



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 Wednesday 28 August 2024. If attending the meeting, please arrive by 2:50pm to register. If asking questions, there is a limit of three questions per person and they must be filled out on the relevant form prior to the commencement of the meeting.

Program

3.00pm – 5.00pm

Ordinary Meeting

A handwritten signature in black ink, appearing to read "Stephen Gollan".

Stephen Gollan
Chief Executive Officer

21 August 2024

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 August 2024

ORDINARY MEETING

AGENDA

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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

Cr DC White	Shire President
Cr DJ Ridgway	Deputy President
Cr DL Brown	
Cr DW Davis	
Cr SW Martin	
Cr JR Maxwell	
Cr AFC Sattler	

2.2 Staff

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

2.3 Observers And Visitors

2.4 Apologies and Approved Leave of Absence

Cr CJ Lawlor	Approved Leave
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2.5 Applications for Leave of Absence

Councillors to request any leave of absence for future meetings.

3. DECLARATIONS OF INTEREST

Councillors to make any declarations of interest.

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

6. CONDOLENCES

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

LAWRENCE	Annette Barbra	21 July 2024
GROVER	Brian Thomas	29 July 2024
THOMAS	Margery Leigh	1 August 2024
JAS	Peter Steven	5 August 2024
ANDERSON	Margaret Winsome	18 August 2024
STRANGE	Delyse Buchanan	18 August 2024

7. CONFIRMATION OF MINUTES

7.1 Minutes of The Ordinary Council Meeting Held 24 July 2024

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held Tuesday 24 July 2024 be confirmed.

8. TECHNICAL SERVICES

8.1 E-Quotes – RFT 02/2425 and 03/2425 Road Construction

Submission To:	Ordinary Council Meeting 28 August 2024
Report Date:	19 August 2024
Applicant:	Various
File Reference:	ADM 0542
Author and Position:	Stephen Vincent, Manager of Works
Previously Before Council:	No
Disclosure(s) Of Interest:	Nil
Attachments:	Nil

SUMMARY

Council to consider awarding two E-Quote contracts for Road Construction Services.

BACKGROUND

At the February 2023 Information Briefing Session Council agreed to contract out full construction works for Waterhatch and Mawson Roads in the 24/25 road program.

The following two projects were advertised using WALGA E-Quotes:

RFT 02/2425 – Mawson Road Widen and Seal

Upgrade Mawson road from a 6 metre seal to a 7 metre seal from SLK 17.94 to SLK 20.10. there should be sufficient gravel on the shoulders which was boxed out and filled with gravel 2023. cement stabilise full width to 8 metres wide, 250mm deep with 1.5% cement. centre line to be offset and re-spotted once the seal has been laid.

Preferred start date mid-October 2024, prior to the harvest season.

Scope Of Works

Culverts

No culverts to be widened.

Earthworks

- Reform drains to suit wider construction.
- If any further gravel is required, this is available 7km away.
- Cement stabilise to 250mm deep using 1.5% cement.

Bitumen

Seal with 95/5 primer seal with 10mm stone.

General

- Gravel pit is located 7 km from start of job.
- Water 3.5km from the start of works no charge.
- Guideposts supplied, contractor to install.
- All insurances must be up to date and a Shire of Beverley induction is to be carried out prior to any works commencing.

RFT 03/2425 – Waterhatch Road Construction

Reconstruct and seal Waterhatch Road from 5.8 metres to a 7 metre seal from SLK 12.83 to SLK 14.29. Gravel will have to be imported to widen the shoulders. Cement stabilise to 8 metres wide, 250mm deep with 1.5% cement.
Preferred start date Mid-January 2025, after harvest season.

Scope Of Works

Lopping

Minor lopping where required.

Culverts

SLK 13.29 Extend ø450mm pipe

SLK 14.03 Extend ø750mm pipe

SLK 14.30 Extend ø600mm pipe

Earthworks

- Install pegs to maintain the current alignment, making allowances for the 3 culverts to be widened.
- Reform drains to suit wider formation.
- Import gravel approx. 1200m³ to widen shoulders prior to stabilising.
- Reconstruct and cement stabilise pavement to 250mm deep and 8 metres wide, using 1.5% cement.

Bitumen

- Seal to 7m with 95/5 primer seal with 10mm stone.

General

- Three pipes and precast headwalls to be provided by Shire.
- Gravel Pit is located 8 km from start of job, no charge for gravel.
- Water is 14 km from the start of works, no charge.
- Guideposts supplied, contractor to install.
- All insurances must be up to date and a Shire of Beverley induction is to be carried out prior to any works commencing.

COMMENT

The quotes were requested through WALGA's E-Quote program, closing on 19th August 2024 and were opened at 4.00pm the same day.

Three companies provided quotes for both jobs (see table next page, all prices are ex GST). A fourth company, Evolution Traffic Management Pty Ltd, submitted their details but provided no costs, therefor are considered non-compliant in their EQuote submission.

The least expensive for both jobs is Earthstyle Contracting at \$ 658,450.00. Earthstyle Contracting are also the cheapest on each job.

Earthstyle Contracting completed three jobs for us last year and have indicated they are able to complete the jobs by our requested dates as set out in the specification.

Tenderer	Waterhatch Road Widen, Reconstruct & Seal SLK 12.83 to SLK 14.29 (ex GST)	Mawson Road Widen & Seal SLK17.94 to SLK 20.10 (ex GST)	Total (ex GST)
Earthstyle Contracting Pty Ltd	\$ 312,500.00	\$345,950.00	\$ 658,450.00
Evolution Traffic Management Pty Ltd	\$0	\$0	\$0
Phoenix Civil & Earthmoving Pty Ltd	\$ 385,145.00	\$ 499,320.00	\$ 884,465.00
WCP Civil Pty Ltd	\$ 386,961.78	\$ 379,840.46	\$ 766,802.24

STATUTORY ENVIRONMENT

Local Government Act 1995:

3.57 Tenders for providing goods or services

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

Local Government Act (Functions and General) Regulations 1996, Division 2 — Tenders for providing goods or services (s. 3.57):

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
 - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
 - (aa) the supply of the goods or services is associated with a state of emergency or a COVID-19 declaration; or
 - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or

20. Variation of requirements before entry into contract

- (1) If, after it has invited tenders for the supply of goods or services and chosen a successful tenderer but before it has entered into a contract for the supply of the goods or services required, the local government wishes to make a minor variation in the goods or services required, it may, without again inviting tenders, enter into a contract with the chosen tenderer for the supply of the varied requirement subject to such variations in the tender as may be agreed with the tenderer.

(2) If —

- (a) the chosen tenderer is unable or unwilling to enter into a contract to supply the varied requirement; or
- (b) the local government and the chosen tenderer cannot agree on any other variation to be included in the contract as a result of the varied requirement,

that tenderer ceases to be the chosen tenderer and the local government may, instead of again inviting tenders, choose the tenderer, if any, whose tender the local government considered it would be the next most advantageous to it to accept.

(3) In subregulation (1) —

minor variation means a variation that the local government is satisfied is minor having regard to the total goods or services that tenderers were invited to supply.

21A. Varying a contract for the supply of goods or services

If a local government has entered into a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless —

- (a) the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
- (b) the variation is a renewal or extension of the term of the contract as described in regulation 11(2)(j), (ja) or (jb).

[Regulation 21A inserted: Gazette 18 Sep 2015 p. 3807; amended: SL 2023/47 r. 5.]

CONSULTATION

Manager of Works
Council

FINANCIAL IMPLICATIONS

\$596,180.00 2024/25 Budget Allocation

With these two jobs combined, there is a total short fall of \$62,270.00 from the 2024/25 budgeted amount of \$596,180.00, this could be funded from the Infrastructure Reserve.

STRATEGIC IMPLICATIONS

Strategic Pillar: 1. Economy

4. Civic Leadership

Strategic Priorities: 1.1 Safe, efficient and connected transport network

4.3 Responsible Planning

RISK IMPLICATIONS

Medium (6) - There is an unlikely risk that a contractor may be unable to fulfill the contract. The suggested contractor has now completed three projects for the Shire meeting time and budget requirements.

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

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

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council;

1. Award RFT 02/2425 Mawson Road Widen and Seal to Earthstyle Contracting for the quoted amount of \$345,950.00 ex GST;
2. Award RFT 03/2425 Waterhatch Road Construction to Earthstyle Contracting for quoted amount of \$312,500.00 ex GST;
3. Transfer additional funds of \$62,270.00 from the Infrastructure Reserve.

9. PLANNING SERVICES

9.1 Development Application: Westdale Dirt Drags – Lot 83 Butchers Road

Submission To:	Ordinary Council Meeting 28 August 2024
Report Date:	20 August 2024
Applicant:	Black & White Enterprises Pty Ltd
File Reference:	BUT 51004
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	24 September 2013, 25 September 2018, 23 August 2022, 28 February 2023, 28 March 2023 and 27 March 2024
Disclosure(s) Of Interest:	Nil
Attachments:	Application Documentation

SUMMARY

An application for special events on Lot 83 Butchers Road, Westdale – (the Westdale Dirt Drags), had been received. The application is recommended for approval.

BACKGROUND

A new comprehensive application has been received from *Black & White Enterprise Pty Ltd* (David Harrison/Anthony Shepherd), inclusive of an *Event Risk Management Plan*. A copy of the application documentation is attached to this report.

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

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

- 27th to 29th September 2024

The *Westdale Dirt Drags* event is proposed to operate with the first day being setup with a test and tune session from 12h00 to 24h00 and the second day being competition day between the hours of 09h00 to 02h00 the following morning.

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

The subject site (Lot 83 Butchers Road, Westdale), is 48.9029 ha in area, zoned *Rural* and contains existing buildings and event specific infrastructure.

Previous years have seen a patronage of approximately 1,500 persons. Expected attendance for September 2024 event is 2,000 maximum number of people. The target audience in the Public Event Application is listed as ‘Family Event’.

In addition to the original submission, the below was received from the applicant:

Hi Stefan

Please find amendment below.

*Lighting: has been adjusted to 10, we provide one million lumens of light on the burn out pad.

* Duration: has a score of 4. Each competitor is given 3 minuets on the burnout pad for each skid. We had 170 entrants last event with 29 hours of competition for the event. Therefore 1,740 min divided by 170 entrants gives each competitor a total of 10.2 minutes of competition for the entire event. There is also a 9 hour break in competition between Friday and Saturday morning.

*Racer Insurance is a Motor sports insurance company with 62 events held yearly across Australia. I have previously had Racers Insurance email Beverly shire their credentials and there was no issues raised.

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 ² (multiply score by No. of marquees)	4
Marquee - Medium 55m ² to 200m ² (multiply score by No. of marquees)	2
Marquee or stall - Small Less than 55m ² in area (multiply score by No. of marquees)	1
Egress Difficulty	
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

COMMENT

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

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

In previous years the events have attracted a substantial number of out-of-town visitors.

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

CONSULTATION

Below is an extract from internal consultation that was had with the Shire's *Building Surveyor & Environmental Health Officer* on a 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:

The application was advertised for a minimum period of 14 days. A summary of the submissions received and Shire Planner's response are detailed in the table below.

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

	Respondent	Comment	Applicant's Response	Shire Planner's Response
1	Rob Fisher	<p>Comment on the proposal.</p> <p>Object to pollution;</p> <ul style="list-style-type: none"> - Noise; - Smoke (rubber); - Rubbish <p>No Time limits for Sat 28th?</p> <p>Police presence requested, before during and after.</p>		<p>The presumed impacts of the event on the amenity of the locality should be considered in the context of the duration and frequency of the event.</p> <p>Conditions of Planning Approval and Advice Notes will be recommended be imposed to address matters of concern.</p>
2	Karl Green	No objection to proposal.		Noted.
	Leon Kennedy	No objection to proposal.		Noted
3	Adam Gosling	<p>No objection to proposal.</p> <p>Given the recent event and relative ease and the traffic management to ensure no pavement damage to Butchers Road by attendees I have no objection.</p> <p>If the noise time curfews are breached I'd be disappointed. Again by programming vehicles with street legal exhausts after midnight the impact upon neighbours should be minimal.</p>		<p>The submission is noted.</p> <p>Conditions of Planning Approval and Advice Notes will be recommended be imposed to address matters of concern.</p>
4	WA Police	<p>Object to the proposal & comment on the proposal:</p> <p>The objections are based on the following grounds;</p> <ul style="list-style-type: none"> • There is insufficient documentation submitted to convince the Shire of Beverley the event will be managed safely, specifically; <ul style="list-style-type: none"> o The event organisers have not provided endorsement and ratification from a suitable Motorsport Association; □ The event organisers have sought event accreditation from Recreation and Competitive Events Resources & Services Pty Ltd (RACERS) □ Enquiries with Motorsport Australia (formerly known as the Confederation of Australian Motor Sport (CAMS)) reveal they are the peak body for motorsport in Australia 		<p>In considering an application for Development Approval, the Local Government is to have due regard to the following matters, to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application (pursuant to Clause 67 (2) of the <i>Planning and Development (Local Planning Schemes) Regulations, 2015</i>:</p>

	<p> <input type="checkbox"/> RACERS provide alternative insurance for motorsport and run their events outside the sanction of Motorsport Australia <input type="checkbox"/> RACERS are not recognised in Western Australia by the Australian Sports Commission or the Department of Local Government, Sport & Cultural Industries and have no affiliation with Motorsport Australia <input type="checkbox"/> Enquiries with RACERS reveal Mr Anthony Shepherd has approached RACERS to provide event accreditation (Public Liability Cover) for the upcoming Westdale Dirt Drag event <input type="checkbox"/> RACERS provided the Westdale Dirt Drag event coverage last year and intend to provide coverage this year, however their current professional liability insurance policy expires on 01 August 2024 <input type="checkbox"/> RACERS expect their insurance policy to be renewed in the first week of August 2024 <input type="checkbox"/> Enquiries with the Australian Prudential Regulation Authority (APRA) rebuke some of the claims made on the RACERS website due to the fact APRA does not approve insurance products and the “unique” insurance coverage claim is not supported by the (out of date) Certificate of Insurance. </p> <ul style="list-style-type: none"> o The event organisers have not provided sufficient documentation to evidence sufficient insurance coverage to protect members of the public from attending the event. o The event organisers have not provided sufficient Certificate of Currency by Astute Security that extends to crowd control work conducted at Westdale events: <ul style="list-style-type: none"> • The Astute Security WA Pty Ltd (Astute) Certificate of Currency is provided by Arena Underwriting. The Certificate states the policy only applies to crowd control work carried out by Astute at the below venues. “No coverage is provided for any other venues not listed in this schedule: Swan View Tavern Craigie Tavern Boab Tavern & function centre Gate Bar and Bistro WA Champion Lakes Tavern WA” • In view of the above, the certificate does not appear to extend to provide public liability coverage at the Westdale event (Lot 83 Butchers Road, Dale WA 6304) o The event organisers have not provided sufficient security guard numbers for an event occurring over multiple days (currently recorded six (6) security staff) for an event expecting over 1500 patrons. 	<p> (a) the aims and provisions of this Scheme (including any planning codes that are read, with or without modifications, into this Scheme) and any other local planning scheme operating within the Scheme area; (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> or any other proposed planning instrument that the local government is seriously considering adopting or approving; (c) any approved State planning policy; (d) any environmental protection policy approved under the <i>Environmental Protection Act 1986</i> section 31(d); (e) any policy of the Commission; (f) any policy of the State; (fa) any local planning strategy for this Scheme endorsed by the Commission; (g) any local planning policy for the Scheme area; (h) any structure plan or local development plan that relates to the development; (i) any report of the review of the local planning scheme that has been published under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>; (j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve; (k) the built heritage conservation of any place that is of cultural significance; (l) the effect of the proposal on the cultural heritage significance of the area in which the development is located; (m) the compatibility of the development with its setting, including — (i) the compatibility of the development with the desired future character of its setting; and (ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development; (n) the amenity of the locality including the following — (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development; (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource; (p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved; (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk; (r) the suitability of the land for the development taking into account the possible risk to human health or safety; (s) the adequacy of — (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles; (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety; </p> <p>It is considered that the application at hand and the information submitted that informs such addresses the relevant matters as listed above.</p>
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	<p>o The event organisers have not provided Certificate of Electrical compliance. WA Police is aware of previous submissions of previous Certificate of Electrical Compliance. However, inquiries indicate such certificate may have been authored by an unregistered electrician.</p> <ul style="list-style-type: none"> • Refer page 27 of WESTDALE Event - Shire Application - 23.06.24 • A Form 5 Certificate of Electrical Compliance has been provided, however, it was completed by Sumelec Pty Ltd which was deregistered in 2018. • The handwritten Registration Number is illegible, and so there is insufficient information to confirm whether the work was carried out by a registered electrician (names cannot be searched via open source, only Registration Numbers). • No date is recorded on the Certificate. <p>o The application does not address environmental guidelines in relation to the large smoke emissions and noise produced from the event.</p> <ul style="list-style-type: none"> • Refer document 20240716PlanningApplication. • The document addresses risk management for Fire Risk, Medical Emergency, Emergency Evacuation, Dirt Drags Safety, and Burnout Competition Safety. • No smoke and/or noise considerations are apparent. • It is unknown whether this is required for an event of this type - guidance should be sought from the Shire, the Department of Health and/or the Department of Water and Environmental Regulation. <p>o There is no documentation in relation to engagement with WA Police Force and Department of Fire and Emergency Services in relation to</p> <ul style="list-style-type: none"> <input type="checkbox"/> Traffic Management <input type="checkbox"/> Emergency management. <ul style="list-style-type: none"> • There is sufficient inferential evidence to suggest the event does not intend to comply with conditions set, namely; <p>o Observations from police and social media posts from previous events that the drag racing events and burnout competitions are being conducted in a dangerous manner.</p> <p>o Observations by police on a previous event (2022) of a lack of qualified medical personnel on site.</p> <p>o Observations by police on previous events of a lack of identifiable and appropriate number of security personnel.</p> <p>o Observations by police on previous events of no traffic management signage on previous events.</p> <p>o Observations by police on previous events that the events continue past proposed cessation times.</p>		<p><u>Validity of Planning Conditions:</u> When considering imposing Conditions of Planning/development Approval, the local government must be mindful of the test for Validity of Planning / Development Conditions, as is referenced in various Case Law.</p> <p>The State Administrative Tribunal, and other appeal bodies in Australia have adopted the approach taken in <i>Newbury DC v Secretary of State for the Environment</i> (1981) AC578 when considering the validity of specific conditions. That decision held that, to be valid, a condition must:</p> <ul style="list-style-type: none"> • be imposed for a planning purpose, • fairly and reasonably relate to the development for which permission is given, and • be reasonable, that is, be a condition which a reasonable planning authority, properly advised, might impose. <p>McLeod's Solicitors, in an online Newsletter, published the following interpretation in this regard: <i>A condition attached to a grant of planning permission will not be valid therefore unless:</i></p> <ol style="list-style-type: none"> 1. <i>The condition is for a planning purpose and not for any ulterior purpose (Shire Planner's underlining). A planning purpose is one that implements a planning policy</i>
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	<ul style="list-style-type: none"> • The event organiser has a poor reputation and/or history of running unsafe events; <ul style="list-style-type: none"> o The event organisers are members of an Identified Organisation under Criminal Law (Unlawful Consorting and Prohibited Insignia) Act 2021. As such the endorsement of a government body to permit these members to consort in a public place is inconsistent with the legislation. o The event organisers are members of an Identified Organisation which is known for illicit drug dealing, use of violence and has an anti-law culture. This provides an irresistible inference that the event organisers are likely; <ul style="list-style-type: none"> □ Not to comply with condition, creating public risk. □ Commit offences of such a nature to create public risk. o WA Police Force officers have previously observed patrons inside the event displaying Prohibited Insignia pursuant to the Criminal Law (Unlawful Consorting and Prohibited Insignia) Act 2021. o The event organisers have previously hindered police and medical inquiries at the event creating public health risks. <p>CONDITIONS REQUESTS</p> <p>If the Shire of Beverley grants approval for the relevant public event, WA Police Force request the following conditions be imposed:</p> <p>EVENT CONDITIONS</p> <ul style="list-style-type: none"> • The event is to comply fully with the WA Department of Health Guideline for concerts, events and organised gatherings and be considered “higher risk” in relation to crowd control and as such, the event employs a ratio of at least 2 crowd controllers for the first 100 patrons and then 1 crowd controller for each additional 100 patrons or part thereof (a total of 21 crowd controllers required for the estimated crowd of 2000). • Event organisers are to provide names and contact details of all staff performing security/crowd control duties. A roster of security staff is to be provided to WA Police Force not later than 24 hours before the event. • The event will have at least 6 first aid personnel present throughout the event. Names and contact details of first aid personnel and accompanying roster are to be supplied to WA Police Force not later than 24 hours before the event. <p>OPERATIONAL CONDITIONS</p> <ul style="list-style-type: none"> • The event organisers (specific name details required) are to contact the Officer in Charge of Gang Crime Squad and facilitate an inspection of the grounds by WA Police within one week of the event. The event organiser is to accompany an officer elected by police on this inspection and provide a 		<p><i>whose scope is ascertained by reference to the legislation that confers planning functions on the authority, not by reference to some preconceived general notion of what constitutes planning.</i></p> <ol style="list-style-type: none"> 2. <i>The condition reasonably and fairly relates to the development permitted.</i> 3. <i>The condition is not so unreasonable that no reasonable planning authority could have imposed it.</i> <p>It could be argued that some of the conditions requested by WA Police to be imposed does not strictly relate to a <i>Planning Purpose</i> as referenced above, and would potentially not stand the test of validity in a SAT environment.</p> <p>It remains Council’s discretion though to entertain this request from WA Police when imposing Conditions of Planning Approval.</p>
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		<p>briefing on logistics and events plans as required. This person is to provide police relevant information about the event only, as requested by police.</p> <ul style="list-style-type: none">• The event organisers provide WA Police and other emergency service personnel with unrestricted access to all areas of the event and grounds for the duration of the event.• The event organisers provide contact details of an onsite event liaison. Such an event liaison is to speak with police as requested and assist with relevant logistical issues and police management of the event as determined by police. Having regard to poor mobile telephone coverage within the event location, persons at the front entry gate are to arrange attendance of the nominated person to the front gate to engage with police should police call upon such a need.• Event organisers are to provide names and contact details of persons performing front gate duties at relevant times.• Event organisers are to provide a suitable location (to be determined in consultation with police during event briefing) within the event grounds to establish a Police Command Post should police determine a requirement to establish such a command post.• If an alleged crime occurs within the event grounds and police are required to establish a Protected Forensic Area pursuant to the Criminal Investigation Act, the event organisers and any person performing event duties are to allow the establishment of such an area, and follow the directions of police officers in relation to the establishment and protection of such an area.		
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Event Risk Management Plan

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

Medical Emergency & Evacuation Plan

As components of the application, a fire risk, precaution and evacuation plan have been submitted. To cater for first aid at events, an ambulance and three staff were to be on duty during the duration of previous events. Shire planner considers similar first aid arrangements should occur from this event. Should Council approve the application, it will be recommended the Event Risk Management Plan as submitted, be adhered to as a condition of approval.

Traffic Management Plan

Should Council approve the application, it will be recommended the submitted traffic management plan be made a condition of approval.

Conclusion

The application to conduct the Westdale Dirt Drags at Lot 83 Butchers Road, Westdale is supported due to:

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

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

STATUTORY ENVIRONMENT

Shire of Beverley Local Planning Scheme No. 3.

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

Strategic Pillar:

1. Economy
4. Civic Leadership

Strategic Priorities:

- 1.3 Beverley attractions and experiences are promoted
- 4.3 Responsible Planning

POLICY IMPLICATIONS

There are no policy implications relative to this application.

RISK IMPLICATIONS

It is considered that the proposal has moderate risks.

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve:

- that the use is consistent with the objectives of the Rural Zone, pursuant to Clause 18(4)(a) of LPS 3;
- To grant planning approval for the Westdale Dirt Drags event at Lot 83 Butchers Road, Westdale, subject to the following conditions and advice notes:

Conditions:

- Planning approval for the event at Lot 83 Butchers Road, Westdale, is valid for the 27, 28 & 29 September 2024 only. These dates include a setup day and a pack-up day.
- The event test and tune activities (inclusive of Burnout Activities), are to be held only between the hours of 12h00 to 24h00 strictly on the relevant day only.
- The event competition activities (inclusive of Burnout Activities), are to be held only between the hours of 09h00 to 02h00 (the following day) strictly only.
- The applicant shall submit written proof to the Shire of sufficient Public Liability Insurance for the event, one week prior to the event occurring.
- 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.
- 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.
- The submitted Event Risk Management Plan (Event Emergency Management, Fire Precautions, Event Medical Plan, Crowd Control, Camping, Liquor Control,

Temporary Food Stalls & Traffic Management Plan) are to be complied with at all times, for the entire period of this approval.

8. An ambulance and three staff qualified in first aid are to be available on-site between the hours of 11h30 am to 00h30 am (the following day) on the test and tune event day, and 8h30 to 02h30 (the following day) on the competition event day.
9. Prior to the event all boundary fire breaks shall be graded to a minimum width of 5 meters.
10. An internal fire break shall be placed around the main parking and spectator area as a buffer in the event a fire starts within this area.

Advice Notes:

- Note 1: Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
- Note 2: The applicant is advised a building permit is required for all structures on the property and prior to commencement of any building works.
- Note 3: The applicant is advised that any event/event organisers, are to be affiliated with the relevant official motorsport body, where applicable, and are to have evidence of approval and endorsement from that body.
- Note 4: 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 5: 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 6: The applicant is advised that any required Liquor Licensing is to be addressed and approved where applicable.
- Note 7: The applicant is advised that any temporary structures and stages information is to be provided in detail, including engineer's certification, erection manuals, certificates of insurance and certificates of installation by a competent person once installed.
- Note 8: The applicant is advised that temporary electrical installations are to be certified by a licensed electrician prior to use.
- Note 9: The applicant is advised that any food sold, must be by a business or group who is registered with a Local Government as a Food Business under the Food Act 2008, or if not currently registered must be registered with the Shire of Beverley at least one (1) month prior to the event and have approved food preparation premises or facilities.
- Note 10: The applicant is advised that 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 11: 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 12: The applicant is advised that emitted noise must comply with *Environmental Protection (Noise) Regulations 1997* at all times.

Note 13: 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 Dirt Drags

2024



Event Risk Management Plan

Version 5

Issued Date 24th September 2014

Reviewed Date 12th September 2022

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 year, 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 2024.

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

The proposed Westdale Dirt Drags event is to be held on a portion of 49ha of private land located at Lot 83 “Dale” Butcher Road within the Shire of Beverley on the 27th September 12:00hrs, Gates Open, Test & Tune Concludes 24:00hrs, 28th September Competition Start 09:00hrs, 29th September Competition Concludes 02:00hrs.

The event will be hosting a “Burnout Competition” which will occur during the same hours.

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

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

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 Dirt 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

Agenda Item 9.1 Attachment

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 Drags 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.

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 24th September 2014

Reviewed Date 12th September 2022

Agenda Item 9.1 Attachment

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 ² (multiply score by No. of marquees)	4
Marquee - Medium 55m ² to 200m ² (multiply score by No. of marquees)	2
Marquee or stall - Small Less than 55m ² 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 to
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 24th September 2014

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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		
Final Score/Rating for event	76	High

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

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 Note: Tertiary health facilities ONLY exist in Perth	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 Note: Tertiary health facilities ONLY exist in Perth	< 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
Aggregate Score	Min – 13 Max - 120	This event	36

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 +

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 Dirt 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/knobby 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/knobby 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/ knobby 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/ knobby 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 Drags Competitor and Non-Competitor Safety Rules & 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 Dirt 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/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 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

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

MAWA POLICY NUMBER:	MAWA052 . Medical Response Plan for Westdale Dirt Drags/Burnouts 2024
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 procedure is written and followed to ensure that all operations during Westdale Dir Drags are carried out in a manner that is as safe as practicably possible to all staff and any other individual involved in the process.
POLICIES RELATING TO THIS POLICY:	All policies and procedures relate back to this area of Policy and its Procedures.
DOCUMENTS OR FORMS RELATING TO THIS POLICY:	All documents relate back to this policy and procedure in some manner.
TO WHOM DOES THIS POLICY RELATE:	This policy relates to all staff of Off-Road Racing operations at MAWA. Event Management of Westdale Dirt Drags and Assistants

POLICY:	<p>Policy Statement:</p> <p>In any sport, it is essential to have rules regulating its conduct. This is particularly so in the case of motorcycling, where safety is vital for participants and spectators. This document is designed to outline the provision of care for competitors, officials and the general public at club, state and national level motocross competitions.</p> <p>Legal Compliance:</p> <p>Medic Aid, staff and Management will comply with the requirements of the following:</p> <ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2000</i> • <i>Occupational Health and Safety Regulation 2001</i> • <i>Workplace Injury Management and Workers' Compensation Act 1998</i> • <i>Workplace Injury Management and Workers' Compensation Regulation 2002</i> • <i>Poisons Act 1964</i> <p>All personnel will also adhere to all relevant codes of practice.</p> <p>Poisons Permit Codes of Practice:</p> <p>This Code of Practice sets out the responsibilities in regards to the Health Services and Poisons Permit for Medical Treatment. Medical treatment is for the diagnosis, and ongoing treatment of illness and disease. This Permit for medical treatment also covers emergency administration of medicines.</p> <p>Medical Response Plan:</p> <p>This Plan has been developed to help ensure compliance with <i>Part 4, Division 3 "Emergency Preparation" of the WA Mines Safety and Inspection Regulations 1999</i>, and more specifically <i>Regulation 4.30 "Preparation of emergency plan"</i>. Regulation 4.30 requires the principal employer or manager to prepare an emergency plan that:</p>
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Name of document:	MAWA 0052: Medical Response Plan for Westdale Promoted Paramedical Events - 2018 - 2024		
Version Number: 3.0	Location:		
Reviewed: 8 th of February 2022.	Next review due: 8 th of February 2024.		
RTO Number:	Written by: Curriculum Development Coordinator.	Page 1 of 7	

- 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 0052: Medical Response Plan for Westdale Promoted Paramedical Events - 2018 - 2024		
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MAWA POLICY NUMBER: [MAWA010](#). Motocross Policy and Procedures (continued).

PROCEDURE:

ABBREVIATIONS

SP Senior Paramedic
 EMT Emergency Medical Technician
 RRT Rapid Response
 Team
 RRV Rapid Response
 Vehicle

Qualification and Manning Requirements:

Based on a joint MAWA and Medical Director risk assessments the minimum qualification and manning levels should apply;

Westdale Burnout/Dirt Drags - 2 Paramedics, 2 EMTs and 2 first aid officers

Friday 10th May – setup, 1 Paramedic, 1 EMT, 1 on-site ambulance, 1 on-site treatment trailer and RRV.

Saturday 11th May event duration and demobilization - 2 Paramedics, 2 EMTs and 2 Transport Officers, 2 on-site ambulance, 1 on-site treatment trailer and RRV.

All on-site Paramedics are to have current Registration

Paramedics
 Keith Ferguson PAR0002319996
 Jessica Devlin PAR0002229559

Personnel Protective Equipment (PPE):

All personnel are to be attired appropriately. Consult the MAWA PPE matrix. The following items at a minimum:

- Closed in shoes, preferably boots
- Long trousers Hi-Vis
- MAWA shirt/jacket
- MAWA Hi-Vis vest
- MAWA Cap, or large brimmed hat
- Suitable wet weather gear for inclement weather.

Arrival:

Medical crew will arrive 30 minutes prior to the allocated time for setup and venue review. SP is to review the racetrack 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.

Equipment:

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

Name of document:	MAWA 0052: Medical Response Plan for Westdale Promoted Paramedical Events - 2018 - 2024		
Version Number: 3.0	Location:		
Reviewed: 8 th of February 2022.	Next review due: 8 th of February 2024.		
RTO Number:	Written by: Curriculum Development Coordinator.	Page 3 of 7	

PO Box 177, Bindoon. WA 6502
Mobile: 0427 987 597
Email: medicaidwa@bigpond.com

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.

Communications:

Various forms of communication are utilised during both event. **Two-way radios** 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)

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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 racetrack (Incident Response)

- Only approved and designated personnel are to enter a live track
- In the event medical assistances is required the RRT will inform the SP of intent to respond and location, in the event positive communication cannot be established with EMT 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:

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Designated crossing points where applicable
Only cross a track AFTER RACING HAS STOPPED
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

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

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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 Westdale Promoted Paramedical Events - 2018 - 2024	
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Emergency Transportation

MAWA will operate with 2 on-road ambulances. Transport of patients to the Beverley Districts Hospital. (36 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 2nd 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



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NOTE:

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

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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.



4 July 2022

Westdale Dirt Drags

ATT : ANTHONY SHEPHERD

Dear Sir

RE : WESTDALE DIRT DRAG SECURITY QUOTATION

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

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

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

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

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

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

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

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

Kind regards

Ross McDonnell
Owner/Director
Lic # 00520

CERTIFICATE OF CURRENCY
Arena/Berkley Security General Liability
Our Reference: 20090155

POLICY NUMBER: ARBIAS/001029

INSURED: Astute Security WA Pty Ltd

INSURED ADDRESS: 425 Pechey Road, Swan View WA 6056

THE BUSINESS: Static guarding and Crowd control limited to venues listed on the schedule.

SECURITY: Berkley Insurance Company Trading as Berkley Insurance Australia

PERIOD OF INSURANCE: 10/10/23 to 10/10/24 At 4pm Local Time

Covering

Section 1 Public Liability	INSURED
Section 2 Products Liability	INSURED
Section 3 Optional Extensions	
3.1 Cash In Transit	NOT INSURED
3.2 Errors & Omissions	INSURED

Cover under this policy is provided for crowd control work carried out at the following listed venues only. No coverage is provided for any other venues not listed in this schedule:

Swan View Tavern
 Craigie Tavern
 Boab Tavern & function center
 Gate Bar and Bistro WA
 Champion Lakes Tavern WA

Listed Human Disease Exclusion GL 2018

We shall not provide indemnity under this Policy in respect of any actual or alleged liability directly or indirectly arising out of, related to, or in connection with a Listed Human Disease or any directly or indirectly related condition or threat or fear thereof (whether actual or perceived).

Listed Human Disease shall mean:

- a) any disease identified or listed at any time as a human disease under the Biosecurity Act 2015 (Cth) or its current equivalent, as amended or replaced from time to time, or
- b) any disease identified or listed in a state of emergency, public health emergency or pandemic declared by any governmental authority or identified by the World Health Organisation or its current equivalent as amended or replaced regardless of when the disease is so listed or identified.

Subject otherwise to all other terms, Conditions, Exclusions and limitations of this insurance.

Please take note of the following exclusion noted in the policy wording. For all other exclusions please refer to Section 5 - Exclusions.

5.13 Airport Security or Crowd Control

The Insurer shall not provide indemnity under this policy for any liability arising out of or caused by or in connection with:

5.13.1 airport security; or

5.13.2 crowd control at:

- (a) Open air festivals; or
- (b) Unlicensed venues and events at warehouses;
or
- (c) rallies, demonstrations, marches or protests.

5.13.3 crowd surfing, moshing and audience participation in sports.

Hospital and Quarantine Work Total Exclusion

This policy does not cover any claims or losses arising from, caused by or contributed to by the Insured or their sub-contractors, undertaking either directly or as a sub-contractor of any other business, the carrying out of any work involving security work carried out in connection with any Hospital, Quarantine Facility, Medi-Hotel or Medical Facility of any type.

Minimum Premium Condition

This policy is subject to a minimum premium. The minimum premium is 75% of that premium amount which is shown on the policy schedule at the inception of the period of insurance for this policy. We will not refund more than 25% of the premium and government charges if the policy is cancelled before it has run the full term or if your turnover or other information used to underwrite this policy changes during the period of insurance. We will not refund any portion of our fee at any time.

Sum Insured

Section 1 Public Liability
Limit of Liability \$20,000,000 (Any One Occurrence)
Defence Costs in Addition

Sub-limits:
Property in your Care, Custody or Control \$250,000 (aggregate limit)

Section 2 Products Liability
Limit of Liability \$20,000,000 (Any One Period of Insurance)
Defence Costs in Addition

Section 3 Optional Extensions
3.2 Errors & Omissions \$1,000,000 (Any One Period of Insurance)

Errors & Omissions Retroactive Date: 10 October 2010

5.15 Loss of Keys is \$50,000

Excess

All claims excesses under all sections of this policy are inclusive of costs.

All claims - \$2,500 each and every occurrence with the following exceptions: -

Claims arising from Crowd Control work (as defined in the Policy Wording)

A \$25,000 claims excess applies to each and every occurrence arising out of crowd control work carried out at licensed premises and venues

A \$10,000 claims excess applies to each and every occurrence arising out of crowd control work at any other venues

Claims arising out of injury to contractors and subcontractors (as defined in the Policy Wording)

A \$25,000 claims excess applies to each and every occurrence arising out of Injury to Contractors and Subcontractors

For the purposes of this claims excess, a contractor or subcontractor includes hired labourers, directors, officers and employees of any contracting or subcontracting business or labour hire business who are directly engaged by the Insured or are engaged by another party to carry out work on behalf of the Insured.

Geographical Limits

Australia Wide Only

Binder Advice Warning

Berkley Insurance Company Trading as Berkley Insurance Australia (ABN 53 126 559 706) is the Insurer of this Policy.

Arena Underwriting Pty Ltd (ABN 26 125 869 481, AFSL 317617) acts under a binding authority given to it by the Insurer to administer and issue policies, alterations and renewals, and acts on behalf of the insurer and as agent of the insurer, not as your agent.

POLICY WORDING: BIA GL G2 Arena Sec 3 April 2021

SERVICE OF NOTICES: Notices for claims or disputes under this policy must be served upon the Underwriter and not the Agent. The Agent holds no authority to accept claims or disputes.

Underwriter: Berkley Insurance Australia (ABN 53 126 559 706, AFS 463 129)

Postal Address: Level 7, 321 Kent Street Sydney NSW 2000

Email: australiacclaims@berkleyins.com.au

SPECIAL NOTE

This Certificate of Currency is prepared as a summary of the insurance policy. It is not a complete description of all the policy's terms, conditions and exclusions.

In determining a claim, or questions with regard thereto, the provisions of the policy will prevail.

-oo0oo-



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

Section 110(6)

Rockingham

where the coast
comes Co life

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.

PRODUCED BY AN AUTODESK STUDENT VERSION

Vehicle housed at;
24A Crompton Road
ROCKINGHAM WA 6168

SMOKER

WORK BENCH

PREP FRIDGE

CHEST

DISHES

VEG

CUPBOARDS

HOT PLATE

DEEP-FRYER

RANGE HOOD

General Notes

NO.

Revised/Issued

Date

File Name and Address

Project Name and Address

Project

Site

Area

PRODUCED BY AN AUTODESK STUDENT VERSION

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:

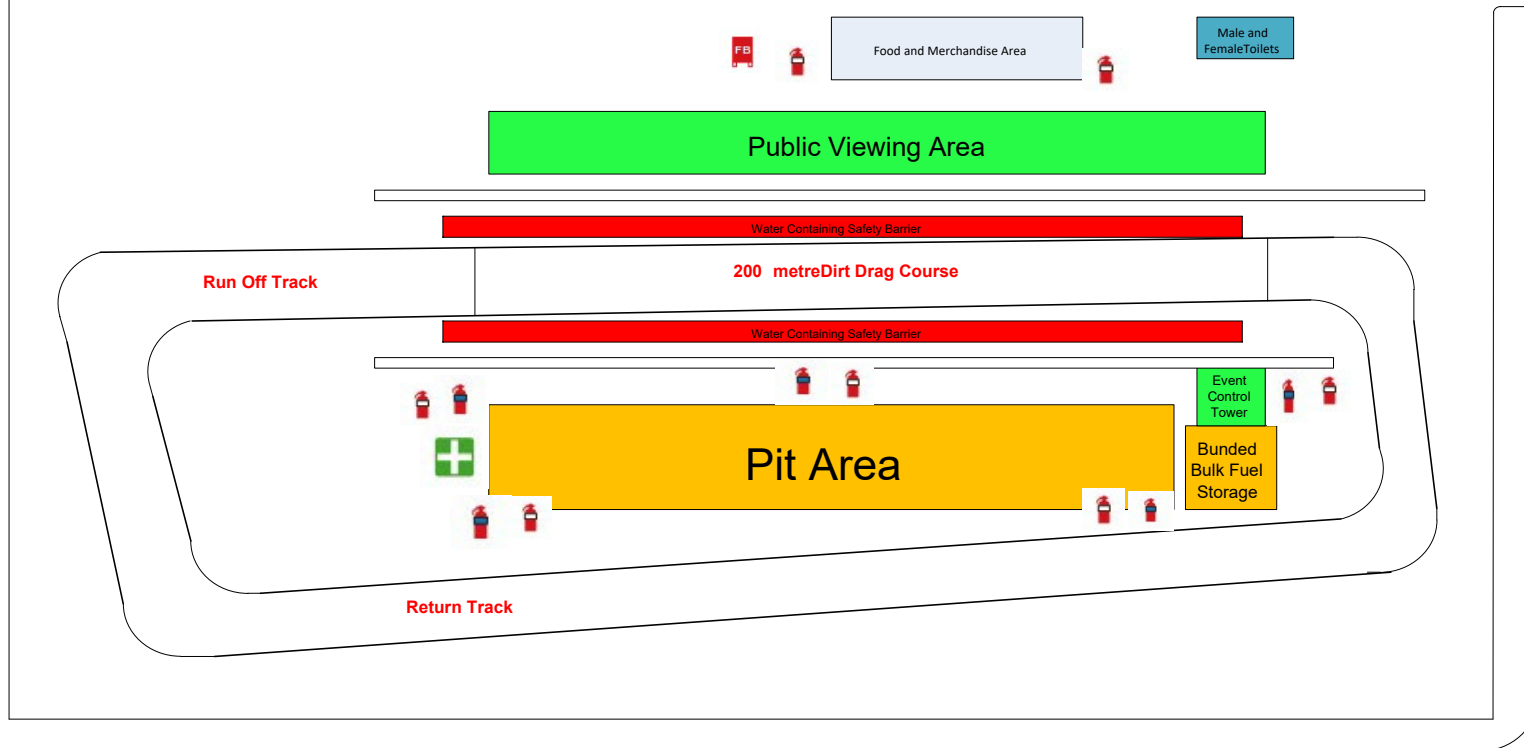
- You can choose from different sections**
- We've designed our cover for small business owners**
- You'll be covered by an award winning insurer

Eligibility criteria apply.



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

Agenda Item 9.1 Attachment



Legend



Emergency Assembly Area



Ambulance/First Aid Area



Foam Extinguisher



Powder Extinguisher



CO2 Extinguisher



Issued on 17th September 2014
Reviewed on 30th January 2018

Not to Scale





Version 5

Issued Date 24th September 2014

Reviewed Date 12th September 2022

DIRT DRAGS TARGETED RISK ASSESSMENT [TRA]

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

Risk Rating:  Extreme: Stop Activity Immediate action required.  High: Prioritised action required  Medium: Planned action required  Low: Action when possible		Four Risk Treatments <input type="checkbox"/> Avoid: Don't Do the Activity <input type="checkbox"/> Treat: Reduce - use controls <input type="checkbox"/> Accept: If low or if consequences are tolerable	Levels of Control Methods <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					
Catastrophic	Life threatening injuries, death or multiple fatalities	Major hardship to organisation. Huge financial loss.	Extreme	Extreme	Extreme	High	High
Major	Extensive (Serious) injuries resulting in major medical treatment. Hospital.	Significant hardship to organisation. Major financial loss	Extreme	Extreme	High	High	High
Moderate	Moderate injuries - medical treatment required (broken bones). Hospital.	Moderate hardship to organisation. Medium – High financial loss	High	High	Medium	Medium	Medium
Minor	First aid injury. No ongoing medical attention.	Some hardship to organisation. Minor financial loss	Medium	Medium	Medium	Low	Low
Insignificant	No injury.	Localised assessment of affected issue to be considered. 0 – Low financial loss	Medium	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	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ Crowd controllers and stewards to be alert to spectators ➤ Dirt drag race/Burnout competition to stop immediately 	Low			
Civil Unrest	Rare	Major	High	<ul style="list-style-type: none"> ➤ Specific groups by invite only ➤ Crowd controllers to be advised and aware of unwelcome guests 	Medium			
Medical Emergency	Possible	Catastrophic	Extreme	<ul style="list-style-type: none"> ➤ 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, Westdale 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.

Version 5

Issued Date 24th September 2014

Reviewed Date 12th September 2022

Improvements for 2022

Burnout Pad

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



Fire Fighting Unit

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



Medical

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

Security

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



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 installment compliant with the relevant standards and in good working order. Location of installment, 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.

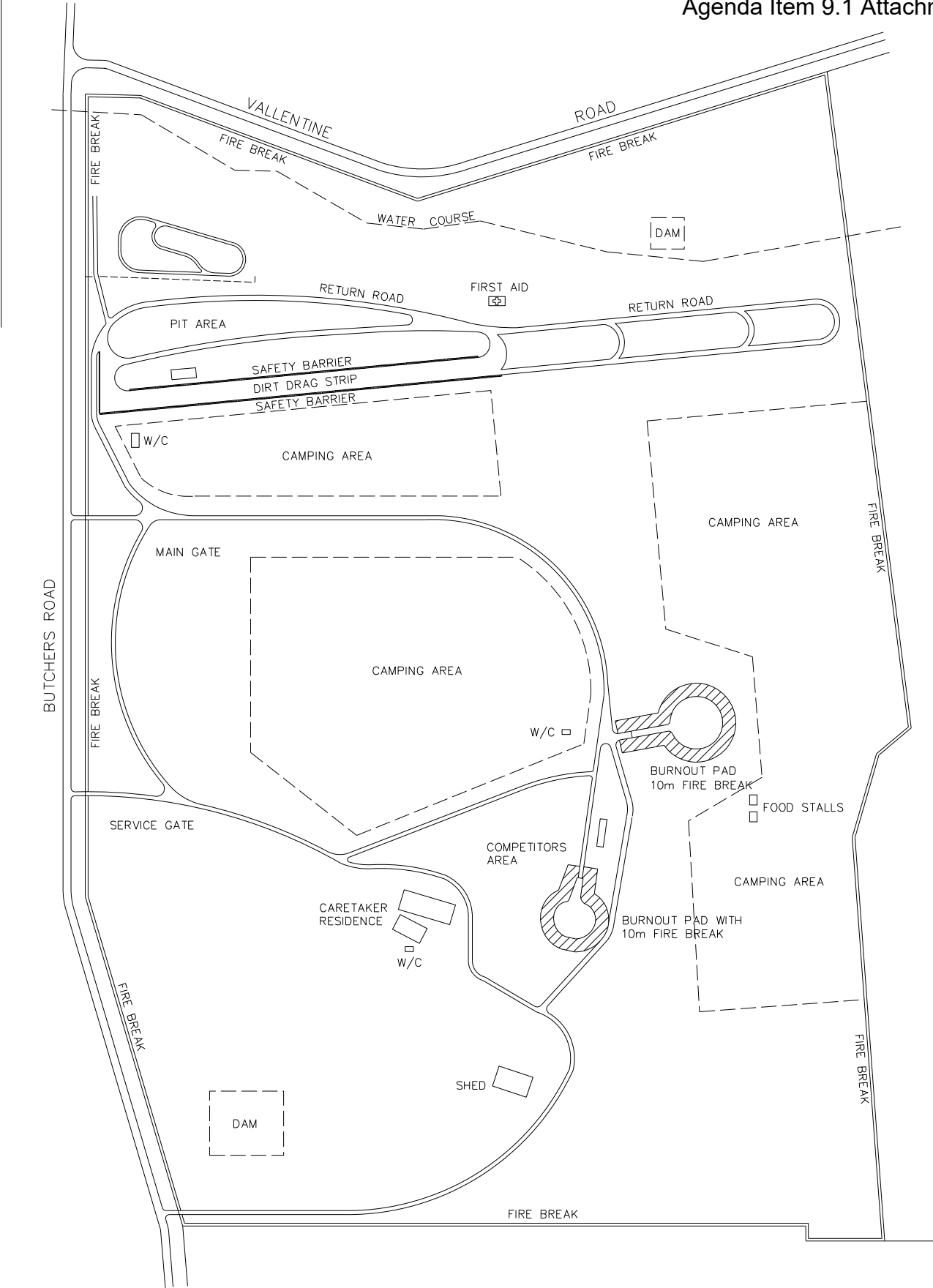
Sincerely,

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



SITE PLAN
1 : 5000

					PINEFIELD'S OF YORK		DIRT DRAGS		SITE PLAN	
					GARY W. BYFIELD PO BOX 326 YORK W.A. 6302		CLIENT : WESTDALE DIRT DRAGS LOT 83 BUTCHER ROAD WESTDALE WA 6304		DRAWN GWB SCALE 1 : 5000	
					MOBILE 0414 885 338 EMAIL gwb151@gmail.com				DATE OCT 2023 REVISION A	
A	ISSUED FOR REVIEW		NOV '23							
	REVISION		DATE							
									JOB No BW-18-23/24 SHEET 01 A2	



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

PO Box 1589, Osborne Park DC WA 6916
110 Erindale Road, Balcatta WA 6021

www.oraclegroup.com.au

**CERTIFICATE OF
CURRENCY**

From: Brent Campbell

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

Black And White Enterprise Pty Ltd

MOUNT PLEASANT WA 6153 WA

Date: 7/07/2022

Our Reference: 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: 75 003 191 035 The Insured: BLACK AND WHITE ENTERPRISE PTY LTD	Policy No: 170AD75829FAR 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	Policy No:	170A075829FAR
The Insured:	BLACK AND WHITE ENTERPRISE PTY LTD	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:

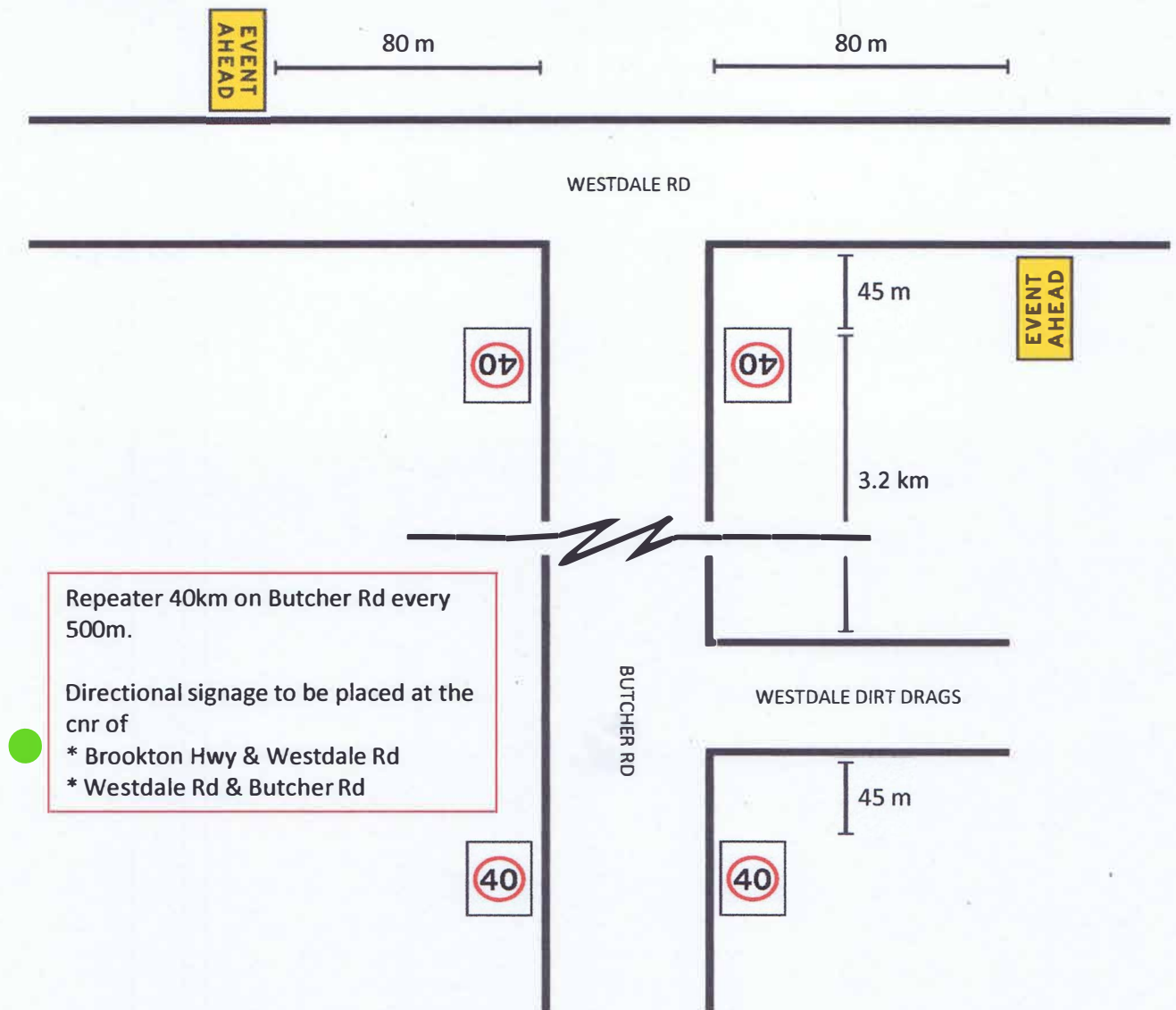
 Situation CNR BUTCHERS RD & VALENTINE RD
 Address WESTDALE
 WA 6304

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 Physicals \$	100000	
and Legal Control - Animal		
Goods in your Physicals \$	250000	
and Legal Control - Other		



Westdale Dirt Drags

27th - 29th Sept 2024

Date:	2/09/2018	Scale:	NTS	REV No:	0	TCD No:	001	
Drawn by:	Alan Stevens	Client:	Westdale dirt drags.		Title:		Dirt drag racing event	
AWTM No:	KTS-AWTM-17-04254-06							
Contact:	0428 141 238							

9.2 Proposed Amendment to Building Envelope, Single House & Outbuilding (Storage Shed) - Lot 6 on Survey Strata Plan 68980 Maitland Road, Beverley

Submission To:	Ordinary Council Meeting 28 August 2024
Report Date:	1 August 2024
Applicant:	Leon Radici
File Reference:	MAI 51769
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	No
Disclosure(s) Of Interest:	Nil
Attachments:	Locality Map, Existing & Revised Building Envelope, House & Outbuilding Plans, Survey Strata Plan 68980.

SUMMARY

An application has been received to construct a Single House & Outbuilding and to amend the location of the building envelope on Lot 6 on Survey Strata Plan 68980 Maitland Road, Beverley. 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 from its current location to the new location shown. Please refer to existing building envelope plan & new site development plan, attached hereto.

The subject property is zoned 'Rural' in terms of the *Shire of Beverley Local Planning Scheme No. 3* (LPS3), is 40.85 ha in extent and vacant.

The proposed Single House & Outbuilding (Storage Shed) will be located within the amended building envelope location.

The applicant provided the following justification for the proposed development and new building envelope location:

In regards to the Building envelope, I would like it where shown on the site plans on the email. The proposed location is at least 50m away from the natural vegetation, closer to power and road access. The strata road ends at the property so there is no through traffic and not of any concern of noise or passers by. The shed will be constructed using sea containers that are on Lot 5 (which is owned by me) and only less than 100m to the new location. These were on the property before the I purchased the property and gives us the opportunity to move them to the new site location. Also proposed location for the home gives the opportunity of views to the other side of the hills if I were to do any extensions to the home.

COMMENT

As per the submission the amended building envelope location will result in better use of the specific characteristics of the subject property and is therefore supported.

The proposed Single House is located in an area affected by Bushfire Prone Vegetation. A BAL report submitted with the application determined the rating as being BAL19. Should Council resolve to approve the application, an appropriate

condition of planning approval to address this matter will be recommended be imposed.

The proposed Outbuilding complies with the Shire Planning Policy on Outbuildings.

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

Strategic Pillar: 4. Civic Leadership

Strategic Priorities: 4.3 Responsible planning

POLICY IMPLICATIONS

There are no policy implications relative to this application.

RISK IMPLICATIONS

It is considered that the proposal has insignificant risks.

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council grant approval for a Single House, Outbuilding (Storage Shed) and an amendment to the building envelope at Lot 6 on Survey Strata Plan 68980 Maitland Road, Beverley, subject to the following conditions and advice notes:

Conditions:

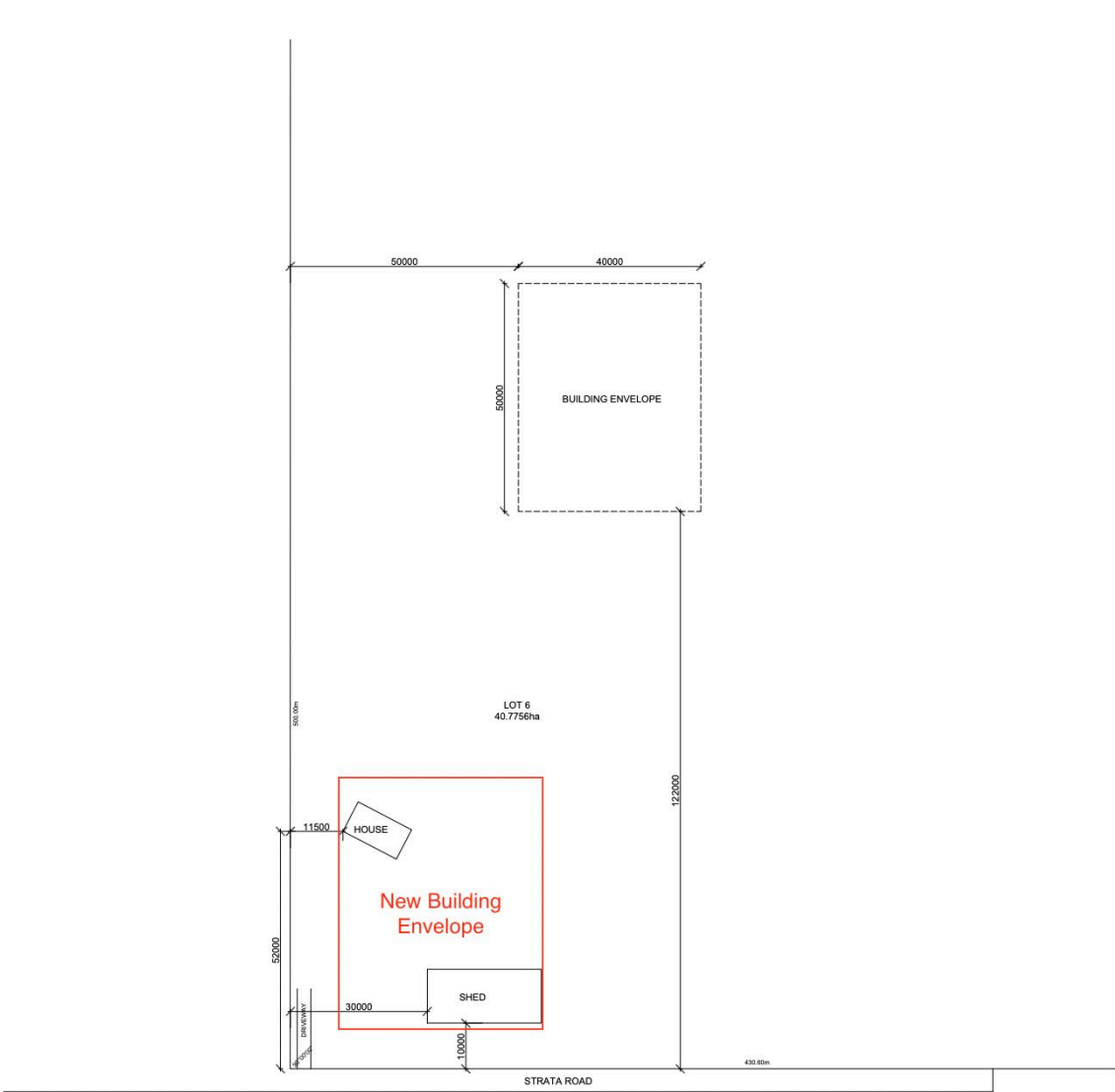
1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by the Manager: Planning & Development Services.

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. A domestic water storage tank or other approved potable water supply and storage facility is to be established with the dwelling, prior to occupation.
4. The building construction standard shall adhere to Australian Standard AS3959 for a determined Bushfire Attack Level of 19 (refer to Advice Note 6).
5. 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: With regard to Condition 4, Australian Standard AS3959 Sections 3 & 6 apply.
- Note 7: 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 8: 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.





SITE PLAN



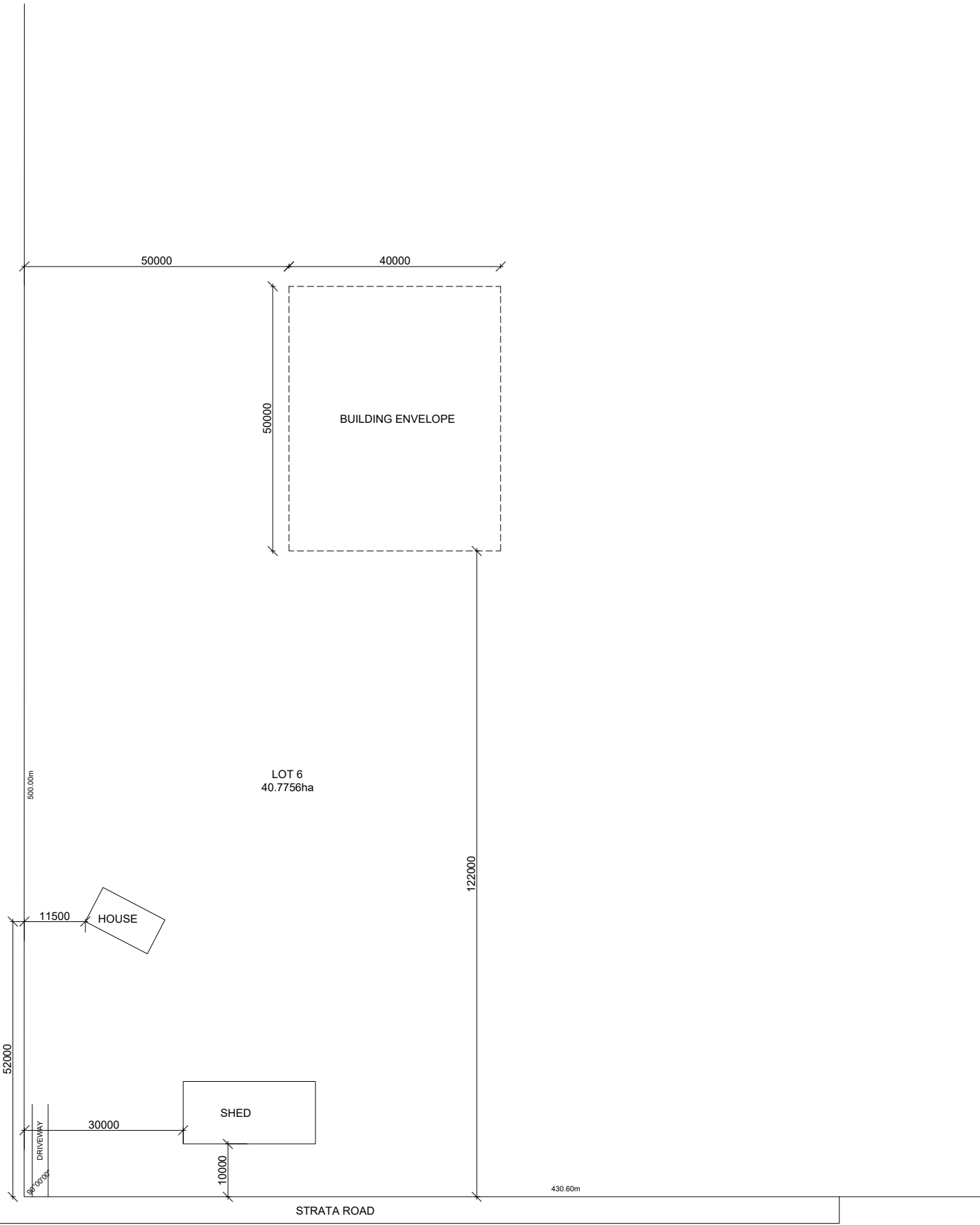
JOB DETAILS
Leon Radici
LOT6 361 MAITLAND RD
KOKEBY, WA

DRAWN MS	DATE DRAWN 25-06-2024
DWG FILE 361 Maitland Rd Kokeby (1	VIEW NAME 7 of 8

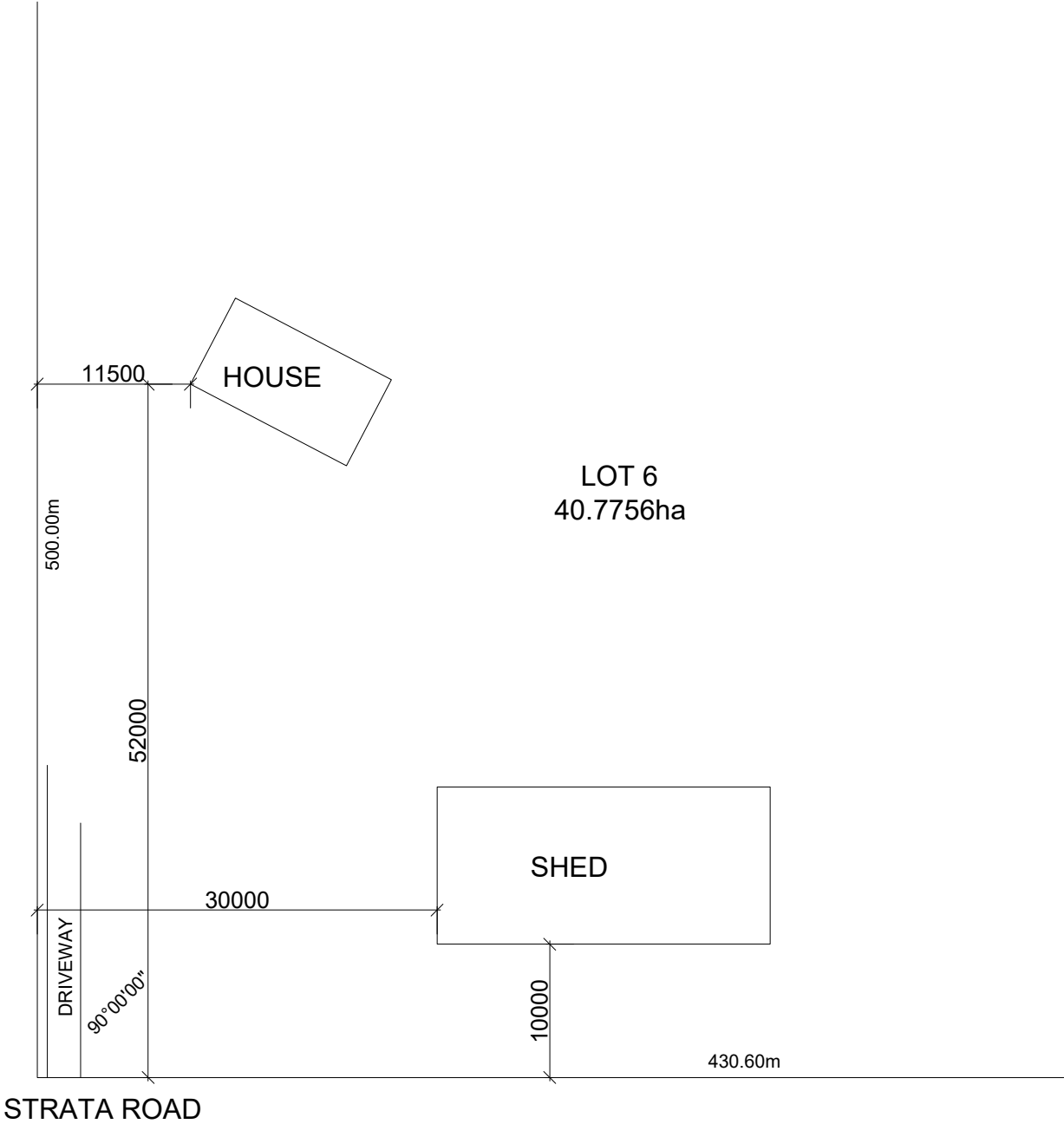
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JOB REFERENCE

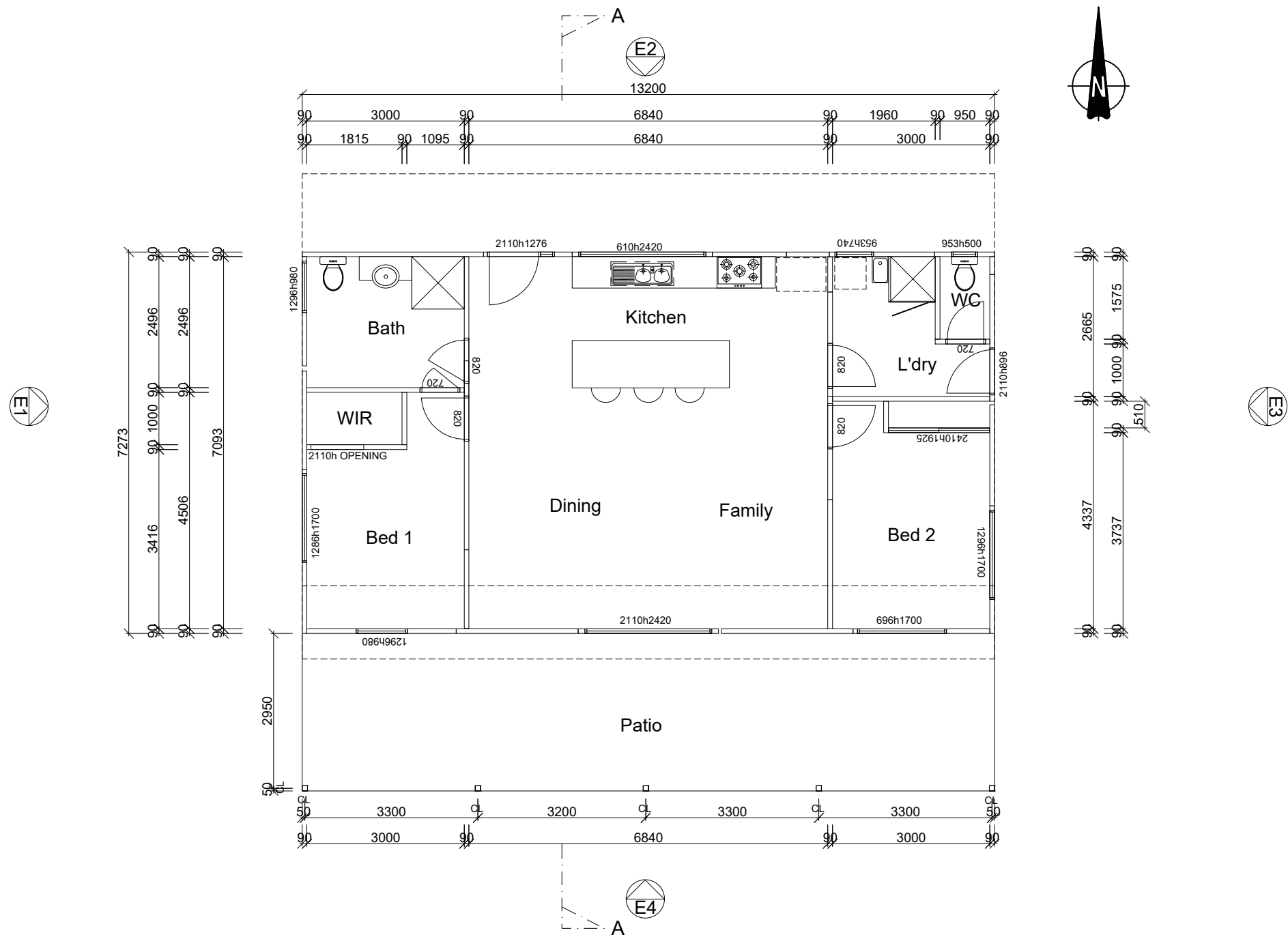
REVISION 1



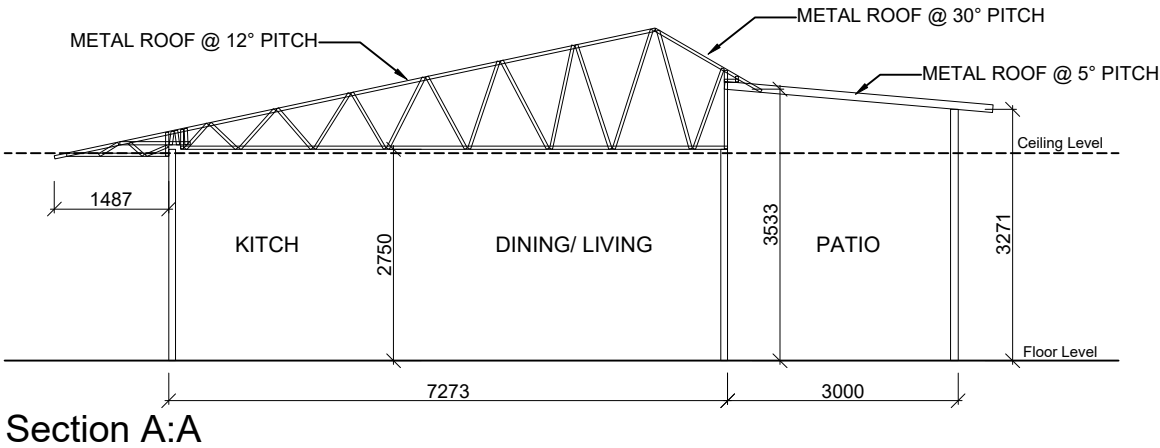
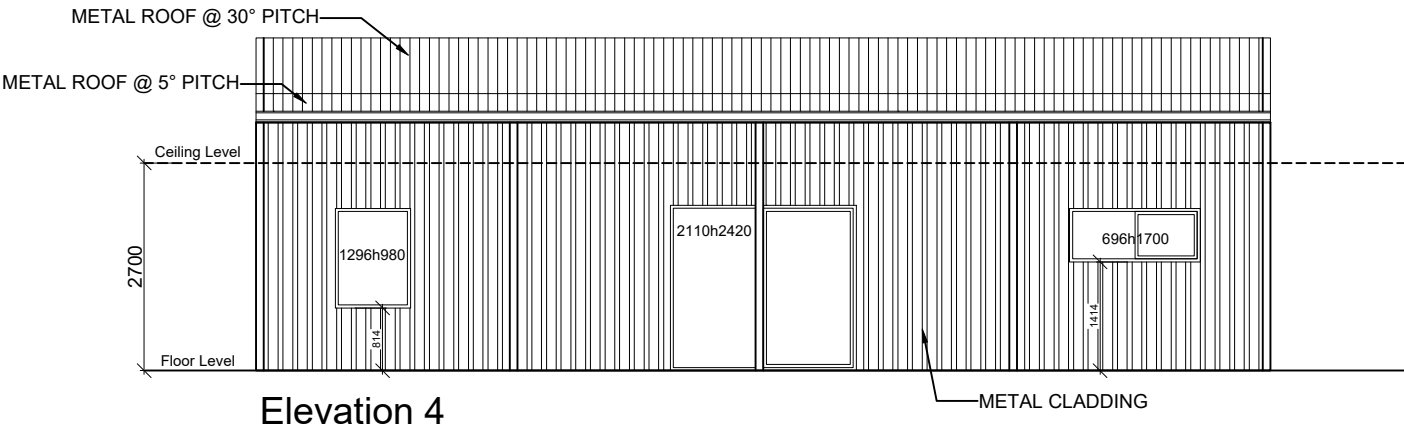
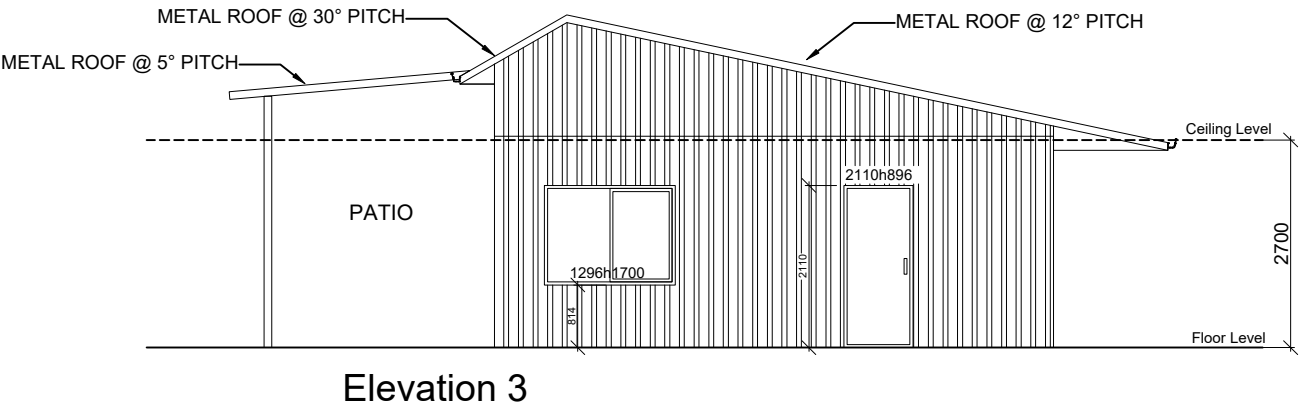
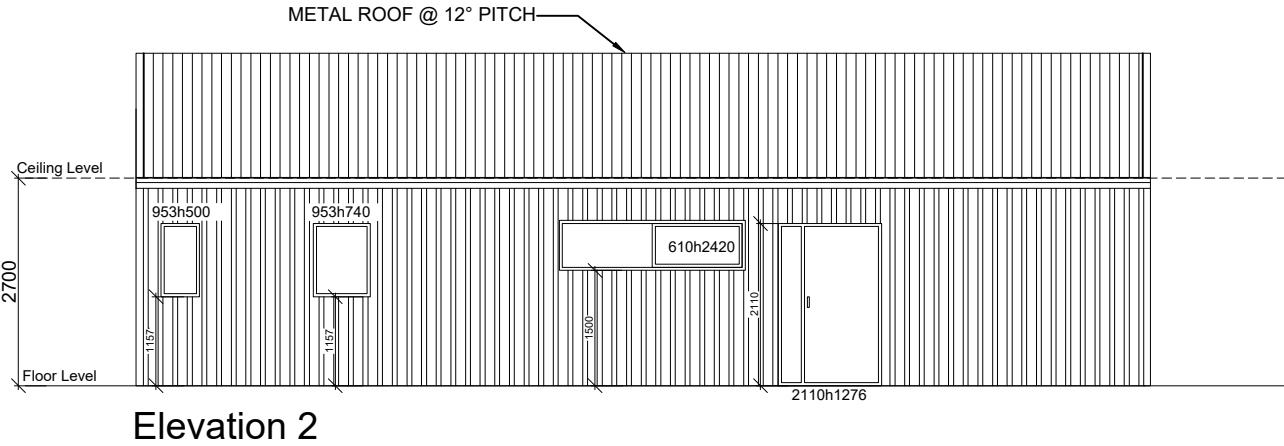
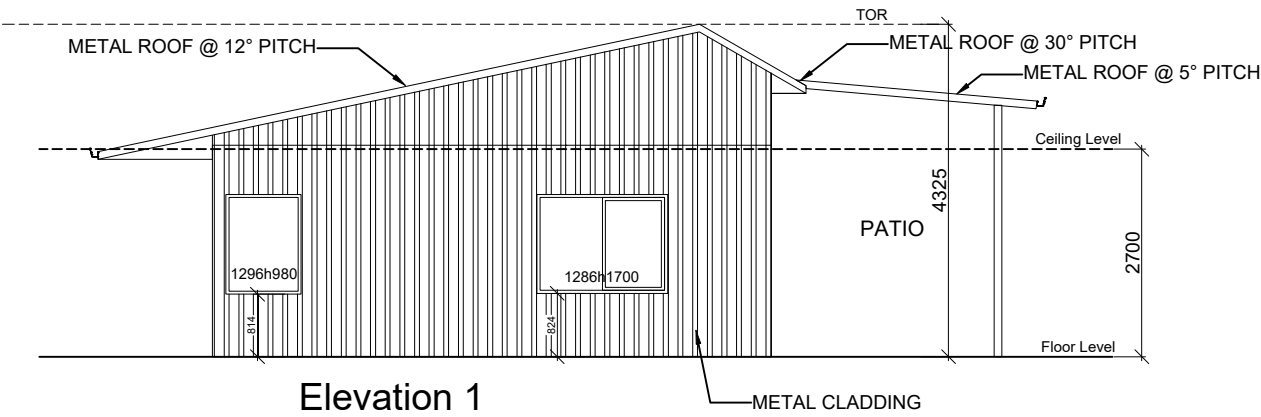
SITE PLAN



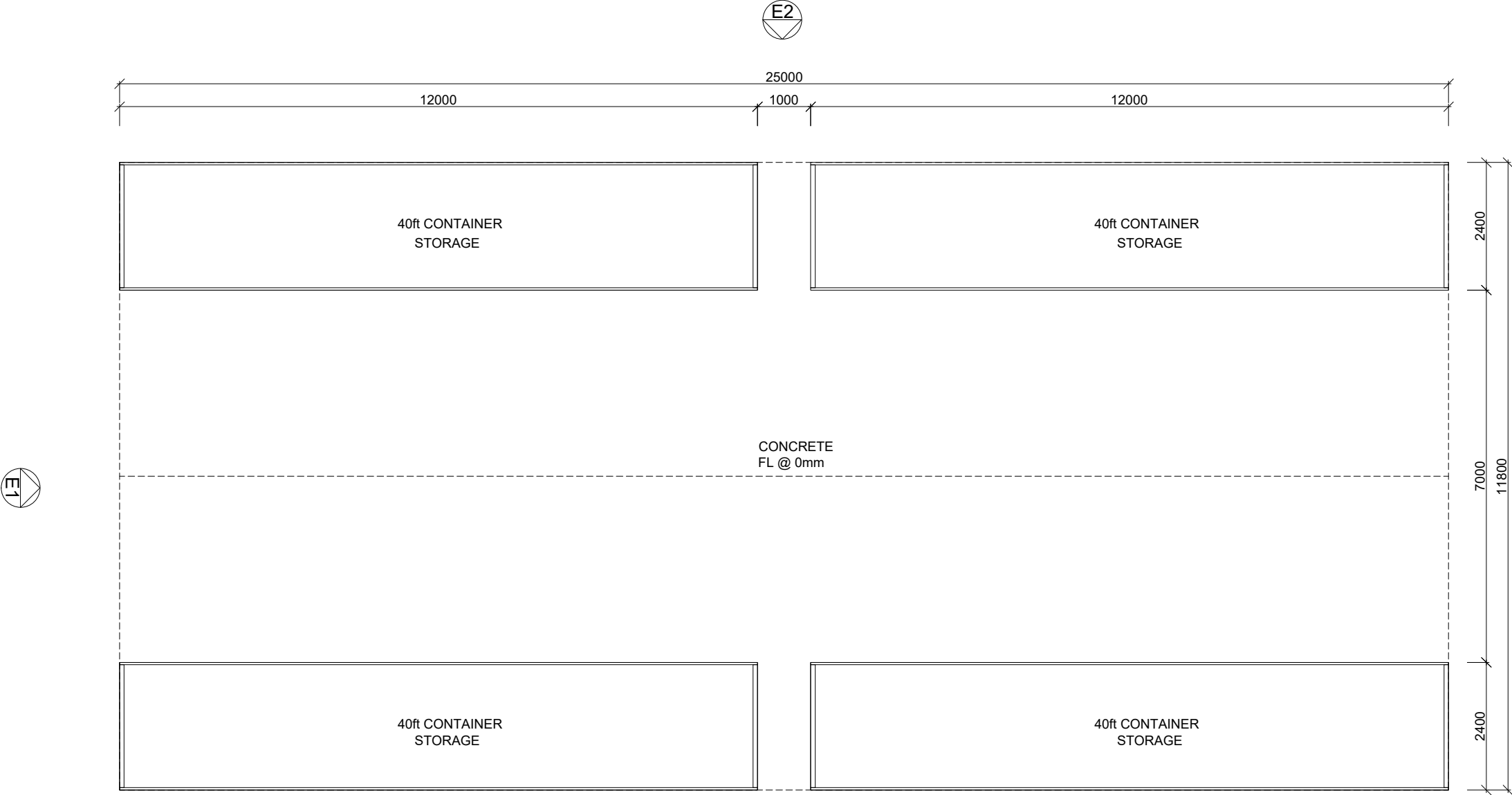
SITE PLAN

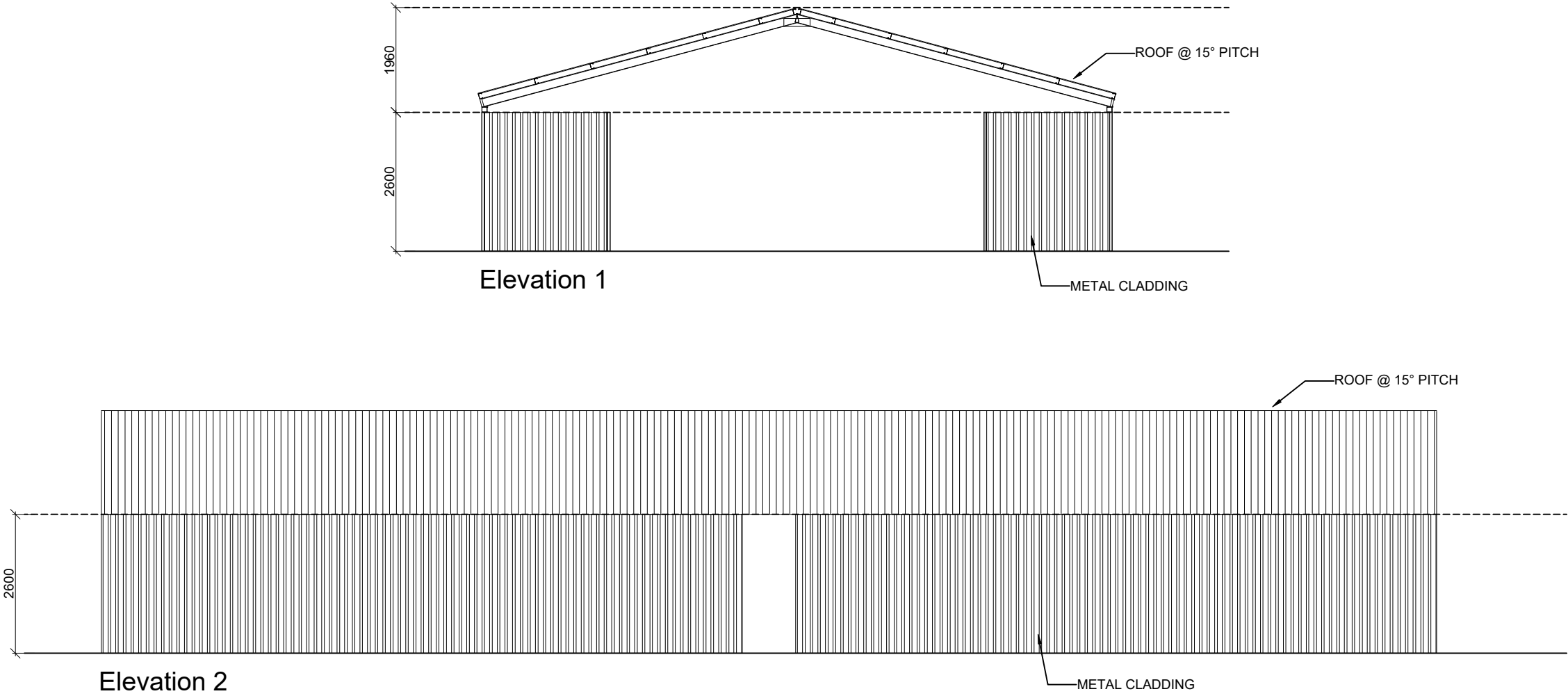


HOUSE FLOOR PLAN



SHED FLOOR PLAN



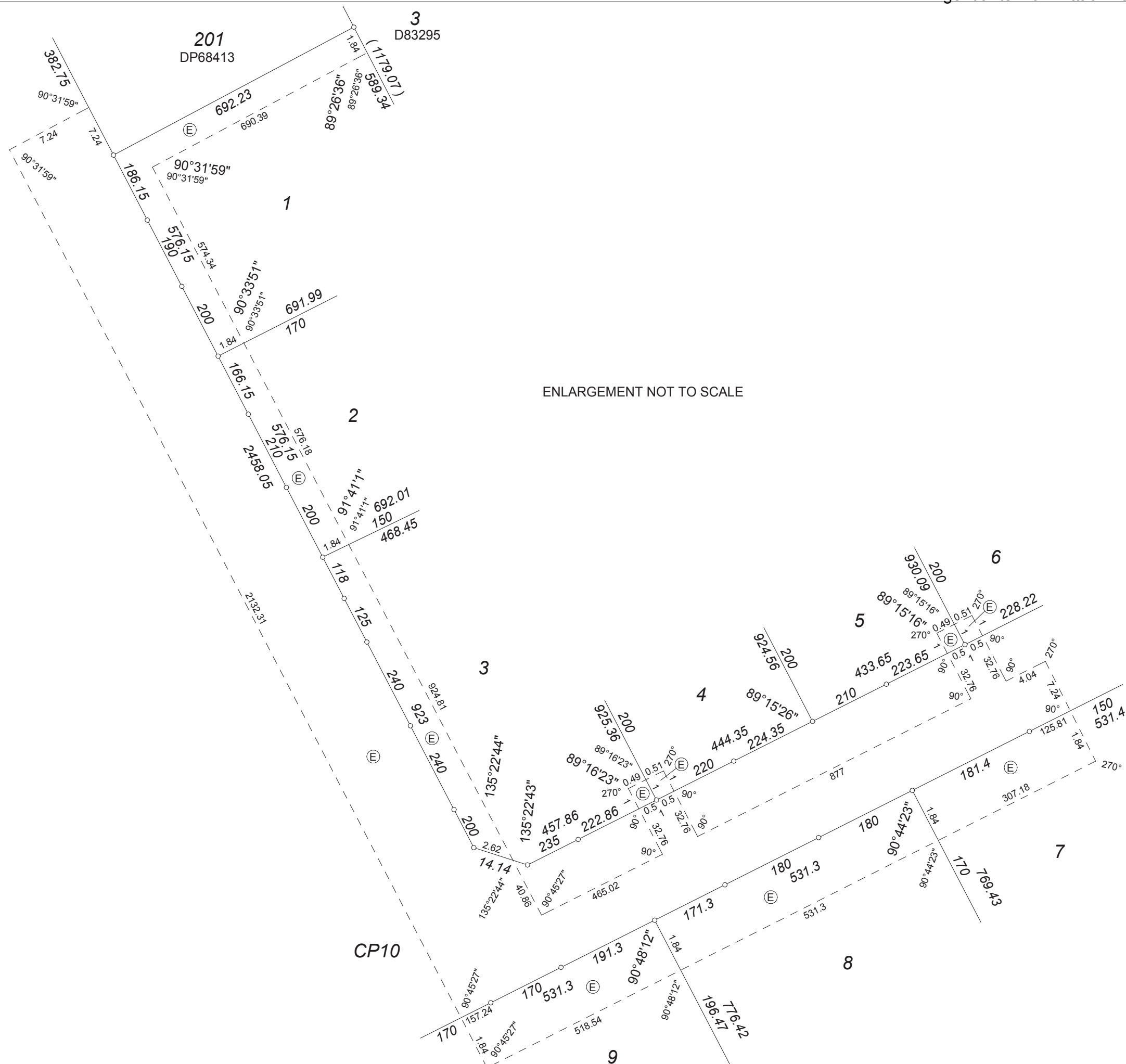


SHED ELEVATIONS

~~STRATA / SURVEY -~~

STRATA PLAN 68980

SHEET 2 OF 2 SHEETS



PAUL KRAFT & ASSOC (LICENSED SURVEYOR)
P . O . BOX 428 , NORTHAM W.A. 6401
PH - (08) 95742690 , FAX - (08) 95742991
paul.kraft@bigpond.com

9.3 Development Application – Outbuilding (Sea Container) – 12 Nicholas Street

Submission To:	Ordinary Council Meeting 28 August 2024
Report Date:	9 August 2024
Applicant:	Lindsay Groves
File Reference:	NIC 616
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	No
Disclosure(s) Of Interest:	Nil
Attachments:	Application Letter, Locality Map &

SUMMARY

An application has been received to use a Sea Container as an Outbuilding at 12 (Lot 222) Nicholas Street. The application will be recommended for approval.

BACKGROUND

The subject site is located at 12 (Lot 222) Nicholas Street, is 1.7528 Ha in extent and zoned Residential R5 in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS 3). It contains a single house and a variety of Outbuildings totalling 181 m² in total.

The proposal is to use a 20 ft Sea Container as an Outbuilding (Storage Shed) in extent 6.06m x 2.44m = 14.78 m².

A Sea Container is regarded as an Outbuilding pursuant to Council's Local Planning Policy on Outbuildings.

The proposal for the Sea Container Outbuilding requires departure from the Shire's Outbuilding Policy on the following matter:

- The maximum total area of all outbuildings in this zone is prescribed to be 100 m² as per the Policy. The combined total area of the existing Outbuildings and the proposed Sea Container Outbuilding will be 195.78 m².

The applicant provided justification in the application letter attached hereto.

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 Sea Container 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 secure furniture storage. It is 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

Strategic Pillar: 4. Civic Leadership

Strategic Priorities: 4.1 Responsible Planning

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

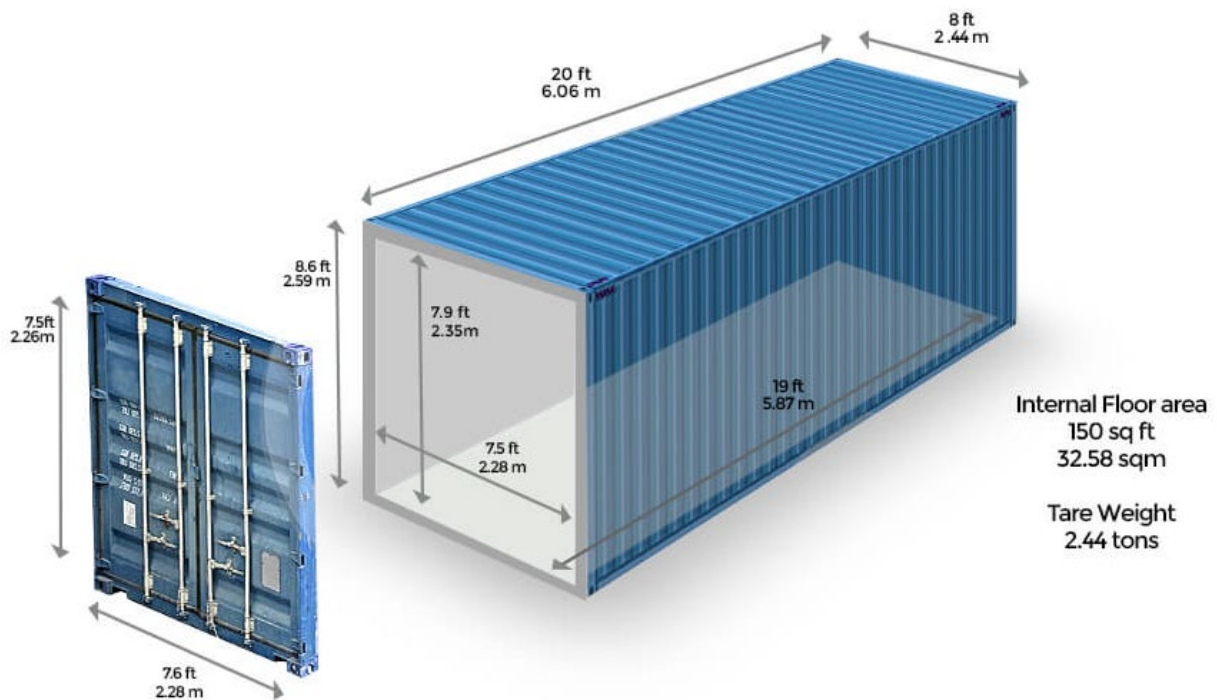
That Council grant Planning Approval for an Outbuilding (Sea Container) at 12 (Lot 222) Nicholas Street, Beverley, subject to the following conditions and advice notes:

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 Sea Container 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, where applicable.
- Note 4: 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.



12 (Lot 222) Nicholas Street



Author:

Created: 6 August 2024 from Map Viewer Plus:

<https://map-viewer-plus.app.landgate.wa.gov.au>

1:1,128

0 0.013 0.027 0.041 0.054 km

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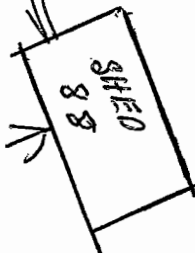
82

NICHOLAS ST

LATE

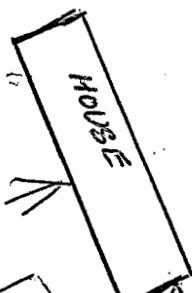
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18M

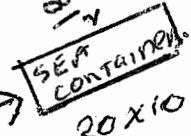


174.33

LOT 213



30M



LOT 222
1.1518 ha

119.74

LOT 219

122.5

LOT 220

Shire of Beverley

This licence is issued subject to compliance with all relevant Acts, Regulations and Bylaws. The building is to be used entirely for the purpose endorsed and cannot be utilised for any other purpose unless the approval of Council has been obtained.

Building to be used for...
Licence No. 23 04/05... Class...

Building Surveyor

[Signature]

TO WHOM IT MAY CONCERN,

20FT

I WISH TO PURCHASE A SEA CONTAINER
FOR my property at 12 NICHOLAS ST
BEVERLEY.

THE CONTAINER will be at the BACK of THE
HOUSE AND will not be seen FROM the ROAD.

I Plan on Painting the container and
planting trees around it so IT will be
well out of sight.

I Am on a 5 acre block so there is plenty
of Room.

the container will be used to store the
childrens Furniture and personal belongings
while they are Living in a caravan Due to
the shortage of rentals.

thankyou.

Lindsay GROVES

0467 210966

L Groves 6-8-2024

10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES

Nil

11. FINANCE

11.1 Monthly Financial Report

Submission To:	Ordinary Council Meeting 28 August 2024
Report Date:	14 August 2024
Applicant:	N/A – Administration
File Reference:	N/A
Author and Position:	S.K. Marshall, Deputy Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	July 2024 Financial Reports

SUMMARY

Council to consider accepting the financial report for the period ending 31 July 2024.

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 2024 Ordinary Meeting, item 11.3.

COMMENT

The monthly financial reports for the period ending 31 July 2024 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 2024/25 Budget.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

AF004 – Investing Surplus Funds

RISK IMPLICATIONS

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

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the monthly financial report for the month of July 2024 be accepted and material variances be noted.

SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY BY NATURE
FOR THE PERIOD ENDING
31 July 2024

Description	Budget 2024/25	YTD Budget 2024/25	YTD Actual 2024/25	YTD Variance	Notes To Material Variances
Operating Revenue					
Rates	3,410,624.00	0.00	(4.50)	(4.50)	
Operating Grants, Subsidies and Contributions	593,892.00	209,721.00	209,208.35	(512.65)	
Profit On Asset Disposal	5,050.00	5,050.00	4,824.84	(225.16)	
Service Charges	0.00	0.00	0.00	0.00	
Fees & Charges	1,124,912.00	49,197.00	53,549.69	4,352.69	
Interest Earnings	147,836.00	5,291.00	9,161.35	3,870.35	
Other Revenue	373,770.00	14,401.00	12,842.08	(1,558.92)	
Non-Operating Grants, Subsidies and Contributions	23,616,776.00	150,084.00	150,144.00	60.00	
Total Operating Revenue	29,272,860.00	433,744.00	439,725.81	5,981.81	
Operating Expenditure					
Employee Costs	(2,678,612.00)	(218,181.00)	(225,534.74)	(7,353.74)	
Materials & Contracts	(2,430,226.00)	(191,122.00)	(193,883.81)	(2,761.81)	
Utilities	(319,668.00)	(24,345.00)	(17,634.53)	6,710.47	
Depreciation On Non-Current Assets	(2,478,107.00)	(222,502.00)	(227,921.43)	(5,419.43)	
Interest Expenses	(87,741.00)	(6,711.00)	17,510.13	24,221.13	23/24 Accrued Interest reversals.
Insurance Expenses	(326,297.00)	(159,455.00)	(167,038.29)	(7,583.29)	
Other Expenditure	(88,581.00)	(874.00)	(6,591.44)	(5,717.44)	
Loss On Asset Disposal	(10,284.00)	(8,909.00)	(7,634.84)	1,274.16	
Loss on Revaluation of Non-Current Assets	0.00	0.00	0.00	0.00	
Total Operating Expenditure	(8,419,516.00)	(832,099.00)	(828,728.95)	3,370.05	
Net Operating	20,853,344.00	(398,355.00)	(389,003.14)	9,351.86	
Capital Income					
Self Supporting Loan - Principal Repayment	0.00	0.00	0.00	0.00	
Proceeds from Sale of Assets	77,880.00	39,050.00	41,920.94	2,870.94	Trade in value higher than anticipated YTD.
New Loan Raised	4,500,000.00	0.00	0.00	0.00	
Total Capital Income	4,577,880.00	39,050.00	41,920.94	2,870.94	
Capital Expenditure					
Land and Buildings	(6,415,000.00)	0.00	(9,235.36)	(9,235.36)	
Plant and Equipment	(188,000.00)	(78,000.00)	(77,472.29)	527.71	
Office Furniture and Equipment	(78,000.00)	(21,500.00)	(22,171.20)	(671.20)	
Road Construction	(11,761,272.00)	0.00	0.00	0.00	
Other Infrastructure	(12,166,077.00)	(250,000.00)	(251,684.14)	(1,684.14)	

SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY BY NATURE
FOR THE PERIOD ENDING
31 July 2024

Description	Budget 2024/25	YTD Budget 2024/25	YTD Actual 2024/25	YTD Variance	Notes To Material Variances
Land Under Control	0.00	0.00	0.00	0.00	
Leases	(6,648.00)	0.00	0.00	0.00	
Loans - Principal Repayments	(148,300.00)	0.00	0.00	0.00	
Total Capital Expenditure	(30,763,297.00)	(349,500.00)	(360,562.99)	(11,062.99)	
Net Capital	(26,185,417.00)	(310,450.00)	(318,642.05)	(8,192.05)	
Adjustments					
Depreciation Written Back	2,478,107.00	222,502.00	227,921.43	5,419.43	
Movement in Leave Reserve Cash Balance	0.00	0.00	0.00	0.00	
Movement in Non-Current Loan Repayments	0.00	0.00	0.00	0.00	
Movement in Non-Current SSL Income	0.00	0.00	0.00	0.00	
Movement in Non-Current Lease Repayments	0.00	0.00	0.00	0.00	
Movement in Non-Current Investments	0.00	0.00	0.00	0.00	
Movement in Non-Current LSL Provision	0.00	0.00	0.00	0.00	
Movement in Non-Current Deferred Pensioner Rates	0.00	0.00	0.00	0.00	
(Profit)/Loss on Disposal of Assets Written Back	5,234.00	0.00	2,810.00	2,810.00	
Loss on Revaluation of Non-Current Assets Written Back	0.00	0.00	0.00	0.00	
Rounding	0.00	0.00	0.00	0.00	
Add Funding From					
Transfer (To)/From Reserves	683,444.00	0.00	0.00	0.00	
Opening Surplus/(Deficit)	2,165,288.00	2,165,288.00	2,165,287.77	(0.23)	
Total Adjustments	5,332,073.00	2,387,790.00	2,396,019.20	8,229.20	
CLOSING SURPLUS/(DEFICIT)	0.00	1,678,985.00	1,688,374.01	9,389.01	

**SHIRE OF BEVERLEY
STATEMENT OF NET CURRENT ASSETS
FOR THE PERIOD ENDING
31 July 2024**

Description	Actual 2023/24	YTD Actual 2024/25
Current Assets		
Cash at Bank	3,363,019.27	876,990.12
Cash - Unrestricted Investments	573,194.08	2,561,232.44
Cash - Restricted Reserves	1,893,962.99	1,893,962.99
Cash on Hand	700.00	700.00
Accounts Receivable	1,201,326.09	771,498.34
Prepaid Expenses	0.00	0.00
Self Supporting Loan - Current	0.00	0.00
Inventory - Fuel	12,511.51	16,446.90
Total Current Assets	7,044,713.94	6,120,830.79
Current Liabilities		
Accounts Payable	(2,641,289.55)	(2,194,320.16)
Loan Liability - Current	(148,300.38)	(148,300.38)
Lease Liability - Current	0.00	0.00
Annual Leave Liability - Current	(294,386.93)	(294,386.93)
Long Service Leave Liability - Current	(202,078.63)	(202,078.63)
Doubtful Debts	0.00	0.00
Total Current Liabilities	(3,286,055.49)	(2,839,086.10)
Adjustments		
Less Restricted Reserves	(1,893,962.99)	(1,893,962.99)
Less Self Supporting Loan Income	0.00	0.00
Add Leave Reserves - Cash Backed	152,291.93	152,291.93
Add Loan Principal Expense	148,300.38	148,300.38
Total Adjustments	(1,593,370.68)	(1,593,370.68)
NET CURRENT ASSETS	2,165,287.77	1,688,374.01

SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
AS AT
31 July 2024

Description	Actual 2023/24	YTD Actual 2024/25	Movement
Current Assets			
Cash and Cash Equivalents	5,830,876.34	5,332,885.55	(497,990.79)
Accounts Receivable	925,082.09	665,488.34	(259,593.75)
Contract Asset - Current	276,244.00	106,010.00	(170,234.00)
Prepaid Expenses	0.00	0.00	0.00
Self Supporting Loan - Current	0.00	0.00	0.00
Inventory	12,511.51	16,446.90	3,935.39
Total Current Assets	7,044,713.94	6,120,830.79	(923,883.15)
Current Liabilities			
Accounts Payable	(984,885.55)	(537,916.16)	446,969.39
Contract Liability - Current	(1,656,404.00)	(1,656,404.00)	0.00
Loan Liability - Current	(148,300.38)	(148,300.38)	0.00
Lease Liability - Current	0.00	0.00	0.00
Annual Leave Liability - Current	(294,386.93)	(294,386.93)	0.00
Long Service Leave Liability - Current	(202,078.63)	(202,078.63)	0.00
Doubtful Debts	0.00	0.00	0.00
Total Current Liabilities	(3,286,055.49)	(2,839,086.10)	446,969.39
Non-Current Assets			
Non-Current Debtors	170,910.09	170,910.09	0.00
Non-Current Investments	62,378.13	62,378.13	0.00
Land and Buildings	29,585,060.75	29,530,127.14	(54,933.61)
Plant and Equipment	2,397,779.42	2,407,444.76	9,665.34
Furniture and Equipment	111,155.00	131,347.75	20,192.75
Infrastructure	141,937,083.50	142,050,069.64	112,986.14
Self Supporting Loan - Non Current	0.00	0.00	0.00
Total Non-Current Assets	174,264,366.89	174,352,277.51	87,910.62
Non-Current Liabilities			
Loan Liability - Non Current	(1,826,703.64)	(1,826,703.64)	0.00
Lease Liability - Non Current	0.00	0.00	0.00
Annual Leave - Non Current	0.00	0.00	0.00
Long Service Leave Liability - Non Current	(77,174.30)	(77,174.30)	0.00
Total Non Current Liabilities	(1,903,877.94)	(1,903,877.94)	0.00
Net Assets	176,119,147.40	175,730,144.26	(389,003.14)

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
AS AT
31 July 2024**

Description	Actual 2023/24	YTD Actual 2024/25	Movement
Equity			
Accumulated Surplus	(48,670,597.47)	(48,281,594.33)	389,003.14
Reserves - Cash Backed	(1,893,962.99)	(1,893,962.99)	0.00
Reserve - Revaluations	(125,554,586.94)	(125,554,586.94)	0.00
Total Equity	(176,119,147.40)	(175,730,144.26)	389,003.14

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 31 July 2024						
Account #	Account Name	Amount Invested (\$)		Term	Interest Rate	Maturation
4320546	Reserve Funds Bendigo					
	Long Service Leave	152,291.93				
	Plant	145,936.77				
	Emergency Services	31,290.37				
	Building	317,713.65				
	Recreation Ground	683,105.25				
	Cropping Committee	99,933.99				
	Infrastructure	61,714.38				
	Senior Housing	271,984.88				
	Avondale Mach Museum	65,712.90				
	ITC Renewal Reserve	64,278.87	1,893,962.99	6 mnths	5.08%	23/12/2024
4802326	Term Deposit Bendigo	311,232.44		3 mnths	4.76%	24/09/2024
4719893	Term Deposit Bendigo	500,000.00		4 mnths	5.00%	8/11/2024
4843839	Term Deposit Bendigo	250,000.00		3 mnths	4.98%	31/10/2024
4843840	Term Deposit Bendigo	500,000.00		4 mnths	5.10%	29/11/2024
4843841	Term Deposit Bendigo	500,000.00		5 mnths	5.20%	6/01/2025
4843883	Term Deposit Bendigo	500,000.00		6 mnths	5.25%	28/01/2025
			2,561,232.44			
	Total		4,455,195.43			

11.2 Accounts Paid by Authority

Submission To:	Ordinary Council Meeting 28 August 2024
Report Date:	14 August 2024
Applicant:	N/A - Administration
File Reference:	N/A
Author and Position:	S.K. Marshall, Deputy Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	July 2024 List of Reports

SUMMARY

Council to consider authorising the payment of accounts.

BACKGROUND

The following list represents accounts paid by authority for the month of July 2024.

COMMENT

Unless otherwise identified, all payments have been made in accordance with Council's 2024/25 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 2024/25 Budget.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the List of Accounts as presented, be received:

July 2024

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

Cheque vouchers

23 Jul 2024 1919-1920 (2) \$ 167.28 (authorised by DCEO S Marshall and Pres D White)
Total of cheque vouchers for Jul 2024 incl \$ 167.28 previously paid.

EFT vouchers

01 Jul 2024	EFT 10435-10437	(7)	\$	45,145.52	(authorised by CEO S Gollan and DCEO S Marshall)
03 Jul 2024	EFT 1-38	(38)	\$	66,061.82	(authorised by CEO S Gollan and DCEO S Marshall)
05 Jul 2024	EFT 10438-10438	(1)	\$	1,895.00	(authorised by DCEO S Marshall and Pres D White)
08 Jul 2024	EFT 10439-10451	(13)	\$	298,532.88	(authorised by DCEO S Marshall and Cr D Davis)
17 Jul 2024	EFT 1-38	(38)	\$	66,063.39	(authorised by CEO S Gollan and DCEO S Marshall)
18 Jul 2024	EFT 10453-10506	(54)	\$	629,117.04	(authorised by CEO S Gollan and DCEO S Marshall)
22 Jul 2024	EFT 10514-10522	(9)	\$	37,000.17	(authorised by CEO S Gollan and DCEO S Marshall)
23 Jul 2024	EFT 10523-10525	(3)	\$	41,958.95	(authorised by CEO S Gollan and DCEO S Marshall)
29 Jul 2024	EFT 10527-10531	(5)	\$	1,764,460.15	(authorised by CEO S Gollan and DCEO S Marshall)
31 Jul 2024	EFT 10532-10552	(21)	\$	303,626.37	(authorised by CEO S Gollan and DCEO S Marshall)
31 Jul 2024	EFT 1-38	(38)	\$	68,658.43	(authorised by DCEO S Marshall and Pres D White)

Total of EFT vouchers for Jul 2024 incl \$ 3,322,519.72 previously paid

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

Cheque vouchers

Nil vouchers

Total of cheque vouchers for July 2024 incl \$ 0.00 previously paid.

EFT vouchers

31 Jul 2024 EFT 10553-10553 (1) \$ 5,000.00 (authorised by CEO S Gollan and DCEO S Marshall)
Total of EFT vouchers for July 2024 incl \$ 5,000.00 previously paid.

(3) Direct Debit Payments totalling \$ 105,634.47 previously paid.

(4) Credit Card Payments totalling \$ 1,975.94 previously paid.

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2024

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Cheque #	1919	23-Jul-2024	ACMA - Australian Communications & Marketing	Land mobile Appart Lic Renewal Lic 252882/1 Exp: 31 Jul 2025	(115.00)	
Cheque #	1920	23-Jul-2024	Water Corporation	Water use - Mens Shed (Vincent St) - Service Fees: Jul - Aug 24	(52.28)	(167.28)
EFT Pymt	EFT 10431	01-Jul-2024	Beverley Bakehouse and Cafe	Council Meet - 26 Jun 2024: Catering	(156.40)	
EFT Pymt	EFT 10432	01-Jul-2024	Department of Water & Environmental Management	2024 Landfill License - L8536	(1,042.80)	
EFT Pymt	EFT 10433	01-Jul-2024	Focus Networks	2024-06 Jun Computer Support & hardware	(7,748.97)	
EFT Pymt	EFT 10434	01-Jul-2024	IT Vision Australia Pty Ltd	ta Ready Tec 2024/25 Annual License Fees - Synergy Soft (10 users): 17 Modules	(33,450.57)	
EFT Pymt	EFT 10435	01-Jul-2024	Services Australia (Child Support - D J)	Payroll deductions	(790.04)	
EFT Pymt	EFT 10436	01-Jul-2024	Staff - Simon Marshall	Reimbursement - Onsite cabins: Cutlery	(13.50)	
EFT Pymt	EFT 10437	01-Jul-2024	Telstra Limited	2024-06 Jun Telephone accounts	(1,943.24)	(45,145.52)
EFT Pymt	EFT 10438	05-Jul-2024	Busselton Advanced Driver Training (B)	HR Vehicle Drivers Licence Endorsement Training, 9 Jul 2024 : Troy Granville	(1,895.00)	(1,895.00)
EFT Pymt	EFT 10439	08-Jul-2024	Bendigo and Adelaide Bank	2024/25 M#02 Municipal Investment: Top up & invested for 4 months @ 5.00%	(234,968.74)	
EFT Pymt	EFT 10440	08-Jul-2024	Beverley Dome Fuel and Hire (BDF)	4,000 L Diesel @ \$1.8236/L GST incl	(7,294.40)	
EFT Pymt	EFT 10441	08-Jul-2024	Bluejay Ag Solutions	Jun 24 & Jul 24 Compilation of the Blarneys	(2,000.00)	
EFT Pymt	EFT 10442	08-Jul-2024	Bunnings Building Supplies P/L	Various: Supplies	(744.05)	
EFT Pymt	EFT 10443	08-Jul-2024	Downer EDI Works P/L	Rural Rds: Emulsion (CRS) Cationic Rapid Set	(611.60)	
EFT Pymt	EFT 10444	08-Jul-2024	Homestyle Flooring	LBN2401 - Hunt Rd Unit Refurb: Supplies	(1,825.00)	
EFT Pymt	EFT 10445	08-Jul-2024	LGWA - Local Gov Works Association	2024 -2025 Membership MOW commencing from Feb 2024	(100.00)	
EFT Pymt	EFT 10446	08-Jul-2024	Landgate	Various Valuation Fees	(30,350.41)	
EFT Pymt	EFT 10447	08-Jul-2024	M & B Building Products (M & B Sales)	LBN2401 - Hunt Rd Unit Refurb: Supplies	(788.24)	
EFT Pymt	EFT 10448	08-Jul-2024	MAL Automotives Pty Ltd	Fire fighting plant: Post season service	(8,826.76)	
EFT Pymt	EFT 10449	08-Jul-2024	Michael Wilson	2024-07 Jul (Ed 477) Blarney: Printing & delivery	(250.00)	
EFT Pymt	EFT 10450	08-Jul-2024	Scavenger Supplies Pty Ltd	BFB Volunteers: Personal Protective Clothing & Equipment	(8,474.68)	
EFT Pymt	EFT 10451	08-Jul-2024	WA Contract Ranger Services Pty Ltd	Ranger Services: 21 May - 27 Jun 2024	(2,299.00)	(298,532.88)
EFT Pymt	EFT 10453	18-Jul-2024	Afgri Equipment Australia Pty Ltd	Various plant: Parts & services	(4,838.34)	
EFT Pymt	EFT 10454	18-Jul-2024	Airport Alliance Contracting, Convergen	LBS2309 - Runway Lighting Upgrade: Supply & install runway lighting	(412,724.90)	
EFT Pymt	EFT 10455	18-Jul-2024	Amart Furniture Pty Ltd	Civic Centre: Dining furniture	(4,026.00)	
EFT Pymt	EFT 10456	18-Jul-2024	Australia Post	2024-06 Jun Postage	(215.77)	
EFT Pymt	EFT 10457	18-Jul-2024	Autopro Northam, Bev Pennys Auto Re	Various plant: Seat covers	(99.00)	

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2024

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 10458	18-Jul-2024	Avon Trading Pty Ltd	2024-05 May Hardware purchases	(5,592.47)	
EFT Pymt	EFT 10459	18-Jul-2024	Avon Valley Grain	Gravel Royalties: Jan - Jun 2024	(7,349.10)	
EFT Pymt	EFT 10460	18-Jul-2024	Avon Valley Toyota	Asset 27021 (VP2402, PUTE19) 2023 Isuzu DMax 4x2 Auto BE016 (Trade in AS:	(16,900.61)	
EFT Pymt	EFT 10461	18-Jul-2024	Avon Waste	2,082 Bin Collection FE 21, 28 Jun 24 inc Recycling Bins & 4 x Recycling Collec	(5,518.85)	
EFT Pymt	EFT 10462	18-Jul-2024	BOC Limited	2024-06 Jun Cylinder Rental: Medical oxygen C size	(6.69)	
EFT Pymt	EFT 10463	18-Jul-2024	BSL - DMIRS Dept Mines, Industry Reg	2024-06 Jun24 Collections x 2 (Lics 23/24: 38, 44)	(572.25)	
EFT Pymt	EFT 10464	18-Jul-2024	BT Equipment P/L ta Tutt Bryant Equipr	BE033 (PRL03): Parts	(777.94)	
EFT Pymt	EFT 10465	18-Jul-2024	Beverley Bowling and Croquet Club	Reimbursement: Acquittal of Insurance Claim PR0044208 (break in)	(629.40)	
EFT Pymt	EFT 10466	18-Jul-2024	Beverley Post News and Gifts (BPNG)	2024-06 Jun Newspaper & Stationery purchases	(71.49)	
EFT Pymt	EFT 10467	18-Jul-2024	Beverley Steel Fabrication	Avon River Trail: Materials for trail markers	(547.14)	
EFT Pymt	EFT 10468	18-Jul-2024	Beverley Supermarket & Liquor (IGA)	2024-05 May purchases	(1,018.71)	
EFT Pymt	EFT 10469	18-Jul-2024	Blackwoods	Various bldgs: Cleaning products	(91.94)	
EFT Pymt	EFT 10470	18-Jul-2024	Bunnings Building Supplies P/L	Various: Supplies	(5,213.02)	
EFT Pymt	EFT 10471	18-Jul-2024	C and D Cutri	Various Bridges: Maintenance	(17,160.00)	
EFT Pymt	EFT 10472	18-Jul-2024	Carpentry Link (Brendon Hall)	Relief Maintenance: 24 - 28 Jun 2024 (32.0 hrs)	(1,600.00)	
EFT Pymt	EFT 10473	18-Jul-2024	Chemdry Betta Finish - JK Lillleyman	Onsite Cabins: Upholstery cleaning	(990.00)	
EFT Pymt	EFT 10474	18-Jul-2024	Contract Aquatic Services - CAS	2023/24 Swim Pool expenses	(16,819.00)	
EFT Pymt	EFT 10475	18-Jul-2024	Country Copiers Northam (DA Gardner	Copier Charges: 07 May - 04 Jun 2024	(378.95)	
EFT Pymt	EFT 10476	18-Jul-2024	Dawsons Concrete and Reinforcing	2023/24 Footpath Renewal: Short St	(28,657.00)	
EFT Pymt	EFT 10477	18-Jul-2024	Department of Planning Lands and Heri	Jun 2024: 23/24 Leases M252204 & M355805	(389.57)	
EFT Pymt	EFT 10478	18-Jul-2024	EHA - Environmental Health Australia I	2024/25 Subscription: I'M ALERT Food Safety Program (Small Council) (costs st	(330.00)	
EFT Pymt	EFT 10479	18-Jul-2024	FD & SR Aynsley & Co	Gravel Royalties: Jan - Jun 2024	(25,394.60)	
EFT Pymt	EFT 10480	18-Jul-2024	Farmarama Pty Ltd	Rec Grnds Oval: Custom fertiliser	(1,320.00)	
EFT Pymt	EFT 10481	18-Jul-2024	Focus Networks	2024 Altus SSL Certificate renewal	(572.00)	
EFT Pymt	EFT 10482	18-Jul-2024	Freemasons Tavern - Two Story Develc	Councillor Appreciation Lunch - 11 Jul 2024	(639.50)	
EFT Pymt	EFT 10483	18-Jul-2024	Fulton Hogan Industries Pty Ltd	Rural Rds: Ezstreet cold asphalt	(1,795.20)	
EFT Pymt	EFT 10484	18-Jul-2024	Huntingfield Pty Ltd (Mark Creasy)	Gravel Royalties: Jan - Jun 2024	(3,440.80)	
EFT Pymt	EFT 10485	18-Jul-2024	Hutton and Northey Sales	Various plant: Parts	(128.27)	

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2024

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 10486	18-Jul-2024	JLT Risk Solutions Pty Ltd	2023/24 Regional Risk Coordinator Programme: 2 of 2 instalments	(4,673.69)	
EFT Pymt	EFT 10487	18-Jul-2024	John Richard Alexander	Reimbursement - Avondale Machinery Museum: Parts	(41.00)	
EFT Pymt	EFT 10488	18-Jul-2024	Kathryn Joyce Badger	Rates refund (credit bal) for Ass 33 - 94 Vincent Street, Beverley 6304	(1,000.00)	
EFT Pymt	EFT 10489	18-Jul-2024	Keith the Maintenance Man Pty Ltd	Res 2026 (Gt Southern Hwy): Asbestos removal	(682.00)	
EFT Pymt	EFT 10490	18-Jul-2024	Kleen West Distributors	Various bldgs: Cleaning products	(1,131.20)	
EFT Pymt	EFT 10491	18-Jul-2024	Kleenheat Gas	Rec Centre: LPG bulk refill Jun 2024	(423.92)	
EFT Pymt	EFT 10492	18-Jul-2024	Phill Law	Avondale: Reimbursement of machinery parts	(78.45)	
EFT Pymt	EFT 10493	18-Jul-2024	QMW (WA) P/L	BE036 (PLDR03): Parts	(1,853.50)	
EFT Pymt	EFT 10494	18-Jul-2024	Quest Innaloo	DoT Training, 01- 05 Jul 2024: Accommodation for K Ware 5 nights	(905.00)	
EFT Pymt	EFT 10495	18-Jul-2024	RA-AN Enterprises	Dozer hire for gravel pushing at Aynsleys pit	(6,864.00)	
EFT Pymt	EFT 10496	18-Jul-2024	RJ Jas - All Mechanical and Electronics	2024-06 Jun Parts, Repairs & Services	(4,802.70)	
EFT Pymt	EFT 10497	18-Jul-2024	Repco - Division of GPC Asia Pacific P	Various: Parts	(4,751.54)	
EFT Pymt	EFT 10498	18-Jul-2024	Resonline Pty Ltd	2024-06 Jun Room Manager Online Booking System Subscription	(242.00)	
EFT Pymt	EFT 10499	18-Jul-2024	Staff - Gaye Mather	Reimbursement: 3 x 2024/25 fuel diaries	(42.64)	
EFT Pymt	EFT 10500	18-Jul-2024	Talbot Walsh - Larhiber Pty Ltd ta	Avon River Water Fountain Plaque	(297.00)	
EFT Pymt	EFT 10501	18-Jul-2024	Team Global Express Pty Ltd (nee Toll	Freight charges: 18 May - 19 Jun 2024	(391.62)	
EFT Pymt	EFT 10502	18-Jul-2024	Unique Strokes WA	58 John St: Exterior roof	(4,740.00)	
EFT Pymt	EFT 10503	18-Jul-2024	WA & E Hill	Gravel Royalties: Jan - Jun 2024	(1,009.80)	
EFT Pymt	EFT 10504	18-Jul-2024	Western Australian Local Government / Council Member Learning: Cr D Ridgway, Cr D Brown		(335.50)	
EFT Pymt	EFT 10505	18-Jul-2024	Wheatbelt Arborist Service Professiona	Refuse Site Management fees: Feb - Jun 2024	(28,600.00)	
EFT Pymt	EFT 10506	18-Jul-2024	York Laundromat	25 Jun - 09 Jul 2024 Onsite Cabins Laundry fees:	(442.97)	(629,117.04)
EFT Pymt	EFT 10514	22-Jul-2024	AITs Specialists Pty Ltd	2024-06 Jul Fuel Tax Credits	(290.51)	
EFT Pymt	EFT 10515	22-Jul-2024	ASB Marketing P/L	Uniforms: Admin staff	(74.25)	
EFT Pymt	EFT 10516	22-Jul-2024	Arrow Bronze	Anglican Niche Wall - Single plaque: The Late Susan L M Hall	(394.80)	
EFT Pymt	EFT 10517	22-Jul-2024	Beverley Community Resource Centre	Youth Initiatives: Paint the Town REaD Program	(1,132.00)	
EFT Pymt	EFT 10518	22-Jul-2024	Beverley Dome Fuel and Hire (BDF)	4,003 L Diesel @ \$1.7977/L GST incl	(7,196.19)	
EFT Pymt	EFT 10519	22-Jul-2024	Guildford Garden Machinery	Minor plant purchase: Hedge trimmer	(999.00)	
EFT Pymt	EFT 10520	22-Jul-2024	Synergy	Street Lights: 25 May - 24 Jun 24	(2,404.15)	

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2024

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 10521	22-Jul-2024	Timbcraft Furniture Company	LBS2401 - Civic Centre Upgrade: Chambers Boardroom table - final payment	(24,388.32)	
EFT Pymt	EFT 10522	22-Jul-2024	Zircodata Pty Ltd	2024-06 Jun: Storage of Archives 155 x A1 Storage Boxes (Std Ctn)	(120.95)	(37,000.17)
EFT Pymt	EFT 10523	23-Jul-2024	Mobile Hay Stackers	BC2401 - Bremner Rd bridge 3205: Carting of culverts ex Humes	(26,977.50)	
EFT Pymt	EFT 10524	23-Jul-2024	Redfish Technologies Pty Ltd	Various bldgs: 2024/25 CCTV maintenance	(6,072.00)	
EFT Pymt	EFT 10525	23-Jul-2024	Thinkproject Australia Pty Ltd	2024/2025 RAMM Transport Asset Annual Support & Maintenance fee	(8,909.45)	(41,958.95)
EFT Pymt	EFT 10527	29-Jul-2024	AusQ Training	Deposit: Basic Worksite Traffic Management and Traffic Controller (BWTM & TC)	(1,500.00)	
EFT Pymt	EFT 10528	29-Jul-2024	Avon Waste	2,082 Bin Collection FE 05, 12 Jul 24 inc Recycling Bins & 4 x Recycling Collect	(5,704.65)	
EFT Pymt	EFT 10529	29-Jul-2024	Bendigo and Adelaide Bank	2024/25 Municipal investment #04 - invested for 4 months @ 5.10%	(1,750,000.00)	
EFT Pymt	EFT 10530	29-Jul-2024	The Red Vault	Council Meet - 24 Jul 2024: Catering for 10	(200.00)	
EFT Pymt	EFT 10531	29-Jul-2024	WA Treasury Corporation	Gov Guarantee Fee on Loans 118, 120, 121 to 30 Jun 2024	(7,055.50)	(1,764,460.15)
EFT Pymt	EFT 10532	31-Jul-2024	Avon Valley Toyota	Asset 27022 2024 Isuzu D-Max 4x2 Space Cab Chassis SX Auto white auto (trad	(26,249.66)	
EFT Pymt	EFT 10533	31-Jul-2024	Avon Waste	2,082 Bin Collection FE 19, 26 Jul 24 inc Recycling Bins & 4 x Recycling Collect	(5,704.65)	
EFT Pymt	EFT 10534	31-Jul-2024	Beverley Agricultural Society	2024 Beverley Agricultural Society Pearl Barley Sponsorship	(350.00)	
EFT Pymt	EFT 10535	31-Jul-2024	Caravan Industry Association WA Inc -	2024/25 Caravan Industry Association Membership	(1,100.00)	
EFT Pymt	EFT 10536	31-Jul-2024	Cherril Marie Paskov	Rates refund (Sale of property) for Ass 1059 - 40 Hunt Road, Beverley 6304	(783.22)	
EFT Pymt	EFT 10537	31-Jul-2024	Department of Planning Lands and Heri	Jul 2024: 24/25 Leases M252204 & M355805	(389.57)	
EFT Pymt	EFT 10538	31-Jul-2024	Ellenby Tree Farm Pty Ltd	Vincent St: Tree flora & maintenance	(3,850.00)	
EFT Pymt	EFT 10539	31-Jul-2024	Focus Audiovisual Pty Ltd	2024/25 Digital Display Sign Support	(2,640.00)	
EFT Pymt	EFT 10540	31-Jul-2024	Humes (Holcim Australia) Wembley Ce	BC2401 - Brg 3205 Bremner Rd: Culvert boxes & freight	(247,665.00)	
EFT Pymt	EFT 10541	31-Jul-2024	Kleen West Distributors	Various bldgs: Cleaning products	(1,219.90)	
EFT Pymt	EFT 10542	31-Jul-2024	LGWA - Local Gov Works Association	27th Annual LGWA Works & Parks Conference 6 - 8 Aug 2024: MOW S Vincent	(962.50)	
EFT Pymt	EFT 10543	31-Jul-2024	Local Government Professionals Austræ	2024/25 Memberships - Bronze, CEO S Gollan, PO A Fleay	(1,300.00)	
EFT Pymt	EFT 10544	31-Jul-2024	OneMusic Australia	2024/25 Music for Councils Rural Lic for public perform &/or communication of co	(378.55)	
EFT Pymt	EFT 10545	31-Jul-2024	Onsite Repairs	2024-06 Jun Tyre Repairs	(294.25)	
EFT Pymt	EFT 10546	31-Jul-2024	Perth Regional Tourism Organisation In	2024/25 Corporate Membership Fee (1/5 share)	(1,320.00)	
EFT Pymt	EFT 10547	31-Jul-2024	Robyn Lorraine Cusack	Rates refund (overpayment) for A51605 - 83 Forrest Street, Beverley 6304	(738.20)	
EFT Pymt	EFT 10548	31-Jul-2024	Services Australia (Child Support - D J	Payroll deductions	(1,173.53)	
EFT Pymt	EFT 10549	31-Jul-2024	Synergy	Various x 9: Power use ~15 May - 12 Jul 24	(4,689.71)	

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2024

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 10550	31-Jul-2024	Telstra Limited	2024-07 Jul Telephone accounts	(1,958.64)	
EFT Pymt	EFT 10551	31-Jul-2024	WA Contract Ranger Services Pty Ltd	Ranger Services: 05, 12 Jul 2024 (6 hrs)	(693.00)	
EFT Pymt	EFT 10552	31-Jul-2024	York Laundromat	23 Jul 2024 Onsite Cabins Laundry fees	(165.99)	(303,626.37)
Direct Debit	DD 4618.01	02-Jul-2024	Shadforth Portfolio Service - Super	Superannuation contributions	(1,200.65)	
Direct Debit	DD 4618.02	02-Jul-2024	Prime Super P/L	Superannuation contributions	(311.27)	
Direct Debit	DD 4618.03	02-Jul-2024	National Mutual Retirement Fund	Superannuation contributions	(275.26)	
Direct Debit	DD 4618.04	02-Jul-2024	Aware Super Pty Ltd	Superannuation contributions	(7,206.98)	
Direct Debit	DD 4618.05	02-Jul-2024	Australian Retirement Trust (Super func	Superannuation contributions	(456.71)	
Direct Debit	DD 4618.06	02-Jul-2024	Australian Super	Superannuation contributions	(1,386.44)	
Direct Debit	DD 4618.07	02-Jul-2024	MLC MasterKey Personal Super	Superannuation contributions	(157.53)	
Direct Debit	DD 4618.08	02-Jul-2024	Mercer Super Trust, The Trustee for	Superannuation contributions	(751.16)	
Direct Debit	DD 4618.09	02-Jul-2024	Colonial First State Super (Gibson Dani	Superannuation contributions	(353.75)	
Direct Debit	DD 4618.10	02-Jul-2024	AMP Lifetime Super	Superannuation contributions	(250.12)	
Direct Debit	DD 4618.11	02-Jul-2024	UniSuper	Superannuation contributions	(191.27)	(12,541.14)
Direct Debit	DD 4642.01	16-Jul-2024	Shadforth Portfolio Service - Super	Superannuation contributions	(1,200.65)	
Direct Debit	DD 4642.02	16-Jul-2024	Prime Super P/L	Superannuation contributions	(336.98)	
Direct Debit	DD 4642.03	16-Jul-2024	National Mutual Retirement Fund	Superannuation contributions	(177.66)	
Direct Debit	DD 4642.04	16-Jul-2024	Australian Super	Superannuation contributions	(1,678.43)	
Direct Debit	DD 4642.05	16-Jul-2024	Aware Super Pty Ltd	Superannuation contributions	(7,386.61)	
Direct Debit	DD 4642.06	16-Jul-2024	Australian Retirement Trust (Super func	Superannuation contributions	(514.03)	
Direct Debit	DD 4642.07	16-Jul-2024	MLC MasterKey Personal Super	Superannuation contributions	(86.83)	
Direct Debit	DD 4642.08	16-Jul-2024	Mercer Super Trust, The Trustee for	Superannuation contributions	(775.39)	
Direct Debit	DD 4642.09	16-Jul-2024	Colonial First State Super (Gibson Dani	Superannuation contributions	(362.31)	
Direct Debit	DD 4642.10	16-Jul-2024	AMP Lifetime Super	Superannuation contributions	(226.09)	
Direct Debit	DD 4642.11	16-Jul-2024	UniSuper	Superannuation contributions	(157.33)	(12,902.31)
Direct Debit	DD 4665.01	30-Jul-2024	Shadforth Portfolio Service - Super	Superannuation contributions	(1,200.65)	
Direct Debit	DD 4665.02	30-Jul-2024	Prime Super P/L	Superannuation contributions	(330.71)	
Direct Debit	DD 4665.03	30-Jul-2024	National Mutual Retirement Fund	Superannuation contributions	(152.40)	

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2024

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	DD 4665.04	30-Jul-2024	Australian Super	Superannuation contributions	(1,767.00)	
Direct Debit	DD 4665.05	30-Jul-2024	Aware Super Pty Ltd	Superannuation contributions	(7,461.90)	
Direct Debit	DD 4665.06	30-Jul-2024	Australian Retirement Trust (Super func	Superannuation contributions	(296.13)	
Direct Debit	DD 4665.07	30-Jul-2024	MLC MasterKey Personal Super	Superannuation contributions	(127.69)	
Direct Debit	DD 4665.08	30-Jul-2024	Mercer Super Trust, The Trustee for	Superannuation contributions	(643.63)	
Direct Debit	DD 4665.09	30-Jul-2024	Colonial First State Super (Gibson Dani	Superannuation contributions	(357.97)	
Direct Debit	DD 4665.10	30-Jul-2024	AMP Lifetime Super	Superannuation contributions	(219.18)	
Direct Debit	DD 4665.11	30-Jul-2024	UniSuper	Superannuation contributions	(188.21)	(12,745.47)
Direct Debit	01/07/2024		1 - Bank Charges	Bank charges - staff assisted txn	(2.50)	(2.50)
Direct Debit	03/07/2024		7 - CBA Merchant Fee	CBA Merchant Fee - Muni	(296.67)	(296.67)
Direct Debit	03/07/2024		7 - CBA Merchant Fee	CBA Merchant Fee - Trust	(20.00)	(20.00)
Direct Debit	05/07/2024		12 - ANZ - BPAY	ANZ - BPAY	(77.00)	(77.00)
Direct Debit	05/07/2024		12 - ANZ - BPAY	ANZ - BPAY	(73.43)	(73.43)
Direct Debit	05/07/2024		8 - ANZ Transactive	ANZ Transactive	(112.00)	(112.00)
Direct Debit	17/07/2024		1 - Bank Charges	Bank charges - account servicing fee	(22.00)	(22.00)
Direct Debit	01/07/2024		3 - Payment for DoT	Payment for DoT	(3,328.45)	
Direct Debit	02/07/2024		3 - Payment for DoT	Payment for DoT	(13,788.90)	
Direct Debit	03/07/2024		3 - Payment for DoT	Payment for DoT	(4,700.80)	
Direct Debit	04/07/2024		3 - Payment for DoT	Payment for DoT	(4,227.90)	
Direct Debit	05/07/2024		3 - Payment for DoT	Payment for DoT	(3,818.25)	
Direct Debit	08/07/2024		3 - Payment for DoT	Payment for DoT	(1,720.50)	
Direct Debit	09/07/2024		3 - Payment for DoT	Payment for DoT	(1,675.65)	
Direct Debit	10/07/2024		3 - Payment for DoT	Payment for DoT	(4,035.45)	
Direct Debit	11/07/2024		3 - Payment for DoT	Payment for DoT	(857.55)	
Direct Debit	12/07/2024		3 - Payment for DoT	Payment for DoT	(549.80)	
Direct Debit	15/07/2024		3 - Payment for DoT	Payment for DoT	(3,211.55)	
Direct Debit	17/07/2024		3 - Payment for DoT	Payment for DoT	(3,746.30)	
Direct Debit	19/07/2024		3 - Payment for DoT	Payment for DoT	(5,516.10)	

SHIRE OF BEVERLEY
CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2024

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct Debit	22/07/2024		3 - Payment for DoT	Payment for DoT	(5,351.20)	
Direct Debit	26/07/2024		3 - Payment for DoT	Payment for DoT	(4,850.60)	
Direct Debit	29/07/2024		3 - Payment for DoT	Payment for DoT	(4,278.25)	
Direct Debit	31/07/2024		3 - Payment for DoT	Payment for DoT	(1,184.70)	(66,841.95)
Direct Debit	25/07/2024		Credit Card - Shire of Beverley	2024-06 Jun Credit Card Purchases	(1,975.94)	(1,975.94)
PAYMENTS RAISED IN CURRENT MONTH					(3,229,513.77)	(3,229,513.77)
						0.00

WAGES & SALARIES

EFT Pymt	03-Jul-2024	Wages & Salaries	FE - 02 Jul 2024	(66,061.82)	
EFT Pymt	17-Jul-2024	Wages & Salaries	FE - 16 Jul 2024	(66,063.39)	
EFT Pymt	31-Jul-2024	Wages & Salaries	FE - 31 Jul 2024	(68,658.43)	
WAGES & SALARIES				(200,783.64)	(200,783.64)

UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT

Cheque #	1918	28-Jun-2024	Shire of Beverley	Various plant: Vehicle regos up to 30 Jun 2025	(8,138.15)	
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT					(8,138.15)	(8,138.15)

PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS

PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS					0.00	0.00
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OTHER AMENDMENTS/GENERAL JOURNALS

OTHER AMENDMENTS/GENERAL JOURNALS					0.00	0.00
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SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2024

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
INVESTMENTS						
EFT Pymt	EFT 10439	08-Jul-2024	Bendigo and Adelaide Bank	2024/25 Muni Invest #02 - Top up & invested 4 months @ 5.00%	(234,968.74)	
EFT Pymt	EFT 10529	29-Jul-2024	Bendigo and Adelaide Bank	2024/25 Muni Invest #03 - invested for 3 months @ 4.98%	(250,000.00)	
EFT Pymt	EFT 10529	29-Jul-2024	Bendigo and Adelaide Bank	2024/25 Muni Invest #04 - invested for 4 months @ 5.10%	(500,000.00)	
EFT Pymt	EFT 10529	29-Jul-2024	Bendigo and Adelaide Bank	2024/25 Muni Invest #05 - invested for 5 months @ 5.20%	(500,000.00)	
EFT Pymt	EFT 10529	29-Jul-2024	Bendigo and Adelaide Bank	2024/25 Muni Invest #06 - invested for 6 months @ 5.25%	(500,000.00)	
					(1,984,968.74)	
TOTAL EXPENDITURE for MUNICIPAL ACCOUNT					(3,438,435.56)	(3,438,435.56)

CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT

CEO - STEPHEN GOLLAN

Credit card	BE003/APR24	26-Apr-2024	DoT	BE003 (PGRD07): Rego to 07 Sep 2024	33.90	
Credit card	BE028/MAY24	02-May-2024	DoT	BE028 (PTRK09): Rego to 13 Sep 2024	116.75	
Credit card	071974	29-May-2024	The Red Vault	Meeting - Commence Reconciliation Action Plan x 2	38.00	
Credit card	SUB00000185	06-Jun-2024	Aust Golden Outback	24/25 Silver membership renewal	187.77	
Credit card	BE541/JUN24	10-Jun-2024	DoT	BE541 (PUTE09): Change of plate fee (BE541 -> 1IAJ336)	31.10	
Credit card	BE016/JUN24	10-Jun-2024	DoT	BE016 (PUTE13): Change of plate fee (BE016 -> 1IAJ335)	31.10	
Credit card	2790350294	13-Jun-2024	Adobe Systems Software Ireland Ltd	InDesign annual subscription for Tourism Officer	379.10	
Credit card	1121393803	15-Jun-2024	WiX.com	Town Hall: Website subscription - 3 years; valid to 15 Jul 2027	130.22	
Credit card	209177301	21-Jun-2024	Ikea	Onsite Cabins: 2 x 3 door wardrobes	558.00	
Credit card	#416675921-CR	26-Jun-2024	KMart Mulgrave	Onsite Cabins - Crockery: Refund	(21.00)	1,484.94

DCEO - SIMON MARSHALL (AVONDALE MACHINERY SHED)

Credit card	17527	31-May-2024	Marfleet	Parts: 2 x strip & reline brake disc as per sample	60.00	
Credit card	1128709	14-Jun-2024	Powercrank Batteries	Parts: 1 x auto series starting battery	190.00	250.00

MOW - STEPHEN VINCENT

SHIRE OF BEVERLEY
CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2024

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Credit card	BEV1/JUN24	26-Jun-2024	Mal Automotives	BEV1 - vehicle inspection for licensing	241.00	241.00
May 2024 transactions presented on 24 June 2024 (EFT 10452) Shire of Beverley Municipal Bank account						1,975.94

TRUST ACCOUNT DETAILS

PAYMENTS RAISED IN CURRENT MONTH

EFT Pymt	EFT 10553	31-Jul-2024	Rebekah van der Wacht	Refund of relocated building bond: 1057 Clulows Rd East Beverley	(5,000.00)	
PAYMENTS RAISED IN CURRENT MONTH					(5,000.00)	(5,000.00)

PAYMENTS UNPRESENTED IN CURRENT BANK #

PAYMENTS UNPRESENTED IN CURRENT BANK #	0.00	0.00
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PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS

PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS	0.00	0.00
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OTHER AMENDMENTS / GENERAL JOURNALS

OTHER AMENDMENTS / GENERAL JOURNALS	0.00	0.00
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TOTAL EXPENDITURE for TRUST ACCOUNT		(5,000.00)
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TOTAL EXPENDITURE as reconciled to the JULY 2024 BANK STATEMENTS

Municipal Account Expenditure	(3,438,435.56)
Trust Account Expenditure	(5,000.00)
TOTAL EXPENDITURE for JULY 2024	(3,443,435.56)

11.3 Community Grants – 2024/25 Round 1

Submission To:	Ordinary Council Meeting 22 August 2023
Report Date:	16 August 2023
Applicant:	Various Applicants
File Reference:	ADM 0428
Author and Position:	Stephen Gollan, Chief Executive Officer
Previously Before Council:	Occurs every August & February
Disclosure(s) Of Interest:	Cr White and Cr Maxwell are Executive Members of the Beverley CRC.
Attachments:	Nil

SUMMARY

Council to consider awarding various grants as presented, in the Shire of Beverley 2024/25 Round 1 Community Grants Program.

BACKGROUND

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

COMMENT

The first round of Community Grants for 2024/25 financial year was advertised in the July 2024 Beverley Blarney, on social media networks and on the Shire of Beverley website. Applications opened on 1st July and closed on 31st July 2024. A total of four applications were received, two for Major Grants and two for Minor Grants.

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

Minor Grants: Applications of \$1,000 and under have to fall within one of the following categories: Early Years (0 to 4yrs); Environment; History and or Heritage; Seniors; Tourism; Volunteer/Upskilling; or Youth (5 to 18yrs)

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

The total major grant funding requested is \$9,000.00; the total minor grant funding requested is \$2,000.00. As it is the start of the new financial year, there is \$10,000.00 available in both the major grant category and minor grants category.

The table below outlines the Grant Applications, the activities groups wish to use the money for, the amount they requested and the amount with reasoning that we are suggesting they receive. All applications met the compliance criteria and are presented for Councils consideration.

Club/Group	Members	Minor Grants - Activity	Amount Requested	Amount Recommended
Beverley Hockey Club	57 members	<p>Minor Category: Sport & Recreation Total Project Cost: \$1,773.83</p> <p>Project as described by applicant: To install power at the Storage Shed (owned by the Shire) at the Beverley Oval. The shed is also used by the Cricket Club and Football and Netball Club. The shed has no electricity making it inconvenient to charge essential equipment like the line marker. Additionally there is no lighting in the shed which should be an essential safety feature. Installing power will streamline operations and enhance the efficiency of all club activities.</p> <ul style="list-style-type: none"> ▪ 1st Application ▪ Application complete, quotes provided and letter of support from BFNC. ▪ Incorporated 	\$1,000.00	\$1,000.00
Beverley CRC	89 members	<p>Minor Category: Seniors Total Project Cost: \$2,584.00</p> <p>Project as described by applicant: Beyond 6304 – Reconnecting our Senior Community. We would like to offer engaging day trips on the Community Bus for our seniors, the aim to combat social isolation and to offer those that struggle to drive longer distance a wonderful opportunity of getting away and exploring. We are collaborating with Beverley Hospital Staff, Beverley Early Years Network, Alex Miles Lodge Group, and Magical Messes. Trips proposed include Araluen Tulip Festival, Narrogin Community Gardens.</p> <ul style="list-style-type: none"> ▪ 9th Application ▪ Strong history of delivering and acquitting successful grants. ▪ Letter of support from Beverley Community Garden ▪ Incorporated 	\$1,000.00	\$1,000.00

Club/Group	Members	Major Grants - Activity	Amount Requested	Amount Recommended
Beverley Clay Target Club Inc.	18 Members	<p>Major Category: Sport and Recreation Total Project Cost: \$11,400.00</p> <p>Project as described by applicant: To replace our main clay target thrower (trap). Our current trap is 20 years old and beginning to fail and be unreliable. With the introduction of the new Firearms Act we expect to see an increase of new members and we would like to hold reliable shoot days. The new Firearms Act has meant we have had to erect a new boundary fence which has been costly and taken a hit to our savings account.</p> <ul style="list-style-type: none"> ▪ 1st application received ▪ Incorporated ▪ Application complete, quotes/estimate provided ▪ If awarded, suggest strong advertising of new trap to increase members. ▪ 	\$5,000.00	\$5,000.00
Beverley Horse and Pony Club	47 Members	<p>Major Category: Sport and Recreation Total Project Cost: \$12,093.00</p> <p>Project as described by applicant: To replace the deteriorating and rusty link fencing and to replace the old small horse yards with secure size appropriate yards for the horses. We hope the upgraded facilities will encourage more members and increase attendance at our inter-club and state events.</p> <ul style="list-style-type: none"> ▪ 3rd application received ▪ Incorporated ▪ Application complete, quotes/estimate provided 	\$4,000.00	\$4,000.00

2024/25 Budget \$20,000.00	Remaining Balances	Amount requested
Minor Grants - \$1,000 or less	\$10,000.00	\$2,000.00
Major Grants - \$1,001 - \$5,000	\$10,000.00	\$9,000.00
Total	\$20,000.00	\$11,000.00
Personal Development 2024/25 Budget \$2,000.00	\$2,000.00	Nil

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

Community Grant Program

2024/25 Total Minor Grants \$10,000 – Available funds balance: \$10,000.00

2024/25 Total Major Grants \$10,000 – Available funds balance: \$10,000.00

STRATEGIC IMPLICATIONS

Strategic Pillar: 2. Community

4. Civic Leadership

Strategic Priorities: 2.3 Active and Healthy Community

4.1 Community and customer focus

4.3 Responsible planning

RISK IMPLICATIONS

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

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

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

POLICY IMPLICATIONS

Community Grant Policy

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council award the following Community Grants under the first round of submissions for the 2024/25 financial year:

- | | |
|-------------------------------|------------|
| 1. Beverley Hockey Club | \$1,000.00 |
| 2. Beverley CRC | \$1,000.00 |
| 3. Beverley Horse & Pony Club | \$4,000.00 |
| 4. Beverley Clay Target Club | \$5,000.00 |

11.4 Rates – General Waste and Rubbish Bin Removal

Submission To:	Ordinary Council Meeting 28 August 2024
Report Date:	19 August 2024
Applicant:	Rates Assessment 150
File Reference:	ADM 0566
Author and Position:	Natalie Ashworth, Finance Officer
Previously Before Council:	No
Disclosure(s) Of Interest:	Nil
Attachments:	Bins and Waste Receptacles Information

SUMMARY

Council to consider approving the removal of General Waste & Recycle Bins from a property.

BACKGROUND

The Shire has received a written request from a Ratepayer, who is also a Pensioner, to return her Rubbish Bins and get the charge removed from her Rates. The reasoning behind her request is that she is a Single Pensioner and her bins are almost empty when collection day comes around every week.

COMMENT

The ratepayer has provided the following comments – *“reason for this is to cut expenses. I am a single aged pensioner and expenses need to be minimised to make ends meet”. My bins go out nearly empty every week for collection. I have chickens for house scraps, I deposit cardboard and recycle cans/bottles in the appropriate place by the caravan park and mulch garden waste. I am capable of separating leftover waste into two smaller private bins and deposit them at the Refuse Site weekly”*.

Council has not dealt with a request for exemption of this kind before.

Attached is the Bins and Waste Receptacles information which quotes the “*Waste Avoidance and Resource Recovery Act 2007*” and details that Council may grant or refuse any request for exemption.

There is some concern that allowing this exemption will set a precedent for others to make a request. Council has a duty to ensure that waste is appropriately dealt with and allowing the exemption may cause waste management issues in the future. There is a potential added cost to the ratepayer if Shire employees need to deal with private bins when the owners may no longer be able to deal with it themselves.

STATUTORY ENVIRONMENT

Waste Avoidance and Resource Recovery Act 2007
Part 6 Waste services – please refer to attachment.

CONSULTATION

Council

FINANCIAL IMPLICATIONS

General Waste Bin \$234.00
Recycle Bin \$105.00
Totalling \$339.00 per annum (revised annually)

STRATEGIC IMPLICATIONS

Strategic Pillar: 4. Civic Leadership
Strategic Priorities: 4.1 Community and customer focus
 4.3 Responsible Planning

POLICY IMPLICATIONS

N/A

RISK IMPLICATIONS

Low (4) - There is a minimal risk implications.

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

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

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council do not allow an exemption for General Waste and Recycling services associated with Assessment 150.

08/08/24

Beverley Shire Council

I am writing seeking permission to cancel my domestic and recycle rubbish bins immediately.

Reason for this is to cut expenses. I am a single aged pensioner and expenses need to be minimised to make ends meet (If you are unaware a single aged pension is under \$30,000 per year)

My bins go out nearly empty every week for collection. I have chickens for house scraps, I deposit cardboard and recycle cans/bottles in the appropriate place by the caravan park and mulch garden waste. I am capable of separating leftover waste into two smaller private bins and deposit them at the Refuse Site weekly.

I understand you may see the dollar saving as minimal in your eyes but to a pensioner, it is quite a saving per year when all other bills (eg. insurances, registration, electricity/water, house/car maintenance and of course food etc) are taken into account.

Thank you



SHIRE OF BEVERLEY		
09 AUG 2024		
FILE REF: FOR 150		
<input type="checkbox"/> CEO	<input type="checkbox"/> SP	<input type="checkbox"/> TO
<input type="checkbox"/> DCEO	<input type="checkbox"/> EHOB	<input type="checkbox"/> PO
<input type="checkbox"/> MOW	<input type="checkbox"/> CSM	<input type="checkbox"/>

Bins and Waste Receptacles

Waste Avoidance and Resource Recovery Act 2007

Part 6 Waste services

Division 4 Offences

s. 68

66. Local government may impose waste collection rate

- (1) A local government may impose on rateable land within its district, and cause to be collected, an annual rate for the purpose of providing for the proper performance of all or any of the waste services it provides.
- (2) The annual rate must not exceed —
 - (a) 12 cents in the dollar on the gross rental value; or
 - (b) where the system of valuation on the basis of the unimproved value is adopted, 3 cents in the dollar on the unimproved value of the land in fee simple.
- (3) The provisions of the *Local Government Act 1995* relating to the making, payment and recovery of general rates apply with respect to rates referred to in subsection (1).

67. Local government may impose receptacle charge

- (1) A local government may, in lieu of, or in addition to a rate under section 66, provide for the proper disposal of waste, whether within its district or not, by making an annual charge per waste receptacle, payable in one sum or by equal monthly or other instalments in advance, in respect of premises provided with a waste service by the local government.
- (2) The charge is to be imposed on the owner (as defined in section 64(1)) or occupier, as the local government may decide, of any premises provided with a waste service by the local government.
- (3) The provisions of the *Local Government Act 1995* relating to the recovery of general rates apply with respect to a charge referred to in subsection (1).
- (4) In the case of premises being erected and becoming occupied during the year for which payment is to be made, the charge for the service provided is to be the sum that proportionately represents the period between the occupation of the premises and the end of the year for which payment is made.
- (5) Notice of any charge made under this section may be included in any notice of rates imposed under section 66 or the *Local Government Act 1995*, but the omission to give notice of a charge does not affect the validity of the charge or the power of the local government to recover the charge.
- (6) A charge may be limited to premises in a particular portion of the area under the control of the local government.
- (7) Charges under this section may be imposed in respect of and are

to be payable for all premises in respect of which a waste service is provided, whether such premises are rateable or not.
(8) A local government may make different charges for waste services rendered in different portions of its district.

68. Fees and charges fixed by local government

Nothing in this Part prevents or restricts a local government from imposing or recovering a fee or charge in respect of waste services under the *Local Government Act 1995* section 6.16.

Under the Health Local Laws,

Most Local Governments will have the following requirements.

Division 2—Disposal of Refuse

Interpretation

4.2.1 In this division, unless the context otherwise requires—

“approved enclosure” means an enclosure for the storage of receptacles which complies with Section 4.2.7;

“building line” has the meaning given to it in and for the purposes of the *Local Government (Miscellaneous Provisions) Act 1960*;

“collection day” means the day of the week on which rubbish and refuse is collected and removed by the Council or its contractor;

“commercial waste” means refuse and other rubbish generated by or originating from commercial or industrial premises and includes trade refuse;

“domestic waste” means refuse and other rubbish generated by or emanating from residential premises and includes house refuse;

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

“receptacle” means a polyethylene cart fitted with wheels, a handle and a lid and having a capacity of 120 litres or 240 litres, or other type of receptacle specified or approved by the Council;

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

“street” includes a highway and a thoroughfare which the public are allowed to use and includes every part of the highway or thoroughfare, and other things including bridges and culverts, appurtenant to it;

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

“waste” means commercial or domestic waste or both as the context requires.

Receptacles

4.2.2 An owner or occupier of premises shall—

(a) provide a receptacle for the depositing of rubbish or refuse and maintain the receptacle in a serviceable condition;

- (b) at all times keep the lid of the receptacle closed except when depositing rubbish or refuse or cleaning the receptacle;
- (c) except for a reasonable period before and after collection time, keep the receptacle on the premises and located—
 - (i) behind the street alignment and so as not to be visible from a street or public place; or
 - (ii) in such other position as is approved by the Council;
- (d) on each collection day at or prior to 6.00am place the receptacle out in the street in a position, prescribed by the Council, where it is visible from the carriageway of the street or the right of way, but so that it does not obstruct any thoroughfare, land, footpath, cycleway or other carriageway and positioned with the handle facing away from the kerb line, or placed in such other position as is approved by the Council.

Exemption

4.2.3 (1) An owner or occupier of premises may apply in writing to the Council for an exemption from compliance with the requirements of Section 4.2.2 (c) or (d).

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

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

- (a) the premises to which the exemption applies;
- (b) the period during which the exemption applies; and
- (c) any conditions imposed by the Council.

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

Use of Receptacles

4.2.4 An owner or occupier of premises shall—

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

- (i) more than 70 kilograms of rubbish or refuse;
- (ii) hot or burning ash;
- (iii) oil, motor spirit or other flammable liquid;
- (iv) liquid paint or other solvent;
- (v) bricks, concrete, building rubble, asbestos, earth or other like substances;
- (vi) drugs, dressings, bandages, swabs or blood samples unless placed in a sealed impervious and leak-proof container;
- (vii) hospital, medical, veterinary, laboratory or pathological substances containing blood unless placed in a sealed impervious and leak-proof container;
- (viii) syringes, needles, surgical hardware, broken glass, sharps or other sharp objects;
- (ix) cytotoxics, radioactive substances and dangerous chemicals;
- (x) sewage, manure, nightsoil, faeces or urine;
- (xi) any object which is greater in length, width or breadth than the corresponding dimension of the receptacle or which will not allow the lid of the receptacle to be tightly closed;
- (xii) rubbish or refuse which is or is likely to become offensive or a nuisance, or give off an offensive or noxious odour, or to attract flies or cause fly breeding unless it is first wrapped in non-absorbent or impervious material or placed in a sealed impervious container; or
- (xiii) hazardous products including ammunition and flares;

(b) at all times keep the receptacle in a clean condition;

(c) whenever directed to do so by an Environmental Health Officer, thoroughly clean, disinfect, deodorise and apply a residual insecticide to the receptacle;

(d) take all reasonable steps to prevent—

- (i) fly breeding and keep the receptacle free of flies, maggots, cockroaches, rodents and other vectors of disease; and
- (ii) the emission of offensive and noxious odours from the receptacle; and
- (d) ensure that the receptacle does not cause a nuisance to the occupiers of adjoining premises.

Damage to Receptacles

4.2.5 A person shall not—

- (a) damage, destroy or interfere with a receptacle; or
- (b) except as permitted by these Local-Laws or as authorised by the Council, remove a receptacle from any premises.

Use of Other Containers

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

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

- (a) unless approved by the Council not deposit or permit to be deposited in the container anything specified in Section 4.2.4 (a) (ii) to (xiii);
 - (b) take all reasonable steps to prevent fly breeding in, and the emission of offensive or noxious odours from the container;
 - (c) whenever directed by an Environmental Health Officer to do so, thoroughly clean, disinfect, deodorise and apply a residual insecticide to the container;
 - (d) cause the container to be located on the premises in an enclosure constructed and located as approved by the Council;
 - (e) ensure that the container is not visible from the street but is readily accessible for the purposes of collection; and
 - (f) ensure that the container does not cause a nuisance to an occupier of adjoining premises.
- (3) An owner or occupier shall—
- (a) ensure that there are a sufficient number of containers provided to contain all rubbish and refuse which accumulates or may accumulate in or from the premises;
 - (b) ensure that each container on the premises—
 - (i) has a close fitting lid;
 - (ii) is constructed of non-absorbent and non-corrosive material; and
 - (iii) is clearly marked, for the use of, and is used only for, the temporary deposit of rubbish or refuse;
 - (c) keep or cause to be kept each container thoroughly clean and in good condition and repair;
 - (d) place any rubbish or refuse in, and only in, a container marked for that purpose;
 - (e) keep the cover on each container except when it is necessary to place something in, or remove something from, it; and
 - (f) ensure that each container is emptied at least weekly or as directed by the Council.

Suitable Enclosure

4.2.7 (1) An owner or occupier of premises—

- (a) consisting of more than three (3) dwellings; or
 - (b) used for commercial or industrial purposes, or a food premises shall if required by the Council provide a suitable enclosure for the storage and cleaning of receptacles on the premises.
- (2) An owner or occupier of premises required to provide a suitable enclosure under this Section shall keep the enclosure thoroughly clean and disinfected.
- (3) For the purposes of this Section, a “suitable enclosure” means an enclosure—

- (a) of sufficient size to accommodate all receptacles used on the premises but in any event having a floor area not less than a size approved by the Council;
- (b) constructed of brick, concrete, corrugated compressed fibre cement sheet or other material of suitable thickness approved by the Council;
- (c) having walls not less than 1.8 metres in height and having an access way of not less than 1 metre in width and fitted with a self closing gate;
- (d) containing a smooth, non-slip and impervious floor—
 - (i) of not less than 75 millimetres in thickness; and
 - (ii) which is evenly graded to an approved liquid refuse disposal system;
- (e) which is easily accessible to allow for the removal of the receptacles;
- (f) provided with a ramp into the enclosure having a gradient no steeper than 1:8 unless otherwise approved by the Council; and
- (g) provided with a tap connected to an adequate supply of water.

Deposit of Refuse

4.2.8 A person shall not deposit or cause or permit to be deposited any rubbish or refuse in or on any street or on any land other than a refuse disposal site.

Removal of Rubbish from Premises or Receptacle

4.2.9 (1) A person shall not remove any rubbish or refuse from premises unless that person is—

- (a) the owner or occupier of the premises;
 - (b) authorised to do so by the owner or occupier of the premises; or
 - (c) authorised in writing to do so by the Council.
- (2) A person shall not, without the approval of the Council or the owner of a receptacle, remove any rubbish or refuse from the receptacle or other container provided for the use of the general public in a public place.
- (3) Where the Council provides—
- (a) a collection service for recyclable material, the occupier of premises shall comply with and observe the directions given by the Council in relation to that collection;
 - (b) a collection for bulk material, the occupier of premises shall comply with and observe the directions given by the Council in relation to that collection.
- (4) Where additional collection services are provided upon request by the occupier of premises, fees as prescribed by the Council shall be paid.

Burning Rubbish or Refuse

4.2.10 (1) A person shall not—

- (a) without the approval of the Council; and
 - (b) except in accordance with the terms and conditions to which the approval is subject, set fire to, or cause to be set on fire, any rubbish or refuse either—
 - (i) in any incinerator; or
 - (ii) on the ground.
- (2) Subject to subsection (3), an approval of the Council is issued subject to the following conditions—
- (a) the material to be burnt—
 - (i) does not include any plastic, rubber, food scraps, green garden cuttings and other material which may become offensive when burnt; and
 - (ii) is of such quantity, or of such a nature, as to be unsuitable for removal by the Council's refuse collection service;
 - (b) there is no other appropriate means of disposal;
 - (c) burning shall not take place—

- (i) during any period for which an air dispersion alert has been issued by the Bureau of Meteorology; or
- (ii) where there is no current dispersion alert, outside the hours of 10.00am to 6.00pm;
- (d) an incinerator must meet the standards specified in A.S. 1875-1976; and
- (e) an incinerator unit used for fire must be located—
 - (i) at least 3 metres from a fence, building or inflammable matter; and
 - (ii) in such a position so as not to create a nuisance or be offensive to other persons.
- (3) Subject to the Fire Rules of the Local Fire Brigade issued by the Western Australian Fire Brigades Board the Council may grant approval to clear by burning fire breaks or vacant blocks of grass, straw, hay undergrowth, herbage and other similar vegetation.

Rubbish Removal Vehicles

4.2.11 A vehicle used by the Council or its contractor for the collection and transport of rubbish shall—

- (a) be provided with a compartment in which all rubbish shall be deposited for removal, and of which the interior is constructed from or surfaced with impermeable material; and
- (b) have a cover over the compartment at all times when the vehicle is engaged in the transport of rubbish.

Method of Removal of Rubbish

4.2.12 A person engaged in the removal of rubbish from premises shall—

- (a) convey all rubbish from the receptacles of the occupier of the premises and deposit the rubbish in the portion of the collection vehicle intended to hold the rubbish; and
- (b) replace the receptacle in the position it was lifted from.

Rubbish Disposal Areas

4.2.13 The Town Site of Tammin is the prescribed area within which the provision of Section 112A of the Act shall operate and have effect.

12. ADMINISTRATION

12.1 Code of Conduct Annual Review

Submission To:	Ordinary Council Meeting 28 August 2024
Report Date:	16 August 2024
Applicant:	Administration
File Reference:	ADM 0300
Author and Position:	Stephen Gollan, Chief Executive Officer
Previously Before Council:	August 2023
Disclosure(s) Of Interest:	None
Attachments:	Code of Conduct

SUMMARY

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

BACKGROUND

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

COMMENT

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Model Code of Conduct) Regulations 2021

Local Government (Administration) Amendment Regulations 2021

CONSULTATION

Council

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

Strategic Pillar: 4. Civic Leadership

Strategic Priorities: 4.2 Continuous organisational improvement

POLICY IMPLICATIONS

N/A

RISK IMPLICATIONS

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

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

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



Shire of Beverley

Code of Conduct for Council Members, Committee Members and Candidates

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

Policy Purpose:

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

Division 1 — Preliminary provisions

1. Citation

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

2. Terms used

(1) In this code —

Act means the Local Government Act 1995;

candidate means a candidate for election as a council member;

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

publish includes to publish on a social media platform.

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

Division 2 — General principles

3. Overview of Division

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

4. Personal integrity

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

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

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

5. Relationship with others

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

6. Accountability

A council member or committee member should —

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

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

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

8. Personal integrity

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

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

(2) A council member or committee member —

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

9. Relationship with others

A council member, committee member or candidate —

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

10. Council or committee meetings

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

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

11. Complaint about alleged breach

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

12. Dealing with complaint

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

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

13. Dismissal of complaint

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

14. Withdrawal of complaint

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

15. Other provisions about complaints

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

Division 4 — Rules of conduct

Notes for this Division:

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

16. Overview of Division

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

17. Misuse of local government resources

- (1) In this clause —

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

resources of a local government includes —

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

18. Securing personal advantage or disadvantaging others

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

- (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

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

20. Relationship with local government employees

- (1) In this clause —
local government employee means a person —
 - (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
 - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
 - (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —

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

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

document includes a part of a document;

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

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

22. Disclosure of interests

- (1) In this clause —

interest —

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

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

23. Compliance with plan requirement

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

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer Executive Assistant			Owner Business Unit:			
Reviewer:	Chief Executive Officer / Council			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021						
Other:							
Organisational:							
Document Management:							
Risk Rating:	Moderate	Review Frequency:	Annual	Next Due:	2024	Records Ref:	ADM
Version #	Decision Reference:	Synopsis:					
1.	27 April 2021	Initial Adoption by Council					
2.	23 August 2022	Annual review and adoption (no changes made)					
3.	22 August 2023	Annual review and adoption (no changes made)					

12.2 Use of the Common Seal

Submission To:	Ordinary Council Meeting 28 August 2024
Report Date:	19 August 2024
Applicant:	Administration
File Reference:	ADM 0265
Author and Position:	Stephen Gollan, Chief Executive Officer
Previously Before Council:	Reported as occurs.
Disclosure(s) Of Interest:	Nil
Attachments:	Nil

SUMMARY

Council to endorse the use of the Common Seal.

BACKGROUND

Allocation of the Common Seal requires accompanying signatures of both the Shire President (or Deputy) and Chief Executive Officer (or person acting in that position).

COMMENT

The Common Seal has recently been attached to the following document:

1. Lease Agreement, Lease of Office Two at Beverley Cornerstone between the Shire of Beverley and Beverley Physiotherapy (Kahlia Ferguson).

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 9, Division 3, Execution of documents states:

- (1) A document is duly executed by a local government if -
 - (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or
 - (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
- (3) The common seal of the local government is to be affixed to a document in the presence of –
 - (a) the mayor or president; and
 - (b) the chief executive officer or a senior employee authorised by the chief executive officer,
each of whom is to sign the document to attest that the common seal was so affixed.
- (4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

- (5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.
- (6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.
- (7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

CONSULTATION

Not required

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Pillar: 4. Civic Leadership

Strategic Priorities: 4.1 Community and customer focus

4.2 Continuous organisational improvement

POLICY IMPLICATIONS

Delegation EO-D010

RISK IMPLICATIONS

Low (1) – this report mitigates the risk of non-compliance.

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 note and endorse the use of the Common Seal having been attached to:

1. Lease Agreement, Lease of Office Two at Beverley Cornerstone between the Shire of Beverley and Beverley Physiotherapy (Kahlia Ferguson).

12.3 Voting Delegates – Local Government Annual General Meeting

Submission To:	Ordinary Council Meeting 28 August 2024
Report Date:	19 August 2024
Applicant:	Shire of Beverley
File Reference:	ADM 0283
Author and Position:	Stephen Gollan, Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Attendee at Conference
Attachments:	Nil

SUMMARY

Council is to select the voting delegates for the WA Local Government Association Annual General Meeting on Wednesday 9 October 2024.

BACKGROUND

The Western Australian Local Government Association (WALGA) have advised that their Annual General Meeting will be held during the Local Government Convention on Wednesday 9 October 2024 at the Perth Convention and Exhibition Centre. A two day conference, all Elected Members of Council are entitled to attend this pre-approved event.

COMMENT

Attendance at the AGM is free for all Elected Members and officers from Member Local Governments. Voting Delegates and Proxies must be registered. Council is entitled to be represented by two voting delegates and two proxies.

It should be noted check-in and voting at the AGM will be conducted electronically this year, via the Local Government Convention app. Information on downloading the app, checking in to the AGM and how to vote will be sent to all registered Voting Delegates and Proxies prior to the AGM.

Registered for the event are Cr's White, Ridgway, Lawlor and Maxwell.

STATUTORY ENVIRONMENT

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

CONSULTATION

Council

FINANCIAL IMPLICATIONS

The AGM is free to attend.

STRATEGIC IMPLICATIONS

Strategic Pillar: 4. Civic Leadership

Strategic Priorities: 4.2 Continuous organisational improvement

POLICY IMPLICATIONS

EM011 Attendance at Events Policy – Pre-Approved Event

RISK IMPLICATIONS

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

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council elect Cr _____ and Cr _____ as voting delegates, and Cr _____ and Cr _____ as the two proxy members for the 2024 WA Local Government Association Annual General Meeting.

12.4 Chief Executive Officer Recruitment

Submission To:	Ordinary Council Meeting 28 August 2024
Report Date:	19 August 2024
Applicant:	N/A - Administration
File Reference:	Personnel CEO
Author and Position:	Cr David White, Shire President
Previously Before Council:	No
Disclosure(s) Of Interest:	CEO intends to apply for Position
Attachments:	Terms of Reference and Confidentiality Agreement

SUMMARY

As part of the Chief Executive Officer recruitment process, Council is required to establish a selection panel.

BACKGROUND

The current Chief Executive Officer, Stephen Gollan, comes to the end of his ten-year contract on 23 January 2026. Under the current legislation the Shire must undertake a CEO recruitment process even where the incumbent might reapply.

COMMENT

At the 26 June 2024 Ordinary Council Meeting, Council appointed Lydia Highfield as the CEO recruitment Consultant to assist Council in the process. At this same meeting all Councillors indicated they would like to be on the selection panel and therefor it is recommended that all Councillors be appointed to the panel.

Mr Lew Shaw, former Deputy President and Councillor was approached to be the independent member and has accepted subject to formal Council adoption.

Attached are the Terms of Reference for the Selection Panel and the Confidentiality Agreement to be signed by all panel members and relevant Shire Staff involved in the process.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.36. Local government employees

- (1) A local government is to employ —
 - (a) a person to be the CEO of the local government; and
 - (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.
- (2) A person is not to be employed in the position of CEO unless the council —
 - (a) believes that the person is suitably qualified for the position; and
 - (b) is satisfied* with the provisions of the proposed employment contract.

* Absolute majority required.

- (3) A person is not to be employed by a local government in any other position unless the CEO —
 - (a) believes that the person is suitably qualified for the position; and
 - (b) is satisfied with the proposed arrangements relating to the person's employment.

CONSULTATION

Lydia Highfield
Council

FINANCIAL IMPLICATIONS

2024/25 budget allocation has been made for the CEO recruitment process.

STRATEGIC IMPLICATIONS

Strategic Pillar: 4. Civic Leadership
Strategic Priorities: 4.1 Community and customer focus
4.2 Continuous organisational improvement

POLICY IMPLICATIONS

Policy S012 – CEO Recruitment, Performance and Termination (relevant to this item):

8. Establishment of selection panel for employment of CEO

- (1) In this clause —

independent person means a person other than any of the following —

- (a) a council member;
- (b) an employee of the local government;
- (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
 - (a) council members (the number of which must be determined by the local government); and
 - (b) at least 1 independent person.

9. Recommendation by selection panel

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
 - (a) a summary of the selection panel's assessment of each applicant; and
 - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
 - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
 - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
 - (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
 - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
 - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

RISK IMPLICATIONS

Low (4) – Compliance and financial risks considered low and acceptable as Council has appointed a recruitment specialist and made the appropriate budget allocations for the recruitment process and Chief Executive Officer employment.

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 the Council approve the adoption of the CEO Panel's Terms of Reference as tabled.

OFFICER'S RECOMMENDATION

That the Council appoint the CEO Recruitment Panel ("the Panel") to oversee the process whose membership shall be comprised of all Councillors and Mrs. Lydia Highfield (Consultant).

OFFICER'S RECOMMENDATION

Having received the consent of Mr. Lew Shaw, the Council appoints Mr. Shaw to the CEO Recruitment Panel as the Independent Presentative.

OFFICER'S RECOMMENDATION

That the Council elect Councillor _____ as Chairman of the Panel.

OFFICER'S RECOMMENDATION

That Council adopt the Confidentiality Agreement as tabled with all Panel members to sign as well as Mr. Simon Marshall Deputy CEO and Mrs. Alison Lewis Executive Assistant.



SHIRE OF BEVERLEY

CEO RECRUITMENT AND SELECTION PANEL TERMS OF REFERENCE

August 2024

1. Establishment of Panel

Pursuant to Section 5.36 of the Local Government Act, and the Local Government (Administration) Amendment Regulations 2021 amended in February 2021 the Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination, a local government is required to employ a person to the Chief Executive Officer (CEO) of the Local Government.

Whilst the decision is a whole of Council responsibility, the Council has established a selection panel to facilitate the recruitment and selection process and must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the Local Government.

2. Purpose of Panel

The purpose of the CEO Recruitment Panel (the "Panel") is to provide general oversight of the recruitment and selection process for the Chief Executive Officer; to make recommendations to the whole of Council (Elected Members) on the most suitable candidate for the position; and to ensure the recruitment and selection process is fair, robust, and carried out to relevant legislation and regulations.

The Panel will achieve this by:

- (a) Working with the appointed Recruitment Consultant
- (b) Facilitating the preparation and recommendation of the position description for the role of Chief Executive Officer to whole of Council.
- (c) Recommend to Council for endorsement the draft employment contract.
- (d) Facilitating the preparation of the advertisement and approve mediums to be used.
- (e) Recommending to Council the total remuneration package and employment conditions in line with Council policies.
- (f) Approving the Candidate Applicant Information Package.
- (g) Review the application shortlisting report as provided by the Recruitment Consultant.
- (h) Agree on the shortlisted applicants for interview.
- (i) Agree on the interview process to determine preferred applicant(s) for the position.
- (j) Facilitate and agree on the interview questions provided by the Recruitment Consultant.
- (k) Interviewing short listed applicants.
- (l) Facilitate the interview process of preferred candidates in consultation with Recruitment Consultant.

3. Membership

Membership of the Panel is to consist of (endorsed by Council at the Scheduled meeting Wednesday 28th August 2024):

- **Cr David White - President (Panel Chair/Presiding Member)**
- **Cr Dee Ridgway - Deputy President**
- **Cr Darryl Brown – Councillor**
- **Cr Don Davis – Councillor**
- **Cr Chris Lawlor – Councillor**
- **Cr John Maxwell – Councillor**
- **Cr Sue Martin – Councillor**
- **Cr Alan Sattler – Councillor**
- **Mr. Lew Shaw - Independent Representative**
- **Lydia Highfield – Recruitment Consultant (Facilitator)**

The Presiding Member is to be determined in accordance with Section 5.12 of the Local Government Act 1995.

If the Presiding Member of the Panel is absent from a meeting of the panel, the Deputy Presiding Member will preside at the meeting.

4. Quorum

The Quorum for the meeting is at least 50% of the number of panel members.

5. Panel Terms of reference – Roles and Responsibilities

- (a) To provide general guidance and participate in the recruitment process for the position of Chief Executive Officer of the Shire of Beverley, in accordance with the indicative process agreed by the Council.
- (b) To make recommendation to the Council at each stage of the selection process, including but not limited to:
 - The position description
 - The Draft CEO employment contract
 - The preferred candidate(s) recommendation to Council
- (c) To consider the assessment of applicants for the position of Chief Executive Officer.
- (d) To consider the advertisement and/or re-advertisement or other additional steps (if necessary) in consultation with the Recruitment Consultant.
- (e) Ensure appropriate advertising mediums are used such a social media, websites, SEEK and written formats such as West Australian professional and/or local government job section.
- (f) A recommendation to Council of the preferred applicant including negotiated employment contract to be considered and endorsed by Council for the appointment of the Chief Executive Officer.
- (g) Any other matter which is not stipulated within these terms of reference, but which is within the powers and functions of the Panel or other matters which are specifically referred by the Council to the Panel and related to the selection of the Chief Executive Officer.

6. Terms of Reference – Operational Matters

- (a) The Panel does not enjoy the delegation of any powers, functions, and duties of the Council.
- (b) All decisions of the Panel will, therefore, constitute recommendations to the Council.
- (c) The Panel shall always act in strict accordance with relevant legislation and regulations (being the Local Government Act 1995 and associated Regulations) and in accordance with these Terms of Reference in the performance of its function.
- (d) For the purposes of reporting and accountability requirements, the Panel must keep minutes of all meetings of the Panel. The Reporting of the recommendations of the Panel to the Council in this manner is sufficient to satisfy the reporting and accountability requirements of the Council.
- (e) All recommendations of the Panel shall be made on the basis, of a majority decision of the members present.
- (f) Meetings of the Panel will be held at a location as determined by the Presiding Member of the Panel in consultation with Panel Members.
- (g) The Panel shall meet as often as the Panel considers necessary.
- (h) The Panel can utilise video conferencing as and when considered necessary.
- (i) The procedure to be observed in relation to the conduct of the meeting of the Panel is generally to be in accordance with the Local Government Act, associated regulations and the Shire of Beverley's Standing Orders Local Law and these terms of reference.

7. Independent Recruitment Consultant (IRC) – Role & Responsibilities

- (a) Should not be associated with the local government or any of its Council members.
- (b) Provides independent human resources consultant provides advice to the selection panel on how to conduct the recruitment process that covers the following aspects of the process:
 - Drafting of the relevant documents (position description, advertisement etc)
 - Executive search
 - Preliminary assessment of the applications
 - Shortlisting recommendation to the Panel
 - Drafting questions for interview
 - Coordinating interviews
 - Preparing the selection summary assessment and recommendations
 - Arranging all the due diligence for integrity checks and/or police clearance, qualifications etc.
 - Assisting the Panel in drafting the employment contract
 - As directed by the Panel commence preliminary negotiations of employment contract.
 - Conduct referee checks and provide written report to the Panel of referee outcome.
 - Preparation of report as directed by Panel for Council endorsement of preferred candidate and employment contract.
- (c) The Consultant is not to be directly involved in determining which applicant should be recommended for the position, their role is not one of decision-maker.
- (d) All documents managed by the Recruitment Consultant must be provided to the Shire in line with the Shire recording keeping policy and procedure.

8. Independent Person other than Recruitment Consultant– Role & Responsibilities

The independent person cannot be a current elected member, human resource team member, or staff member of the Local Government.

An independent person could include:

- Former elected members or staff members of the Local Government
- Former elected members (such as a Shire President or Councillor) or staff members of another local government
- A prominent or highly regarded member of the community; or
- A person with experience in the recruitment of CEO's and senior executives

Their role is;

- (a) An advisory and cannot be directly involved in determining which applicant should be recommended for the position, their role is not one of decision-maker.
- (b) To follow the agreed recruitment process and to contribute professionally.
- (c) Available to attend meetings as agreed by the Panel.

9. Confidentiality Agreement

All Panel members must sign a Confidentiality Agreement before the recruitment process commences and a copy be provided to the Recruitment Consultant for record keeping purposes.

10. Tenure

The Panel which is established for the purpose of assisting the Council in taking steps to fill the vacancy in the position of Chief Executive Officer of the Shire of Beverley will be concluded upon the date that the Council makes the appointment to the office of Chief Executive Officer of the Shire of Beverley.

ROLES & RESPONSIBILITIES APPROVED BY COUNCIL	
COMMENTS: 1. Endorsement of Terms of Reference provided by Consultant Mrs. Lydia Hadfield. 2. Appointment of Panel and Chairman. 3. Appointment of Mr. Lew Shaw as Independent Representative. 4. Consideration of the advertisement to be used. 5. Consideration of the Position Description and Applicant Notes.	
SHIRE PRESIDENT NAME	Councillor David White
DATE	28th August, 2024
SIGNATURE	



CONFIDENTIALITY AGREEMENT

Local Government (Administration) Amendment Regulations 2021 SL2021/14

Clause 14. *The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.*

Lydia Highfield Consultancy (Consultant) appreciates that it is essential to maintain the highest level of ethical standards in dealing with all stakeholders.

I pride myself on maintaining the highest standards of professionalism, personal ethical standards and confidentiality when delivering recruitment and selection services to my clients.

I respect the confidentiality and commercial value of any information I have obtained about our client, and realise the potential harm of disclosing this to others. I treat all information about clients as strictly confidential.

I also commit to securing the anonymity of clients at all times during the provision of services and that any potential conflicts of interest that may arise will be disclosed to the client.

UNDERTAKING

All individuals who access Recruitment Information/Files must sign this undertaking of confidentiality.

I agree that:

I undertake to maintain the confidentiality of any information I have about applicants for the position of **Chief Executive Officer** with the **Shire of Beverley** and realise the potential harm of disclosing this to others.

I undertake to respect all applicants' right to privacy and confidentiality, during and after the recruitment and selection process.

I will treat all information about applicants as strictly confidential:

- The anonymity of applicants will be maintained at all times during the recruitment process.
- Any potential conflict of interest that may arise will be disclosed to the Consultant.
- Only the Consultant is authorised to conduct reference or background checks on applicants.

Advertised Position Title:	Chief Executive Officer
Local Government:	Shire of Beverley

Only individuals who have signed the undertaking and directly involved in the recruitment & selection process will have access to the details and records of applicants. Any breaches of confidentiality may result in disciplinary action in accordance with the Shire's Code of Conduct, including potential disqualification.

Name	Signature	Date
Councillor David White		
Councillor Dee Ridgway		
Councillor Alan Sattler		
Councillor Chris Lawlor		
Councillor Darryl Brown		
Councillor Don Davis		
Councillor John Maxwell		
Councillor Sue Martin		
Mr. Simon Marshall, Deputy CEO		
Mrs. Alison Lewis, Executive Assistant		

13. ELECTED MEMBERS' MOTIONS WHERE NOTICE HAS BEEN GIVEN

Nil.

14. NEW OR URGENT 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.