com  
ABN 61 747 155 917

## 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.



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MAWA POLICY NUMBER:	MAWA052: 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 practicable 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 operations at MAWA. Event Management of Westdale Rock and Turner Gully Dirt Drags and Assistants
POLICY:	<p><b>Policy Statement:</b></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><b>Legal Compliance:</b></p> <p>Medic Aid, staff and Management will comply with the requirements of the following:</p> <ul style="list-style-type: none"> <li>• Occupational Health and Safety Act 2000</li> <li>• Occupational Health and Safety Regulation 2001</li> <li>• Workplace Injury Management and Workers' Compensation Act 1998</li> <li>• Workplace Injury Management and Workers' Compensation Regulation 2002</li> <li>• Poisons Act 1964</li> </ul> <p>All personnel will also adhere to all relevant codes of practice.</p> <p><b>Poisons Permit Codes of Practice:</b></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><b>Medical Response Plan:</b></p> <p>This Plan has been developed to help ensure compliance with Part 4, Division 3 "Emergency Preparation" of the WA Mines Safety and Inspection Regulations 1999, and more specifically Regulation 4.30 "Preparation of emergency plan". Regulation 4.30 requires the principal employer or manager to prepare an emergency plan that:</p>

Name of document:	MAWA052: Medical Response Plan for Westdale Connected Personnel of Events - 2018 - 2022
Version Number:	2.0
Reviewed:	8 <sup>th</sup> of February 2018.
Next review due:	8 <sup>th</sup> of February 2019.
RTU Number:	Written by: Curriculum Development Coordinator. Page 1 of 1

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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 002: Medical Response Plan for Remote Primary Care Protocols - 2018 - 2022	
Version Number:	1.0	Location:
Reviewed:	10 <sup>th</sup> of February 2018.	Next review due:
BYO Number:	Written by: Curriculum Development Coordinator	Page 2 of 7



PO Box 177, Bindoon, WA 6502  
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<b>MAWA POLICY NUMBER:</b>		<b>MAWA010. Motorcross Policy and Procedures (continued).</b>	
<b>PROCEDURE:</b>	<b>ABBREVIATIONS</b>		
	SP Senior Paramedic		
	EM Event Manager		
	AEM Assistant Event Manager		
	RRT Rapid Response Team		
	RRV Rapid Response Vehicle		
MAWA Medic Aid WA			
<b>Qualification and Manning Requirements:</b>			
Based on a joint MAWA and Medical Director risk assessments the minimum qualification and manning levels should apply:			
Turner Gully Dirt Drags - 2 Paramedics, 2 Ambulance Officers and 2 first aid officers			
Westdale Rock - 2 Paramedics, 2 Ambulance Officers and 2 first aid officers			
All on-site Paramedics are to have current ALS			
<b>Personnel Protective Equipment (PPE):</b>			
All personnel are to be attired appropriately. Consult the MAWA PPE matrix. The following items at a minimum:			
<ul style="list-style-type: none"> <li>• Closed in shoes, preferably boots</li> <li>• Long trousers Hi-Vis</li> <li>• MAWA shirt/jacket</li> <li>• MAWA Hi-Vis vest</li> <li>• MAWA Cap, or large brimmed hat</li> <li>• Suitable wet weather gear for inclement weather.</li> </ul>			
<b>Arrival:</b>			
Medical crew will arrive 30 minutes prior to the allocated time for setup and venue review. SP is to review the race track and surrounds in 'cold' condition. This will serve to highlight and correct any safety related issues. The SP is to communicate any such points to the EM.			
<b>Equipment:</b>			
MAWA will utilise our own portable on-site medical room. Medical equipment installed to include;			
1 fully equipped trauma/resuscitation bay			
2 fully equipped treatment bays			
Treatment licence to include a full range of scheduled drugs S3, S4 & S8s, including but not limited to Pentrox, Morphine, Adrenaline, Diazepam, Midazolam, Anti-emetics and OTC drugs			
All equipment should be inspected, tested and accounted for at the start and end of every shift. It is the responsibility of each Medic Aid WA group to ensure they have enough resources at all times. Personnel are to take note if equipment is missing. If personnel's notice that certain stock is being depleted throughout the event, they are to request additional stock through the Medic Aid WA Operations Manager.			
<b>Communications:</b>			
Various forms of communication are utilised during both event. <b>Two-way radios</b> form the basis of most of the communication during the event/meeting. It is the primary form of communication between EM and the SP. Two-way radios should be checked for operation and locked to avoid accident channel shift. Two-ways radios should be monitored for positive communications.			
In the event of radio communications breakdown the backup plan will be the use of Mobile phone. SP and EM to exchange mobile phone numbers on arrival. (Confirmed telecommunication signal on-site)			

Name of document:	RTO01002: Medical Response 2001 for Accidents/Injured Person/Events - 2010 - 2022		
Version Number:	2.6	Location:	
Reviewed:	29/01/February 2018	Next review due:	28/01/February 2023
RTO Number:	WY000	Written by:	Curriculum Development Coordinator
			Page 3 of 7

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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:	Medic Aid WA: Medical Response Plan for Bindoon, Fremantle and Cockburn Events - 2013 - 2022		
Version Number:	3.0	Location:	
Reviewed:	10 <sup>th</sup> of February 2018	Next review due: 8 <sup>th</sup> of February 2019	
RTO Number:		Written by: Corrick Smith (Dareagan, 881 Coordinator)	Page 4 of 7

PO Box 177, Bindoon, WA 6502  
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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

RRT 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 this 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 0052 - Medical Response Plan for Motocross Participants/Personnel Events - 2018 - 2022	Location:
Version Number:	3.0	
Reviewed:	8 <sup>th</sup> of February 2019	Next review due: 8 <sup>th</sup> of February 2019.
RTO Number:	Written by: Curriculum Development Coordinator,	Page 3 of 3

PO Box 177, Bindoon, WA 6502  
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#### Emergency Transportation

MAWA will operate with 2 on-road ambulances. Transport of patients to the Beverley Districts Hospital, (38 km's) will be provided by a MAWA paramedical crew. In the event Beverley District Hospital is on by-pass all transports will be conveyed to York District Hospital. In the event the 2<sup>nd</sup> MAWA ambulance is required to leave site, event management are to be notified and racing or event will be suspended until an ambulance has returned to site.

If the transportation is time critical MAWA personnel will provide transportation conducted under the EVA licence to the nearest ED facility.

#### Evacuation & Emergency Procedures

MAWA personnel will take all direction from the client as per the event evacuation procedures. These procedures will be made available from the client upon request.

#### Emergency Response Resource List

DEFES, Rescue Helicopter, SJAA and SES contact via 000 or 112  
 Beverley District Hospital contact via 08 9646 3200 or  
 York District Hospital contact via 08 9641 0200

Rescue Helicopter coordinates: 32-321157  
 116-741152

#### Site Map



**NOTE:**  
 For continued improvement this document will be reviewed every twelve months.

Name of document:	BUDGET 2013-2014 Budget Request Plan for Westlink-Privatized Paramedical Emergency - 2013-2014		
Version Number:	3.0	LOG#001	
Reviewed:	1 <sup>st</sup> of February 2014	Next review due: 1 <sup>st</sup> of February 2015	
RTO Number:	Written by: Curriculum Development Coordinator:	Page 6 of 7	



## Crowd Control

A risk assessment has been undertaken and in the unlikely event there is civil unrest at the event, or a spectator enters a "Hot Area" with implemented controls the residual rating has been deemed as Medium and Low respectively.

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.



## **Camping**

Event organisers have previously liaised with the Shire of Beverley in 2018 regarding camping at the event suggesting that this wasn't the legislative intent of Caravan Parks and Camping Grounds Regulations 1997 given this was a short-term event.

After some liberation, the Shire of Beverley conceded this.

The event organisers offer camping to ensure that after full day at the event it provides an opportunity for those who are tired to stay and not drive home tired which has potential for them to be a danger to themselves and other road users.

This is in line with the state governments road safety message "Yawning is a Warning, don't drive Tired". Event organisers wish to be proactive in this message.

## **Liquor Control**

Liquor is not sold at these events and as there is no intention of changing this, event organisers will not be seeking a Liquor License which would be required as per the Liquor Control Act 1988.

## **Temporary Food Stalls**

Event organisers have gained the services of Smashed As Burger operated by Jason Meldrum for the event.

A certificate of registration of a food business and relevant insurance has been provided, see below.



# Food Act 2008

Rockingham

where the coast  
comes to life

Section 110(6)

## CERTIFICATE OF REGISTRATION OF A FOOD BUSINESS

This is to certify that the business:- Smashed As Burger Co

operated by:- Mr Jason Meldrum is registered as a Food Vehicle

Vehicle Registration No:- ITUL 673

### CONDITIONS:-

- o It is an offence to o Operate a food business in contravention of the Food Act 2008.
- o Make changes to the nature or activity of this food business without notifying the City first.
- o The food business has been approved to conduct those activities that were specified in the Registration / Notification Form.
- o A copy of the Certificate of Registration must be made available to an Authorised Officer.

NB: Operation of a Food Stall (at an event or market) is subject to an additional fee..

Signed By:

MANAGER HEALTH & BUILDING  
SERVICES

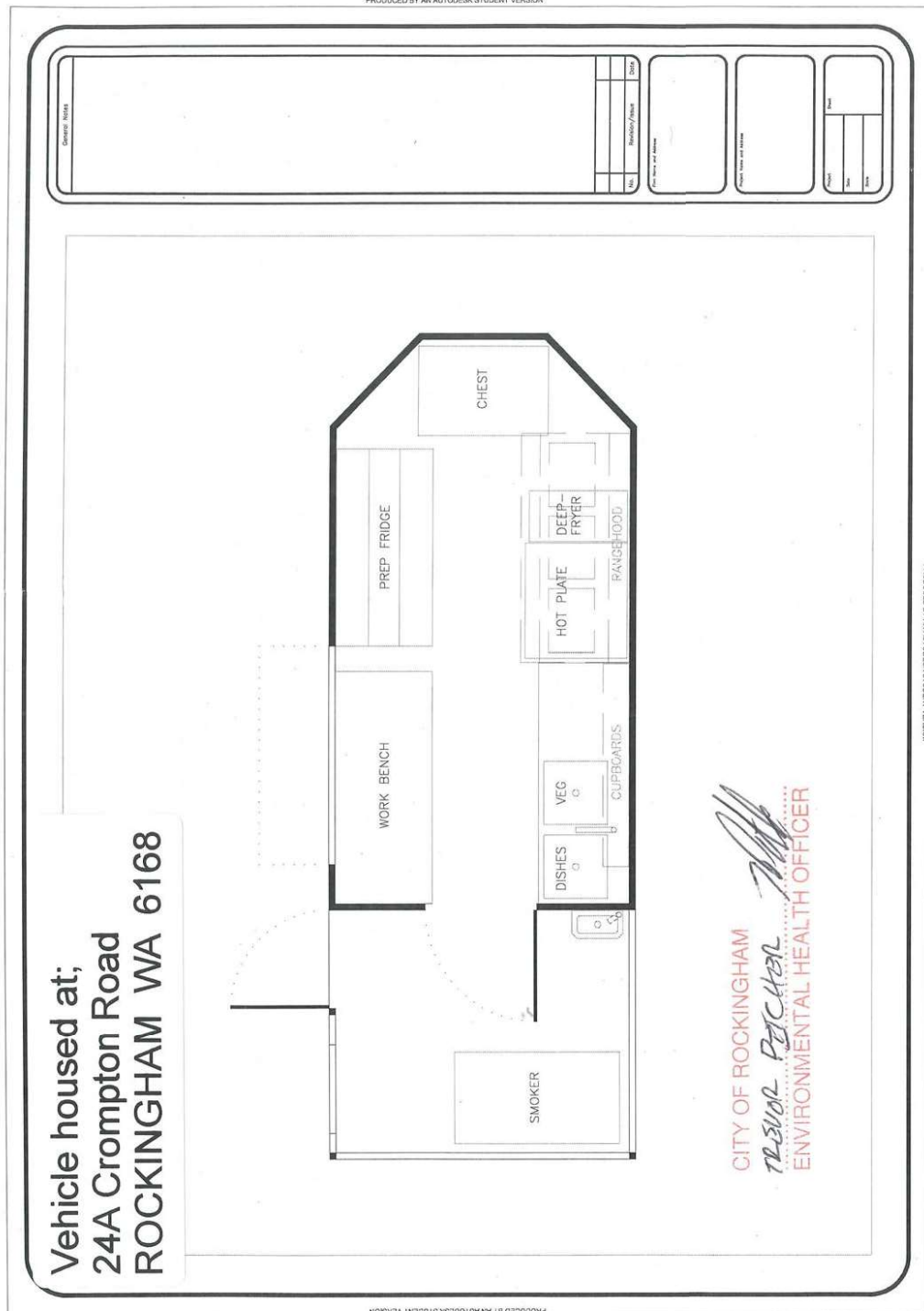
Delegate of CITY OF ROCKINGHAM

Dated: 9 July 2021

PBH/2669

See Plan on back of page.





7 June 2022

Company Secretary  
 Jason Michael Meldrum  
 24a Crompton Rd  
 ROCKINGHAM WA 6168

## Your insurance

Policy number  
 109RN28151COM

Monthly premium  
 \$50.37

Your cover



## We've renewed your insurance policy

starts on  
 9 June 2022

Dear JASON MICHAEL MELDRUM,

Thank you for renewing your Allianz Business Insurance Pack insurance.

As you've selected to pay your monthly premium payment of \$50.37 by bank debit, we're simply confirming that your policy has been renewed and is effective from 9 June 2022.

### Please check the details

We want to be sure that you know exactly what you are covered for. So please read the PDS and any applicable Supplementary PDS(s), the policy schedule and any other policy document we tell you forms part of your policy as these set out the terms and conditions of your new policy. If you need another copy of these documents, please call us.

Please also check whether the cover and sums insured remain appropriate.

### Any questions?

Please call our Contact Centre on 1300 494 259 between 8am - 7.30pm AEST/AEDT Monday - Friday. We also offer a range of other insurance products - ask us for details. We'll be happy to help you.

Kind regards,



Richard Feledy  
 Managing Director  
 Allianz Australia Limited



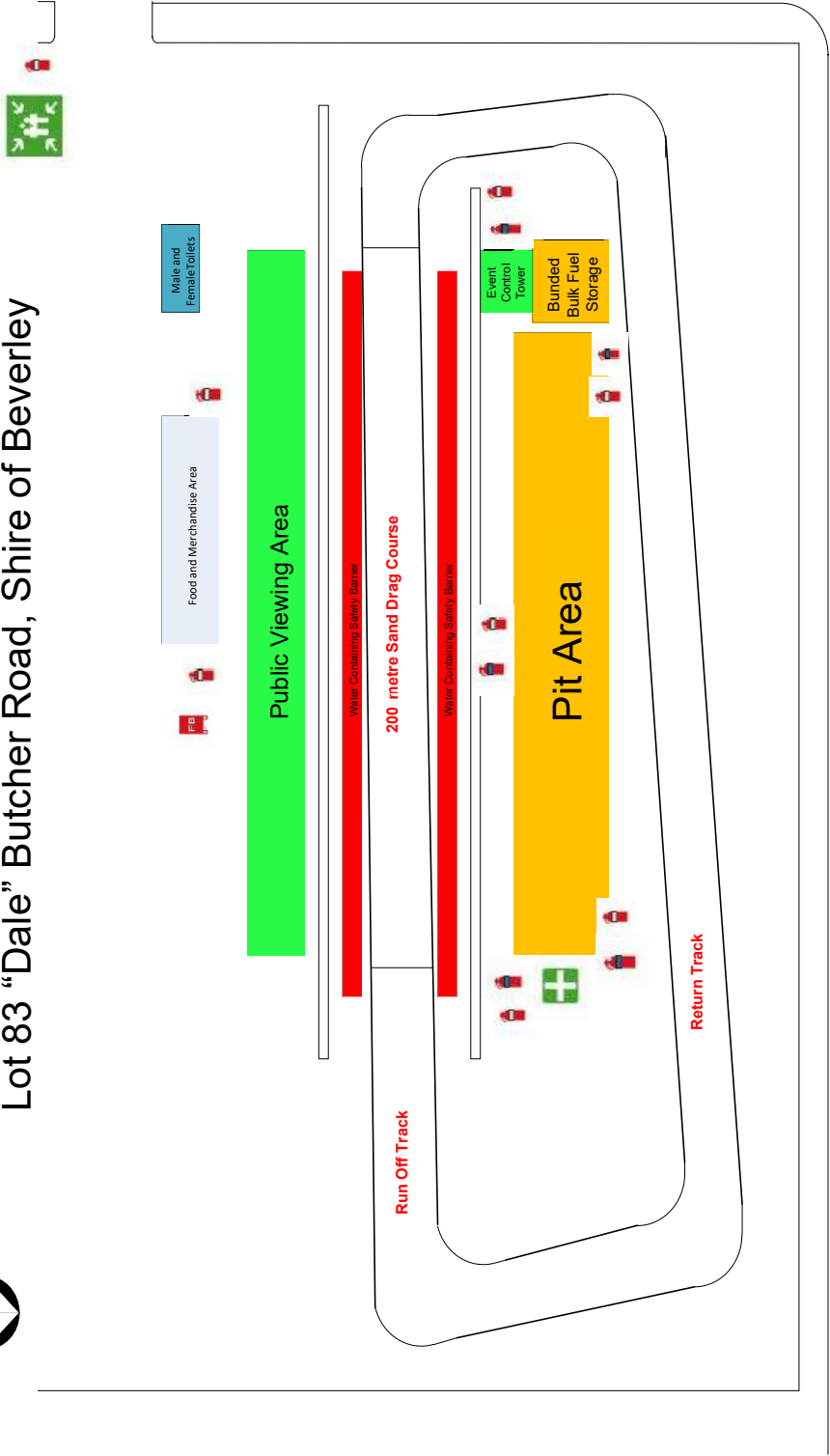
## With our Small Business Insurance:

- You can choose from different sections\*\*
- We've designed our cover for small business owners\*\*
- You'll be covered by an award winning insurer

Eligibility criteria apply.



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



Legend

Issued on 17<sup>th</sup> September 2014  
Reviewed on 30<sup>th</sup> January 2018

Not to Scale

## DIRT DRAGS TARGETED RISK ASSESSMENT [TRA]

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

<b>Risk Rating:</b>  <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">   <b>Extreme: Stop Activity</b> Immediate action required.         </div> <div style="text-align: center;">             High: Prioritised action required         </div> <div style="text-align: center;">             Medium: Planned action required         </div> <div style="text-align: center;">             Low: Action when possible         </div> </div>	<b>Four Risk Treatments</b>  <input type="checkbox"/> <b>Avoid:</b> Don't Do the Activity <input type="checkbox"/> <b>Treat:</b> Reduce - use controls <input type="checkbox"/> <b>Accept:</b> If low or if consequences are tolerable	<b>Levels of Control Methods</b>  <input type="checkbox"/> Avoid <input type="checkbox"/> Substitute <input type="checkbox"/> Isolate <input type="checkbox"/> Reduce by physical controls <input type="checkbox"/> Reduce - admin warning and rules <input type="checkbox"/> Use PPE
--	--	--

Risk Calculator			LIKELIHOOD				2. How likely is it to happen?		
CONSEQUENCE 1. How severely could it hurt someone (riders, officials or public)? And what impact will it have?			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		
	PERSONAL INJURY	ADMINISTRATIVE							
<b>Catastrophic</b>	Life threatening injuries, death or multiple fatalities	Major hardship to organisation. Huge financial loss.	Extreme	Extreme	Extreme	High	High	High	High
<b>Major</b>	Extensive (Serious) injuries resulting in major medical treatment. Hospital.	Significant hardship to organisation. Major financial loss	Extreme	Extreme	High	High	High	High	High
<b>Moderate</b>	Moderate injuries - medical treatment required (broken bones). Hospital.	Moderate hardship to organisation. Medium – High financial loss	High	High	Medium	Medium	Medium	Medium	Medium
<b>Minor</b>	First aid injury. No ongoing medical attention.	Some hardship to organisation. Minor financial loss	Medium	Medium	Medium	Low	Low	Low	Low
<b>Insignificant</b>	No injury.	Localised assessment of affected issue to be considered. 0 – Low financial loss	Medium	Low	Low	Low	Low	Low	Low

Description of identified Risks	Likelihood (Describe word)	Consequence (Describe word)	Risk (Describe word)	Controls / Treatment What has been done about it?	Residual Risk	Responsible person	Person responsible for review	Who was notified?
Fire –Fuel	Unlikely	Major	High	➤ Appropriate Fire Extinguishers placed at keys location	Medium			
Fire – Grass	Rare	Moderate	Medium	➤ Strictly no campfires	Low			
Racing Crash	Possible	Catastrophic	Extreme	➤ Competitors wearing appropriate safety equipment. ➤ Safety briefing. ➤ Competitors to adhere to safety rules ➤ Medics and Ambulance onsite	High			
Spectators enter "Hot Areas"	Unlikely	Catastrophic	High	➤ Crowd controllers and stewards to be alert to spectators ➤ Dirt drag race/Burnout competition to stop immediately	Low			
Civil Unrest	Rare	Major	High	➤ Specific groups by invite only ➤ Crowd controllers to be advised and aware of unwelcome guests	Medium			
Medical Emergency	Possible	Catastrophic	Extreme	➤ Medics and Ambulance onsite ➤ Medical plan compiled and in place	High			
Emergency Evacuation (Other than medical emergency)	Unlikely	Minor	Low	➤ Implemented evacuation plan	Low			
Safety Barrier Failure	Rare	Major	Low	➤ Visual Inspection carried out before event	Low			

Consultation Register – Who did you liaise with					
Date	Name	Position	Experience	Signature	
Completed by:		Signed:		Date:	

**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
4	04/07/2022	AS	
5	12/09/2022	CG	Updated to include Westdale Dirt Drag Competitor, Non Competitor Rules, Westdale Dirt Drag Competitor and Non Competitor Rules, Medical Event Plan, Medical Risk Classification Tool, Public Health Event Risk Classification Tool

**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.





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 ) 6 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 instalment compliant with the relevant standards and in good working order. Location of instalment, Lot 83 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](mailto:chris@mtag.com.au).

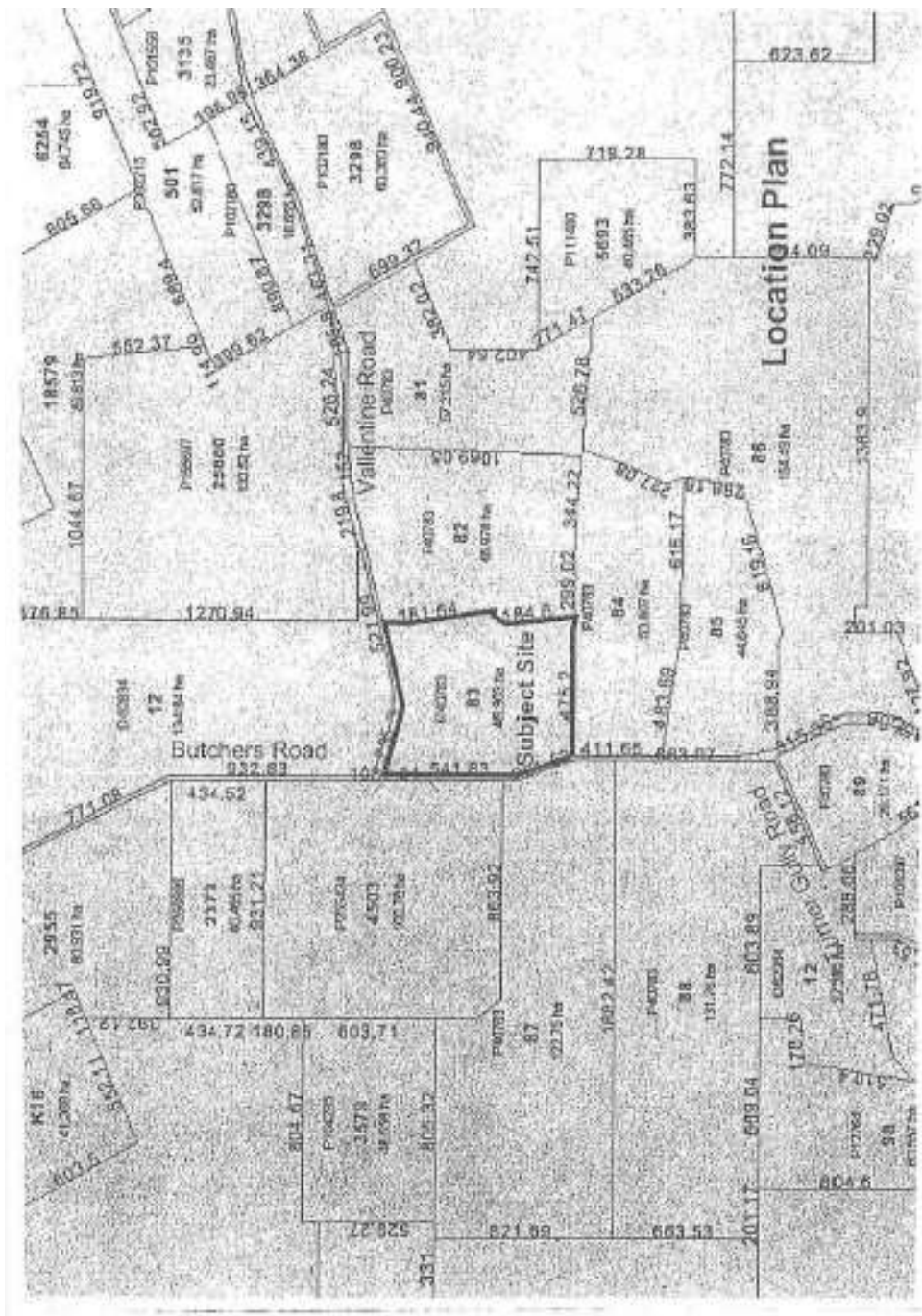
Sincerely,

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

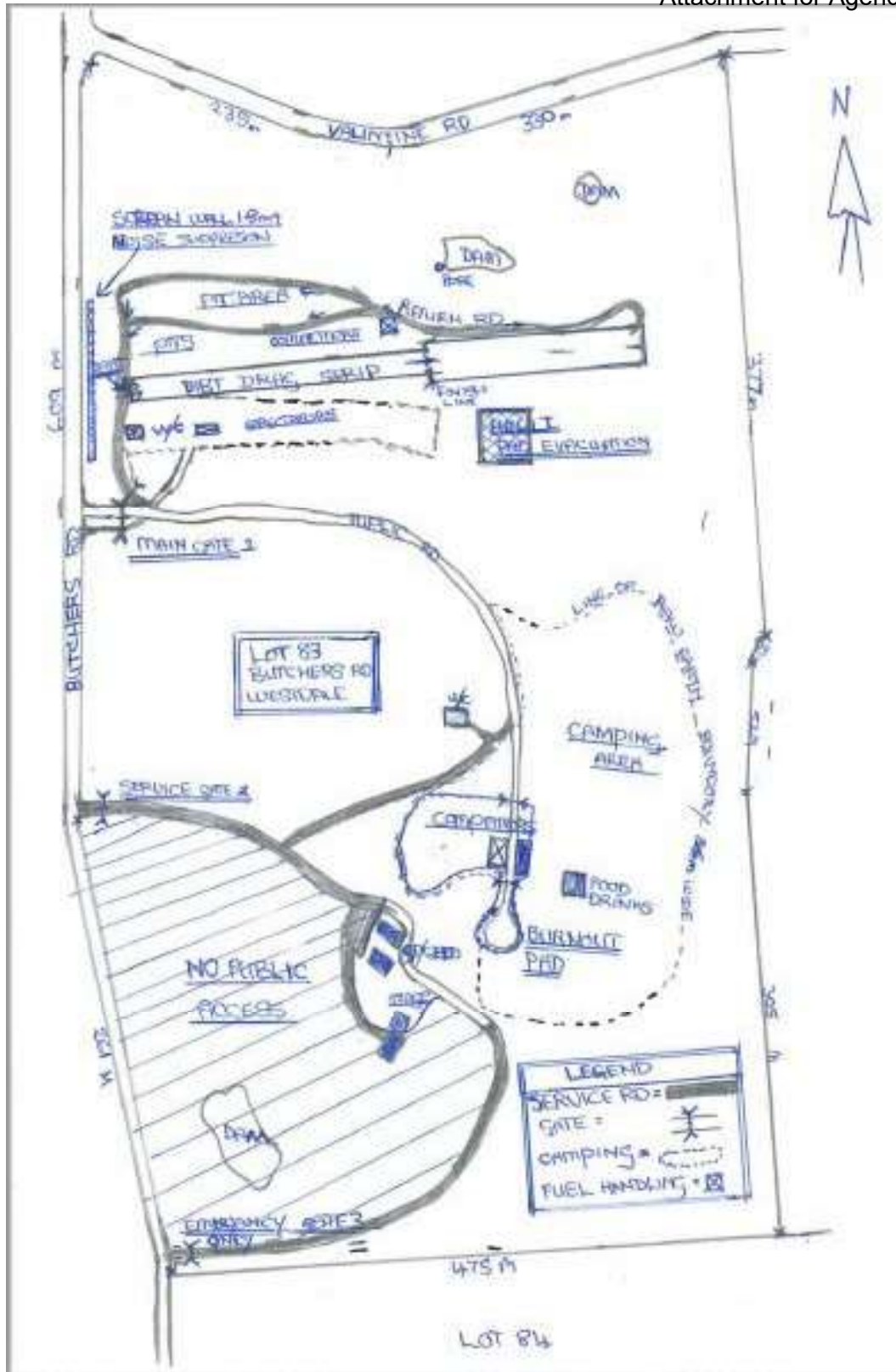
Christopher Niblett Advanced Dip OH&S  
Managing Director

M: 0419 041 302

E: [chris@mtag.com.au](mailto:chris@mtag.com.au)



Version 5  
 Issued Date 24<sup>th</sup> September 2014  
 Reviewed Date 12<sup>th</sup> September 2022





**Oracle Group (Australia) Pty Ltd**  
Trading as Oracle Group Insurance Brokers  
ABN: 75 131 025 600 AFS Licence 363610

T: (08) 6454 0911  
E: [Info@oraclegroup.com.au](mailto:Info@oraclegroup.com.au)  
PO Box 1589, Osborne Park DC WA 6916  
110 Erindale Road, Balcatta WA 6021

[www.oraclegroup.com.au](http://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: BLACKW

RENEWAL

Page 1 of 2

Class of Policy: Farm Insurance  
Insurer: QBE Insurance (Australia) Limited  
Level 5, 2 Park Street, Sydney NSW 2000  
ABN: 78 003 191 035  
The Insured: BLACK AND WHITE ENTERPRISE PTY LTD

Policy No: 17QAD75829FAR  
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.

**Schedule of Insurance**

Page 2 of 2

Class of Policy: Farm Insurance  
 The Insured: BLACK AND WHITE ENTERPRISE PTY LTD

Policy No: 170A075829FAR  
 Invoice No: 316726  
 Our Ref: BLACKW

QBE Insurance (Australia) Limited  
 ABN 78 003 191 035  
 AFS Licence No. 239545 of Level 18, 388 George Street, Sydney

PERIOD OF COVER : 15/06/2022 TO 30/06/2023

INSURED : BLACK AND WHITE ENTERPRISE PTY LTD  
 ABN :

**SITUATIONS:**

Situation: CNR BUTCHERS RD & VALENTINE RD  
 Address: WESTDALE  
 WA 6304

**FARM PROPERTY/BUSINESS INTERRUPTION**

Risk No. : 001  
 SITUATION : CNR BUTCHERS RD & VALENTINE RD  
 WESTDALE  
 WA 6304

**FARM LIABILITY**

DESCRIPTION	SUM INSURED	EXCESS
Limit of Liability \$	20000000	\$ 250
Goods in your Physical and Legal Control - Animal	100000	
Goods in your Physical and Legal Control - Other	250000	

**09:00 - 04:00**  
**Oct - 14<sup>th</sup> & 15<sup>th</sup> 2023**  
**Oct - 12<sup>th</sup> & 13<sup>th</sup> 2024**  
**Oct - 11<sup>th</sup> & 12<sup>th</sup> 2025**  
**Oct - 10<sup>th</sup> & 11<sup>th</sup> 2026**

**09:00 - 04:00**  
**May - 13<sup>th</sup> & 14<sup>th</sup> 2023**  
**May - 11<sup>th</sup> & 12<sup>th</sup> 2024**  
**May - 10<sup>th</sup> & 11<sup>th</sup> 2025**  
**May - 9<sup>th</sup> & 10<sup>th</sup> 2026**

109

## **9.2 Development Application – Outbuilding (Storage Shed) 13 (Lot 118) Brockman Street**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 28 March 2023</b>
<b>Report Date:</b>	<b>17 March 2023</b>
<b>Applicant:</b>	<b>Bruce Mann</b>
<b>File Reference:</b>	<b>BRO 103</b>
<b>Author and Position:</b>	<b>Stefan de Beer, Manager of Planning</b>
<b>Previously Before Council:</b>	<b>No</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Locality Map, Site Plan, Shed Drawings</b>

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### **SUMMARY**

An application has been received to construct a Colorbond Outbuilding (Storage Shed) at 13 (Lot 118) Brockman Street. The application will be recommended for approval.

### **BACKGROUND**

The subject site is located at 13 (Lot 118) Brockman Street, is 2,068 m<sup>2</sup> in extent and zoned Residential R10/25 in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS 3). It contains a single house and a garden shed (shed dimensions 8.8m X 6.2m = 54.56 m<sup>2</sup>).

The proposal is to construct an additional Colorbond Outbuilding (Storage Shed) in extent 11m x 5m = 55 m<sup>2</sup>.

The proposal for the storage shed requires departure from the Shire's Outbuilding Policy on the following matters:

- In terms of the Shire's Outbuilding Policy (Policy), the maximum wall height of any outbuilding on a property in this zone is to be 3.0 m, whereas the wall height of the new shed is proposed to be 3.8 m;
- The maximum roof height required by the Policy is 4 m. As a result of the proposed increased wall height the proposed roof height is 4.285 m;
- The maximum total area of all outbuildings in this zone is 75 m<sup>2</sup> as per the Policy. The combined total area of the existing Outbuilding and the proposed new Outbuilding will be 109.56 m<sup>2</sup>.

The applicant provided the below justification for the increased shed size:

*Enclosed Shed on north side of house for caravan and shelving for storage.*

### **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:

The specific siting of the Outbuilding on the property;

The general character of the immediate area;

The proposed use of the Outbuilding;

The size of the subject property.



It is the opinion that the proposed siting of the Outbuilding at the subject property is such that it will not have any negative visual impact on the surrounding area.

The Outbuilding will be used for amongst others the storage of a caravan, hence the shed dimensions required.

No overshadowing from the Shed Building Bulk is anticipated onto neighbouring Residential Zoned properties.

It is also considered a better planning outcome to have sufficient under-roof storage available on a property as opposed to storage of items outside which could potentially negatively affect the visual amenity of an area.

Given the above site specific considerations and the size of the property it is not anticipated that the granting of Planning Approval for this application will create an undesirable precedent.

The proposal complies with other aspects of the Outbuilding Policy and the Residential Design Codes.

## **STATUTORY ENVIRONMENT**

Shire of Beverley Local Planning Scheme No. 3.

## **FINANCIAL IMPLICATIONS**

There are no Financial Implications relative to this issue.

## **STRATEGIC IMPLICATIONS**

There are no Strategic Plan Implications relative to this issue.

## **POLICY IMPLICATIONS**

There are no Policy Implications relative to this issue.

## **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 an Outbuilding (Storage Shed) at 13 (Lot 118) Brockman 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 shall not be used for human habitation, commercial or industrial purposes.

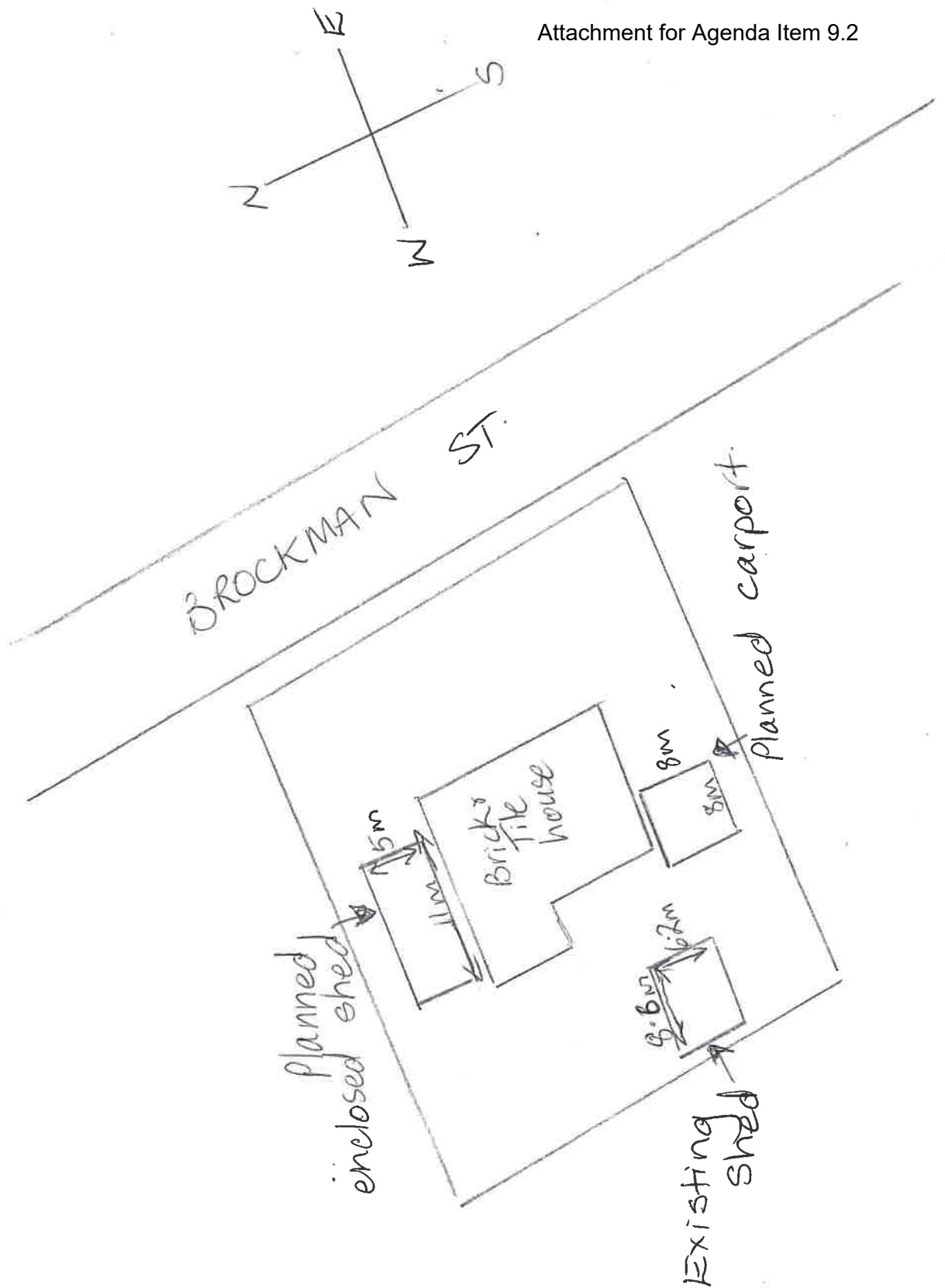
#### **Advice Notes:**

- 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: The applicant is advised a building permit is required prior to commencement of any building works.
- Note 4: If the Outbuilding is to be used for the collection of rainwater for human consumption, all cladding and other material associated with water collection shall comply with Australian Standard 4020 (Products for use in contact with drinking water).
- 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.









# Perth Patios & Home Improvements

A Division of MCI Building Company Pty Ltd

P.O. Box 1195 Canning Vale WA 6970  
www.pp.hi.com.au  
Email office@pphi.com.au

Tel: 0400 8884  
Fax: 0393 8813  
Registered Builders No.  
BC102511  
ABN No. 13 622 305 500

NAME Price & Chris Mann  
JOB ADDRESS B. Brockman Street  
130/51st  
P/C  
EMAIL ch.mann@bigpond.com  
ACCOUNT ADDRESS

PHONE HOME  
BUSINESS: 0427 421 927  
MOBILE: 0427 246 333  
CONSULTANT

Contract No.  
01907

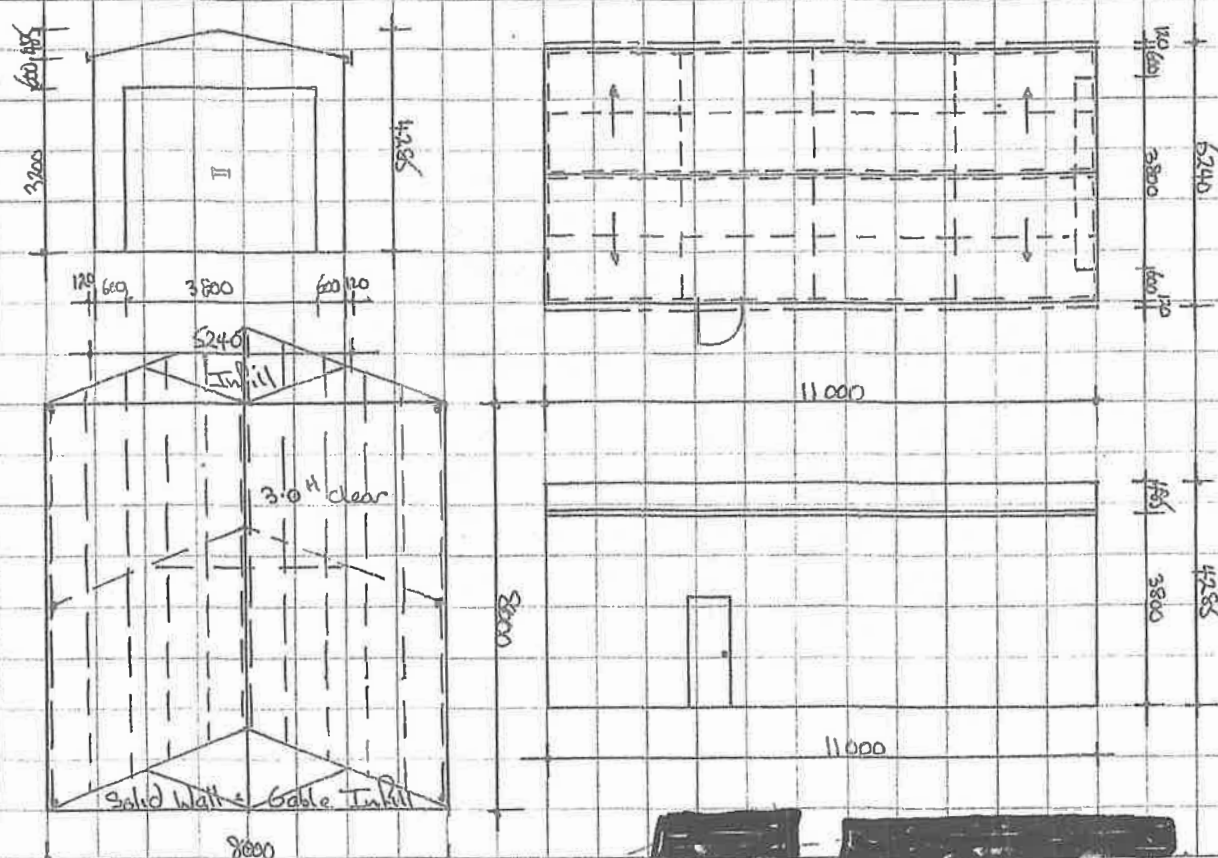
PRODUCT ☐ FLAT ☐ GABLE ☐ DOME ☐ SKILLION ☐ HIP ☐ DUTCH GABLE ☐ PYRAMID ☐ PERGOLA ☐ ADD-A-ROOM ☐ GLAZED ROOM ☐ GRANNY FLAT ☐ PATIO ☐ CARPORT ☐ SHED ☐  
ATTACHED TO FASCIA ☐ WALL ☐ STUDWORK ☐ SHED ☐ GARAGE ☐ FREESTANDING ☐ OTHER ☐ FASCIA HEIGHT .....  
ROOF TYPE CORRUGATED ☐ TRIMDECK ☐ HI DECK ☐ POLYCARBONATE ☐ SOLARSPAN ☐ FLAT DECK ☐ TWIN WALL ☐ TYPE ..... COLOUR .....  
WALL TYPE (EXTERNAL) WEATHERTEX ☐ RENDERED ☐ CORRUGATED ☐ TRIM DECK ☐ SOLARSPAN ☐ CEMENT FIBRE ☐ BRICK-SINGLE ☐ DOUBLE ☐ TYPE .....  
WALL TYPE (INTERNAL) GYPROCK ☐ BRICK ☐ PLASTER ☐ OTHER ☐ TYPE ..... CEILING TYPE GYPROCK ☐ TIMBER ☐ HEIGHT TO U/SIDE .....  
CONCRETE SLAB 75mm ☐ 100mm ☐ PUMP ☐ STEEL MESH ☐ POLY ☐ FOOTINGS ☐ COLOUR ..... DATUM .....

**SITE CONDITIONS**  
PAVED Full Pavars Only Replaced Around Columns ☐  
SAND ☐  
CONCRETE ☐  
GRAVEL ☐  
ROCK ☐  
LIMESTONE ☐  
LEVEL ☐  
FOOTINGS - CONCRETE IN ☐  
FOOTINGS - BOLT TO SLAB ☐  
ACCESS - ☐  
EXISTING POWER POINT ☐  
HOUSE ROOF TYPE .....

**LICENCE APPLICATIONS**  
LOCAL AUTHORITY Shire of  
BUILDING ☐ PLANNING ☐

**SPECIAL REQUIREMENTS**  
SAND FILL ..... m<sup>3</sup>  
EXCAVATION ☐  
SOIL REMOVAL ☐  
BOBCAT ☐  
REMOVE ELECTRICS ☐  
REMOVE EAVES ☐ m  
EAVES TYPE BOXED ☐ OPEN ☐  
REMOVE ASBESTOS ☐

**DEMOLITION DETAILS**



**COMPONENTS**  
ROOF COLOUR UNDERSIDE ..... TOP .....  
SKYLIGHTS TYPE ..... COLOUR .....  
POSTS TYPE 2x4 ..... COLOUR .....  
BEAMS TYPE 2x4 ..... COLOUR .....  
PURLINS TYPE 16x8 ..... COLOUR .....  
DOWNPIPES TYPE 1.5x4.5 ..... COLOUR .....  
GUTTER TYPE 2x4 ..... COLOUR .....  
BOX GUTTER ..... COLOUR .....  
SHADECLOTH ..... COLOUR .....  
DADO WALL HEIGHT .....  
DADO TYPE .....  
GLASS DOORS No ..... COLOUR .....  
GLASS WINDOWS No ..... COLOUR .....  
GLAZING CLEAR ☐ TINTED ☐  
TIMBER DOORS TYPE ..... COLOUR .....  
TIMBER FRAME TYPE ..... COLOUR .....  
BRICK PIERS SIZE ..... COLOUR .....  
COMPACTION/ENGINEER'S CERTIFICATE ☐  
TERMITE TREATMENT N/A ☐  
SOAK WELLS .....  
STORM WATER CONNECTION .....  
WASTE BIN .....  
ELECTRIC CONTENT .....  
PLUMBING CONTENT .....

CONTRACT PRICE (including GST)	\$	SCHEDULE OF PROGRESS PAYMENTS
DEPOSIT <u>0.5</u>	\$	CONSULTANT TO NOTE STAGES:
PROGRESS PAYMENT 1	\$	Shire Approval
PROGRESS PAYMENT 2	\$	Delivery of Materials
PROGRESS PAYMENT 3	\$	
PROGRESS PAYMENT 4	\$	
FINAL PAYMENT	\$	PLEASE NOTE: Construction Stages will not continue if progress payments are not received when due.
Due immediately on practical completion. Payable to the installer		

E.F.T. DETAILS:  
BSB 066-173  
ACC. 1044 6446  
Use contract number as Reference

## SPECIAL INSTRUCTIONS

CHECK MEASURE ☐ TRAILER DELIVERY ☐

## ACCEPTANCE OF CONTRACT

I/we being over the age of 18 years, hereby accept the above contract and acknowledge that I/we have read and understood the contents of this contract including the conditions on the reverse side and that I/we understand that no other agreements, verbal or otherwise, are binding on the parties hereto and that the same contains the entire agreement and understanding of the parties. I/we also acknowledge that we have received a copy of the home building contracts act, Notice to the Home owner, if this contract exceeds \$7500.00.

Signed Owner: ..... Date: 16/12/23

NOTE: THESE QUOTES ARE STRICTLY SUBJECT TO CHECKING/ APPROVAL BY MANAGEMENT E&O.E

### **9.3 Development Application: Holiday House – 123 (Lot 5) Forrest Street**

---

<b>Submission To:</b>	<b>Ordinary Council Meeting 28 March 2023</b>
<b>Report Date:</b>	<b>15 March 2023</b>
<b>Applicant:</b>	<b>David and Leanne Round</b>
<b>File Reference:</b>	<b>FOR 28</b>
<b>Author and Position:</b>	<b>Stefan de Beer, Manager of Planning</b>
<b>Previously Before Council:</b>	<b>No</b>
<b>Disclosure(s) Of Interest:</b>	<b>Author – Nil. Cr White – Proximity Interest.</b>
<b>Attachments:</b>	<b>Locality Map, Holiday House Management Plan</b>

---

#### **SUMMARY**

An application was received for development approval for a *Holiday House* at 123 (lot 5) Forrest Street. The application will be recommended for approval.

#### **BACKGROUND**

The subject site is located at 123 (Lot 5) Forrest Street, Beverley, is 2,216 m<sup>2</sup> in extent and zoned *Residential R10/25* in terms of the *Shire of Beverley Local Planning Scheme No. 3* (LPS3). It contains an existing single dwelling and outbuilding.

The applicant proposes to conduct a *Holiday House* land use on the property through marketing and booking with *AirBnb*. Please refer to the attached application documentation.

#### **COMMENT**

A *Holiday House* is defined as follows in LPS3:

*‘means a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast’.*

A *Holiday House* is a ‘D’ use in the *Residential Zone* in Zoning Table 3 in terms of the *Shire of Beverley Local Planning Scheme No. 3* (LPS3), which means *‘that the use is not permitted unless the local government has exercised its discretion by granting development approval’*.

It is considered that the proposal accords with the aims of LPS3 and that the provision of additional tourist accommodation from private enterprise should be encouraged as these are presently limited within the Shire.

The proposal includes a *Management Plan* which accords with the requirements of the Council’s *Local Planning Policy on Short Term Accommodation*.

It is not considered that the proposed use will have any negative effect on the amenity of the surrounds and will be recommended for approval. The extent of the lot provides for ample on-site parking.

#### **PUBLIC NOTIFICATION**

Council’s *Local Planning Policy on Short Term Accommodation* requires applications for a *Holiday House* to be advertised to neighbouring landowners.

No objections were received as summarised in the table below:

	Respondent	Property	Comment	Shire Planner's Response
1	Wendy Moore	122 Forrest Street, Beverley	No Objection to the proposal.	Noted
2	Judy Tomlinson	123 (A) Forrest Street, Beverley	No Objection to the proposal.	Noted
3	David & Elizabeth White	40 Edwards Street, Beverley	No Objection to the proposal.	Noted

## 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 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 a Holiday House at 123 (Lot 5) Forrest 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 submitted Management Plan is to be complied with at all times during the operation of this Holiday House.

#### **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 (where applicable).
- 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.







# **Management Plan**

## **123 Forrest Street, Beverley WA**

### **Code of Conduct**

#### **1. Respect for the law**

A guest must not engage in conduct in their capacity as a guest of 123 Forrest Street, Beverley that contravenes the criminal law or the terms of the short-term rental accommodation arrangement for the premises.

#### **2. Respect for premises**

A guest must not intentionally cause damage to any property held at 123 Forrest Street, Beverley.

#### **3. Respect for neighbours**

A guest must respect the neighbours of 123 Forrest Street, Beverley during their occupancy period, and not at any time:

- a. create noise that because of its level, nature, character or quality, or the time it is made, is likely harm, offend or unreasonable disrupt or interfere with the peace and comfort of neighbours.
- b. act in a violent or threatening manner towards neighbours or other occupants of the premises.
- c. act in a manner that could reasonably be expected to cause alarm or distress to neighbours.
- d. Intentionally, recklessly or negligently damage the personal property of neighbours of the premises.

## Complaints Procedure

Please address any complaints regarding the use of 123 Forrest Street, Beverley as short-term accommodation to:

**Owners:** David and Leanne Round

**Mobile Numbers:** 0411160445 and 0450004794

**Email Addresses:** [dwround@hotmail.com](mailto:dwround@hotmail.com) and [leannearound@outlook.com](mailto:leannearound@outlook.com)

All complaints will be addressed as a matter of urgency.

## Other Information

1. The property is listed on Airbnb and bookings are only accepted by 'identity verified' guests. Guest ratings are also reviewed.
2. The above Code of Conduct will be provided to each guest and displayed at the property.
3. Parties/events are not permitted to be held at the property.
4. The property will be cleaned before and after each guest vacates.
5. Guests will be expected to dispose of waste in the bins provided. These bins will be placed by owners for emptying on the relevant rubbish collection day.
6. Guests are required to self-check in between 2pm and 6pm and self-checkout by 12pm using a lock box that is located on the premises.
7. There is ample car parking space on the property.
8. The property is mainly used for personal use by ourselves and our families. It will only be rented when not being used. We expect this to be approximately one weekend/month and some school holidays.
9. Airbnb provides hosts with a guest register which can be accessed and shared at any time.
10. The property listing is aimed at attracting families to enjoy the historic home that we've recently renovated, the tranquillity of the town and the various events that are offered in the area.
11. We believe that the quality of the house and garden at 123 Forrest Street (please see photos below) will attract families to Beverley who are seeking a break from the city or just wanting to enjoy the wildflowers. Their visits will help to support local businesses and events, just as we do when we are in town.

## Photographs of house interior



#### **9.4 Proposed Amendment to Building Envelope, Single House, Outbuilding (Storage Shed) and Water Tank – 45 (Lot 203) Simmons Road**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 28 March 2023</b>
<b>Report Date:</b>	<b>17 March 2023</b>
<b>Applicant:</b>	<b>Graeme &amp; Alison Lewis</b>
<b>File Reference:</b>	<b>SIM 51544</b>
<b>Author and Position:</b>	<b>Stefan de Beer, Manager of Planning</b>
<b>Previously Before Council:</b>	<b>No</b>
<b>Disclosure(s) Of Interest:</b>	<b>Author – Nil. Cr Davis – Proximity Interest.</b>
<b>Attachments:</b>	<b>Application Letter, Existing Building Envelope Plan, Site Development Plan, House &amp; Shed Drawings</b>

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#### **SUMMARY**

An application has been received to amend the location of the building envelope on 45 (Lot 203) Simmons Road, as well as development of a new Single House, Outbuilding and Water Tank. It will be recommended the application be approved.

#### **BACKGROUND**

The applicant is proposing to amend the location of the building envelope on the abovementioned lot, and construct a new Single House, Colorbond Outbuilding (Storage Shed) and Water Tank. Please refer to the existing building envelope plan, new site development plan and other drawings, attached hereto.

The subject property is zoned '*Rural Residential*' in terms of the *Shire of Beverley Local Planning Scheme No. 3* (LPS3), is 2.0011 ha in extent and vacant.

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

- In terms of the Outbuilding Policy, the maximum wall height is 3m with a roof height of 4m, whereas the proposed wall height is 3.6m with roof height of 4.47m.

The applicant submitted the following justification:

*We wish to build the attached shed, which is 9m long and 3.6m high to allow our Caravan to be stored in there. Our caravan is 2,800mm in height (roller door height will be 3.08m) and requires a garage length of 8,000mm, the extra metre will allow for walk around space. The shed will also house our trailer and small machinery, keeping the block looking tidy rather than having equipment all over the place.*

#### **COMMENT**

As per the application letter, the original building envelope will encumber development as it contains rocky outcrops and the drainage is poor.

It is considered that the proposed amended building envelope location will result in better development potential of the property as it is deemed to have less rock, better drainage and is level for construction. The proposed amendment of the building envelope location is therefore supported.

The proposed Single House & Water Tank comply with the *Shire of Beverley Local Planning Scheme No. 3* requirements and Planning Policies.

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:

The specific siting of the Outbuilding on the property;  
The general character of the immediate area;  
The proposed use of the Outbuilding;  
The size of the subject property.

It is the opinion that the proposed siting of the Outbuilding at the subject property is such that it will not have any negative visual impact on the surrounding area.

It is considered that the proposed development will be in pace with the character of the area and similar developments on neighbouring lots.

It is also considered a better planning outcome to have sufficient under-roof storage available on a property as opposed to storage of items outside which could potentially negatively affect the visual amenity of an area.

Given the above site specific considerations and the size of the property it is not anticipated that the granting of Planning Approval for this application will create an undesirable precedent.

The proposal complies with other aspects of the Outbuilding Policy.

### **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**

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 grant approval for an amendment to the building envelope at 45 (Lot 203) Simmons Road, Beverley as well as approval for a Single House, Outbuilding (Storage Shed) and Water Tank, 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. 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).
3. Suitable arrangements are to be made for provision of sufficient potable water or the dwelling.
4. The outbuilding 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: With regard to Condition 2, an application is to be submitted to the Council's Environmental Health Section in conjunction with the Building Permit application.
- Note 6: If the Outbuilding is to be used for the collection of rainwater for human consumption, all cladding and other material associated with water collection shall comply with Australian Standard 4020 (Products for use in contact with drinking water).
- Note 7: 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.



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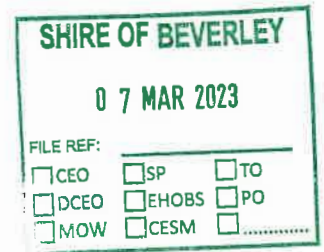


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Mr Stefan de Beer  
Manager of Planning and Development Services  
Shire of Beverley  
PO BOX 20  
Beverley WA 6304

Dear Stefan and Councillors

In relation to our planning application for a new house, shed and water tank at Lot 203, 45 Simmons Road we would also like to apply to move our building envelope.

The original envelope features three sections of exposed rock and is unfortunately located where drainage is poor.

The proposed new location, which is the same 2000m<sup>2</sup> size and adheres to the 10m minimum setbacks, is located to the rear of the block where drainage is better, there is minimal rock, the land is flatter for construction and it captures nice views to the north east. The turning of the envelope to have the longer length running across the block allows for the house, shed and water tank to all fit within the envelope as required. The proposed amended envelope will have no impact on existing vegetation and we believe it should not affect the amenity of our neighbouring properties.

We trust this information provides clarification and supports our application.

Kind regards

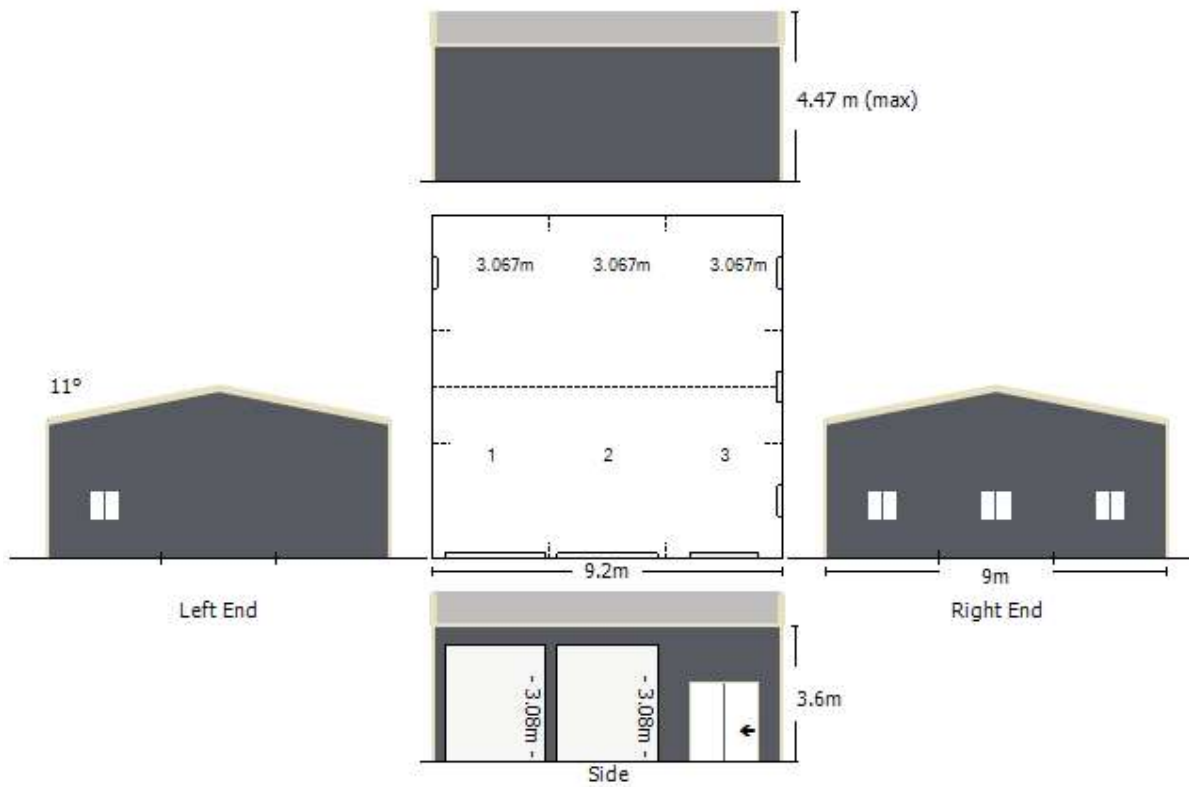
Graeme & Alison Lewis  
6 March 2023









**YOUR DESIGN**


Unit 4/ 12 Yilgarn Avenue, Northam WA 6401

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## **10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES**

Nil

## **11. FINANCE**

### **11.1 Monthly Financial Report**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 28 March 2023</b>
<b>Report Date:</b>	<b>15 March 2023</b>
<b>Applicant:</b>	<b>N/A</b>
<b>File Reference:</b>	<b>N/A</b>
<b>Author and Position:</b>	<b>S.K. Marshall, Deputy Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>N/A</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>February 2023 Financial Reports</b>

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#### **SUMMARY**

Council to consider accepting the financial report for the period ending 28 February 2023.

#### **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 2023 Ordinary Meeting, item 11.3.

#### **COMMENT**

The monthly financial reports for the period ending 28 February 2023 have been provided and include:

- Financial Activity Statement by Nature;
- 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 February 2023 be accepted and material variances be noted.

<p style="text-align: center;"><b>SHIRE OF BEVERLEY</b>  <b>STATEMENT OF FINANCIAL ACTIVITY BY NATURE</b>  <b>FOR THE PERIOD ENDING</b>  <b>28 February 2023</b></p>					
<b>Description</b>	<b>Budget 2022/23</b>	<b>YTD Budget 2022/23</b>	<b>YTD Actual 2022/23</b>	<b>YTD Variance</b>	<b>Notes To Material Variances</b>
<b>Operating Revenue</b>					
Rates	3,087,781.00	3,086,281.00	3,091,459.79	5,178.79	
Operating Grants, Subsidies and Contributions	715,395.00	383,910.00	549,783.94	165,873.94	LGGC Financial Assistance and Road Grants \$153,675 and Doctor Hire Vehicle insurance reimbursement \$5,000 higher than anticipated.
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	587,021.00	602,926.18	15,905.18	Rates enquiries \$6,250, Abi Robinson maternity leave reimbursement timing \$3,738, Refuse Site charges \$2,961 and Swimming Pool Season Passes \$2,735 greater than anticipated YTD.
Interest Earnings	74,687.00	56,257.00	66,587.93	10,330.93	Interest earnings on investments \$10,000 greater than anticipated.
Other Revenue	424,882.00	282,291.00	191,525.01	(90,765.99)	Admin Cost, PWOH & POC allocation timing versus expenditure.
Non-Operating Grants, Subsidies and Contributions	2,030,994.00	795,849.00	801,386.98	5,537.98	
<b>Total Operating Revenue</b>	<b>7,110,503.00</b>	<b>5,191,609.00</b>	<b>5,303,669.83</b>	<b>112,060.83</b>	
<b>Operating Expenditure</b>					
Employee Costs	(2,387,077.00)	(1,436,468.00)	(1,442,262.74)	(5,794.74)	
Materials & Contracts	(2,297,228.00)	(947,697.00)	(919,191.72)	28,505.28	Timing variance between budgeted and actual expenditure.
Utilities	(198,572.00)	(133,340.00)	(140,064.36)	(6,724.36)	
Depreciation On Non-Current Assets	(2,400,096.00)	(1,600,000.00)	(1,579,160.03)	20,839.97	Depreciation expense lower than anticipated YTD.
Interest Expenses	(86,323.00)	(43,971.00)	(48,792.24)	(4,821.24)	
Insurance Expenses	(236,285.00)	(236,273.00)	(235,956.41)	316.59	
Other Expenditure	(83,975.00)	(51,903.00)	(84,913.60)	(33,010.60)	Budget allocation of Other Expenditure nature lower than required, offset by allocation to Materials & Contracts.
Loss On Asset Disposal	(31,000.00)	0.00	0.00	0.00	
Loss on Revaluation of Non-Current Assets	0.00	0.00	0.00	0.00	
<b>Total Operating Expenditure</b>	<b>(7,720,556.00)</b>	<b>(4,449,652.00)</b>	<b>(4,450,341.10)</b>	<b>(689.10)</b>	
<b>Net Operating</b>	<b>(610,053.00)</b>	<b>741,957.00</b>	<b>853,328.73</b>	<b>111,371.73</b>	
<b>Capital Income</b>					
Self Supporting Loan - Principal Repayment	10,968.00	5,400.00	5,400.94	0.94	
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	
<b>Total Capital Income</b>	<b>204,968.00</b>	<b>5,400.00</b>	<b>5,400.94</b>	<b>0.94</b>	



**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL ACTIVITY BY NATURE  
FOR THE PERIOD ENDING  
28 February 2023**

Description	Budget 2022/23	YTD Budget 2022/23	YTD Actual 2022/23	YTD Variance	Notes To Material Variances
<b>Capital Expenditure</b>					
Land and Buildings	(787,000.00)	(106,000.00)	(106,831.19)	(831.19)	
Plant and Equipment	(681,500.00)	0.00	0.00	0.00	
Office Furniture and Equipment	(40,000.00)	(40,000.00)	(39,670.00)	330.00	
Road Construction	(2,004,829.00)	(1,251,042.00)	(975,915.87)	275,126.13	Vincent Street project road portion expense \$229,792 and Morbinning Rd Final Seal \$47,815 lower than anticipated.
Other Infrastructure	(1,200,858.00)	(814,217.00)	(826,885.38)	(12,668.38)	Vincent Street project footpath portion expense (\$20,780) and Heritage Trail (\$1,888) higher than anticipated. Vincent Street project drainage portion expense \$10,000 lower than anticipated.
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)	(89,503.00)	(89,502.67)	0.33	
<b>Total Capital Expenditure</b>	<b>(4,859,448.00)</b>	<b>(2,300,762.00)</b>	<b>(2,038,805.11)</b>	<b>261,956.89</b>	
<b>Net Capital</b>	<b>(4,654,480.00)</b>	<b>(2,295,362.00)</b>	<b>(2,033,404.17)</b>	<b>261,957.83</b>	
<b>Adjustments</b>					
Depreciation Written Back	2,400,096.00	1,600,000.00	1,579,160.03	(20,839.97)	Depreciation expense lower than anticipated YTD.
Movement in Leave Reserve Cash Balance	0.00	0.00	1,862.43	1,862.43	
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	(2,764.39)	(2,764.39)	
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	
<b>Add Funding From</b>					
Transfer (To)/From Reserves	477,322.00	(24,551.00)	(24,551.39)	(0.39)	
Opening Surplus/(Deficit)	2,418,115.00	2,418,115.00	2,418,115.24	0.24	
<b>Total Adjustments</b>	<b>5,264,533.00</b>	<b>3,993,564.00</b>	<b>3,971,821.92</b>	<b>(21,742.08)</b>	
<b>CLOSING SURPLUS/(DEFICIT)</b>	<b>0.00</b>	<b>2,440,159.00</b>	<b>2,791,746.48</b>	<b>351,587.48</b>	

<b>SHIRE OF BEVERLEY</b> <b>STATEMENT OF NET CURRENT ASSETS</b> <b>FOR THE PERIOD ENDING</b> <b>28 February 2023</b>		
<b>Description</b>	<b>Actual 2021/22</b>	<b>YTD Actual 2022/23</b>
<b>Current Assets</b>		
Cash at Bank	3,209,654.53	843,964.32
Cash - Unrestricted Investments	0.00	2,014,097.25
Cash - Restricted Reserves	2,229,365.68	2,253,917.07
Cash on Hand	700.00	700.00
Accounts Receivable	919,384.48	744,175.08
Prepaid Expenses	0.00	0.00
Self Supporting Loan - Current	10,968.23	5,567.29
Inventory - Fuel	19,124.29	11,200.56
<b>Total Current Assets</b>	<b>6,389,197.21</b>	<b>5,873,621.57</b>
<b>Current Liabilities</b>		
Accounts Payable	(1,466,207.41)	(566,549.21)
Loan Liability - Current	(138,423.45)	(48,920.78)
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
<b>Total Current Liabilities</b>	<b>(2,009,359.75)</b>	<b>(1,013,362.18)</b>
<b>Adjustments</b>		
Less Restricted Reserves	(2,229,365.68)	(2,253,917.07)
Less Self Supporting Loan Income	(10,968.23)	(5,567.29)
Add Leave Reserves - Cash Backed	140,188.24	142,050.67
Add Loan Principal Expense	138,423.45	48,920.78
<b>Total Adjustments</b>	<b>(1,961,722.22)</b>	<b>(2,068,512.91)</b>
<b>NET CURRENT ASSETS</b>	<b>2,418,115.24</b>	<b>2,791,746.48</b>

**SHIRE OF BEVERLEY**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT**  
**28 February 2023**

Description	Actual 2021/22	YTD Actual 2022/23	Movement
<b>Current Assets</b>			
Cash and Cash Equivalents	5,439,720.21	5,112,678.64	(327,041.57)
Accounts Receivable	379,002.48	744,175.08	365,172.60
Contract Asset - Current	540,382.00	0.00	(540,382.00)
Prepaid Expenses	0.00	0.00	0.00
Self Supporting Loan - Current	10,968.23	5,567.29	(5,400.94)
Inventory	19,124.29	11,200.56	(7,923.73)
<b>Total Current Assets</b>	<b>6,389,197.21</b>	<b>5,873,621.57</b>	<b>(515,575.64)</b>
<b>Current Liabilities</b>			
Accounts Payable	(1,132,647.41)	(382,989.21)	749,658.20
Contract Liability - Current	(333,560.00)	(183,560.00)	150,000.00
Loan Liability - Current	(138,423.45)	(48,920.78)	89,502.67
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
<b>Total Current Liabilities</b>	<b>(2,009,359.75)</b>	<b>(1,013,362.18)</b>	<b>995,997.57</b>
<b>Non-Current Assets</b>			
Non-Current Debtors	148,045.45	148,045.45	0.00
Non-Current Investments	58,352.75	61,117.14	2,764.39
Land and Buildings	29,725,078.17	29,345,899.13	(379,179.04)
Plant and Equipment	2,178,632.13	2,020,554.79	(158,077.34)
Furniture and Equipment	92,874.24	110,607.78	17,733.54
Infrastructure	64,135,530.18	65,025,195.43	889,665.25
Self Supporting Loan - Non Current	0.00	0.00	0.00
<b>Total Non-Current Assets</b>	<b>96,338,512.92</b>	<b>96,711,419.72</b>	<b>372,906.80</b>
<b>Non-Current Liabilities</b>			
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
<b>Total Non Current Liabilities</b>	<b>(2,201,420.50)</b>	<b>(2,201,420.50)</b>	<b>0.00</b>
<b>Net Assets</b>	<b>98,516,929.88</b>	<b>99,370,258.61</b>	<b>853,328.73</b>

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL POSITION  
AS AT  
28 February 2023**

<b>Description</b>	<b>Actual 2021/22</b>	<b>YTD Actual 2022/23</b>	<b>Movement</b>
<b>Equity</b>			
Accumulated Surplus	(47,991,692.08)	(48,820,469.42)	(828,777.34)
Reserves - Cash Backed	(2,229,365.68)	(2,253,917.07)	(24,551.39)
Reserve - Revaluations	(48,295,872.12)	(48,295,872.12)	0.00
<b>Total Equity</b>	<b>(98,516,929.88)</b>	<b>(99,370,258.61)</b>	<b>(853,328.73)</b>

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 28 February 2023						
Account #	Account Name	Amount Invested (\$)		Term	Interest Rate	Maturation
<b>4146657</b>	<b>Reserve Funds Bendigo</b>					
	Long Service Leave	0.00				
	Airfield Emergency	40,808.84				
	Plant	248,121.32				
	Emergency Services	29,186.17				
	Building	518,224.26				
	Recreation Ground	597,367.22				
	Cropping Committee	184,794.55				
	Avon River Development	0.00				
	Annual Leave	142,050.67				
	Community Bus	40,179.76				
	Infrastructure	169,358.07				
	Senior Housing	181,982.24				
	Mainstreet Development	0.00				
	Avondale Mach Museum	61,293.86				
	ITC Renewal Reserve	40,550.11	2,253,917.07	3 mnths	3.60%	23/03/2023
<b>4218246</b>	<b>Term Deposit Bendigo</b>	504,767.12		5 mnths	4.00%	8/05/2022
<b>4191888</b>	<b>Term Deposit Bendigo</b>	502,157.53		5 mnths	3.85%	14/04/2023
<b>4281844</b>	<b>Term Deposit Bendigo</b>	507,172.60		5 mnths	4.15%	13/06/2023
<b>4128642</b>	<b>Term Deposit Bendigo</b>	250,000.00		6 mnths	3.60%	14/03/2023
<b>4200118</b>	<b>Term Deposit Bendigo</b>	250,000.00	2,014,097.25	6 mnths	4.05%	22/05/2022
	<b>Total</b>		<b>4,268,014.32</b>			

## **11.2 Accounts Paid by Authority**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 28 March 2023</b>
<b>Report Date:</b>	<b>20 March 2023</b>
<b>Applicant:</b>	<b>N/A</b>
<b>File Reference:</b>	<b>N/A</b>
<b>Author and Position:</b>	<b>S.K. Marshall, Deputy Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>N/A</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>February 2023 List of Reports (Contact Shire)</b>

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### **SUMMARY**

Council to consider authorising the payment of accounts.

### **BACKGROUND**

The following list represents accounts paid by authority for the month of February 2023.

### **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:

### **February 2023:**

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

##### **Cheque vouchers**

17 February 2023 1883-1883 (1) \$ 1,966.35 (authorised by CEO S Gollan and DCEO S Marshall)

**Total of cheque vouchers for February 2023 incl \$ 1,966.35 previously paid.**

##### **EFT vouchers**

01 February 2023 EFT 1-38 (38) \$ 59,531.83 (authorised by CEO S Gollan and Cr John Maxwell)

08 February 2023 EFT 9043-9057 (15) \$ 77,557.11 (authorised by DCEO S Marshall and Cr John Maxwell)

15 February 2023 EFT 9058-9058 (1) \$ 2,276.20 (authorised by DCEO S Marshall and Pres D White)

15 February 2023 EFT 1-39 (39) \$ 62,908.30 (authorised by CEO S Gollan and DCEO S Marshall)

17 February 2023 EFT 9059-9088 (30) \$ 94,431.54 (authorised by CEO S Gollan and DCEO S Marshall)

24 February 2023 EFT 9089-9096 (8) \$ 7,840.59 (authorised by CEO S Gollan and DCEO S Marshall)

**Total of EFT vouchers for February 2023 incl \$ 304,545.57 previously paid**

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

##### **Cheque vouchers**

##### **Nil vouchers**

**Total of cheque vouchers for February 2023 incl \$ 0.00 previously paid.**

##### **EFT vouchers**

08 February 2023 EFT 9042-9042 (1) \$ 200.00 (authorised by DCEO S Marshall and Cr John Maxwell)

**Total of EFT vouchers for February 2023 incl \$ 200.00 previously paid.**

**(3) Direct Debit Payments totalling \$ 92,765.75 previously paid.**

**(4) Credit Card Payments totalling \$ 1,117.26 previously paid.**

### **11.3 Beverley Playgroup Request for Annual Funding**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 28 March 2023</b>
<b>Report Date:</b>	<b>3 March 2023</b>
<b>Applicant:</b>	<b>Beverley Playgroup</b>
<b>File Reference:</b>	<b>ADM 0092</b>
<b>Author and Position:</b>	<b>Simon Marshall, Acting Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>No</b>
<b>Disclosure(s) Of Interest:</b>	<b>Author – Impartiality: Wife is the Treasurer of the Playgroup Committee.</b>
<b>Attachments:</b>	<b>Letter of Request</b>

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#### **SUMMARY**

Council to consider an annual funding request from Beverley Playgroup Inc.

#### **BACKGROUND**

Beverley Playgroup Inc. have written requesting an allocation of \$1,000.00 in the annual budget for the next three financial years.

#### **COMMENT**

A copy of the comprehensive letter outlining their reasoning is attached.

As stated in the letter, Council have supported early childhood development through grants, inclusion in the Strategic Community Plan and with a Council Representative on the Beverley Early Years Group.

While childcare and education are not primary functions of our local government, providing yearly financial support will assist the Council to meet its Strategic Community Plan outcomes.

#### **STATUTORY ENVIRONMENT**

N/A

#### **CONSULTATION**

Council

#### **FINANCIAL IMPLICATIONS**

2023/24 \$1,000.00 Annual Budget

2024/25 \$1,000.00 Annual Budget

2025/26 \$1,000.00 Annual Budget

#### **STRATEGIC IMPLICATIONS**

Goal 7 - Increase all forms of club participation – less volunteer burnout

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

Strategy 8.1: Continue our role in the Early Years Network – our young children are ready for school, number of new and existing youth activities delivered annually, our young people are engaged.

## POLICY IMPLICATIONS

N/A

## RISK IMPLICATIONS

Low (4) - There is a minimal risk to providing a small amount of funding. It may open the gates for other clubs to ask for annual funding, however the Strategic Community Plan provides support to this application and Council may feel confident that it can approve or decline further applications as it sees fit.

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;

1. a \$1,000.00 allocation in the 2023/24, 2024/25 and 2025/26 financial years be allocated for the Beverley Playgroup;
2. the allocation be conditional on a brief report regarding how the allocation was used being provided to Council at the end of each calendar year along with a tax invoice; and
3. the Beverley Playgroup, in lieu of receiving an annual allocation, will be ineligible to receive Minor Grant funding in the Community Grants program for the applicable three financial years.

## Attachment11.3



e| [beverleyplaygroup@hotmail.com](mailto:beverleyplaygroup@hotmail.com) ph| 0429504963

2 March 2023

Attention: Shire of Beverley CEO, Mr Stephen Gollan

Beverley Playgroup Inc. currently has 15 family memberships equating to approximately 26 children who attend each week. Our role in the community is to provide opportunities for children and their families to connect, build relationships and contribute toward building the vibrancy of the Early Years sector in Beverley. We provide a place and events where children aged 0-5 years can learn through developmentally appropriate play, and develop social, emotional, physical and cognitive skills in a safe, nurturing and stimulating environment. Our aim is to foster relationships between adults and children as they play together, share time and experiences to build a strong, sustainable and resilient early years community that celebrates our diversity and unique lifestyles in Beverley.

2021 Census data indicates that just over 9% of Beverley's population is made up of children aged between 0-9 years. Not all families with children aged between 0 and 5 years attend playgroup. Our aim is to identify our community needs and increase playgroup membership. It is clear however, that attendance at special playgroup events is increasing as well as across other Early Years Group supported activities. There is a general feeling of excitement and possibility with the burgeoning and active group of families and volunteers involved in coordinating these events.

The Shire of Beverley have been instrumental in supporting Beverley Playgroup through various means including the Community Grants Program, discounted venue hire, promotional opportunities, Early Years advocates on Council and key Early Years indicators in the Shire of Beverley Strategic Plans. We are very thankful to Beverley District High School for providing a venue on the school grounds for Playgroup to operate out of. Our relationship with the school is very positive and together we are optimistic for future opportunities to support early years families in Beverley, particularly in the area of transition to school and school readiness capacity. The minor review in 2021 of the Strategic Plan has identified "Support in the early years and young people" as a high priority and "Supporting volunteers and reducing burnout" as a medium priority. Beverley Playgroup publicly acknowledges the support of the Shire of Beverley by using the shire logo and the "Be Very (Playful)" motto on social media posts, Blarney notices, posters and other promotional material.

Beverley Playgroup Inc. has been successful in winning several Community Grants, which are written and submitted each year by our committee of volunteers. We are writing this letter to request ongoing financial support to ensure the viability and contribution that our playgroup makes to the community of Beverley, and to reduce the burden of grant applications each year by our hard-working volunteers who already give so much of their time to not only Playgroup, but the many other Early Years initiatives in Beverley.

In continuing to support Goal 8.1 and 8.4 identified in the 2021 Updated Strategic Plan, we are requesting an annual funding amount of \$1,000 per annum for a period of 3 years.

Recently, the Shire of Beverley has supported Playgroup and awarded grant funding to allow us to run the following events and initiatives:

## Attachment 11.3

- Alternative venues during Term 1 (2022) to allow accommodation for COVID vaccination mandates that were in place, facilitating playgroup access for all members
- Weekly playgroup sessions for children and families/carers from 0-5 years during school term weeks
- Combined Storytime/Playgroup session in March at the CRC
- Easter craft and an egg hunt at the Station gardens
- Support for the Beverley Early Years Group tent at the Beverley Show
- Shire of Beverley Community Grant to complete new outdoor play space
- Shire of Beverley grant funding to run “Be Very” series of community engagement events including:
  - Be very strong – Beverley Active Farmers for Father’s Day
  - Be very green – Beverley community garden
  - Be very stretchy – Claire Fear from Wellness Kin, York
  - Be very messy – sensory play day
  - Be very musical – musical play session
  - Be very arty – Beverley Station Arts group

The medium weekly income in Beverley is well below the national average. Ongoing funding allows playgroup to maintain a minimal membership fee and provide additional events free of charge, ensuring access for as many families as possible.

With the Shire’s continued support, we will work closely with The Beverley Early Years Group and Beverley District High School to achieve the indicators set out in the Strategic Plan and to promote, advocate and facilitate for children and their families in Beverley.

Thank you for your consideration.

Melissa Blechynden (Secretary)  
On behalf of  
Beverley Playgroup Inc



#### **11.4 Beverley Historical Society Request to Increase Annual Funding**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 28 March 2023</b>
<b>Report Date:</b>	<b>15 March 2023</b>
<b>Applicant:</b>	<b>Beverley Historical Society</b>
<b>File Reference:</b>	<b>ADM 0092</b>
<b>Author and Position:</b>	<b>Simon Marshall, Acting Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>23 February 2021</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Letter of Request</b>

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#### **SUMMARY**

Council to consider an increase to the annual assistance amount given to the Beverley Historical Society and installing a compactus in the Town Hall Bio Box to store significant records.

#### **BACKGROUND**

Council have received two letters from the Beverley Historical Society (BHS), one to increase their annual funding allocation to \$2,500.00 in the Annual Budget and the other concerning storage of significant records. Both letters are attached for Council's reference.

#### **COMMENT**

BHS have advised of an increase in their annual expenses including Third Party Insurance, Floor Treatment and Affiliations. Their previous budget allocation was \$2,200.00

BHS maintain the Dead Finish Museum, which is a Shire asset on behalf of the Shire and Community. Management are in support of the proposed increase in the assistance amount.

In regards to records and archives, the BHS maintain history specific to Beverley the place and people and are often called upon by Shire Staff when family heritage queries are received. BHS also provided invaluable assistance with the Heritage Walk and History for the Spring Back to Beverley Celebrations.

Management are suggesting the Bio Box be utilised as it recently had all asbestos removed and has received significant maintenance. The space would be ideal for this type of use as it is temperate and the ceilings are high enough to install a compactus.

#### **STATUTORY ENVIRONMENT**

N/A

#### **CONSULTATION**

Council

#### **FINANCIAL IMPLICATIONS**

2023/24 \$2,500.00 Annual Contribution

2023/24 \$7,000.00 Compactus Archive Storage

## STRATEGIC IMPLICATIONS

Goal 2 - Community infrastructure of significance, economic value and history adds value to our identity

Goal 6 - Beverley has a unique identity in the region and is well visited

Goal 7 - Increase all forms of club participation

## POLICY IMPLICATIONS

N/A

## RISK IMPLICATIONS

Small explanation of risk and highlight the relevant box – example:

Low (4) - There is a minimal risk that a member of the public may be stung by a bee.

It is considered that the proposed location and proposed bee keeping procedures are adequate to mitigate any risk.

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;

1. an annual contribution to the Beverley Historical Society of \$2,500.00, be included in the draft 2023/24 Budget; and
2. \$7000.00 ex GST be allocated to install a compactus in the Bio Box in the Beverley Town Hall to house archive records in the draft 2023/24 Budget.

Attachment 11.4



DEAD FINISH MUSEUM

SHIRE OF BEVERLEY  
09 MAR 2023  
FILE REF: ☐ CEO ☐ SP ☐ TO  
☐ DECO ☐ EHOB ☐ PO  
BEVERLEY HISTORICAL SOCIETY  
PO BOX 182  
BEVERLEY WA 6304  
[bhsdeadfinish@gmail.com](mailto:bhsdeadfinish@gmail.com)

Steve Gollan  
Chief Executive Officer  
Shire of Beverley  
PO Box 20, Beverley WA 6304

Dear Steve,

RE: Annual Assistance Amount

The Society last applied to the Shire for an increase in the Annual Assistance in January 2021 when an amount of \$2,200 was approved.

We wish to apply for an increase in this amount to \$2,500 due to an increase in various costs since that time.

We have been able to install internet access at the Museum for tasks & updates in connection with our ongoing digitisation of the Museum Collection through the MOSAIC database. The ongoing cost of this service was not included in the previous request. Further, the cost of Third Party Insurance, floor treatment & AMaGA affiliation have increased.

Attached is a breakdown of these costs.

Yours sincerely

Morag Whitney  
Secretary  
9 March 2023

BHS Annual Expenses	
Third Party Insurance	\$ 900.00
Floor treatment	\$ 300.00
Printing – paper, inks, binding	\$ 500.00
Affiliations - CRC	\$ 50.00
- RWAHS	\$ 75.00
- AMaGA	\$ 150.00
MOSAIC Support	\$ 100.00
Minor Maintenance	\$ 250.00
Internet Connection	\$ 180.00
Total	\$2,505.00

## Attachment 11.4



1672-2022 DEAD FINISH - 150 YEARS

SHIRE OF BEVERLEY		
09 MAR 2023		
FILE REF:		
<input type="checkbox"/> CEO	<input type="checkbox"/> SP	<input type="checkbox"/> TO
<input type="checkbox"/> CEO	<input type="checkbox"/> EHOB	<input type="checkbox"/> PO
<input type="checkbox"/> NOW	<input checked="" type="checkbox"/> CESM	<input type="checkbox"/>

BEVERLEY HISTORICAL SOCIETY

PO BOX 182

BEVERLEY WA 6304

[bhsdeadfinish@gmail.com](mailto:bhsdeadfinish@gmail.com)

President, Councillors & CEO  
Shire of Beverley  
Vincent St  
Beverley, WA 6304

### Re: Shire of Beverley Archives

The Beverley Historical Society wishes to encourage the Shire of Beverley to make forward planning for improved preservation, conservation & access to records & documents pertaining to the history of Beverley & its former ratepayers.

There are many records & documents from decades past that would be of interest to the Society & historical researchers. Such records will deteriorate as time passes unless appropriate preservation methods are put in place. Further, access to such records by researchers is limited at the moment.

The Society would like to see Archives Conservation & Retrieval as matter of Shire focus in the coming budget & in future Shire long-term planning.

Yours sincerely

Glenys Petchell  
President  
9 March 2023

Join the Celebrations in 2022 - 150 Years

## **12. ADMINISTRATION**

### **12.1 2023 Local Government Election Arrangements**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 28 March 2023</b>
<b>Report Date:</b>	<b>14 March 2023</b>
<b>Applicant:</b>	<b>Administration</b>
<b>File Reference:</b>	<b>ADM 0597</b>
<b>Author and Position:</b>	<b>Simon Marshall, Acting Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>Council Briefing 28 February 2023</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>WAEC Letters</b>

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#### **SUMMARY**

Council to consider endorsing the 2023 Local Government Election as a postal voting election administered by the Western Australian Electoral Commission (WAEC).

#### **BACKGROUND**

To date, the Shire of Beverley has conducted all its elections in-house, with elections being decided on a 'First Past the Post' system.

As part of the Local Government Act reforms, the Minister of Local Government has advised that Optional Preferential Voting (OPV) will be implemented at the October 2023 Ordinary Elections.

The Shire President has written to the Minister of Local Government, Hon. John Carey, outlining Council's concern at the increased cost to Council and burden on staff the OPV system will incur. Whilst Council and Staff do not necessarily agree that OPV is the best method of voting for our Shire, the Minister has introduced the Local Government Amendment Bill 2023 to Parliament and therefore Council will still need to consider the less onerous way to conduct the coming Local Government Election.

The Shire of Beverley will be reducing from 9 to 8 Councillors in 2023. Four Councillors have their term end in 2023 and there will be three positions available.

#### **COMMENT**

It is not currently clear how OPV will work and if and when any guidance on how a count is conducted will be received.

Council have three options to conduct the up coming Election, these are; a postal election through the WAEC; conduct the election on its own using CountWA software or conduct the election on its own using a system developed in-house. It will be recommended that the WAEC administers the 2023 Election.

#### **WAEC Postal Election**

The Shire of Beverley has received a quotation from the WAEC to complete the 2023 election for \$18,000.00 as a postal ballot. The basis of the quotation is:

- 1,400 electors
- Response rate of approximately 50%
- 3 Vacancies

- Count to be conducted at the offices of the Shire of Beverley
- Appointment of a local Returning Officer
- Regular Australia Post delivery

Costs not incorporated into the WAEC estimate:

- Any legal expenses other than those that are determined to be borne by the WAEC incurred as part of an invalidity complaint lodged with the Court of Disputed Returns.
- The cost of any casual staff to assist and work on election day; and
- Any unanticipated costs arising from public health requirements for the covid-19 pandemic.

Council's most recent election where a vote was held was in 2019 (in 2021 the candidates were elected unopposed). Out of a possible 1365 electors, only 249 participated. There may be an opportunity to increase participation and voter turnout with a postal vote.

Other Local Governments have moved towards using the WAEC to conduct a postal vote because:

- Postal voting is seen as convenient, and therefore more likely to engage the electorate and increase participation;
- The WAEC presents as impartial and can then therefore negate any perception of interference or conflict of interest by staff or council; and
- WAEC are very experienced in delivering elections.

Both the Shire of York and the Shire of Brookton experienced increased participation moving to the WAEC postal election.

At the Avon Branch Meeting of Local Government Professionals which included staff from the Shires of Chittering, Cunderdin, Dowerin, Goomalling, Northam, Toodyay, Quairading and York, it was noted that all Shires that aren't already using the WAEC are moving towards them to ensure an efficient election is held.

If an election is not required, ie. the candidates are elected unopposed, Council will only have to pay for the advertising that was undertaken by the WAEC.

To be included in the WAEC 2023 program, Council must advise WAEC of its intention by 31 March 2023 to allow for planning and implementation.

### **CountWA Software**

Option 1 - \$5,100 to purchase WAEC's software program. It consists of CountWA software being installed on a single computer supplied by the Local Government. The WAEC will also provide technical support for installation, training in CountWA and helpdesk support on Election day. The Shire will be responsible for all the prior advertising and documentation. The progressive results cannot be displayed whilst entering data.

Option 2 - \$8,000 CountWA supplied on 1 laptop which is able to show progressive results. There is also a \$1000 bond. Full details attached.



For both CountWA options, whilst technical support is provided the WAEC accepts no liability for the result and cannot undertake any counting or other administrative assistance with the election.

### **In-house**

At this stage Management are not in support of this option because of the unknown OPV system, the training required and the amount the staff hours that may be required.

With an opportunity to gain extra voters in a postal vote and lessen the burden on staff while the Chief Executive Officer is on Long Service Leave, the recommendation will be to declare the Electoral Commissioner responsible for the conduct of the election and to hold it as a postal vote.

## **STATUTORY ENVIRONMENT**

### *Local Government Act 1995*

4.20. CEO to be returning officer unless other arrangements made

- (1) Subject to this section the CEO is the returning officer of a local government for each election.
- (2) A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint\* a person other than the CEO to be the returning officer of the local government for —
  - (a) an election; or
  - (b) all elections held while the appointment of the person subsists.

*\* Absolute majority required.*

- (3) An appointment under subsection (2) —
  - (a) is to specify the term of the person's appointment; and
  - (b) has no effect if it is made after the 80<sup>th</sup> day before an election day.
- (4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare\* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

*\* Absolute majority required.*

- (5) A declaration under subsection (4) has no effect if it is made after the 80<sup>th</sup> day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.

- (6) A declaration made under subsection (4) on or before the 80<sup>th</sup> day before election day cannot be rescinded after that 80<sup>th</sup> day.

#### 4.28. Fees and expenses

A local government is to —

- (a) pay fees to the electoral officers, in accordance with regulations, for conducting an election; and
- (b) meet expenses incurred by the electoral officers in connection with an election; and
- (c) if a declaration under section 4.20(4) has been made in relation to the election, meet the expenses of the Electoral Commissioner in connection with the election to the extent required by regulations.

#### 4.61. Choice of methods of conducting election

- (1) The election can be conducted as a —  
*postal election* which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or  
*voting in person election* which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.
- (2) The local government may decide\* to conduct the election as a postal election.
- \* *Absolute majority required.*
- (3) A decision under subsection (2) has no effect if it is made after the 80<sup>th</sup> day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.
- (4) A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20(4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.
- (5) A decision made under subsection (2) on or before the 80<sup>th</sup> day before election day cannot be rescinded after that 80<sup>th</sup> day.
- (6) For the purposes of this Act, the poll for an election is to be regarded as having been held on election day even though the election is conducted as a postal election.
- (7) Unless a resolution under subsection (2) has effect, the election is to be conducted as a voting in person election.

### CONSULTATION

Council, WALGA, Department of Local Government and WA Electoral Commission.

## FINANCIAL IMPLICATIONS

2023/24 Budget \$18,000.00

## 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

It is a possible risk that staff who are unfamiliar with the preferential voting system may make an error that leads to either a complaint or recount. This could tarnish the Shires reputation for holding valid and accountable elections.

Engaging the WAEC to run the election presents very little risk as this is their core area of business. Voter turnout could potentially be higher or lower. If the turnout is lower there is a risk that the fees payable would not be worthwhile.

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

Absolute Majority

## OFFICER'S RECOMMENDATION

That;

1. in accordance with *section 4.20(4) of the Local Government Act 1995*, declare the Western Australian Electoral Commissioner to be responsible for the conduct of the Local Government Election to be held Saturday 21 October 2023; and
2. in accordance with *section 4.61(2) of the Local Government Act 1995*, declare that the method of conducting the Local Government Election to be held Saturday 21 October 2023 will be as a postal election.

## Attachment 12.1

LGE 028



Mr Stephen Gollan  
Chief Executive Officer  
Shire of Beverley  
136 Vincent Street  
BEVERLEY WA 6304

Attention: Ms Ali Lewis

Dear Mr Gollan

### Local Government Ordinary Election: 2023

I refer to your email of 20 February 2023 in which you request a cost estimate for the Shire of Beverley 2023 Local Government Election to be conducted as a postal election.

The estimated cost for the 2023 election if conducted as a postal ballot is \$18,000 inc GST, which has been based on the following assumptions:

- 1,400 electors
- response rate of approximately 50%
- 3 vacancies
- count to be conducted at the offices of the Shire of Beverley
- appointment of a local Returning Officer
- regular Australia Post delivery service to apply for the lodgement of the election packages.

An additional amount of \$325 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages.

The Commission is required by the *Local Government Act 1995* to conduct local government elections on a full cost recovery basis and you should note that this is an estimate only and may vary depending on a range of factors.

Costs not incorporated in this estimate include:

- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission incurred as part of an invalidity complaint lodged with the Court of Disputed Returns
- the cost of any casual staff to assist the Returning Officer on election day or night
- any unanticipated costs arising from public health requirements for the COVID-19 pandemic.

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E | [waec@waec.wa.gov.au](mailto:waec@waec.wa.gov.au)  
W | [www.elections.wa.gov.au](http://www.elections.wa.gov.au)



As you are aware, the Government is currently considering reforms to the *Local Government Act 1995*, which include how elections are to be conducted. In order to assist with your local government's budget planning, we have included, to the best of our knowledge, costs that will arise from the changes proposed in legislation. These include increased costs from the Commission arising from improved processing procedures and additional resources to supplement the Commission's education, complaints management, investigation and legal efforts.

In order for the Commission to be responsible for the conduct of your election, the first step required by the *Local Government Act 1995* is my written agreement to undertake the election.

As such, you may take this letter as my agreement to be responsible for the conduct of the ordinary elections in 2023 for the Shire of Beverley in accordance with section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required. My agreement is subject to the proviso that the Shire of Beverley also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

In order to achieve this, your council would need to pass the following two motions by absolute majority:

- Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2023 ordinary elections together with any other elections or polls which may be required
- Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

It would be greatly appreciated if this item was considered at your March 2023 council meeting, to enable the Commission to have sufficient time to work with you to effectively conduct the election.

I look forward to conducting this election for the Shire of Beverley in anticipation of an affirmative vote by Council. If you have any further queries please contact Shani Wood Director, Election Operations on 9214 0400.

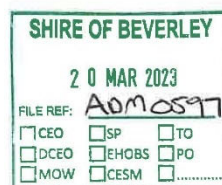
Yours sincerely



Robert Kennedy  
**ELECTORAL COMMISSIONER**

21 February 2023

LGE 028



WESTERN AUSTRALIAN  
Electoral Commission

Mr Stephen Gollan  
Chief Executive Officer  
Shire of Beverley  
136 Vincent Street  
BEVERLEY WA 6304

### CountWA Software 2023 Local Government Ordinary Election

I refer to your email of 20<sup>th</sup> February 2023, where the Shire of Beverley requested a cost estimate to use the CountWA software package for the 2023 Local Government Ordinary Election should your Chief Executive Officer (or other appointee) be the Returning Officer.

As you may be aware, CountWA is a counting software that is used for computing the results of more complex counts and is used to count votes in State Elections. It involves data entry of preferences indicated on ballot papers into the software and then the software computes the results depending on the counting method required.

The Western Australia Electoral Commission (WAEC) can offer two options for local governments that don't declare the Electoral Commissioner responsible for the conduct of their election.

We recommend that for any local governments expecting more than 300 ballot papers, you consider utilising Option 2, as this will enable you to have multiple data entry operators. We also recommend Option 2 for those local Governments who do not have sufficient in-house IT support to undertake Option 1.

#### **Option 1 - CountWA software and support only**

1. This is a single computer installation of CountWA and is best suited to smaller counts where there is a single operator undertaking the role of supervisor and data entry operator. There is no ability to connect any other computer to CountWA or show progressive results whilst also data entering.
2. WAEC will provide:
  - a. Installation package for CountWA. This will be supplied on a suitable download link.
  - b. Technical support (during business hours on phone) prior to election day to assist with the installation and setup of CountWA (times will be advised)
  - c. Training materials and documentation related to CountWA.
  - d. Training of use of Count WA (via Teams).
  - e. Helpdesk support on Election Day from 10.00am to 10.00pm

181547

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W | www.elections.wa.gov.au





3. The Local Government will:
  - a. Supply all equipment.
  - b. Have Windows 10 installed on the computer.
  - c. Need appropriate IT capacity to install and setup software on the computer.
4. The cost for Option 1 is \$5,300 (ex GST) per Local Government, plus additional costs for helpdesk support and couriers.

***Option 2 - Complete CountWA installation, including all hardware and equipment.***

1. This can be used for a range of count sizes, requiring two to 20 computers. It also allows results to be progressively displayed.
2. WAEC will provide:
  - a. Two or more pre-networked laptops with CountWA pre-installed. This package includes all IT equipment needed to run CountWA, including laptop, numeric keypads, networking equipment, extension cords, power boards, etc.
  - b. Printer and modem
  - c. Technical support (during business hours on phone) prior to election day to assist with the setup of CountWA (times will be advised)
  - d. Training materials and documentation related to CountWA
  - e. Training of use of CountWA (via Teams)
  - f. Helpdesk support on Election Day from 10.00am to 10.00pm
  - g. Secure transport of the CountWA equipment to/from the Local Government. The equipment will be sent to the Local Government 1-2 weeks prior to the election so that there is time to setup and test.
3. The Local Government will:
  - a. Be responsible for unpacking and setting up the IT equipment. Clear instructions will be provided by WAEC, and telephone support will be available.
  - b. Provide a suitable HDMI compatible digital projector or large screen, should they wish to display the progressive results on a large screen.
  - c. After the election, pack up all equipment and follow instructions provided by the WAEC for the return of all supplied equipment within 2 weeks after the election.
4. The cost for Option 2 is \$8,000 (ex GST) per Local Government. This includes software license, laptop (one), printer, networked modem, technical support (install), training and materials, WAEC administration support. Please note that:
  - a. There is an additional \$1000 as a bond which is refundable when equipment is returned and if there are no damages.
  - b. There is an additional cost of \$650 per additional laptop required for either data entry or progressive display.
  - c. The cost of helpdesk support, packaging and couriers are variable costs to be added when confirmed.

For both options above, whilst technical support is provided the WAEC accepts no liability for the result and cannot undertake any counting or other administrative assistance with the election.

To determine the total requirements required for the 2023 Local Government Ordinary Elections could you please advise WAEC which option you would be considering and if option 2 can you also indicate the number of laptops required. Local Governments that have indicated they require either option, will be supplied with the CountWA service and invoiced if their election proceeds past the close of nominations.

Please respond to:

Attention Daniel Smith, Project Assistant, LGE Governance and Integrity,  
at [lgelections@waec.wa.gov.au](mailto:lgelections@waec.wa.gov.au)

Yours sincerely

A handwritten signature in blue ink, appearing to read 'R Kennedy', is positioned above the printed name and title.

Robert Kennedy  
**ELECTORAL COMMISSIONER**

14 March 2023

## **12.2 Employee Code of Conduct Annual Review**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 28 March 2023</b>
<b>Report Date:</b>	<b>7 March 2023</b>
<b>Applicant:</b>	<b>Administration</b>
<b>File Reference:</b>	<b>ADM 0457</b>
<b>Author and Position:</b>	<b>Simon Marshall, Acting Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>July 2021</b>
<b>Disclosure(s) Of Interest:</b>	<b>Shire of Beverley Staff Member</b>
<b>Attachments:</b>	<b>Code of Conduct</b>

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### **SUMMARY**

Council to review the Code of Conduct for Employees.

### **BACKGROUND**

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) were gazetted on Tuesday 2 February 2021 and took effect on 3 February 2021.

The Code of Conduct for Employees was adopted at the 27 July 2021 Ordinary Council Meeting.

### **COMMENT**

The Shire of Beverley Code of Conduct for Employees 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 (Administration) Amendment Regulations 2021*

### **CONSULTATION**

Shire Staff

### **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 the Shire of Beverley Code of Conduct for Employees be received and review be recorded.



# Shire of Beverley

## Code of Conduct for Employees

# Contents

<b>1</b>	<b>Introduction</b>	<b>3</b>
1.1	<i>Statutory environment</i>	3
1.2	<i>Application</i>	3
<b>2</b>	<b>Shire of Beverley Values and Vision</b>	<b>3</b>
<b>3</b>	<b>Code of Conduct</b>	<b>4</b>
3.1	<i>Role of Employees</i>	4
3.2	<i>Principles affecting employment by the Shire of Beverley</i>	4
3.3	<i>Personal Behaviour</i>	5
3.4	<i>Honesty and Integrity</i>	5
3.5	<i>Performance of Duties</i>	5
3.6	<i>Compliance with Lawful and Reasonable Directions, Decisions and Policies</i>	6
3.7	<i>Administrative and Management Practices</i>	6
3.8	<i>Intellectual Property</i>	6
3.9	<i>Recordkeeping</i>	6
3.10	<i>Dealing with Other Employees</i>	6
3.11	<i>Dealing with community</i>	6
3.12	<i>Professional Communications</i>	7
3.13	<i>Personal Communications and Social Media</i>	7
3.14	<i>Personal Presentation</i>	7
3.15	<i>Gifts</i>	7
3.16	<i>Conflict of Interest</i>	10
3.17	<i>Secondary Employment</i>	11
3.18	<i>Disclosure of Financial Interests</i>	11
3.19	<i>Disclosure of Interests Relating to Impartiality</i>	11
3.20	<i>Use and Disclosure of Information</i>	12
3.21	<i>Improper or Undue Influence</i>	12
3.22	<i>Use of Shire of Beverley Resources</i>	13
3.23	<i>Use of Shire of Beverley Finances</i>	13
3.24	<i>Reporting of Suspected Breaches of the Code of Conduct</i>	14
3.25	<i>Handling of Suspected Breaches of the Code of Conduct</i>	14
3.26	<i>Reporting Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour</i>	14
3.27	<i>Handling of Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour</i>	14



## 1 Introduction

The Shire of Beverley Code of Conduct (the Code) provides employees with clear guidelines for the standards of professional conduct expected of them in carrying out their functions and responsibilities.

The Code addresses the broader issue of ethical responsibility and encourages transparency and accountability. The Code expresses the Shire of Beverley's commitment to high standards of ethical and professional behaviour and outlines the principles in which individual responsibilities are based.

The Code is complementary to the principles adopted in the *Local Government Act 1995* (the Act) and associated regulations, which incorporate four fundamental aims:

- (a) *better decision-making by local governments;*
- (b) *greater community participation in the decisions and affairs of local governments;*
- (c) *greater accountability of local governments to their communities; and*
- (d) *more efficient and effective local government.*

### 1.1 Statutory environment

The Code addresses the requirement in section 5.51A of the Act for the CEO to prepare and implement a code of conduct to be observed by employees of the Local Government, and includes the matters prescribed in Part 4A of the *Local Government (Administration) Regulations 1996*.

The Code should be read in conjunction with the Act and associated regulations. Employees should ensure that they are aware of their statutory responsibilities under this and other legislation.

### 1.2 Application

For the purposes of the Code, the term employees includes persons employed by the Shire of Beverley or engaged by the Shire of Beverley under a contract for services. The Code applies to all employees, including the CEO, while on the Local Government's premises or while engaged in Local Government related activities. Clause 3.15 of this Code (Gifts), does not apply to the CEO.

## 2 Shire of Beverley Values and Vision

Our Vision: A vibrant and progressive community which values its history in a welcoming and friendly place to live, work and visit. Beverley is the place to BE!

We Value:

- The contributions made by our community towards an inclusive, active, diverse and friendly community

- Our natural resources and our place in the natural environment
- Economic diversity and opportunistic growth
- Forward thinking leadership and good governance

### 3 Code of Conduct

#### 3.1 Role of Employees

The role of employees in Local Government is determined by the functions of the CEO as set out in section 5.41 of the Act.

##### **5.41. Functions of CEO**

*The CEO's functions are to:*

- (a) *advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) *ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) *cause council decisions to be implemented;*
- (d) *manage the day to day operations of the local government;*
- (e) *liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) *speak on behalf of the local government if the mayor or president agrees;*
- (g) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);*
- (h) *ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) *perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

*Local Government Act 1995*

#### 3.2 Principles affecting employment by the Shire of Beverley

The principles set out in section 5.40 of the Act apply to the employment of the Shire of Beverley's employees:

##### **5.40. Principles affecting employment by local governments**

*The following principles apply to a local government in respect of its employees —*

- (a) *employees are to be selected and promoted in accordance with the principles of merit and equity; and*

<p>(b) <i>no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and</i></p> <p>(c) <i>employees are to be treated fairly and consistently; and</i></p> <p>(d) <i>there is to be no unlawful discrimination against employees or persons seeking employment by the City on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and</i></p> <p>(e) <i>employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and</i></p> <p>(f) <i>such other principles, not inconsistent with this Division, as may be prescribed.</i></p>	<p><i>Local Government Act 1995</i></p>
--	---

### 3.3 Personal Behaviour

Employees will:

- (a) act, and be seen to act, properly, professionally and in accordance with the requirements of the law, the terms of this Code and all policies of the Shire of Beverley;
- (b) perform their duties impartially and in the best interests of the Shire of Beverley, uninfluenced by fear or favour;
- (c) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire of Beverley and the community;
- (d) make no allegations which are improper or derogatory (unless true and in the public interest);
- (e) refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (f) always act in accordance with their obligation of fidelity to the Shire of Beverley.

### 3.4 Honesty and Integrity

Employees will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) be frank and honest in their official dealing with each other; and
- (c) report any dishonesty or possible dishonesty on the part of any other employee to their Manager or the CEO in accordance with this Code and the Shire of Beverley's policies.

### 3.5 Performance of Duties

While on duty, employees will give their whole time and attention to the Shire of Beverley's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire of Beverley.

### **3.6 Compliance with Lawful and Reasonable Directions, Decisions and Policies**

- (a) Employees will comply with any lawful and reasonable direction given by any person having authority to make or give such an order, including but not limited to their Manager or the CEO.
- (b) Employees will give effect to the lawful decisions and policies of the Shire of Beverley, whether or not they agree with or approve of them.

### **3.7 Administrative and Management Practices**

Employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

### **3.8 Intellectual Property**

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire of Beverley upon its creation unless otherwise agreed by separate contract.

### **3.9 Recordkeeping**

Employees will ensure complete and accurate local government records are created and maintained in accordance with the Shire of Beverley's Recordkeeping Plan.

### **3.10 Dealing with Other Employees**

- (a) Employees will treat other employees with respect, courtesy and professionalism, and refrain from behaviour that constitutes discrimination, bullying or harassment.
- (b) Employees must be aware of, and comply with their obligations under relevant law and the Shire of Beverley's policies regarding workplace behaviour and occupational safety and health, including policies S001 – Equal Opportunity, S004 – Dress Code and Hygiene, S005 – Protective Clothing, S007 – Injury Management and Rehabilitation, S009 – Occupational Health and Safety, S010 – Discrimination, Harassment and Bullying, S016 – No Smoking, S021 – Grievance, Investigations and Resolutions, S027 – Drug and Alcohol and S028 Social Media.
- (c) Employee behaviour should reflect the Shire of Beverley's values and contribute towards creating and maintaining a safe and supportive workplace.

### **3.11 Dealing with community**

- (a) Employees will treat all members of the community with respect, courtesy and professionalism.
- (b) All Shire of Beverley services must be delivered in accordance with relevant policies and procedures, and any issues resolved promptly, fairly and equitably.

### 3.12 Professional Communications

- (a) All aspects of communication by employees (including verbal, written and electronic), involving the Shire of Beverley's activities should reflect the status, values and objectives of the Shire of Beverley.
- (b) Communications should be accurate, polite and professional.

### 3.13 Personal Communications and Social Media

- (a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether intended or not.
- (b) Employees must not, unless undertaking a duty in accordance with their employment, disclose information, make comments or engage in communication activities about or on behalf of the Shire of Beverley, its Council Members, employees or contractors, which breach this Code. Employees should refer to policies EM003 – Media Statements and S028 – Social Media.
- (c) Employee comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter and may also be determined as misconduct and be notified in accordance with the *Corruption, Crime and Misconduct Act 2003*.

### 3.14 Personal Presentation

Employees are expected to comply with professional, neat and responsible dress standards at all times, in accordance with the Shire of Beverley's relevant policies S004 – Corporate Uniform, Dress Code and Hygiene at Work, and S005 – Protective Clothing.

### 3.15 Gifts

- (a) Application

This clause does not apply to the CEO.

- (b) Definitions

In this clause –

***activity involving a local government discretion*** has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

***activity involving a local government discretion*** means an activity —

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

**associated person** has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

**associated person** means a person who —

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe, is intending to undertake an activity involving a local government discretion

[r.19AA of the *Local Government (Administration) Regulations 1996*]

**gift** has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

**gift** —

- (a) has the meaning given in section 5.57 [of the *Local Government Act 1995*]; but
- (b) does not include —
  - (i) a gift from a relative as defined in section 5.74(1); or
  - (ii) a gift that must be disclosed under the *Local Government (Elections) Regulations 1997* regulation 30B; or
  - (iii) a gift from a statutory authority, government instrumentality or non-profit association for professional training; or
  - (iv) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876), the Local Government Professionals Australia WA (ABN 91 208 607 072) or the LG Professionals Australia (ABN 85 004 221 818);

[r.19AA of the *Local Government (Administration) Regulations 1996*]

**gift** means —

- (a) a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or
- (b) a travel contribution;

**travel** includes accommodation incidental to a journey;

**travel contribution** means a financial or other contribution made by 1 person to travel undertaken by another person

[Section 5.57 of the *Local Government Act 1995*]

**relative**, in relation to a relevant person, means any of the following —

- (a) a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or of the relevant person's spouse or de facto partner;
- (b) the relevant person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a),



whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by a written law;

[Section 5.74(1) of the *Local Government Act 1995*]

**prohibited gift** has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

**prohibited gift**, in relation to a local government employee, means —

- (a) a gift worth the threshold amount or more; or
- (b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

**reportable gift** means:

- (i) a gift worth more than \$50.00 but less than \$300.00; or
- (ii) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth more than \$50.00 but less than \$300.

**threshold amount** has the meaning given to it in the *Local Government (Administration) Regulations 1996*, subject to the CEO's determination under subclause (c);

**threshold amount**, for a prohibited gift, means —

- (a) a gift worth the threshold amount or more; or
- (b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

(c) Determination

In accordance with Regulation 19AF of the *Local Government (Administration) Regulations 1996* the CEO has determined \$300.00 as the threshold amount for prohibited gifts is \$300.00

- (d) Employees must not accept a prohibited gift from an associated person.
- (e) An employee who accepts a reportable gift from an associated person is to notify the CEO in accordance with subclause (f) and within 10 days of accepting the gift.
- (f) The notification of the acceptance of a reportable gift must be in writing and include:

- (i) the name of the person who gave the gift; and
- (ii) the date on which the gift was accepted; and
- (iii) a description, and the estimated value, of the gift; and
- (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
- (v) if the gift is one of two or more accepted from the same person within a period of one year:
  - (1) a description;
  - (2) the estimated value; and
  - (3) the date of acceptance,
 of each other gift accepted within the one year period.
- (g) The CEO will maintain a register of reportable gifts and record in it details of notifications given to comply with subclause (f).
- (h) The CEO will arrange for the register maintained under subclause (g) to be published on the Shire of Beverley's official website.
- (i) As soon as practicable after a person ceases to be an employee, the CEO will remove from the register all records relating to that person. The removed records will be retained for a period of at least 5 years.

### **3.16 Conflict of Interest**

- (a) Employees will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire of Beverley, without first disclosing the interest to the CEO. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Employees will lodge written notice with the CEO describing an intention to undertake a dealing in land which is within the district of the Shire of Beverley, or which may otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence).
- (d) Employees who exercise a recruitment or any other discretionary function will disclose any actual (or perceived) conflict of interest to the CEO before dealing with relatives or friends and will disqualify themselves from dealing with those persons.
- (e) Employees will conduct themselves in an apolitical manner and refrain from political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

### 3.17 Secondary Employment

An employee must not engage in secondary employment (including paid and unpaid work) without receiving the prior written approval of the CEO.

### 3.18 Disclosure of Financial Interests

- (a) All employees will apply the principles of disclosure of financial interest as contained within the Act.
- (b) Employees who have been delegated a power or duty, have been nominated as 'designated employees' or provide advice or reports to Council or Committees, must ensure that they are aware of, and comply with, their statutory obligations under the Act.

### 3.19 Disclosure of Interests Relating to Impartiality

- (a) In this clause, **interest** has the meaning given to it in the *Local Government (Administration) Regulations 1996*.

**interest —**

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
- (b) includes an interest arising from kinship, friendship or membership of an association.

[r.19AA of the *Local Government (Administration) Regulations 1996*]

- (b) An employee who has an interest in any matter to be discussed at a Council or Committee meeting attended by the employee is required to disclose the nature of the interest:
  - (i) in a written notice given to the CEO before the meeting; or
  - (ii) at the meeting immediately before the matter is discussed.
- (c) An employee who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the employee is required to disclose the nature of any interest the employee has in the matter:
  - (i) in a written notice given to the CEO before the meeting; or
  - (ii) at the time the advice is given.
- (d) A requirement described under (b) and (c) excludes an interest referred to in Section 5.60 of the Act.
- (e) An employee is excused from a requirement made under (b) or (c) to disclose the nature of an interest because they did not know and could not reasonably be expected to know:
  - (i) that they had an interest in the matter; or
  - (ii) that the matter in which they had an interest would be discussed at the meeting and they disclosed the nature of the interest as soon as possible after the discussion began.
- (f) If an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of (b) or (c), then:

- (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
  - (ii) at the meeting the person presiding must bring the notice and its contents to the attention of persons present immediately before a matter to which the disclosure relates is discussed.
- (g) If:
- (i) to comply with a requirement made under item (b), the nature of an employee's interest in a matter is disclosed at a meeting; or
  - (ii) a disclosure is made as described in item (e)(ii) at a meeting; or
  - (iii) to comply with a requirement made under item (f)(ii), a notice disclosing the nature of an employee's interest in a matter is brought to the attention of the persons present at a meeting,
- the nature of the interest is to be recorded in the minutes of the meeting.

### **3.20 Use and Disclosure of Information**

- (a) Employees must not access, use or disclose information held by the Shire of Beverley except as directly required for, and in the course of, the performance of their duties.
- (b) Employees will handle all information obtained, accessed or created in the course of their duties responsibly, and in accordance with this Code, the Shire of Beverley's policies and procedures.
- (c) Employees must not access, use or disclose information to gain improper advantage for themselves or another person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Shire of Beverley.
- (d) Due discretion must be exercised by all employees who have access to confidential, private or sensitive information.
- (e) Nothing in this section prevents an employee from disclosing information if the disclosure:
  - (i) is authorised by the CEO or the CEO's delegate; or
  - (ii) is permitted or required by law.

### **3.21 Improper or Undue Influence**

- (a) Employees will not take advantage of their position to improperly influence Council Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.
- (b) Employees must not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body.
- (c) Employees must not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

### 3.22 Use of Shire of Beverley Resources

- (a) In this clause –

**Shire of Beverley resources** includes local government property and services provided or paid for by the Shire of Beverley;

**local government property** has the meaning given to it in the Act.

**local government property** means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government

[Section 1.4 of the *Local Government Act 1995*]

- (b) Employees will:

- (i) be honest in their use of the Shire of Beverley resources and must not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (ii) use the Shire of Beverley resources entrusted to them effectively, economically, in the course of their duties and in accordance with relevant policies and procedures; and
- (iii) not use the Shire of Beverley's resources (including the services of employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so under policy S019 – Staff Use of Shire Equipment, with the appropriate forms are completed and any relevant payments are made (as determined by the policy) and/or policy S014 – Council Vehicles.

### 3.23 Use of Shire of Beverley Finances

- (a) Employees are expected to act responsibly and exercise sound judgment with respect to matters involving the Shire of Beverley's finances.
- (b) Employees will use Shire of Beverley finances only within the scope of their authority, as defined in their Position Descriptions, Delegated Authorisations and policy AF 007 – Purchasing and Procurement.
- (c) Employees with financial management responsibilities will comply with the requirements of the *Local Government (Financial Management) Regulations 1996*.
- (d) Employees exercising purchasing authority will comply with the Shire of Beverley's Purchasing and Procurement Policy AF 007, and the systems and procedures established by the CEO in accordance with regulation 5 of the *Local Government (Financial Management) Regulations 1996*.
- (e) Employees will act with care, skill, diligence, honesty and integrity when using local government finances.

- (f) Employees will ensure that any use of Shire of Beverley finances is appropriately documented in accordance with the relevant policy and procedure, including the Shire of Beverley's Recordkeeping Plan.

### **3.24 Reporting of Suspected Breaches of the Code of Conduct**

Employees may report suspected breaches of the Code to any Manager or the Deputy CEO, in accordance with the Shire of Beverley's Grievance, Investigations and Resolutions Policy.

### **3.25 Handling of Suspected Breaches of the Code of Conduct**

Suspected breaches of the Code will be dealt with in accordance with the relevant Shire of Beverley's Grievance, Investigations and Resolutions Policy, depending on the nature of the suspected breach.

### **3.26 Reporting Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour**

- (a) Employees may report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour to their supervisor, Manager, or the CEO in accordance with Shire of Beverley's Staff Induction Manual.
- (b) In accordance with the *Corruption, Crime and Misconduct Act 2003*, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:
  - (i) the Corruption and Crime Commission, in the case of serious misconduct; or
  - (ii) the Public Sector Commissioner, in the case of minor misconduct.
- (a) Employees, or any person, may also report suspected serious misconduct to the Corruption and Crime Commission or suspected minor misconduct to the Public Sector Commissioner.
- (d) Employees, or any person, may also make a Public Interest Disclosure to report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour, using the Shire of Beverley's Public Interest Disclosure Procedures, published on the Shire of Beverley's website.

### **3.27 Handling of Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour**

Suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour will be dealt with in accordance with the appropriate Shire of Beverley's policies and procedures, and where relevant, in accordance with the lawful directions of the appropriate statutory body.



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<b>Document Responsibilities:</b>							
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<b>Document Management:</b>							
<b>Risk Rating:</b>	Medium	<b>Review Frequency:</b>	Annual	<b>Next Due:</b>	2022	<b>Records Ref:</b>	ADM
<b>Version #</b>	<b>Decision Reference:</b>		<b>Synopsis:</b>				
1.	27 July 2021		Adopted by Council				
2.							

**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.