



26 August 2026

**ORDINARY COUNCIL MEETING
MINUTES**

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1. OPENING

The Presiding Member declared the meeting open at 3:02pm.

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.

Councillors and the public are advised this meeting is digitally recorded. All reasonable care is taken to maintain visitors privacy, however, as an attendee your presence may be recorded verbally. By staying in the meeting, it is assumed your consent is given to your voice being recorded. No visual recording is permitted.

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 Members in Attendance

Cr DJ Ridgway	Shire President
Cr AFC Sattler	Deputy President
Cr DL Brown	
Cr CJ Lawlor	
Cr SW Martin	
Cr AC Shaw	

2.2 Staff in Attendance

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

2.3 Apologies and Approved Leave of Absence

Cr JR Maxwell	Approved Leave
Mr SP Vincent	Manager of Works (Leave)

2.4 Observers and Visitors

Mr A Freeman	
Mr T Law	
Mr R Peters	(until 3:18pm)
Mr A Shepherd	(until 3:18pm)
Mr N Teo	(until 3:18pm)

2.5 Applications for Leave of Absence

Nil.

3. DECLARATIONS OF INTEREST

Nil.

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

5. PUBLIC QUESTION TIME

Public Question Time is written as a summary and not shown verbatim, please refer to the recording.

Tim Law

Summary of Question 1: On behalf of the Beverley River Care Group, we've noticed that the river pool becomes smelly most summers. We understand some of the mechanisms behind these smells, but we'd like to know how engaged councillors are in working with us to address the problem? We challenge the easy assumption that this is simply a matter of farmers putting excess nutrients into the river. For example, Harry Eyres Pool, off Caudle Road just upstream from town, wasn't smelly last summer and even hosted a family of ducks, while the town pool was smelly. We appreciate that it's clearly a complex system, it's been a very long-standing problem. Our hunch is that human activity in town is likely to be a factor. There are two drains entering the town pool that may be worth looking at - one running from up the hill and through the community gardens, and another near Horley Street where it crosses Bartram Street. We don't know whether they're contributing, but we'd like to find out and address what we can. There may be opportunities for things such as erosion control or nutrient ponds, but these are potentially projects beyond our capacity to complete without help. We've seen that the Avon River Park and Trails Plan are part of Beverley 2035, and we feel that improving water quality in the Avon and the Beverley Town Pool isn't too far removed from those plans. How keen is Council to work with the Beverley River Care Group on understanding the causes of these problems and pursuing funding opportunities to improve water quality in the Town Pool?

Summary of Response: Shire President - The question can be taken on notice, but I do believe that if your group are working together and providing solutions and we've got evidence-based information, I expect that Council would be quite supportive however we haven't had that discussion.

Summary of Question 2: I've noticed spraying contractors around town this week, and I'd like to be reassured that they have enough information about areas where we've been working and planting to not hinder that. We've put quite a bit of effort into this work, along with the high school cadets and Northam based Noongar Land Enterprise Group, and I hope the contractors have been directed to avoid those areas? How can we ensure communication between the Shire, its contractors and groups like ours stays open and constructive, so that we don't inadvertently undo each other's good work? We're very happy to work with the administration in keeping a simple process for keeping everyone informed.

Summary of Response: President - The question will be taken on notice too.

Chief Executive Officer – I agree, we've been down there and seen what great work you have been doing. My understanding is the Shire has maps of 'no spray areas', we will need to update those with your areas. Please contact me next week to organise.

Summary of Question 3: In regard to the Bowling Club drain, we've noticed palm tree trunks and fronds placed in the drain beside the bowling club, which enters the river downstream of the weir. It isn't a factor in the town pool's water quality, but it's highly visible from Forrest Street. Is this unfinished work that still needs tidying up, or is there another plan for this drain?

Summary of Response: Chief Executive Officer – that is unfinished work that will be tidied up.

3:09pm – public question time finished.

6. CONDOLENCES

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

COLE

Maureen Ruth

28 July 2028

7. CONFIRMATION OF MINUTES

7.1 Minutes of the Ordinary Council Meeting Held 22 July 2026

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M1/0826

Moved Cr Martin

Seconded Cr Shaw

That the Minutes of the Ordinary Council Meeting held Wednesday 22 July 2026 be confirmed.

CARRIED 6/0

For: Cr Ridgway, Cr Sattler, Cr Brown, Cr Lawlor, Cr Martin & Cr Shaw

Against: Nil

7.2 Minutes of the Cropping Committee Meeting Held 12 August 2026

CROPPING COMMITTEE'S RECOMMENDATION & COUNCIL RESOLUTION M2/0826

Moved Cr Lawlor

Seconded Cr Sattler

That the Minutes of the Cropping Committee Meeting held Wednesday 12 August 2026 be received and the following recommendations be endorsed:

- 1. that Council call for submissions for six cropping leases from 31 August to 12 October 2026 via the September edition of the Beverley Blarney, the Shire of Beverley website and weekly on Facebook.**
- 2. that Council continue with the lease period of 3 years, 1 April 2027 to 28 February 2030; and allow hay to be cut once in the three-year period.**
- 3. that the approximate arable cropping area for Reserve 3378, Old Racecourse be reduced from 25Ha to 17Ha to allow external use of the outside racetrack.**
- 4. that the current lease holders be emailed as a courtesy to advise them of the next lease advertising period.**

CARRIED 6/0

For: Cr Ridgway, Cr Sattler, Cr Brown, Cr Lawlor, Cr Martin & Cr Shaw

Against: Nil



12 August 2026

**CROPPING COMMITTEE
MEETING**

MINUTES

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1. OPENING

The Chairperson declared the meeting open at 10:00am.

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 Committee Members

Cr CJ Lawlor Chairperson

Cr SW Martin

Cr AC Shaw

2.2 Staff

Mr SK Marshall Acting Chief Executive Officer

Mrs A Lewis Executive Assistant

2.3 Observers and Visitors

Cr DJ Ridgway

2.4 Apologies and Approved Leave of Absence

Mr SP Gollan Chief Executive Officer

Cr AFC Sattler Deputy President

3. DECLARATIONS OF INTEREST

Nil.

4. CONFIRMATION OF PREVIOUS MINUTES

OFFICER'S RECOMMENDATION & COMMITTEE RESOLUTION

MCC1/0826

Moved Cr Martin

Seconded Cr Shaw

That the Minutes of the Cropping Committee Meeting held on Wednesday 22 November 2023 be confirmed.

CARRIED 3/0

For: Cr Lawlor, Cr Martin and Cr Shaw

Against: Nil

5. OFFICER UPDATES

5.1 Current Cropping Leases

Submission To:	Cropping Committee Meeting 12 August 2026
Report Date:	3 August 2026
Applicant:	Administrative
File Reference:	ADM 0092
Author and Position:	Simon Marshall, Acting Chief Executive Officer
Previously Before Council:	22 August 2023 and 22 November 2023
Disclosure(s) Of Interest:	Nil
Attachments:	Confidential 2026 Tender Application Package

COMMITTEE RESOLUTION

MCC2/0826

Moved Cr Shaw

Seconded Cr Martin

That the Cropping Committee recommends to Council that;

- 1. it call for submissions for six cropping leases from 31 August to 12 October 2026 via the September edition of the Beverley Blarney, the Shire of Beverley website and weekly on Facebook.**
- 2. it continue with the lease period of 3 years, 1 April 2027 to 28 February 2030; and allow hay to be cut once in the three-year period.**
- 3. the approximate arable cropping area for Reserve 3378, Old Racecourse be reduced from 25Ha to 17Ha to allow external use of the outside racetrack.**
- 4. it email the current lease holders as a courtesy to advise them of the next lease advertising period.**

CARRIED 3/0

For: Cr Lawlor, Cr Martin and Cr Shaw

Against: Nil

6. NEW BUSINESS ARISING BY ORDER OF THE MEETING

Nil.

7. CLOSURE

The Chairman declared the meeting closed at 10:24am.

8. TECHNICAL SERVICES

Nil.

9. PLANNING SERVICES

9.1 Development Application: Motor Vehicle Repair Workshop – Lot 100 on DP95435 Queen Street, Beverley

Submission To:	Ordinary Council Meeting 26 August 2026
Report Date:	3 August 2026
Applicant:	E. Ellis
File Reference:	QUE1431
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	15 April 1997
Disclosure(s) of Interest:	Author declares a proximity Interest – Resident 30A Dawson Street
Attachments:	Locality Map, Application Letter, Site & Floor Plans

SUMMARY

An application has been submitted to operate a Motor Vehicle Repair Workshop from the existing building at Lot 100 on DP95435 Queen Street, Beverley. The application will be recommended for approval.

BACKGROUND

Proposal

The applicant proposes to operate a *Motor Vehicle Repair* Workshop from the Subject property, as shown on the attached drawings.

The applicant made the following submission in support of the application:

The proposal is to establish a mechanical workshop with the purpose of the business to provide reliable, professional, and affordable vehicle repair and maintenance services to residents, farmers, local businesses, and visitors while contributing to the economic growth of the community.

The proposed workshop will offer a range of services, including vehicle servicing, mechanical repairs, diagnostics, brake and suspension repairs, engine repairs, and preventative maintenance for passenger vehicles, light commercial vehicles, and agricultural equipment where appropriate. The business will operate in compliance with all relevant environmental, workplace health and safety, and local planning regulations.

Establishing this workshop would provide several benefits to the community, including:

- Increased access to quality mechanical repair services within the local area.*
- Reduced travel time and costs for residents requiring vehicle maintenance.*
- Creation of local employment and apprenticeship opportunities.*
- Support for local businesses, farmers, and transport operators by minimising vehicle downtime.*
- Contribution to the local economy through investment, employment, and ongoing business activity.*

The proposed site was selected to comply with zoning requirements and will include appropriate workshop facilities, customer parking, waste management systems, and measures to minimise noise and environmental impacts. All hazardous materials,

waste oils, and other regulated substances will be handled and disposed of in accordance with applicable legislation and environmental standards.

I believe this workshop will provide a valuable service to the community while supporting local economic development. I appreciate your consideration of this proposal and look forward to working with the Council to bring this project to fruition.

On request, the applicant clarified the following matters:

- *Onsite parking will be at the back;*
- *Waste Oil will be in 1,000 liter Intermediate Bulk Container banded area and disposed of through the relevant companies who collect Monday to Friday 9am to 5pm;*
- *Signage will only be where public have access as the workshop will be off limits;*
- *Noise Mitigation – operating during business hours – building has brick fire walls and will reduce noise impacts;*
- *The plan is to service passenger vehicles and four-wheel drives so the noise will be minimal.*

Previous Planning Approvals

Council at its meeting of 15 April 1997 approved an 'Auction Room' land use (without conditions) on the subject property.

Application Site Details

The subject lot is described as follows:

- Lot 100 on DP 95435 Queen Street, in extent 4,418m² – and contains the existing Beverley Auction Room Building;
- The property is Zoned 'Rural Townsite' pursuant to the *Shire of Beverley Local Planning Scheme No 3* (LPS 3).

COMMENT

The subject lot is zoned 'Rural Townsite' pursuant to the *Shire of Beverley Local Planning Scheme No. 3* (LPS 3).

The proposed Land Use is considered to fit the definition of 'Motor Vehicle Repair' in terms of Table – 3 Zoning Table of LPS 3.

LPS 3 defines 'Motor Vehicle Repair' as follows:

means premises used for or in connection with-

- (a) Electrical and mechanical repairs, or overhauls, to vehicles other than panel beating, spray painting or chassis reshaping of vehicles; or*
- (b) Repairs to tyres other than recapping or retreading of tyres*

In LPS 3 Table – 3 Zoning Table 'Motor Vehicle Repair' is identified as an 'A' use in the 'Rural Townsite' zone. An 'A' use means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions.

Section 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) lists a number of matters which the local government must have due regard to when determining an application for development approval. Below is a

discussion of the matters which are deemed to be relevant to the application at hand, with Author's comments:

Section 67(a) of the Regulations:

'The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme Area':

Part 3 of LPS 3 establishes the objectives of the 'Rural Townsite' zone, with the following objectives considered relevant to this application:

- *To provide a range of land uses that would typically be found in a small country town*

It is submitted that the land use aligns with these objectives of LPS 3 as it is considered to provide an important service to the broader community.

Section 67(fa) of the Regulations:

'any local planning strategy for this scheme endorsed by the Commission':

The Strategy Plan for the Shire of Beverley Townsite in the 2014 WAPC endorsed Local Planning Strategy indicates the subject lots to be 'Town Centre' – this aspirational zone allocation is now called 'Rural Townsite' in the *Shire of Beverley Local Planning Scheme No. 3* and is therefor considered to align with the intent and future intent of the immediate surrounding area.

Section 67(m) of the Regulations:

'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) 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.'*

As mentioned above it is the opinion of Author that the use is compatible with the objectives of the 'Rural Townsite' zone and is appropriate in its present setting.

The property has a legacy Planning Approval in place which is deemed appropriate in this Zone.

Section 67(y) of the Regulations:

'any submissions received on the application.'

The application was duly advertised to landowners considered to be affected by the proposal.

Advertising

In compliance with Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations* the application was advertised to landowners considered to be affected by the proposal. Please refer to the Schedule of Submissions below. No objections were received.

SCHEDULE OF SUBMISSIONS

No	Respondent	Summary of Submission	Applicant's comments	Planner's comments
1	A Yeadon 39 Queen Street Beverley	No objection to proposal.	Noted.	Noted.
2	S Chapman 38 Queen Street Beverley	No objection to proposal.	Noted.	Noted.
3	J Howell 20 Railway Street Beverley	No objection to proposal. I have no objections to this proposal. The prospect of a business providing the services aforementioned as well as employment opportunities can only be of benefit to our town.	Noted.	Noted.
4	A & E Christian 37 Queen Street Beverley	No objection to proposal. This is a very good development on lot 100 Queen Street, Beverley. Since Beverley is just one hours drive from Armadale, it has got a brilliant opportunity to attract businesses and residential developments. In few years time it will become a part of Perth Metro the way Mandurah has become. I wish the Shire of Beverley all the best in future.	Noted.	Noted.

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: 1.5 Local business growth
1.6 Locals can participate in the workforce
4.1 Community and customer focus
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	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 & COUNCIL RESOLUTION

M3/0826

Moved Cr Brown

Seconded Cr Sattler

That Council resolve to grant planning approval for a Motor Vehicle Repair Workshop land use at Lot 100 on DP95435 Queen 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. An Intermediate Bulk Container (IBC) bunded system of appropriate capacity shall be used for the temporary storage and disposal of waste oil, to the satisfaction of the Shire.**
- 3. Onsite parking is to be provided to the satisfaction of the Shire.**

Advice Notes:

- Note 1:** If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- Note 2:** Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.
- Note 3:** Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
- Note 4:** The applicant is advised a building permit is required prior to commencement of any building works, where applicable.
- Note 5:** The applicant is advised that signage requires Council consideration through a Planning Application, where applicable.
- Note 6:** If an applicant is aggrieved by this decision there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

CARRIED 6/0

For: Cr Ridgway, Cr Sattler, Cr Brown, Cr Lawlor, Cr Martin & Cr Shaw

Against: Nil

Lot 100 on D95435 Queen Street

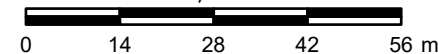


Author:

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Date: 10 July 2026

To:

The Chief Executive Officer
Beverley\

Subject: Proposal to Establish a Mechanical Repair Workshop 60 Queen st Beverley

Dear Sir/Madam,

I am writing to present a proposal to establish a mechanical repair workshop within the local government area. The purpose of this business is to provide reliable, professional, and affordable vehicle repair and maintenance services to residents, farmers, local businesses, and visitors while contributing to the economic growth of our community.

The proposed workshop will offer a range of services, including vehicle servicing, mechanical repairs, diagnostics, brake and suspension repairs, engine repairs, and preventative maintenance for passenger vehicles, light commercial vehicles, and agricultural equipment where appropriate. The business will operate in compliance with all relevant environmental, workplace health and safety, and local planning regulations.

Establishing this workshop would provide several benefits to the community, including:

- Increased access to quality mechanical repair services within the local area.
- Reduced travel time and costs for residents requiring vehicle maintenance.
- Creation of local employment and apprenticeship opportunities.
- Support for local businesses, farmers, and transport operators by minimizing vehicle downtime.
- Contribution to the local economy through investment, employment, and ongoing business activity.

The proposed site will be selected to comply with zoning requirements and will include appropriate workshop facilities, customer parking, waste management systems, and measures to minimise noise and environmental impacts. All hazardous materials, waste oils, and other regulated substances will be handled and disposed of in accordance with applicable legislation and environmental standards.

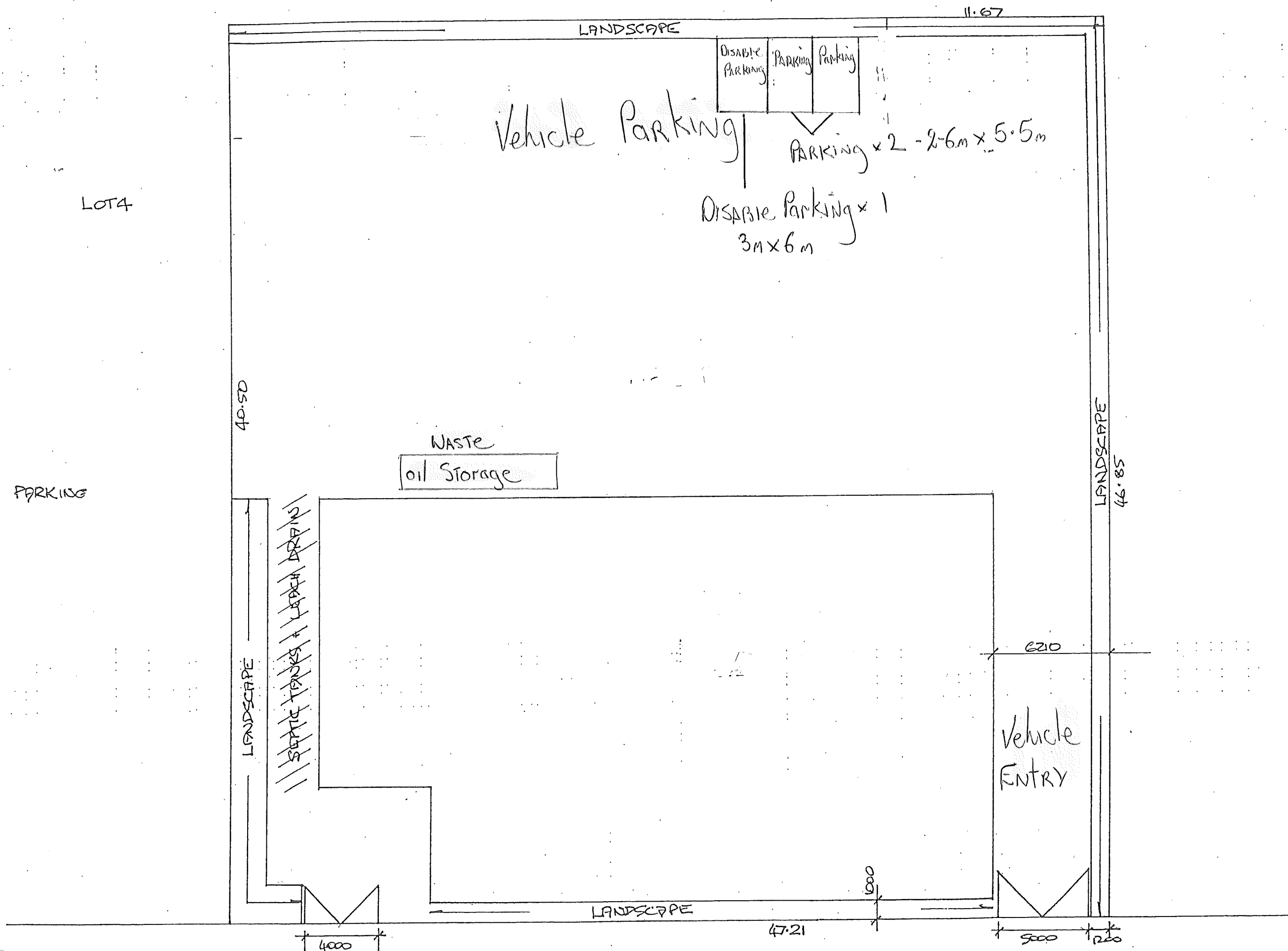
I respectfully request the opportunity to discuss this proposal with the Council and to receive guidance regarding planning approvals, development applications, licensing requirements, and any other relevant processes necessary to establish the business.

I believe this workshop will provide a valuable service to the community while supporting local economic development. I appreciate your consideration of this proposal and look forward to working with the Council to bring this project to fruition.

Thank you for your time and consideration.

Yours faithfully,

Eric Ellis



SITE PLAN.



9.2 Special Event: Lot 6746 on DP118236 Mawson Road, East Beverley

Submission To:	Ordinary Council Meeting 26 August 2026
Report Date:	6 August 2026
Applicant:	Superpower Productions Pty Ltd
File Reference:	MAW 1356
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	23 July 2025 and 22 July 2026
Disclosure(s) Of Interest:	Author – Nil
Attachments:	Locality Map and Justification

SUMMARY

An application for a special event on Lot 6746 on DP118236 Mawson Road, East Beverley – (the ‘Odd Vim Do’ music and arts gathering), was approved at the Shire of Beverley Council Meeting of 22 July 2026. An amendment to imposed Condition 1 is requested. It will be recommended the application be approved.

BACKGROUND

A comprehensive application was submitted by *Superpower Productions Pty Ltd*, to hold a Music and Arts event, including camping, on 18th to 21st September 2026 on the abovementioned property. Council at its meeting of 22 July 2026 resolved as follows:

That Council resolve:

- a) that the use is consistent with the objectives of the Rural Zone, pursuant to Clause 18(4)(a) of LPS 3;*
- b) To grant planning approval for the Odd Vim Do Music and Art Event at Lot 6746 on DP118236 Mawson Road, East Beverley, subject to the following conditions and advice notes:*

Conditions:

- 1. Planning approval for the event is valid for the period of 18 to 21 September 2026 only, for maximum 750 attendees, with bump-in dates 11 - 17 September 2026, and bump-out dates 21 - 26 September 2026.*
- 2. The event shall be conducted in strict compliance with the times scheduled under 9.2.2 of the submitted Event Management Plan.*
- 3. The applicant shall submit written proof to the Shire of sufficient Public Liability Insurance for the event, one week prior to the event occurring.*
- 4. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council’s Shire Planner.*
- 5. The submitted Event Management Plan, Traffic Management Plan, Risk Management Plan, Emergency Management Plan, Noise Management Plan, Fire Safety & Firefighting Plan, Medical Plan, Bushfire Management Plan, Security Management Plan and Wind Management Plan are to be complied with at all times, for the entire period of this approval.*
- 6. Suitable security and first aid services shall be available on-site for the entire duration of the event.*

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, where applicable.*
- Note 3: *The applicant is advised that any Public Event that charges an entry fee is required to have a "Public Building", (Public Event) Approval under the Public Health Act 2016.*
- Note 4: *The applicant is advised that any Public Event applications are to be lodge three (3) months prior to the event commencing, to allow sufficient time for assessment and approval.*
- Note 5: *The applicant is advised that any required Liquor Licensing is to be addressed and approved where applicable.*
- Note 6: *The applicant is advised that any temporary structures and stages information is to be provided in detail, including engineer's certification, erection manuals, certificates of insurance and certificates of installation by a competent person once installed.*
- Note 7: *The applicant is advised that temporary electrical installations are to be certified by a licensed electrician prior to use.*
- Note 8: *The applicant is advised that any food sold, must be by a business or group who is registered with a Local Government as a Food Business under the Food Act 2008, or if not currently registered must be registered with the Shire of Beverley at least one (1) month prior to the event and have approved food preparation premises or facilities.*
- Note 9: *The applicant is advised that emitted noise must comply with Environmental Protection (Noise) Regulations 1997 at all times, where reasonably practicable and applicable.*
- Note 10: *The applicant is advised to consider grading the access easement road on conclusion of the event.*
- Note 11: *The applicant is advised to ensure that vehicle access to and from the site is cleared of all obstructions to a minimum of three metres wide and four metres high to accommodate emergency response vehicles.*
- Note 12: *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.*

The applicants have submitted a request (see attached) to amend Condition 1, with revised Bump-in dates proposed to be 4 – 17 September 2026, as opposed to 11 – 17 September 2026 requested in the initial submission to Council.

COMMENT

The application at hand is made pursuant to Clause 77 (1)(b) of the *Planning & Development (Local Planning Schemes) Regulations 2015* for the proposed amendment of conditions of planning approval granted at the 22 July 2026 meeting.

Clause 77(1)(b), (2) & (3) reads as follows:

77. Amending or cancelling development approval

- (1) *An owner of land in respect of which development approval has been granted by the local government may make an application to the local government requesting the local government to do any or all of the following -*
- (a) *...;*
 - (b) *to amend or delete any condition to which the approval is subject;*
 - (c) *...;*
 - (d) *...*

- (2) *An application under subclause (1) -*
 (a) *is to be made in accordance with the requirements in Part 8 and dealt with under this Part as if it were an application for development approval;*
 (b) *...*
- (3) *Despite subclause (2), the local government may waive or vary a requirement in Part 8 or this Part in respect of an application if the local government is satisfied that the application relates to a minor amendment to the development approval.*

Shire Planner is supportive of the application for amendment of imposed Condition 1 so as to allow more time for the promoters of the Event to set-up and prepare the site.

It is also not considered a material variation from the application previously approved by Council and therefore no need to re-advertise the application.

CONSULTATION

As described above it is submitted that re-advertising is not required for this minor variation sought.

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 & COUNCIL RESOLUTION

M4/0826

Moved Cr Martin

Seconded Cr Shaw

That Council resolve:

- a) that the use is consistent with the objectives of the Rural Zone, pursuant to Clause 18(4)(a) of LPS 3;**
- b) To grant planning approval for the Odd Vim Do Music and Art Event at Lot 6746 on DP118236 Mawson Road, East Beverley, subject to the following conditions and advice notes:**

Conditions:

- 1. Planning approval for the event is valid for the period of 18 to 21 September 2026 only, for maximum 750 attendees, with bump-in dates 4 - 17 September 2026, and bump-out dates 21 - 26 September 2026.**
- 2. The event shall be conducted in strict compliance with the times scheduled under 9.2.2 of the submitted Event Management Plan.**
- 3. The applicant shall submit written proof to the Shire of sufficient Public Liability Insurance for the event, one week prior to the event occurring.**
- 4. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.**
- 5. The submitted Event Management Plan, Traffic Management Plan, Risk Management Plan, Emergency Management Plan, Noise Management Plan, Fire Safety & Firefighting Plan, Medical Plan, Bushfire Management Plan, Security Management Plan and Wind Management Plan are to be complied with at all times, for the entire period of this approval.**
- 6. Suitable security and first aid services shall be available on-site for the entire duration of the event.**

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, where applicable.

Note 3: The applicant is advised that any Public Event that charges an entry fee is required to have a "Public Building", (Public Event) Approval under the Public Health Act 2016.

- Note 4:** The applicant is advised that any Public Event applications are to be lodge three (3) months prior to the event commencing, to allow sufficient time for assessment and approval.
- Note 5:** The applicant is advised that any required Liquor Licensing is to be addressed and approved where applicable.
- Note 6:** The applicant is advised that any temporary structures and stages information is to be provided in detail, including engineer's certification, erection manuals, certificates of insurance and certificates of installation by a competent person once installed.
- Note 7:** The applicant is advised that temporary electrical installations are to be certified by a licensed electrician prior to use.
- Note 8:** The applicant is advised that any food sold, must be by a business or group who is registered with a Local Government as a Food Business under the Food Act 2008, or if not currently registered must be registered with the Shire of Beverley at least one (1) month prior to the event and have approved food preparation premises or facilities.
- Note 9:** The applicant is advised that emitted noise must comply with *Environmental Protection (Noise) Regulations 1997* at all times, where reasonably practicable and applicable.
- Note 10:** The applicant is advised to consider grading the access easement road on conclusion of the event.
- Note 11:** The applicant is advised to ensure that vehicle access to and from the site is cleared of all obstructions to a minimum of three metres wide and four metres high to accommodate emergency response vehicles.
- Note 12:** 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.

CARRIED 6/0

For: Cr Ridgway, Cr Sattler, Cr Brown, Cr Lawlor, Cr Martin & Cr Shaw

Against: Nil



Superpower Productions Pty Ltd

6 August 2026

Stefan de Beer

Manager: Planning & Development Services

Shire of Beverley

By email: stefan.debeer@beverley.wa.gov.au

Your ref: 2026/017 | File: MAW 1356

Dear Stefan,

RE: Request to amend Development Approval 2026/017 — Special Event (Odd Vim Do), Lot 6746 on DP118236 Mawson Road, East Beverley

Thank you for the Development Approval for Odd Vim Do, granted by Council on 22 July 2026 (Notice of Determination dated 23 July 2026). We are grateful for the Shire's support of the event and for the care taken in assessing our application.

As our production planning for the 2026 edition has progressed, we have refined our build program and now need additional time on site ahead of the event. We are therefore writing to request an amendment to Condition 1 of the approval, to bring our bump-in period forward.

Specifically, we ask that the bump-in dates in Condition 1 be amended from 11 – 17 September 2026 to **4 – 17 September 2026**. No other change is sought.

The additional build days are needed to allow our volunteer-led site crew to complete the 2026 build without unnecessary time pressure, this will align the approval with our most recent site plans. I note that the property owner is in agreement and supportive of this plan.

We would be grateful if this amendment could be considered at the next available Council meeting. A completed Application for Development Approval form accompanies this letter, referencing the existing approval and signed by the property owner.

Please don't hesitate to contact me if any further information would assist, and thank you again for your continued support of the event.

Yours sincerely,

Cheye Gameraen

Event Manager

For and on behalf of Superpower Productions Pty Ltd

9.3 Development Application: Special Event – Westdale Burnouts – Lot 83 Butchers Road

Submission To:	Ordinary Council Meeting 26 August 2026			
Report Date:	17 August 2026			
Applicant:	Dynamic Planning & Developments (on behalf of Black & White Enterprises Pty Ltd)			
File Reference:	BUT51004			
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, 27 March 2024 and 28 August 2024.			
Disclosure(s) Of Interest:	Author – Nil.			
Attachments:	Application	Documentation,	Event	Noise Management Plan.

SUMMARY

An application for a special event on Lot 83 Butchers Road, Westdale – (the *Westdale Burnouts*), has been received. The application is recommended for approval.

BACKGROUND

A comprehensive application has been received from Dynamic Planning & Development (on behalf of Black & White Enterprises Pty Ltd), inclusive of an *Event Management Plan (including Risk Assessment, Medical Risk Classification, Emergency Management Plan – Fire, Medical, Crowd Control) & Noise Management Plan*. A copy of the application documentation is attached to this report.

The applicant submitted the following:

The proposal seeks approval for the Westdale Burnout Event to be held annually at the subject site for a period of five years. The event will be conducted over a three-day period each year.

Unlike previous years, the event is proposed to comprise the Burnout Event only. The proposal does not include Dirt Drags or Sand Drags activities. Accordingly, this application relates solely to the Burnout Event, as shown on the Site Plan contained in Appendix 2.

Approval is sought for a five-year period on the basis that the nature and scale of the event are not expected to change during this time. The anticipated number of spectators, event operations and associated services are also expected to remain consistent over the five-year approval period.

As the event is proposed to remain consistent in nature, scale and operation over the approval period, the associated management measures and potential impacts are also expected to remain generally unchanged.

The event is a three-day motorsport burnout event held annually in accordance with the Australian Auto-Sport Alliance (AASA) Regulations 2023. The event involves burnout activities undertaken in accordance with the Burnout Event Rules prepared by the organiser, Wildcard Promotions (WA) Pty Ltd, and is conducted in compliance with the relevant AASA burnout regulations.

The event forms part of the Westdale locality's community event and attracts families and visitors interested in burnout motorsport. It has been held annually for the past 18 years with approval from the Shire.

The event plays an important role in the local community, with local support and opportunities for community and social interaction. The event is expected to attract approximately 2,000 patrons each year.

The event will have following facilities and amenities for the visitors;

- *Camping Area*
- *Temporary Food Stalls*
- *Public Toilets*
- *Medic Spot*
- *Safety Barriers*
- *Emergency Services*
- *Fire Safety*

It is proposed to conduct the Westdale Burnouts on the following dates:

- *18th - 20th September 2026*
- *24th - 26th September 2027*
- *22nd - 24th September 2028*
- *21st – 23rd September 2029*
- *20th -22nd September 2030*

The above indicative dates for the following years are proposed outside of the 'Fire Ban' period in considering fire risk and seasonal changes.

The Westdale Burnout event is proposed to have the following operating hours:

Day 1: Set up and Test & Tune Day

Day 2: Competition Day; and

Day 3: Closing Day – Site Un-assembly.

Event	Operating Timing	Comments
<i>Set up day – test and tune</i>	<i>Starts at 10:00am</i>	<i>Continue until next day if set up is not completed</i>
<i>Competition day</i>	<i>8:30am – 2:00am</i>	
<i>Closing day – site un-assembly</i>	<i>Close by 6:00pm</i>	

The applicant puts forward the following argument relating to the proposed land use in the Rural Zone:

In addition to Clause 18(4) of LPS 3, Clause 67 of the Deemed provisions for Local Planning Schemes, requires the local government to have due regard to relevant planning considerations when determining an application for development approval. In the context of the proposed unlisted Burnout Event, the relevant matters include the aims and provisions of LPS 3, the objectives of the Rural zone, orderly and proper planning, compatibility with surrounding rural land uses, potential amenity impacts, traffic access and parking, noise, safety, waste management, and the suitability of the site for the proposed temporary event. Having regard to these matters, the proposed Burnout Event is considered capable of being supported as an unlisted use.

The event is temporary and limited to three days each year, is contained within a large rural property, and will not displace the ongoing agricultural use of the land outside the event period. Potential impacts associated with traffic, noise, fire risk, crowd management, emergency response, waste management and site operations are addressed through the submitted Event

Management Plan and supporting documentation. On this basis, the proposal is considered consistent with the relevant Clause 67 planning considerations and is suitable for approval subject to appropriate conditions.

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

Subject Site

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

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 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 as presented in the table.

	Respondent	Comment	Applicant's Response	Shire Planner's Response
1	Rob Fisher	Comment on the proposal. Object to the proposal. 1) Pleased that the dates are not in the Restricted Burning Period. 2) Object to audio pollution, smoke pollution and general rubbish pollution.	The potential for noise and smoke impacts is limited to the competition day. Given the large site area and the absence of dense residential development in the surrounding locality, the likelihood of significant impacts on neighbouring properties is considered minimal. This is further mitigated by the infrequent nature of the event, which is proposed to occur only once per year. As such, the proposal will not result in a regular or ongoing noise-generating land use and is not expected to adversely affect the amenity of the surrounding area. Waste generation and management will be undertaken in accordance with the Waste Management measures outlined in the Planning Report.	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. Conditions of Planning Approval and Advice Notes will be recommended be imposed to address matters of concern.
2	Karl Green	No objection to proposal. Over the past events had no issues, good to see events in the community	Noted.	Noted.
3	Leon Kennedy	No objection to proposal.	Noted.	Noted.
4	Anonymous	Comment on the proposal. The attached PLI seems mostly insurance for participants and competitors – does the cover include public liability insurance for public attendees to the event? Does this insurance cover incidents where a fire originating on the property could spread to neighbouring properties? Does the insurance cover overnight camping? Page 6 – dam location on site plan does not match aerial photo of dam location.	We confirm that the policy covers all of the above requirements, including property damage caused by the event, the campsite, and public attendees. Please refer to the highlighted text below for your reference. In addition, the majority of attendees are participants who are covered under the insurance policy* * refer screengrab below table Aerial Image updated in the report. Confirming dam location is in the same place.	The submission is noted. Conditions of Planning Approval and Advice Notes will be recommended be imposed to address matters of concern.

		Page 7 point 3.0: What is the <i>Westdale Locality's Community Event Calendar</i>? Page 8 – is the 6am setup too early – suggest 10am setup for the Friday? There is a concern regarding fatigue on the Saturday – suggest 8:30 am start and 12:30 am finish? Are you running competitions on un-assembly day - 20th September? Page 24 – still refers to ¼ mile venue- although drags are not applicable? Risk Assessment still refers to less than 2,000 people. Risk Assessment and rating will change when the following are to be amended – p26 – event mostly held at night so rating should be '10'. Number of attendees - 2,100. P29 – duration of event is 12 – 24 hours...	We confirm that this relates to the Westdale Locality event rather than a calendar entry. We apologise for the incorrect terminology used in our earlier correspondence. We accept 10am start for the set-up day. We accept the 8:30 am start time. However, we would like to retain the proposed finish time of 2:00 am. As the competitors are not the same individuals competing throughout the day, we have fatigue management measures in place, including a roster system. Participants competing during the daytime will not compete during the nighttime and will have adequate rest periods, and vice versa. These staggered arrangements are considered effective in minimising fatigue-related risks during the event. The event (i.e. competition) will be finished by 2:00am, 20th September. Following day, 20th September will be for un-assembly only (i.e. no competition after the 2am). Updated. Updated. Updated. We respectfully request that the approval be granted for a five-year duration, covering the same event with the same nature of operation and anticipated attendance levels. Indicative dates for the event in subsequent years have been included in the Planning Report for reference.	
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***See above table item 4**

	NSW Government City of Moreton Bay For their respective rights and interests
BUSINESS ACTIVITIES OF INSURED:	Principally the provision of race accreditation, including but not limited to; • Event sanctioning, accreditation, administrators, organisers and promoters of Motor Sport activities; • Social events and other non-motor sport activities; • Committee meetings, social functions, conferences and trade shows • Provider of accommodation and campsite grounds, • Property and Track Owners / Occupiers and all associated activities in the running of a Motorsport Association, • Organisers and promoters of Motor Sport activities specifically those that are accredited by RACERS.
INTEREST INSURED:	All sums to which the insured becomes legally liable to pay by way of compensation arising from personal injury or property damage occurring during the period of insurance caused by an occurrence in connection with the business.
LIMITS OF LIABILITY:	General Liability A\$50,000,000 any one occurrence but in the aggregate for Products and Pollution Liability Member to Member (Participant to Participant) Liability A\$5,000,000 any one occurrence other than any participant in a motorbike event which is limited to defense costs A\$1,000,000 only,

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 Burnouts 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 high 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

Moved Cr Brown

Seconded Cr Lawlor

That Council resolve:

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

Conditions:

1. Planning approval for the event at Lot 83 Butchers Road, Westdale, is valid for the following dates as submitted in the application:
 - 18th – 20th September 2026
 - 24th – 26th September 2027
 - 22nd – 24th September 2028
 - 21st – 23rd September 2029
 - 20th – 22nd September 2030Or such alternative dates as approved by the Shire's Chief Executive Officer.
2. The dates in Condition 1 include a setup day and a pack-up day.
3. The event Set Up Day test and tune activities are to be held only between the hours of 10h00 to 24h00 strictly on the relevant day only.
4. The event day competition activities are to be held only between the hours of 08h30 to 02h00 (the following day) strictly only.
5. The applicant shall submit written proof to the Shire of sufficient Public Liability Insurance for the event, one week prior to the event occurring.
6. 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.
7. 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.
8. 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 & Event Noise Management Plan) are to be complied with at all times, for the entire period of this approval.
9. The Applicant is to apply for and have approved a Regulation 18 Noise Exemption Permit under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997*, prior to commencement of the event.
10. An ambulance and staff qualified in first aid are to be available on-site between the hours of 9h30am to 00h30am (the following day) on the test and tune setup day, and 8h00am to 02h30am (the following day) on the event competition day.

11. Prior to the event all boundary fire breaks shall be graded to a minimum width of 5 meters.
12. 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 to apply for a Regulation 18 Noise Exemption Permit no later than thirty (30) days prior to the commencement of the event.
- Note 7: The applicant is advised that any required Liquor Licensing is to be addressed and approved where applicable.
- Note 8: 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 9: The applicant is advised that temporary electrical installations are to be certified by a licensed electrician prior to use.
- Note 10: 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 11: The applicant is advised that motor sports are inherently dangerous and the Health Act 1911 defines those that have spectator viewing as public buildings. Spectators must be protected from competition vehicles and any debris that may emanate from the race area. The types of barriers will vary significantly between the different sports. There are critical safety elements

to be considered and addressed in any proposal, including and not limited to:

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

Note 12: The applicant is advised to consider potential Air Pollution in the context of the Air Quality Index from the Department of Environment Regulation in relation to activities associated with the event.

Note 13: 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.

Cr Lawlor upon seconding the motion moved to add another Advice Note: The applicant is advised that where in the opinion of Council the Event is causing adverse environmental, health or amenity impacts, the Council may by written notice (giving clear reasons) require the applicant to rectify the adverse impacts and provide proof of such. Council reserves the right to refuse any future Public Event Application under the *Public Health Act 2016*, should the above adverse impacts not be satisfactorily addressed.

The mover and seconder agreed.

Reasoning: if the conditions and advice notes are not followed, the event approval will come back for review, not the five year planning approval, but the Public Event Application under the *Public Health Act 2016*.

The Manager of Planning and Development Services advised that the new advice note should become Note 13 and the original Note 13 become Note 14.

COUNCIL RESOLUTION

M5/0826

Moved Cr Brown

Seconded Cr Lawlor

That Council resolve:

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

Conditions:

1. Planning approval for the event at Lot 83 Butchers Road, Westdale, is valid for the following dates as submitted in the application:
 - 18th – 20th September 2026
 - 24th – 26th September 2027
 - 22nd – 24th September 2028
 - 21st – 23rd September 2029
 - 20th – 22nd September 2030Or such alternative dates as approved by the Shire's Chief Executive Officer.
2. The dates in Condition 1 include a setup day and a pack-up day.
3. The event Set Up Day test and tune activities are to be held only between the hours of 10h00 to 24h00 strictly on the relevant day only.
4. The event day competition activities are to be held only between the hours of 08h30 to 02h00 (the following day) strictly only.
5. The applicant shall submit written proof to the Shire of sufficient Public Liability Insurance for the event, one week prior to the event occurring.
6. 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.
7. 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.
8. 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 & Event Noise Management Plan) are to be complied with at all times, for the entire period of this approval.
9. The Applicant is to apply for and have approved a Regulation 18 Noise Exemption Permit under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997*, prior to commencement of the event.

- 10. An ambulance and staff qualified in first aid are to be available on-site between the hours of 9h30am to 00h30am (the following day) on the test and tune setup day, and 8h00am to 02h30am (the following day) on the event competition day.**
- 11. Prior to the event all boundary fire breaks shall be graded to a minimum width of 5 meters.**
- 12. 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 to apply for a Regulation 18 Noise Exemption Permit no later than thirty (30) days prior to the commencement of the event.
- Note 7:** The applicant is advised that any required Liquor Licensing is to be addressed and approved where applicable.
- Note 8:** 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 9:** The applicant is advised that temporary electrical installations are to be certified by a licensed electrician prior to use.
- Note 10:** 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 11: The applicant is advised that motor sports are inherently dangerous and the Health Act 1911 defines those that have spectator viewing as public buildings. Spectators must be protected from competition vehicles and any debris that may emanate from the race area. The types of barriers will vary significantly between the different sports. There are critical safety elements to be considered and addressed in any proposal, including and not limited to:

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

Note 12: The applicant is advised to consider potential Air Pollution in the context of the Air Quality Index from the Department of Environment Regulation in relation to activities associated with the event.

Note 13: The applicant is advised that where in the opinion of Council the Event is causing adverse environmental, health or amenity impacts, the Council may by written notice (giving clear reasons) require the applicant to rectify the adverse impacts and provide proof of such. Council reserves the right to refuse any future Public Event Application under the *Public Health Act 2016*, should the above adverse impacts not be satisfactorily addressed.

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

CARRIED 6/0

For: Cr Ridgway, Cr Sattler, Cr Brown, Cr Lawlor, Cr Martin & Cr Shaw

Against: Nil

3:18pm – Mr Peters, Mr Shepherd and Mr Teo left the meeting and did not return.

PROPOSED BURNOUT EVENT (UNLISTED USE)

LOT 83 BUTCHERS ROAD, WESTDALE, WESTERN AUSTRALIA

Attachments for Item 9.3

PROJECT REF: 2673



Prepared for

Wildcard Promotions (WA) Pty Ltd

History and Status of this Document

Revision	Date issued	Prepared by	Reviewed by	Revision type
Rev 1	17/06/26	SD	NT	Client Review

Document Printed**File Name** 260619 2673 Planning Report.doc**Author/s** Neil Teo and Sonam Dorji**Name of Document** Planning Report**Document Version** Rev 1

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LOT 83 BUTCHERS ROAD, WESTDALE, PROPOSED BURNOUT EVENT



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1.0 Introduction

Dynamic Planning and Developments acts on behalf of Wildcard Promotions (WA) Pty Ltd, the proponent of Lot 83 Butchers Road, West Dale (herein referred to as the 'subject site').

This planning report has been prepared in support of an Application for Planning and Event Approval for Burnouts Event at the subject site.

The planning report contains the following pertinent details of the proposal deemed to be relevant as part of considering the merits of the application:

- Details of the proposal;
- Detailed assessment of the proposal against the Shire of Beverley Local Planning Scheme No.3 and other applicable event policies such as Events Planning Package.
- Detailed assessments of the proposal against relevant policies.

It will be demonstrated in subsequent sections of this submission that the proposed event is entirely appropriate for support and approval by the Shire of Beverley.

In addition to this planning report, the following documentation has been provided to assist the Shire of Beverley in making a supportive recommendation for the approval:

1. Planning Documents

- a) *Certificate of Title pertaining to the site (Appendix 1)*
- b) *Site plan and Development of the proposal (Appendix 2)*

2. Event Documents

- a) Event Checklist Form (**Appendix 3**)
- b) Event Risk Management Plan (**Appendix 4**)
 - i. *Event Risk Classifications & Medical Risk Classifications*
 - ii. *Westdale Burnouts Safety Rules*
 - iii. *Event Emergency Management*
 - iv. *Fire Risk Management*
 - v. *Emergency Evacuation*
 - vi. *Medical Response Plan*
 - vii. *Crowd Control Management*
 - viii. *Camping and Temporary Food Stall (Food stall Registration & Food Truck)*
 - ix. *Traffic Management Plan*
 - x. *Noise Control*
 - xi. *Waste Management*
 - xii. *Emergency Services contact List*
 - xiii. *Public Liability Insurance*

The event has been held annually for the past 18 years and has historically included Dirt Drag and Sand Drag activities. For this year, the event will be limited to the Burnout Event only, as reflected in the Site Plan contained in Appendix 2. The supporting documentation has been prepared and organised to address the previous Council comments and decisions made in February 2023.

2.0 Site Details

2.1 Legal Description

The subject site is legally described as:

Lot	Plan	Volume	Folio	Street Address
83	DP 40783	2598	678	Butchers Road, Dale

The area of the subject site is 488,789 m² (48.879 ha).

A copy of the Certificate of Title pertinent to the subject site is contained in **Appendix 1**.

2.2 Locational and Land Use Context

2.2.1 Regional and Local Context

The subject site is located in the locality of Westdale within the Shire of Beverley, approximately 25 kilometres southwest of the Beverley Township. The subject site is bounded by Butchers Road in the west and Vallentine Road in the north.

This site is undeveloped and surrounded mainly by undeveloped rural lands.

Figures 1 and 2 depicts the subject site in its regional and local context, respectively.

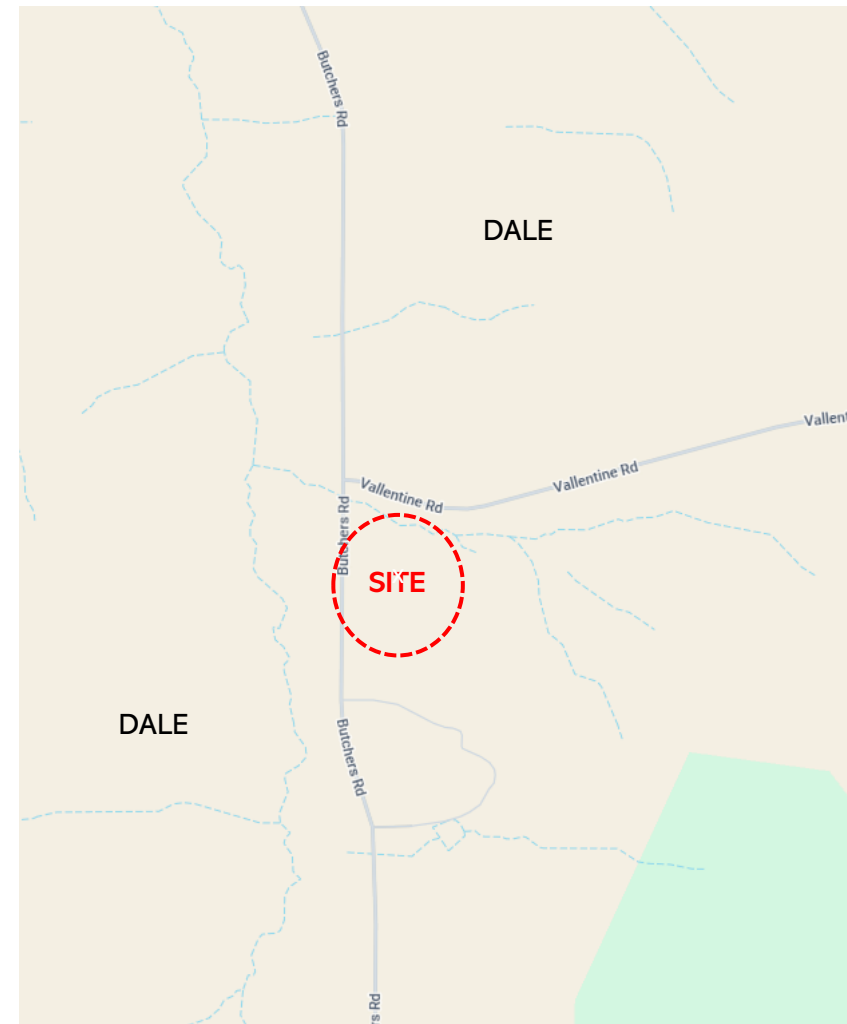
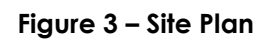


Figure 1 – Regional Context



3.0 Proposal Details

The proposal seeks approval for the Westdale Burnout Event to be held annually at the subject site for a period of five years. The event will be conducted over a three-day period each year.

Unlike previous years, the event is proposed to comprise the Burnout Event only. The proposal does not include Dirt Drags or Sand Drags activities. Accordingly, this application relates solely to the Burnout Event, as shown on the Site Plan contained in Appendix 2.

Approval is sought for a five-year period on the basis that the nature and scale of the event are not expected to change during this time. The anticipated number of spectators, event operations and associated services are also expected to remain consistent over the five-year approval period.

As the event is proposed to remain consistent in nature, scale and operation over the approval period, the associated management measures and potential impacts are also expected to remain generally unchanged.

The event is a three-day motorsport burnout event held annually in accordance with the Australian Auto-Sport Alliance (AASA) Regulations 2023. The event involves burnout activities undertaken in accordance with the Burnout Event Rules prepared by the organiser, Wildcard Promotions (WA) Pty Ltd, and is conducted in compliance with the relevant AASA burnout regulations.

The event forms part of the Westdale locality's community event and attracts families and visitors interested in burnout

motorsport. It has been held annually for the past 18 years with approval from the Shire.

The event plays an important role in the local community, with local support and opportunities for community and social interaction. The event is expected to attract approximately 2,000 patrons each year.

The event will have following facilities and amenities for the visitors;

- *Camping Area*
- *Temporary Food Stalls*
- *Public Toilets*
- *Medic Spot*
- *Safety Barriers*
- *Emergency Services*
- *Fire Safety*

Event Organizer:

- Wildcard Promotion Pty Ltd

Event Date proposed for 2026 through to 2030:

- 18th September till 20th Sept 2026
- 24th - 26th September 2027
- 22nd - 24th September 2028
- 21st – 23rd September 2029
- 20th -22nd September 2030

*The above indicative dates for the following years are proposed outside of the 'Fire ban' period in considering fire risk and seasonal changes.

Operation Hours

- The event will be organized for three days with:
Day 1: Set up and Test & Tune Day
Day 2: Competition Day; and
Day 3: Closing Day – Site Un-assembly.

Date	Event	Operation Timing	Comments
18 th September 2026	Set Up Day -Test and Tune	Starts at 10:00am	Continue until next day if set up is not completed.
19 th September 2026 until 20 th September 2026	Competition Day	8:30am 2:00AM	
20 th September 2026	Closing Day -Site un-assembly	Close by 6:00PM	

4.0 Planning Framework

4.1 Shire of Beverley Local Planning Scheme No.3 (LPS3)

The subject site is zoned 'Rural' under the Shire of Beverley Local Planning Scheme No.3. The objectives of the zone are;

- To provide for the maintenance or enhancement of specific local rural character.*
- To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances*

where they demonstrate compatibility with the primary use.

c) To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.

d) To provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the Rural zone.

The proposed use is not listed under LPS 3. The applicability of an unlisted use under the provisions of LPS 3 is addressed in Section 5 of this report, which demonstrates the proposal's consistency with the objectives of the zone.

4.3 Shire of Beverley Event Planning Package

The event is proposed based on the Event Planning Package of the Shire.

The document provides a checklist for organising events in Shire of Beverley including but not limited to Event Checklist, Event Risk Assessments, Event Management Plan and other relevant documents.

The conformity of the proposal against the document's checklist is explained in the subsequent section of this report (Section 5).

5.0 Assessment

The applicable statutory and strategic regulations for the proposed event are as follows:

- **Shire of Beverley Local Planning Scheme No.3**
- **Event Planning Package for Beverley.**

Assessment of the proposal against relevant aspects of the above regulations are explained as follows;

5.1 Shire of Beverley Local Planning Scheme No.3

The site falls under the Rural Zone as per the LPS 3. The proposed use is not listed in the zoning table of the LPS 3.

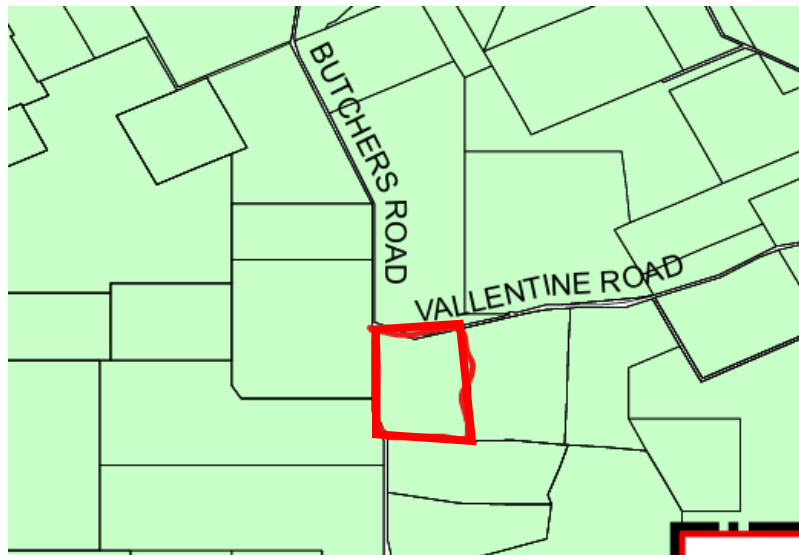


Figure 4. LPS Map

For the uses not listed in LPS3, the *Clause 18(4) of LPS 3* permits the local government in determining the suitability of the proposal against the objectives of the zone and planning considerations 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 –

- 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*
- 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;*

In assessing the proposal against the above requirements and the objectives of the Rural zone, it is noted that the event will operate for only three days each year. For the remainder of the year, the subject site will continue to be used for agricultural purposes, including grazing.

Accordingly, the proposal does not preclude the ongoing agricultural use of the property and remains compatible with the primary rural use of the land. This matter was also considered as part of the previous approval. On this basis, the

proposal is considered to be consistent with the objectives and land use permissibility of the Rural zone under the Shire of Beverley Local Planning Scheme No. 3.

5.2 Deemed Provisions for Local Planning Schemes

In addition to Clause 18(4) of LPS 3, Clause 67 of the Deemed provisions for Local Planning Schemes, requires the local government to have due regard to relevant planning considerations when determining an application for development approval. In the context of the proposed unlisted Burnout Event, the relevant matters include the aims and provisions of LPS 3, the objectives of the Rural zone, orderly and proper planning, compatibility with surrounding rural land uses, potential amenity impacts, traffic access and parking, noise, safety, waste management, and the suitability of the site for the proposed temporary event. Having regard to these matters, the proposed Burnout Event is considered capable of being supported as an unlisted use.

The event is temporary and limited to three days each year, is contained within a large rural property, and will not displace the ongoing agricultural use of the land outside the event period. Potential impacts associated with traffic, noise, fire risk, crowd management, emergency response, waste management and site operations are addressed through the submitted Event Management Plan and supporting documentation. On this basis, the proposal is considered consistent with the relevant Clause 67 planning considerations and is suitable for approval subject to appropriate conditions.

5.3 Shire of Beverley Event Packaging Planner

The proposal is assessed against the Shire of Beverley's non-planning event requirements as follows:

5.2.1 Event Management Plan

As required by the Shire of Beverley, the attached Event Management Plan (Appendix 4) addresses the operational requirements of the event, including but not limited to the following matters:

- Event Risk Assessment
- Event Risk Management
- Emergency plans such as Fire Precautions, Event Safety rules, Medical Response plan, Emergency Evacuation and Public Liability
- Crowd control and patron management.
- Traffic Management and,
- Noise Control.

The following explanations are provided for the ease of reference to Event Management Plan;

a) Fire Risk and precautions

With respect to fire risk, the event has been scheduled prior to the peak dry season, which reduces the likelihood of elevated fire danger conditions occurring during the event period. The subject site also contains limited dry vegetation within the

proposed event area, which further assists in reducing potential fire risk.

Importantly, bare earth firebreaks are proposed to be provided as part of the event fire risk mitigation measures. A 5-metre bare earth firebreak is proposed around the property boundary, with a 10-metre bare earth firebreak proposed around the burnout event area.

These measures, together with the operational controls outlined in the Event Management Plan, are considered sufficient to appropriately manage fire risk. On this basis, the likelihood of fire risk arising from the event is considered low and capable of being suitably managed.

b) Event Medical Plan

As required by the Shire, Medical risk assessment along with the Medical Plan has been prepared with the medical responses during the medical emergency at the event (Appendix 4). The Medic Aid along with the access to Ambulance services and Beverley Hospital services is reflected in the plan.

c) Crowd Control

It's unlikely that the event will generate crowd unrest or spectators entering a 'Hot Area' during the event. To ensure the crowd is managed properly, Security Services are proposed during the event day (*Refer Appendix 4 - Crowd Control in Event Management Plan*).

d) Emergency Evacuation

The appropriate emergency evacuations measures and services are proposed in the Event Management Plan under the Emergency Evacuation section (*Refer Appendix 4*) stating use of emergency measures such as Public Announcement System, Evacuation route and designated Fire Marshalls.

e) Traffic Management Plan

As the event will be primarily contained within the subject property, with adequate on-site parking provided, the anticipated traffic impact on the surrounding road network is expected to be low.

The event will not require the closure of the adjoining access road, being Butchers Road.

Notwithstanding this, traffic movements along Butchers Road intersecting Westdale Road will be managed in accordance with the proposed Traffic Management Plan.

Traffic management signage, consistent with Main Roads WA standards, will be installed to guide motorists and event patrons during the event (*Refer Traffic Management Plan in Appendix 4*).



Figure 5. Proposed Traffic signs for the event.

Traffic cones and speed signs will also be used along the event site frontage and within relevant areas to assist with traffic delineation and management.

During Competition Day, traffic controllers are proposed to manage traffic movements along Butchers Road and assist with safe and orderly access to and from the site.

With all these measures and low traffic volumes passing through the Butchers Road the impact of the event on the adjoining traffic is minimal.

f) Noise Control

The potential for event noise has been considered having regard to the nature, duration and location of the proposed Westdale Burnout Event. The event is located within a rural property and is separated from surrounding sensitive land uses. The surrounding land use context is

predominantly rural, with no dense residential interface adjoining the operational area. On this basis, the potential for unreasonable noise impact on nearby residents or sensitive premises is considered low.

The highest noise-generating activity will be limited to the competition component of the event and will occur over a short, temporary period only. The event is held annually for three days, with the main burnout competition occurring on Competition Day. The temporary and infrequent nature of the activity substantially limits the overall duration of exposure and distinguishes the proposal from a permanent or regular noise-generating land use.

Noise will be managed through the implementation of the Event Management Plan, including controls over operating times, event layout, controlled competition areas, public address use, vehicle activity, and general patron management. Event staff will be responsible for monitoring site operations and responding to any noise-related concerns during the event.

The proposal also benefits from the large site area, rural setting and internalised event arrangement, which assists in containing activities within the property and reducing potential off-site impacts.

Accordingly, the proposed noise management approach is considered suitable for the scale and temporary nature of the event. With the proposed controls in place, the

event is not expected to result in an unreasonable noise impact.

up will be undertaken to ensure the property and adjoining road frontage are left in a clean and tidy condition.

g) Waste Management

Waste generated by the proposed event will be managed through the provision of temporary waste management and sanitary facilities throughout the event site. General waste and recycling bins will be provided at key locations, including spectator areas, food stall areas, camping areas, entry points and toilet areas, and will be clearly visible and conveniently located to encourage use by patrons, staff, competitors and food vendors (*Refer Appendix 2; Site Plan*).

Food vendors will be required to manage waste generated from their stalls and use the designated bin areas provided on site.

Portable toilets will be provided in suitable locations within the event site, including near the spectator area, camping area and food stall area, with accessible toilet facilities provided where required. Toilet facilities will be serviced by an appropriately licensed contractor before, during and after the event as required.

Event staff will monitor bin capacity and toilet condition throughout the event and arrange servicing or replacement where necessary.

Following the event, a private waste contractor will collect and remove all waste from the site, and a final site clean-

6.0 Conclusion

Based on the assessment and reasons outlined above, the proposed Burnouts Event at the subject site is considered appropriate and capable of being favourably considered for approval for the following reasons:

- The proposal is consistent with the objectives of the Shire of Beverley Local Planning Scheme No. 3.
- The proposal has been prepared having regard to the Shire of Beverley Event Planning Package and satisfies the relevant event checklist requirements.
- A comprehensive Event Management Plan has been provided, addressing key operational matters including fire risk, medical response, crowd control, emergency evacuation, traffic, noise and waste management.
- The proposal is temporary and infrequent in nature and is not expected to result in adverse impacts on adjoining properties or the surrounding rural amenity.
- The proposal will contribute to local social activity and provide economic benefits associated with visitation, event operations and local service use.

On this basis, the proposal is considered to warrant favourable consideration and approval by the Shire of Beverley.

Appendices

APPENDIX 1 - Certificate of Title

WESTERN



AUSTRALIA

TITLE NUMBER

Volume

Folio

2598**678**

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts
REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 83 ON DEPOSITED PLAN 40783

REGISTERED PROPRIETOR: (FIRST SCHEDULE)

BLACK & WHITE ENTERPRISES PTY. LTD. OF SUITE 32/226 BEAUFORT STREET PERTH WA 6000
(T O531967) REGISTERED 22/10/2020

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS: (SECOND SCHEDULE)

1. J256950 NOTIFICATION CONTAINS FACTORS AFFECTING THE WITHIN LAND. LODGED 1/8/2005.
2. J256951 RESTRICTIVE COVENANT TO SHIRE OF BEVERLEY REGISTERED 1/8/2005.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
Lot as described in the land description may be a lot or location.

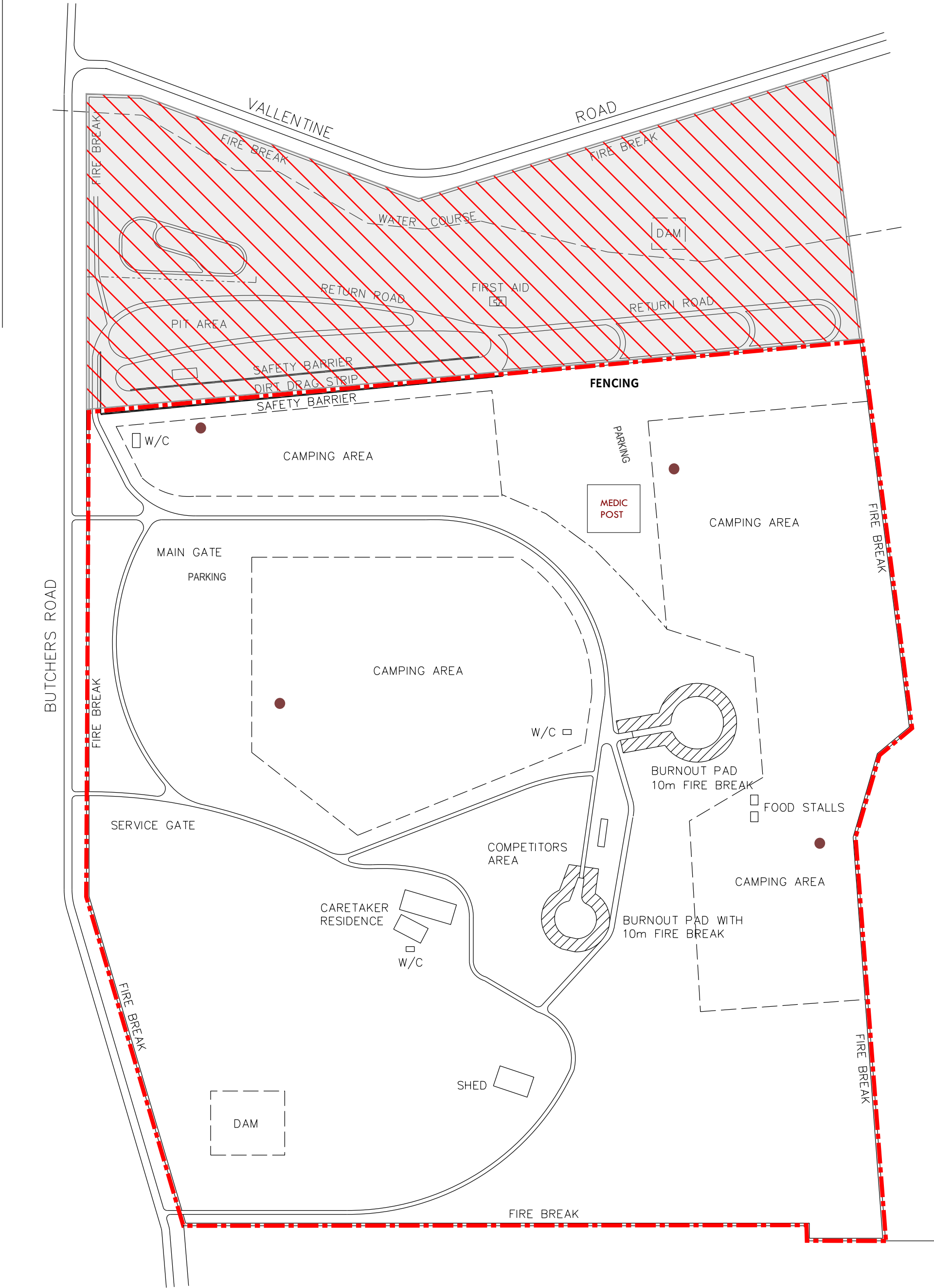
-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP40783
PREVIOUS TITLE: 1796-79
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF BEVERLEY

APPENDIX 2 - Site and Development Plan



SITE PLAN
1 : 5000

- EVENT AREA
- EXCLUDED AREA
- TOILETS
- WASTE BIN

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

APPENDIX 3 – Event Checklist Form

EVENT CHECKLIST

Sl.No	Forms	Description	Comments
1	Planning Application Forms	Planning Report – Certificate of Title – Site Plan	Submitted
2	Event Application Form	Event Application form	Submitted
3	Event Checklist	Event Checklist	Submitted
4	Event Management Plan	Event Risk Assessment	<i>Refer Event Management Plan</i>
		Medical Risk Classification	<i>Refer Event Management Plan</i>
		Westdale Burnout Rules	<i>Refer Event Management Plan</i>
		Emergency Management Plan -Fire Emergency -Emergency Evacuation -Medical Emergency (Medical Response Plan 2026) -Crowd Control	<i>Refer Event Management Plan</i>
		Camping & Food Stall (Food Registration and Relevant Documents)	<i>Refer Event Management Plan</i>
		Traffic Management Plan	<i>-Refer Event Management Plan -Planning Report</i>
		Noise Control	<i>-Refer Event Management Plan -Planning Report</i>
		Public Liability Insurance	<i>As the insurer (Racers) will issue this only a week prior to the event, the document will be provided prior to the event or as an when the proponent received before the event. The insurer will be the same insurer (Racers Insurance) used in the previous events. The document will be submitted prior to the event.</i>

APPENDIX 4 – Event Management Plan

Westdale Burnouts Event 2026



Event Risk Management Plan

Forward

The development and implementation of this Risk Management Plan is essential to the safe management of the **Westdale Burnouts** 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 Burnouts 2026.

Westdale Burnouts 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 proposed site area. 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 Burnouts 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 18th September 06:00 hrs, Gates Open, Test & Tune Concludes 24:00hrs, 19th September Competition Start 06:00hrs until 2:00am on 20th September. Competition concludes and unassembled by 18:00hrs. 18:00hrs.

Previous years have seen a patronage of approximately 2100 persons and organisers do not expect this to alter. To cater for a maximum 2100 person, patron have been requested for the approval.

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

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

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

- Burnout Competition Safety

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: -

- West Dale Burnouts Competitor and Non-Competitor Safety Rules Burnouts 2026

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

Attachments for Item 9.3

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	46

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 operator/owner to advise building limitations and capacity.
Medium Risk	11 – 50	Serious incident will occur at some time	Formal approval required. Issue Certificate of Approval. Provide Events – inspect guidance notes to operator/owner to set-up. advise building limitations and capacity.	

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	46	Medium
Public Health Event Risk Classification	38	Medium
Other factors		
Final Score/Rating for event	84	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	
	2001-5000	2	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

Attachments for Item 9.3			
	>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	5
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	38

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

Driver and Passenger Protective Equipment Requirements

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

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

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

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

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

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

Stewards Protective Equipment Requirements

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

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

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

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

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

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

Spectator Safety

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

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

Burnout Vehicle Classes

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

PRO Class

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

OPEN CLASS

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

SPORTSMAN CLASS

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

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

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

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

Vehicles

1. Vehicle - General

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

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

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

Highly modified firewalls can be determined by Burnout Competition Stewards.

2. Presentation and Appearance

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

3. Interior

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

4. Batteries

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

5. Fluids

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

6. Mechanical

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

7. Exhaust/Muffler

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

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

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

9. Changes After Scrutineering

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

10. Nitrous Oxide Regulations

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

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

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

Bottle Mounting:

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

Bottles should be mounted to manufacturer's specification.

Bottles must be equipped with on/ off taps.

Bottle shut-offs requiring special keys are not acceptable.

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

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

Switching:

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

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

Markers:

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

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

Warning Light:

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

SPECIAL NOTE FOR ROAD REGISTERED VEHICLES ONLY:

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

Credential Sign In

11. Competitors Sign-On (Scrutineering)

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

Conduct

13. Competitor Courtesy and Driving Standards

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

Event Emergency Management

Fire Risk

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

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

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

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

Fire Precautions

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

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

1. Fast Attack fire unit
2. Large Fire tender with water spray bars
3. Purpose built firefighting unit with new pump, spray bar and retractable fire hose reel
4. 5 x ABE Foam Fire Extinguishers
5. 8 x Powder Fire Extinguisher
6. 1 x Fire Blanket

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

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

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

Event organisers have also engaged the services of licensed security officers provided by Astute

Security Services who will be on duty throughout the event and all will be designated as “Safety/Fire Warden”. They too will be in continual communication with event organisers via 2-way radios provided to them.

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

Water for fire control will be sourced from an onsite dam with water tankers on standby and can be mobilised at short notice. However, in the likelihood of a major fire situation it is

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 Burnout Event 2026
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 Burnout Event 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 Burn Outs and Assistants
POLICY:	Policy Statement: 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. Legal Compliance: Medic Aid, staff and Management will comply with the requirements of the following: • Occupational Health and Safety Act 2000 • Occupational Health and Safety Regulation 2001 • Workplace Injury Management and Workers' Compensation Act 1998 • Workplace Injury Management and Workers' Compensation Regulation 2002 • Poisons Act 1964 All personnel will also adhere to all relevant codes of practice. Poisons Permit Codes of Practice: 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. Medical Response Plan: 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:

Name of document:	MAWA 0052: Medical Response Plan for Westdale Promoted Paramedical Events		
Version Number: 5.0	Location:		
Reviewed: 8 th of February 2026.	Next review due: 8 th of February 2027.		
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		
Version Number: 5.0	Location:		
Reviewed: 8 th of February 2026.	Next review due: 8 th of February 2027.		
RTO Number:	Written by: Curriculum Development Coordinator.		Page 2 of 7

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 2 Paramedics, 2 EMTs and 2 first aid officers

Dates 18th -20th September 2026

Minimum manning - 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
 Huw Tuffin 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

All equipment should be inspected, tested and accounted for at the start and end of every

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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:

Name of document:	MAWA 0052: Medical Response Plan for Westdale Promoted Paramedical Events		
Version Number: 5.0	Location:		
Reviewed: 8 th of February 2026.	Next review due: 8 th of February 2027.		
RTO Number:	Written by: Curriculum Development Coordinator.	Page 5 of 7	

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

Attachments for Item 9.3



For all your medical and first aid needs

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Version Number: 5.0	Location:		
Reviewed: 8 th of February 2026.	Next review due: 8 th of February 2027.		
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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

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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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Attachments for Item 9.3

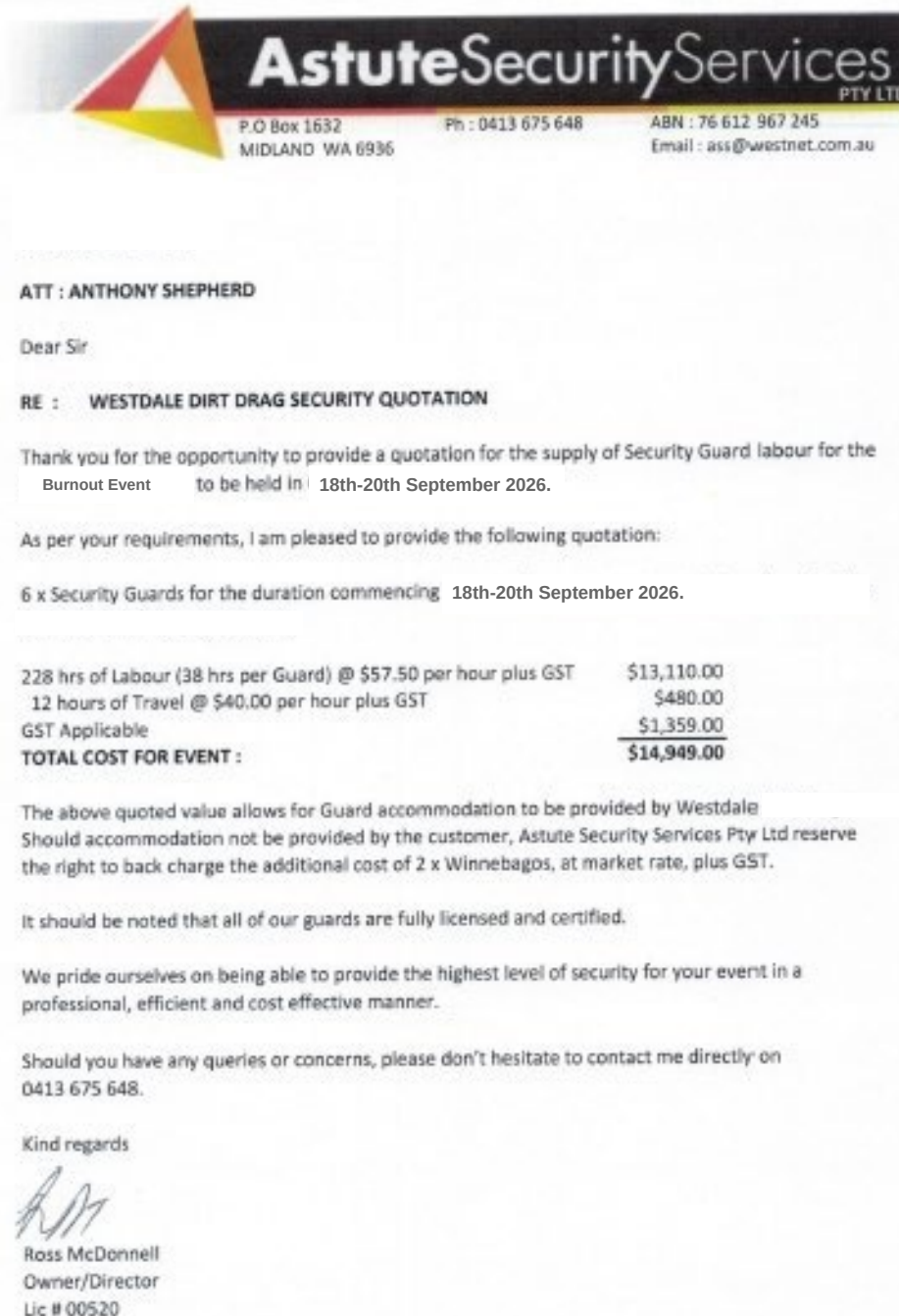


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Crowd Control

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 0600 Friday concluding at 1800 Sunday (pack up day). Please find quote attached.



**Same security service (Astute) will be using for the event.*

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.

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General Notes		Date
No.	Monday/Tuesday	Date

PRODUCED BY AN AUTODESK STUDENT VERSION

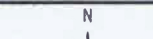
CITY OF ROCKINGHAM
TREVOR PATTER
ENVIRONMENTAL HEALTH OFFICER

Attachments for Item 9.3



- * Brookton Hwy & Westdale Rd
- * Westdale Rd & Butcher Rd

18th-20th September, 2026

Date:	16/06/2026	Scale:	NTS	REV No:	0	TCD No:	001	
Drawn by:	Alan Stevens	Client:	Westdale Burnout	Title:		Westdale Burnout Event		
AWTM No:	KTS-AWTM-17-04254-06							
Contact:	0428 141 238							

11 June 2026

**Policy number****109RN28151COM****Period of Insurance****From 9 June 2026****To 4pm on 9 June 2027**

Your Allianz Business Insurance Pack Certificate of Currency

This Certificate of Currency has been issued by the Insurer and confirms that on the Date of Issue the Policy is current for the Period of Insurance and Sums Insured and other limits as shown herein.

This Certificate of Currency is issued as a matter of information only and confers no rights upon its holder. This Certificate of Currency does not form part of the terms and conditions of the Policy and does not amend, extend, replace or alter the terms, conditions, definitions, limitations and exclusions noted therein.

This Certificate of Currency is provided as a summary only of the cover provided and is current only at the Date of Issue. The Policy may be subsequently altered or cancelled in accordance with its terms after the Date of Issue of this notice without further notice to the holder of this notice.

Certain words used in this document and the Policy have special meanings. The General Definitions Section of the Product Disclosure Statement (PDS) contains such terms. Please read the PDS, the Schedule and any other documents that form part of the Policy for the terms and conditions of cover:

Date of Issue:

11 June 2026

Insurer

Allianz Australia Insurance Limited
ABN 15 000 122 850
AFS Licence No. 234708 (Allianz)

Details

Insured(s)

JASON MICHAEL MELDRUM

Business

Mobile home food catering and food stall

Situation

24a Crompton Rd ROCKINGHAM WA 6168

Public and Products Liability

Description	Limit of Indemnity
Public Liability any one Occurrence	\$20,000,000
Products Liability any one Occurrence and in the aggregate any one Period of Insurance	\$20,000,000
Property in Your care, custody or control any one Occurrence and in the aggregate any one Period of Insurance	\$250,000

Cover is provided anywhere within the Territorial Limits, including Australia or its external territories and the Situations and any other Australian locations set out in this document. Refer to the Product Disclosure Statement (PDS) for full details.

Kind regards,



Richard Feledy
Managing Director
Allianz Australia Limited

Event Noise Management West Dale Burnout Event (Motorsport Event)

Lot 83 Butchers Road, Westdale, WA

Reference: 2607172673-01A

Prepared for:
Wildcard Promotion Pty Ltd C/-Dynamic Planning and
Developments

Reference: 2607172673-01A**Lloyd George Acoustics Pty Ltd**

ABN: 79 125 812 544

PO Box 717

Hillarys WA 6923

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P:	0410 107 440	0438 481 207	0410 468 203	0449 165 803

This report has been prepared in accordance with the scope of services described in the contract or agreement between Lloyd George Acoustics Pty Ltd and the Client. The report relies upon data, surveys, measurements and results taken at or under the particular times and conditions specified herein. Any findings, conclusions or recommendations only apply to the aforementioned circumstances and no greater reliance should be assumed or drawn by the Client. Furthermore, the report has been prepared solely for use by the Client, and Lloyd George Acoustics Pty Ltd accepts no responsibility for its use by other parties.

Date	Rev	Description	Author	Verified
07-Aug-26	0	Issued to Client	Rob Connolly	Terry George
10-Aug-26	A	Issued to Client With Additional Event Dates	Rob Connolly	-

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1. INTRODUCTION

Lloyd George Acoustics was engaged by Wildcard Promotion Pty Ltd C/-Dynamic Planning and Developments to prepare a noise management plan (NMP) for Lot 83 Butchers Road, Westdale, WA (the Event), to be held in September each year for the following five (5) years, as a three (3) day event each time.

The Event is scheduled for the following dates for the next five (5) years as follows:

- 18 September 2026 until 20 September 2026 inclusive;
- 24 September 2027 until 26 September 2027 inclusive;
- 22 September 2028 until 24 September 2028 inclusive;
- 21 September 2029 until 23 September 2029 inclusive; and
- 20 September 2030 until 22 September 2030 inclusive.

The Event times for each of the three (3) days will be as or similar to the following:

- Setup Day - Test and Tune - 10.00am to 12.00am (*following day*);
- Competition Day - 8.30am to 2.00am (*following day*);
- Closing Day - Site Un-assembly – Closed by 6.00pm.

As the Event is considered likely to result in the emission of noise above the assigned levels of the *Environmental Protection (Noise) Regulations 1997*, approval is sought under a Regulation 18 *Approved sporting, cultural and entertainment events*.

The NMP includes the following sections:

- Venue layout;
- Predicted noise levels at noise sensitive premises;
- Management of noise emissions;
- Complaint response strategies.

2. VENUE LAYOUT

Two (2) burnout areas are proposed for the Event. This is illustrated in *Figure 2-1*.

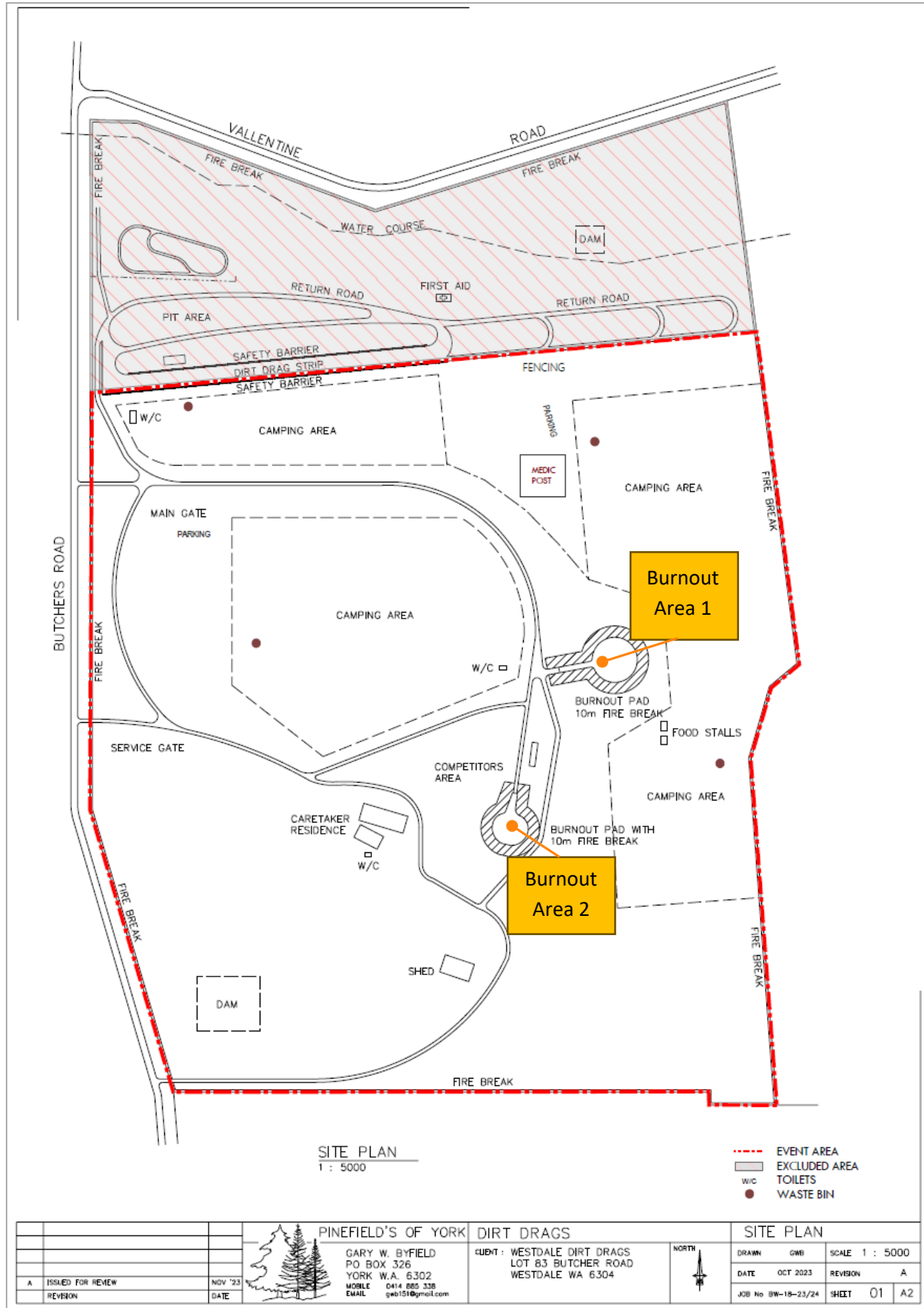


Figure 2-1: Event Layout

3. NOISE MODELLING METHODOLOGY

Computer modelling has been used to predict the noise emissions from the development to all nearby receivers. The software used was *SoundPLAN 9.1* with the ISO 9613-2:2024-01 algorithms selected, as they include the influence of meteorological conditions. Input data required in the model are listed below and discussed in *Section 3.1* to *Section 3.4*:

- Meteorological Information;
- Topographical data;
- Ground Absorption; and
- Source sound power levels.

3.1. Meteorological Conditions

Meteorological information utilised is provided in *Table 3-1* and is considered to represent worst-case conditions for noise propagation. At wind speeds greater than those shown, sound propagation may be further enhanced, however background noise from the wind itself and from local vegetation is likely to be elevated and dominate the ambient noise levels.

Table 3-1: Modelling Meteorological Conditions

Parameter	Night (7.00pm to 7.00am)
Temperature (°C)	15
Humidity (%)	50
Wind Speed (m/s)	Up to 5
Wind Direction*	All

* The modelling package allows for all wind directions to be modelled simultaneously.

Alternatives to the above default conditions can be used where one year of weather data is available and the analysis considers the worst 2% of the day and night for the month of the year in which the worst-case weather conditions prevail (source: *Draft Guideline on Environmental Noise for Prescribed Premises*, May 2016). In most cases, the default conditions occur for more than 2% of the time and therefore must be satisfied.

3.2. Topographical Data

Topographical data was adapted from publicly available information (e.g. *Google*) in the form of spot heights and combined with the site plan.

Surrounding existing buildings were also incorporated in the noise model, as these can provide noise shielding as well as reflection paths. Single storey buildings and sheds located on the Event Lot are modelled with a height of 3.5 metres with receivers 1.4 metres above ground.

3.3. Ground Absorption

The ground absorption has been assumed to be 0.85 (85%) across the study area, noting that 0.0 represents hard reflective surfaces such as water and 1.0 represents absorptive surfaces such as grass.

3.4. Source Sound Levels

Data has been obtained from previous noise assessment of high-performance motorsport activity including V8 Supercars. Conservative sound power levels of 126 dB(A) per vehicle over a 5-min period have been used for the burnout area. Source height is assumed to be 0.5 metres above ground height.

4. RESULTS

The results of the noise modelling are presented as noise contours for the following three (3) scenarios:

- Scenario 1: Burnout Area 1 Active Only;
- Scenario 2: Burnout Area 2 Active Only; and
- Scenario 3: Burnout Area 1 and Burnout Area 2 Simultaneously Active.

Figure 4-1, Figure 4-2 and Figure 4-3 show the predicted $L_{Aeq,5min}$ noise levels at ground level (1.4m AGL) associated with burnout activity for the above scenarios.

Figure 4-1: Burnout Area 1 Only - Ground Floor (1.4m AGL), dB LAeq(5-min)

Attachments for Item 9.3

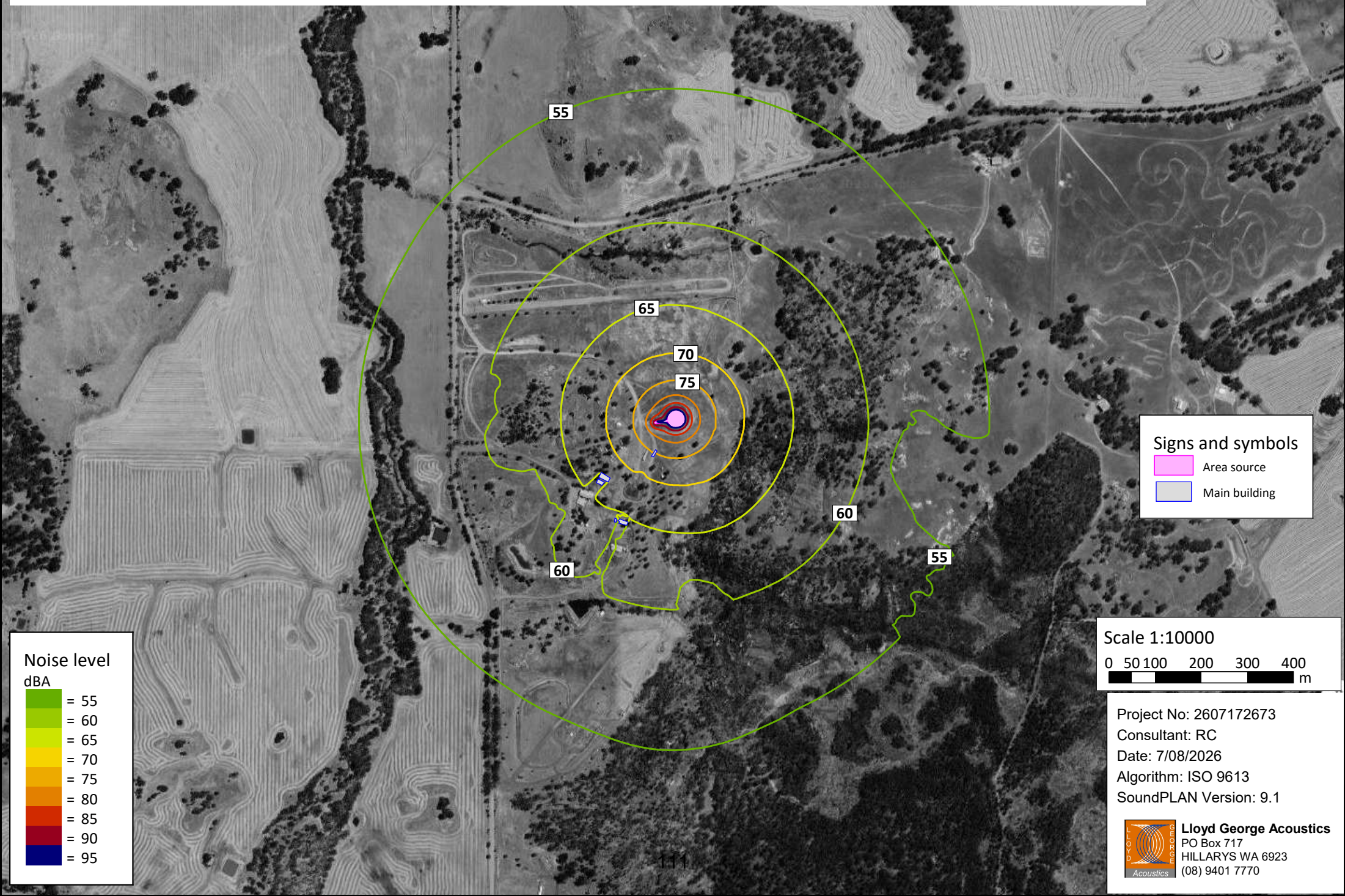


Figure 4-2: Burnout Area 2 Only - Ground Floor (1.4m AGL), dB LAeq(5-min)

Attachments for Item 9.3

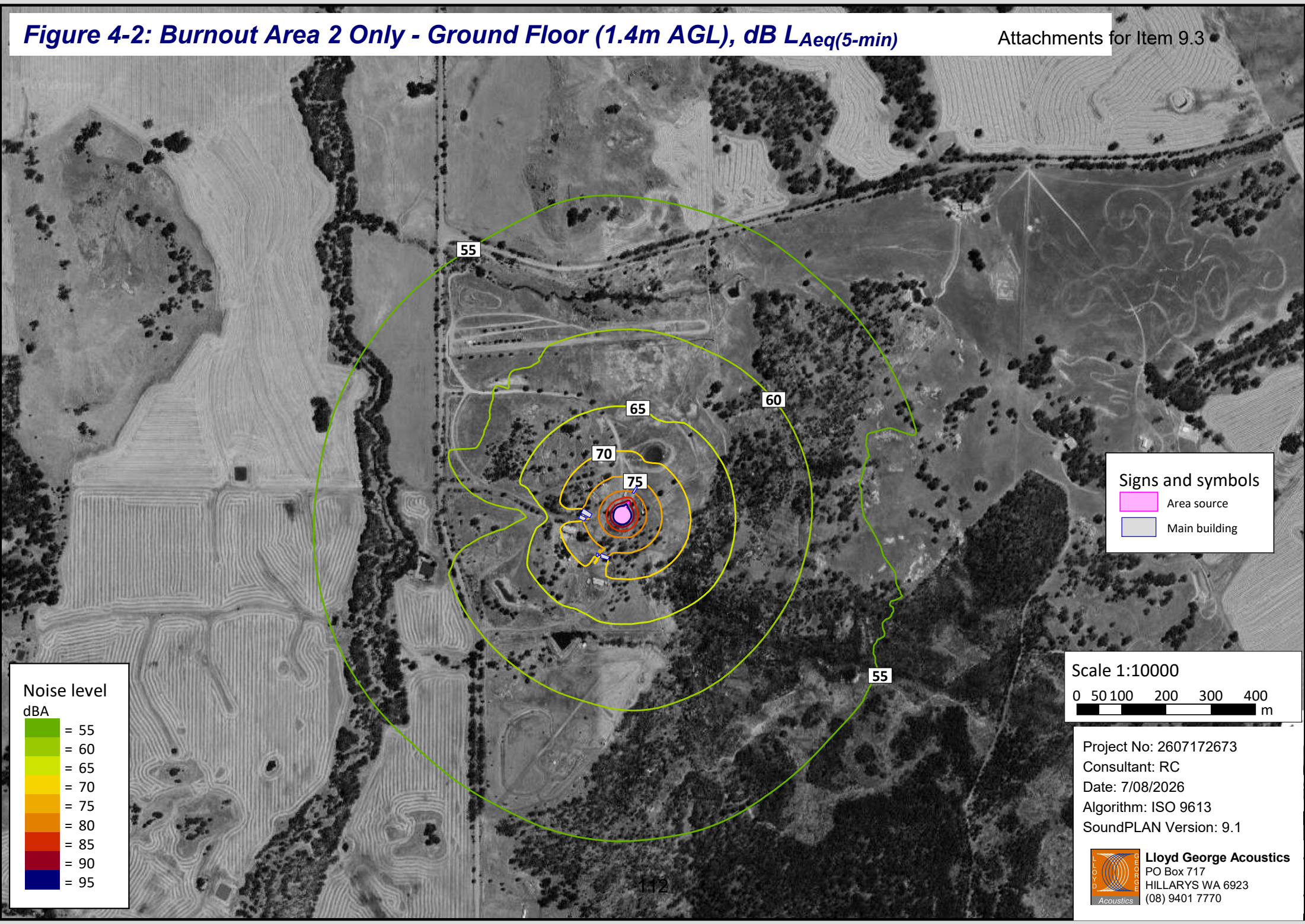
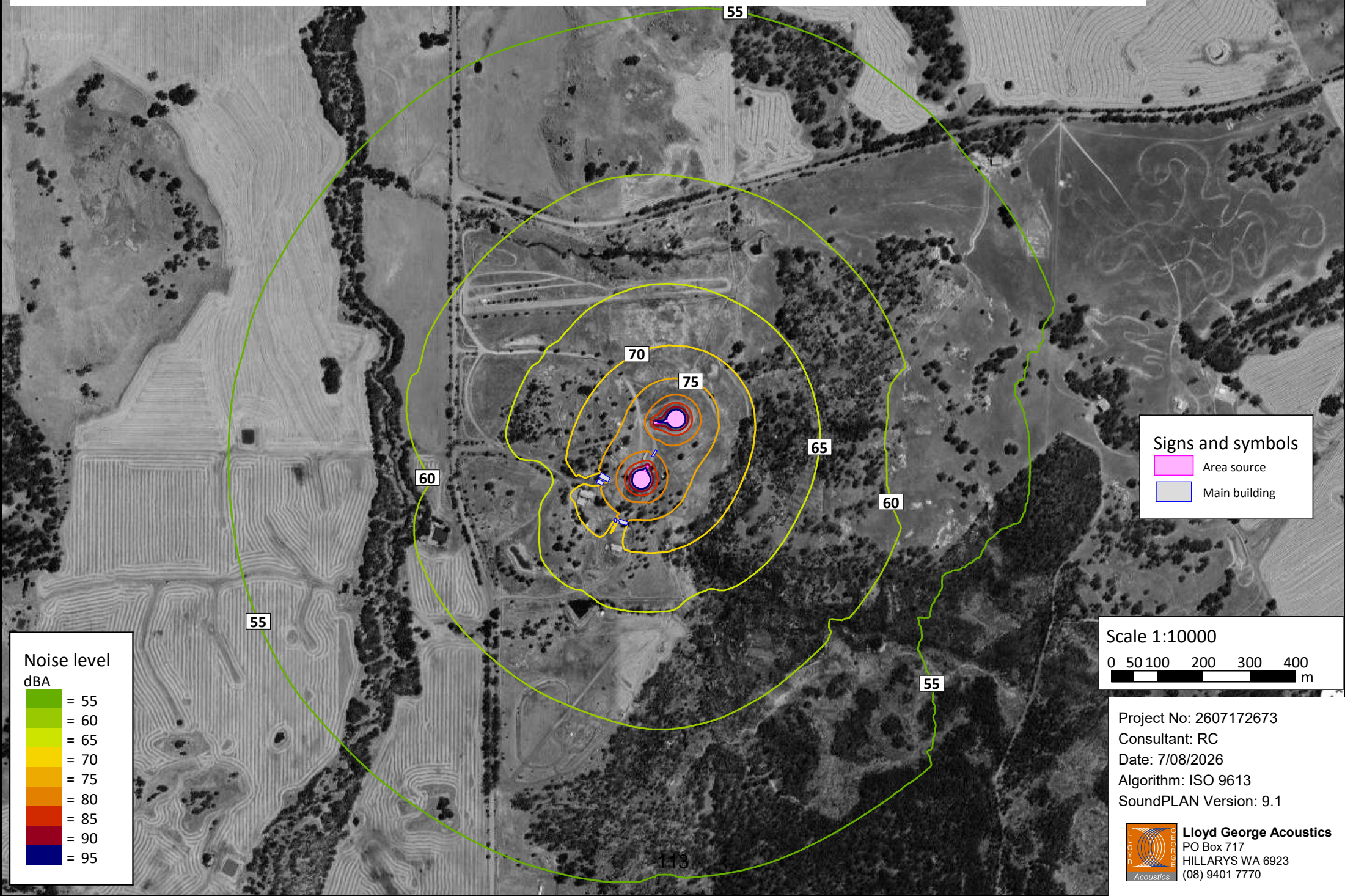


Figure 4-3: Burnout Area 1 and 2 Simultaneously - Ground Floor (1.4m AGL), dB LAeq(5min)



5. MANAGEMENT OF NOISE EMISSIONS

To ensure that the noise levels are effectively managed, the following noise management measures will be undertaken:

- Burnouts and tune-ups will only occur during the prescribed time-period;
- The Event will finish at a prescribed time to minimise impact to residential premises. All event crew and patrons will be made aware of the curfew time; and
- An information sheet will be sent to affected residents, the extent of which will be determined in consultation with the Shire of Beverly. The information sheet will outline the start and finish times for the Event; the noise monitoring program being undertaken (*if required*); and details of the noise complaints and information line. The information sheet should be sent out at least two weeks prior to the Event.

6. COMPLAINTS RESPONSE STRATEGY

The Event promoters will supply a dedicated telephone line for handling complaints. If a complaint is received regarding noise, the relevant details will be recorded on to a complaints form.

Appendix A – Terminology

The following is an explanation of the terminology used throughout this report:

- **Decibel (dB)**

The decibel is the unit that describes the sound pressure levels of a noise source. It is a logarithmic scale referenced to the threshold of hearing.

- **A-Weighting**

An A-weighted noise level has been filtered in such a way as to represent the way in which the human ear perceives sound. This weighting reflects the fact that the human ear is not as sensitive to lower frequencies as it is to higher frequencies. An A-weighted sound level is described as L_A , dB.

- **Sound Power Level (L_w)**

Under normal conditions, a given sound source will radiate the same amount of energy, irrespective of its surroundings, being the sound power level. This is similar to a 1kW electric heater always radiating 1kW of heat. The sound power level of a noise source cannot be directly measured using a sound level meter but is calculated based on measured sound pressure level at known distances. Noise modelling incorporates source sound power levels as part of the input data.

- **Sound Pressure Level (L_p)**

The sound pressure level of a noise source is dependent upon its surroundings, being influenced by distance, ground absorption, topography, meteorological conditions etc. and is what the human ear actually hears. Using the electric heater analogy above, the heat will vary depending upon where the heater is located, just as the sound pressure level will vary depending on the surroundings. Noise modelling predicts the sound pressure level from the sound power levels taking into account ground absorption, barrier effects, distance etc.

- **L_{ASlow}**

This is the noise level in decibels, obtained using the A-frequency weighting and the S (slow) time weighting. Unless assessing modulation, all measurements use the slow time weighting characteristic.

- **L_{AFast}**

This is the noise level in decibels, obtained using the A-frequency weighting and the F (fast) time weighting. This is used when assessing the presence of modulation.

- **L_{APeak}**

This is the greatest absolute instantaneous sound pressure level in decibels using the A-frequency weighting.

- **L_{Amax}**

An L_{Amax} level is the maximum A-weighted noise level during a particular measurement.

- **L_{A1}**

The L_{A1} level is the A-weighted noise level exceeded for 1 percent of the measurement period and is considered to represent the average of the maximum noise levels measured.

- **L_{A10}**

The L_{A10} level is the A-weighted noise level exceeded for 10 percent of the measurement period and is considered to represent the “intrusive” noise level.

- **L_{A90}**

The L_{A90} level is the A-weighted noise level exceeded for 90 percent of the measurement period and is considered to represent the “background” noise level.

- **L_{Aeq}**

The equivalent steady state A-weighted sound level (“equal energy”) in decibels which, in a specified time period, contains the same acoustic energy as the time-varying level during the same period. It is considered to represent the “average” noise level.

- **One-Third-Octave Band**

Means a band of frequencies spanning one-third of an octave and having a centre frequency between 25 Hz and 20000 Hz inclusive.

- **Representative Assessment Period**

Means a period of time not less than 15 minutes, and not exceeding four hours, determined by an inspector or authorised person to be appropriate for the assessment of a noise emission, having regard to the type and nature of the noise emission.

- **L_{Amax} assigned level**

Means an assigned level, which, measured as a L_{ASlow} value, is not to be exceeded at any time.

- **L_{A1} assigned level**

Means an assigned level, which, measured as a L_{ASlow} value, is not to be exceeded for more than 1 percent of the representative assessment period.

- **L_{A10} assigned level**

Means an assigned level, which, measured as a L_{ASlow} value, is not to be exceeded for more than 10 percent of the representative assessment period.

- **Tonal Noise**

A tonal noise source can be described as a source that has a distinctive noise emission in one or more frequencies. An example would be whining or droning. The quantitative definition of tonality is:

- the presence in the noise emission of tonal characteristics where the difference between -
 - (a) the A-weighted sound pressure level in any one-third octave band; and
 - (b) the arithmetic average of the A-weighted sound pressure levels in the 2 adjacent one-third octave bands,

is greater than 3 dB when the sound pressure levels are determined as $L_{Aeq,T}$ levels where the time period T is greater than 10% of the representative assessment period, or greater than 8 dB at any time when the sound pressure levels are determined as $L_{A\ Slow}$ levels.

This is relatively common in most noise sources.

- **Modulating Noise**

A modulating source is regular, cyclic and audible and is present for at least 10% of the measurement period. The quantitative definition of modulation is:

- a variation in the emission of noise that —
 - (a) is more than 3 dB $L_{A\ Fast}$ or is more than 3 dB $L_{A\ Fast}$ in any one-third octave band; and
 - (b) is present for at least 10% of the representative assessment period; and
 - (c) is regular, cyclic and audible.

- **Impulsive Noise**

An impulsive noise source has a short-term banging, clunking or explosive sound. The quantitative definition of impulsiveness means:

- a variation in the emission of a noise where the difference between L_{Apeak} and L_{Amax} is more than 15 dB when determined for a single representative event.

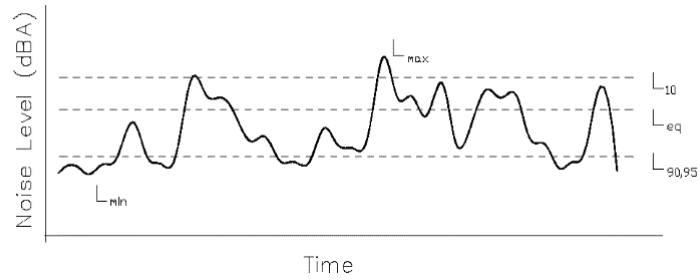
- **Major Road**

Is a road with an estimated average daily traffic count of more than 15,000 vehicles.

- **Secondary / Minor Road**

Is a road with an estimated average daily traffic count of between 6,000 and 15,000 vehicles.

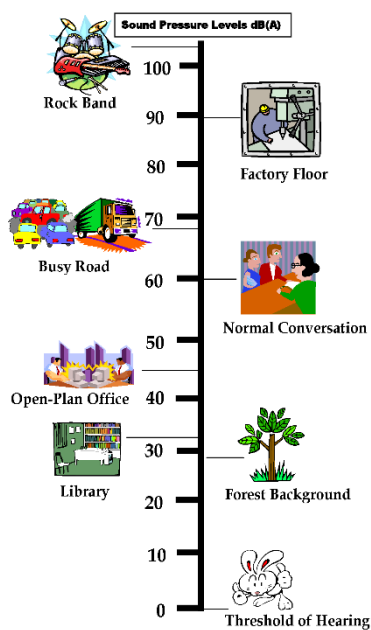
- Chart of Noise Level Descriptors



- Austroads Vehicle Class

VEHICLE CLASSIFICATION SYSTEM AUSTRADS	
CLASS	LIGHT VEHICLES
1	SHORT Car, Van, Wagon, 4WD, UTV, Bicycle, Motorcycle
2	SHORT - TONNAGE Trailer, Container, Boat
HEAVY VEHICLES	
3	TWO AXLE TRUCK OR BUS *2 axle groups
4	THREE AXLE TRUCK OR BUS *3 axle, 2 axle groups
5	FOUR (or FIVE) AXLE TRUCK *4 (or 5) axle, 2 axle groups
6	THREE AXLE ARTICULATED *3 axle, 3 axle groups
7	FOUR AXLE ARTICULATED *4 axle, 3 or 4 axle groups
8	FIVE AXLE ARTICULATED *5 axle, 3 or 4 axle groups
9	SIX AXLE ARTICULATED *6 axle, 3 or 4 axle groups or 7+ axle, 3 axle groups
LONG VEHICLES AND ROAD TRAINS	
10	DOUBLE or HEAVY TRUCK and TRAILER *7+ axle, 4 axle groups
11	DOUBLE ROAD TRAIN *7+ axle, 5 or 6 axle groups
12	TRIPLE ROAD TRAIN *7+ axle, 7+ axle groups

- Typical Noise Levels



9.4 Development Application – Outbuilding (Storage Shed) – 28 (Lot 118) Simmons Roads, Beverley

Submission To:	Ordinary Council Meeting 26 August 2026
Report Date:	18 August 2026
Applicant:	J & A Building Pty Ltd on behalf of D Cheney
File Reference:	SIM 1468
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Author – Nil
Attachments:	Application Letter, Locality Map, Site Plan, Shed Drawings, WAPC Fact Sheet – Outbuildings.

SUMMARY

An application has been received to construct a Colorbond Outbuilding (Storage Shed) at 28 (Lot 118) Simmons Road. The application will be recommended for **refusal**.

BACKGROUND

The subject site is located at 28 (Lot 118) Simmons Road, is 2.2075 Ha in extent and zoned *Rural Residential 2* in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS 3). The lot is currently vacant.

The proposal is to construct a Colorbond Outbuilding (Storage Shed) in extent 10 m x 20 m = 200 m².

The proposal for the storage shed requires departure from the Shire of Beverley Outbuildings Planning Policy (the Policy) on the following matters:

- In terms of the Policy the wall and roof height are required to be 3m and 4m respectively, whereas a wall height of 3.5m and roof height of 4.4m are proposed;
- In terms of the Policy the maximum individual size of the Outbuilding in this Zone is required to be 150 m² maximum, whereas 200m² is proposed;
- The Outbuilding Policy requires the commencement of construction of a residence before an Outbuilding can be constructed.

The applicant submitted a justification letter (attached hereto) in support of the departure for the construction of the Outbuilding before commencement of construction of a residence. No justification was offered for the other proposed departures.

COMMENT

The Shire's Outbuilding Policy is clear in its intent to not permit the construction of Outbuildings prior to commencement of construction of a residence in the *Rural Residential Zone*.

The attached WAPC Fact Sheet on Outbuildings also makes this position clear (in a Zone where the R-Codes apply):

A shed cannot be characterised as an outbuilding if there is no association with a habitable dwelling on the same lot.

However, an outbuilding may be part of a development proposal that includes a dwelling, with the outbuilding intended to be constructed first, to store the materials/equipment for the dwelling construction. As there is a risk that the outbuilding may be constructed and used without a dwelling, conditions of development approval may be required to control the timing of construction to ensure that the outbuilding is developed in association with the dwelling and not before.

At this point in time there are no pending development applications or building permit applications before the Shire for a Residential development on the subject land.

Importantly, Outbuildings not associated with a residential development may be considered as a separate Land Use entirely, i.e. warehouse/storage. From the applicant's submission this seems to be the actual proposed land use.

However, pursuant to *Table 3 – Zoning Table* in *Shire of Beverley Local Planning Scheme No. 3 (LPS)* a Warehouse/Storage land use is an 'X' use in the *Rural Residential Zone*, meaning the use is not permitted by the Scheme in that Zone. Should Council resolve to approve a warehouse/storage land use in the *Rural Residential Zone* they will be acting *Ultra Vires*.

The unique circumstances of the owner are noted however it is respectfully submitted that they are not planning related.

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: 4.3 Responsible Planning

POLICY IMPLICATIONS

The proposal requires significant departure from Policy.

RISK IMPLICATIONS

It is considered that the proposal has medium 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 & COUNCIL RESOLUTION

M6/0826

Moved Cr Sattler

Seconded Cr Shaw

That Council refuse the application for an Outbuilding (Storage Shed) at 28 (Lot 118), Simmons Road for the following reason:

The proposal does not comply with the requirements of the Shire of Beverley Local Planning Policy: Outbuildings, or the Shire of Beverley Local Planning Scheme No. 3 (LPS 3).

Advice Note: 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 this determination.

CARRIED 6/0

For: Cr Ridgway, Cr Sattler, Cr Brown, Cr Lawlor, Cr Martin & Cr Shaw
Against: Nil

To: Shire of Beverley – Council
Re: Planning Justification – Proposed 20m x 10m Outbuilding
Property: 28 Simmons Road, Beverley

Planning Justification – Proposed Outbuilding

Dear Council Members,

We respectfully submit this justification in support of the proposed **20m x 10m outbuilding** at 28 Simmons Road, Beverley, and request that Council consider approving the outbuilding prior to construction of the future residence.

We acknowledge the requirements of the Shire of Beverley Local Planning Policy – Outbuildings, including the requirement for construction of a residence to have commenced prior to construction of an outbuilding on vacant Rural Residential land.

The owner understands the intent of this requirement and confirms that there is a genuine intention to construct a residence on the property. However, circumstances have recently changed which have required the owner to reconsider the design and timing of the future dwelling.

The owner has recently been diagnosed with **cerebral palsy**, which has interrupted the progress of the original house plans. The future dwelling will now need to be carefully reconsidered to ensure it appropriately accommodates his individual needs and provides suitable accessibility and functionality. The owner is currently looking at the available options and intends to progress the residence once a suitable design has been established.

In the meantime, the owner works away from the property and requires a secure location to store personal belongings, tools, property maintenance equipment and other items associated with maintaining the property.

The proposed outbuilding is therefore intended solely for **secure storage and property maintenance purposes**. It is not intended to be used as accommodation or as a substitute for the future residence. No residential occupation is proposed.

The owner is also willing to accept appropriate conditions to ensure the outbuilding remains non-residential and is used only for its intended purpose.

The proposed building will be designed to meet the applicable planning and building requirements, with appropriate Colorbond materials and colours to minimise its visual impact and maintain the rural residential character of the property.

We respectfully request that Council consider the individual circumstances of this application and allow the proposed outbuilding to proceed while the owner works through the necessary changes to the future dwelling design.

The owner remains committed to constructing a residence on the property and respectfully asks Council to consider approving the outbuilding subject to any conditions Council considers appropriate.

Thank you for your consideration.

Yours faithfully,

Jarrod Street

Fair Dinkum Builds Avon Valley

(08) 96 225535

admin@jabuilding.com.au

On behalf of the Owner

28 Simmons Road, Beverley



Created: 11 May 2026 from Map Viewer Plus: <https://map-viewer-plus.app.landgate.wa.gov.au>

1:2,257

Author:

0 19 38 57 76 m



Notes

- 1** JS 23/7/26 11:52 am
Proposed new Colorbond shed (Classic Cream) 20 x 10m - eave height 3.5m.
- 2** JS 23/7/26 11:55 am
Stormwater to be clear of building and flow managed onsite by owner.
- 3** JS 23/7/26 5:34 pm
Approximate location of future dwelling by owner.

Site Calculations

SITE AREA	22,137.04m ²
EXISTING FLOOR AREA	0.00m ²
PROPOSED AREA	200.00m ²



Disrupted by Canibuild.



Client Name

Client Email

Client Phone

Signature _____

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Generated by Jarrod Street
jarrod@jabuilding.com.au

Phone +61448893355

Sheet Name
Site Plan

Sheet no.
1

Lic no.
BRN100403

Job no.

Property Details

28 Simmons Rd, Beverley, WA 6304, Australia Lot 1
Lot/DP: D090799188

Design
20 x 10m

Scale
1:2000@A3

1st version date:
23/07/2026

Current version date:
23/07/2026

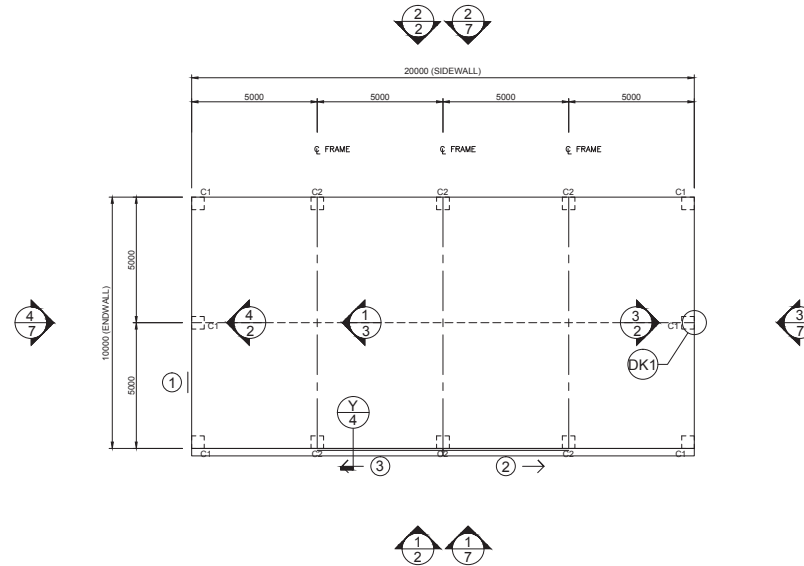
Version #
1

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BASICS Approval Services Structural Engineering Bundle dated 28/07/26



IF IN DOUBT, ASK.



1 FOUNDATION PLAN AND MEMBER LAYOUT
SCALE: 1 = 200

MEMBER LEGEND

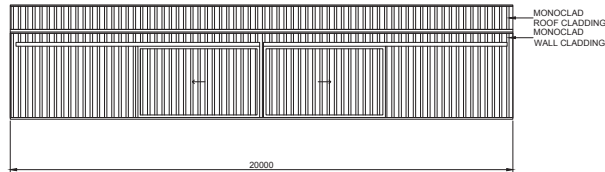
C1	C20019
C2	2C20019

1 OF 7	SHEET	JOB NO. AVON103554	DATE 22/7/2026	CHECKED TM	DRAWN FDB	STEEL BUILDING BY (CONTACT) FAIR DINKUM BUILDS AVON VALLEY 08 9622 5535 CHENEY (DEREK) 28 SIMMONS ROAD BEVERLEY	FOR AT	FAIR DINKUM BUILDS	NORTHERN CONSULTING Civil & Structural Engineers 50 Punari Street Currajong, Qld 4812 Fax: 07 4725 5850 Email: design@nceng.com.au ABN 341 008 173 56 Registered Chartered Professional Engineer Registered Professional Engineer (Civil & Structural) QLD Registered Professional Engineer (Structural) N.T. Registered Engineer - (Civil) VIC Registered Engineer - (Civil) TAS	Mr Timothy Roy Messer BE MIEAust RPEQ Signature <i>T. Messer</i> Date 22/7/2026 Registered on the NPER in the areas of practice of Civil & Structural National Professional Engineers Register
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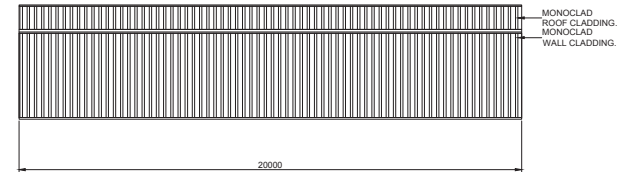
DO NOT SCALE THIS DRAWING. USE FIGURED DIMENSIONS ONLY. ALL DIMENSIONS TO BE VERIFIED ON SITE.

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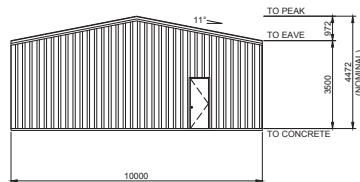
BASICS Approval Services Structural Engineering Bundle dated 28/07/26



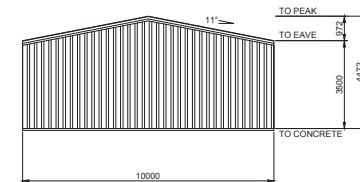
1 SIDEWALL EXTERIOR ELEVATION
SCALE: 1 = 200



2 SIDEWALL EXTERIOR ELEVATION
SCALE: 1 = 200



4 ENDWALL EXTERIOR ELEVATION
SCALE: 1 = 200



3 ENDWALL EXTERIOR ELEVATION
SCALE: 1 = 200

BUILDING COLOURS

WALL	CLASSIC CREAM
ROOF	CLASSIC CREAM
INDUSTRIAL SLIDING DOOR	CLASSIC CREAM
P.A. DOOR	CLASSIC CREAM
DOWNPIPE	CLASSIC CREAM
GUTTER	CLASSIC CREAM
CORNER FLASHING	CLASSIC CREAM
BARGE FLASHING	CLASSIC CREAM
OPENING FLASHING	CLASSIC CREAM

7 OF 7
SHEET
JOB NO. AVON103554
DATE 22/7/2026
CHECKED TM
DRAWN FDB

STEEL BUILDING BY (CONTACT)
FAIR DINKUM BUILDS AVON VALLEY
FOR 08 9622 5535
AT **CHENEY (DEREK)**
28 SIMMONS ROAD
BEVERLEY



NORTHERN CONSULTING
Civil & Structural Engineers
50 Punari Street
Currajong, Qld 4812
Fax: 07 4725 5850
Email: design@nceng.com.au
ABN 341 008 173 561
Registered Chartered Professional Engineer
Registered Professional Engineer (Civil & Structural) QLD
Registered Certifying Engineer (Structural) N.T.
Registered Engineer - (Civil) VIC
Registered Engineer - (Civil) TAS
Regn. No. 255880
Regn. No. 9955
Regn. No. 116373ES
Regn. No. PE0002216
Regn. No. CC5648M

Mr Timothy Roy Messer BE MIEAust RPEQ
Signature *T. Messer*
Date 22/7/2026
Registered on the NPER in the areas of practice
of Civil & Structural National Professional
Engineers Register

This fact sheet sets out land use planning considerations relevant to **outbuildings** on land in Western Australia.

This fact sheet has been prepared to assist in interpreting the definition and treatment of outbuildings in planning instruments, particularly in the implementation of *State Planning Policy 7.3: Residential Design Codes Volume 1* (R-Codes) and the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations).

What is an outbuilding?

An outbuilding is defined by the R-Codes as *"an enclosed non-habitable structure that is detached from any dwelling."* Based on this definition, an outbuilding requires a dwelling.

Outbuildings are also known as sheds, barns and workshops, with varying design, size and construction materials. They may be pre-constructed, transported to and then placed on land, and are capable of being adapted for various uses. For clarity purposes, this fact sheet refers to outbuildings where the R-Codes apply, and sheds in other circumstances.

Outbuildings / sheds are not always associated with residential development, and may be considered works associated with other land uses e.g. a light industry with a shed for storage and repairs. However, a shed with no dwelling and no other associated land use would be best described as 'warehouse / storage', as defined in the Regulations.

Do outbuildings require development approval?

In a residential setting, outbuildings are assessed against the R-Codes and local planning scheme. The R-Codes are applied in local planning schemes as if they were part of the scheme, and principally apply to residential zoned land. R-Code requirements and outbuilding standards may be applied to other zones if prescribed by the local planning scheme. Local planning policies can also provide exemptions from development approval, and be used to vary the R-Codes.

Exemption for requiring development approval under the deemed provisions

Under clause 61 of the deemed provisions of the Regulations, the erection or extension of an outbuilding is exempt from development approval where:

- the R-Codes apply, and the outbuilding satisfies the deemed-to-comply requirements
- the outbuilding is on the same lot as a single house or a grouped dwelling
- the outbuilding is not located in a place that is the subject of an order, a heritage agreement, or in the Register of Heritage Places under the *Heritage Act 2018*, or in a heritage area or on a heritage list under a local planning scheme
- the outbuilding is not located within a special control area or a bushfire prone area as designated by the Fire and Emergency Services Commissioner under the *Fire and Emergency Services Act 1998* (as amended), for which development approval may be required.

Clause 5.4.3 of the R-Codes sets out the outbuildings design principle and deemed-to-comply requirements. This is to protect the streetscape and visual amenity by requiring outbuildings to have a relatively small floor area, be low in height, and located away from view.

The deemed-to-comply requirements are satisfied if the outbuilding is – (1) not attached to a dwelling (2) non-habitable (3) maximum area 60m² (aggregate) or 10% of site (whichever is less) (4) maximum wall height of 2.4m (5) maximum ridge height of 4.2m (6) located behind street front setback (7) private open space requirements are met and (8) boundary setbacks achieved.

Other exemptions from development approval

A local government may add supplemental provisions to its scheme to set out exemptions from requiring development approval. This is typical for sheds in rural and rural residential areas. A local planning policy (LPP) can also provide exemptions and set out parameters in more detail.

Situations where a development approval is required

Where the R-Codes apply, development approval for outbuildings is required when:

1. there are no specific exemptions from development approval in the local planning scheme or a LPP
2. the deemed-to-comply requirements are not satisfied.

OUTBUILDINGS

The proposed outbuilding would be assessed against the outbuildings design principle in the R-Codes - *"Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties."*

Where the R-Codes don't apply, development approval for a shed is required when:

1. there are no specific exemptions from development approval in the local planning scheme or a LPP
2. the shed is not associated with a dwelling.

Purpose of outbuilding

A shed structure is not an outbuilding if it is proposed on a lot without a dwelling. A land use must then be identified in the proposal consistent with the purpose of the proposed structure.

The 'warehouse / storage' use is the most suitable if the shed is not associated with a land use such as agriculture or light industry. Outbuildings and sheds are not land uses in themselves, therefore a land use needs to be established to determine whether it is permissible under the local planning scheme. For example, if a property has an approved or permitted use, the proposed shed may be applied for to store materials, equipment, plant associated with that use.

Where outbuildings are proposed to be separated from a dwelling by way of subdivision, there will often be a condition to demolish the separated outbuilding.

Without a dwelling, a shed by itself takes on a warehouse / storage land use, which is not usually permitted in a residential zone.

Scheme provisions for outbuildings / sheds

The deemed provisions, R-Codes and LPP are the primary instruments used to regulate outbuildings and sheds. Provisions may be inserted that provide guidance for non-residential zones if development control and/or exemptions are required. Provisions could address matters such as location, size, design, materials, appearance, and/or amenity considerations.

When WAPC approval is required to vary the R-Codes in a LPP

LPPs are the most flexible instrument to govern the development of outbuildings / sheds. Clause 7.3.2 of the R-Codes also allows a local government (with approval of the Western Australian Planning Commission) to vary the deemed-to-comply requirements for outbuildings through a LPP.

A LPP can vary the R-Codes outbuildings deemed-to-comply requirements other than requirements 1 and 2 (that it's not habitable and is associated with a dwelling), which is reflected in the outbuilding definition.

When requesting WAPC approval for variations to the R-Codes in a LPP, the proposal needs to: outline the need for the variation specific to that locality or region; be consistent with the objectives and design principles; and, be capable of implementation as part of the ongoing building approval process.

Reasons to vary the R-Codes may include: the needs of a locality or region; expectations and needs of residents; climate; lifestyle; desired built form; and, to provide for orderly and proper planning outcomes.

Variations may provide more flexibility, or set more stringent requirements. For example, an outbuilding's maximum wall height requirement may be impractical for items proposed to be stored and a variation could provide for a greater height.

When WAPC approval is not required

LPPs that provide development exemptions or guidance in other zones, and/or addresses visual impact/amenity do not require WAPC approval. For example, visual impacts could be avoided or managed by directly locating behind a dwelling; taking advantage of landform; requiring design, scale, construction materials and finishes to be sympathetic to the built or landscape character; providing for screening materials including existing or planted trees and vegetation.

Local governments could have a LPP that deals with outbuildings. The WAPC only determines the parts of a LPP that sets variations to the R-Codes, leaving flexibility for the local government elsewhere in the LPP.

Temporary habitation of outbuildings

A shed cannot be characterised as an outbuilding if there is no association with a habitable dwelling on the same lot.

However, an outbuilding may be part of a development proposal that includes a dwelling, with the outbuilding intended to be constructed first, to store the materials/equipment for the dwelling construction. As there is a risk that the outbuilding may be constructed and used without a dwelling, conditions of development approval may be required to control the timing of construction to ensure that the outbuilding is developed in association with the dwelling and not before.

While some local governments have allowed people to live in sheds while dwellings are constructed, this is a breach of building legislation unless they have been converted to a habitable standard (class 1), as sheds are classified as class 10 structures, which are non-habitable.

Regulation 11(2)(c) of the *Caravan Parks and Camping Grounds Regulations 1997* provides for occupation of one caravan on site for up to year, which may be considered in conjunction with a development application. Such use may be linked to conditions such as; having a building permit for the dwelling; a statutory declaration acknowledging that use of the caravan is temporary; ensuring there is suitable provision made for water supply and effluent disposal; and the caravan being located within an outbuilding.

Temporary uses are also considered under section 61 of the deemed provisions, which could also be used for a caravan.

Are shipping containers outbuildings?

As a shipping container is a structure that is typically enclosed and not used for habitable purposes, it falls within the definition of an outbuilding. The two most common sizes of shipping containers are typically referred to as 20 and 40 footers.

Shipping containers & the R-Codes	Internal length	Internal width	Internal height	Internal floor area
20	5.9m	2.35m	2.4m	13.86m ²
40	12.03m	2.35m	2.4m	28.27m ²
R-Code deemed to comply	Silent	Silent	Wall height 2.4m	60m ² or 10% of lot

Depending on the dimensions and placement of a shipping container, it may be capable of meeting the deemed-to-comply requirements of the R-Codes. If a local government has concerns about the appearance of this kind of outbuilding or shed, the solution is to introduce scheme provisions or a LPP that deals with visual impacts including design, materials and finishes.

Where a shipping container does not meet the definition of an outbuilding under the R-Codes or an applicable LPP, it will require development approval against the most applicable land use under the local planning scheme.

10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES

Nil.

11. FINANCE

11.1 Monthly Financial Report

Submission To:	Ordinary Council Meeting 26 August 2026
Report Date:	17 August 2026
Applicant:	N/A
File Reference:	N/A
Author and Position:	Simon Marshall, Deputy Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Author - Nil
Attachments:	July 2026 Financial Reports

SUMMARY

Council to consider accepting the financial report for the period ending 31 July 2026.

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 2026 Ordinary Meeting, item 11.3.

COMMENT

The monthly financial reports for the period ending 31 July 2026 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 2026/27 Budget.

STRATEGIC IMPLICATIONS

Strategic Pillar:

1. Economy
2. Community
3. Environment
4. Civic Leadership

Strategic Priorities:

- 1.1 Safe, efficient and connected transport network
- 2.3 Active and Healthy Community
- 3.3 Natural resources are sustainably managed
- 4.1 Community and customer focus
- 4.2 Continuous organisational improvement
- 4.3 Responsible planning

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	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 & COUNCIL RESOLUTION

M7/0826

Moved Cr Sattler

Seconded Cr Martin

That the monthly financial report for the month of July 2026 be accepted and material variances be noted.

CARRIED 6/0

For: Cr Ridgway, Cr Sattler, Cr Brown, Cr Lawlor, Cr Martin & Cr Shaw

Against: Nil

SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY BY NATURE
FOR THE PERIOD ENDING
31 July 2026

Description	Budget 2026/27	YTD Budget 2026/27	YTD Actual 2026/27	YTD Variance	Favourable ▲ Unfavourable ▼	Notes To Material Variances
Operating Revenue						
Rates	3,793,515.00	0.00	135.93	135.93	▲	
Operating Grants, Subsidies and Contributions	732,729.00	222,290.00	218,281.50	(4,008.50)	▼	
Profit On Asset Disposal	10,000.00	0.00	0.00	0.00	▼	
Fees & Charges	1,030,873.00	74,840.00	78,547.36	3,707.36	▲	
Interest Earnings	206,783.00	0.00	(1,207.65)	(1,207.65)	▼	
Other Revenue	329,184.00	5,395.00	7,126.47	1,731.47	▲	
Non-Operating Grants, Subsidies and Contributions	9,951,666.00	0.00	0.00	0.00	▼	
Total Operating Revenue	16,054,750.00	302,525.00	302,883.61	358.61		
Operating Expenditure						
Employee Costs	(2,877,151.00)	(228,790.00)	(222,775.59)	6,014.41	▲	
Materials & Contracts	(2,346,362.00)	(126,776.00)	(125,221.85)	1,554.15	▲	
Utilities	(277,776.00)	(9,946.00)	(1,715.03)	8,230.97	▲	
Depreciation On Non-Current Assets	(3,058,846.00)	(254,898.00)	(249,955.21)	4,942.79	▲	
Interest Expenses	(131,304.00)	(10,790.00)	15,272.23	26,062.23	▲	25/26 Accrued Interest expense adjustment.
Insurance Expenses	(386,999.00)	(178,693.00)	0.00	178,693.00	▲	50% Insurance Premiums yet to be paid.
Other Expenditure	(90,484.00)	(458.00)	(2,534.05)	(2,076.05)	▼	
Loss On Asset Disposal	(5,500.00)	0.00	0.00	0.00	▼	
Total Operating Expenditure	(9,174,422.00)	(810,351.00)	(586,929.50)	223,421.50		
Net Operating	6,880,328.00	(507,826.00)	(284,045.89)	223,780.11		
Capital Income						
Proceeds from Sale of Assets	27,500.00	0.00	0.00	0.00	▼	
New Loan Raised	3,400,000.00	0.00	0.00	0.00	▼	
Total Capital Income	3,427,500.00	0.00	0.00	0.00		
Capital Expenditure						
Land and Buildings	(12,181,958.00)	0.00	0.00	0.00	▼	
Plant and Equipment	(176,000.00)	0.00	0.00	0.00	▼	
Office Furniture and Equipment	(20,000.00)	(20,000.00)	(15,278.00)	4,722.00	▲	
Road Construction	(2,135,192.00)	0.00	(185.91)	(185.91)	▼	
Other Infrastructure	(1,914,622.00)	0.00	0.00	0.00	▼	
Leases	(5,331.00)	0.00	0.00	0.00	▼	
Loans - Principal Repayments	(286,280.00)	0.00	0.00	0.00	▼	
Total Capital Expenditure	(16,719,383.00)	(20,000.00)	(15,463.91)	4,536.09		

SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY BY NATURE
FOR THE PERIOD ENDING
31 July 2026

Description	Budget 2026/27	YTD Budget 2026/27	YTD Actual 2026/27	YTD Variance	Favourable ▲ Unfavourable ▼	Notes To Material Variances
Net Capital	(13,291,883.00)	(20,000.00)	(15,463.91)	4,536.09		
Adjustments						
Depreciation Written Back	3,058,846.00	254,898.00	249,955.21	(4,942.79)		
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	(4,500.00)	0.00	0.00	0.00		
Add Funding From						
Transfer (To)/From Reserves	1,735,525.00	0.00	0.00	0.00		
Opening Surplus/(Deficit)	1,621,684.00	1,621,684.00	1,621,684.26	0.26		
Total Adjustments	6,411,555.00	1,876,582.00	1,871,639.47	(4,942.53)		
CLOSING SURPLUS/(DEFICIT)	0.00	1,348,756.00	1,572,129.67	223,373.67		

SHIRE OF BEVERLEY STATEMENT OF NET CURRENT ASSETS FOR THE PERIOD ENDING 31 July 2026		
Description	Actual 2025/26	YTD Actual 2026/27
Current Assets		
Cash at Bank	1,671,413.73	1,425,630.66
Cash - Unrestricted Investments	1,839,963.39	1,855,414.51
Cash - Restricted Reserves	2,844,417.87	2,844,417.87
Cash on Hand	700.00	700.00
Accounts Receivable	627,779.13	703,573.50
Prepaid Expenses	0.00	0.00
Self Supporting Loan - Current	0.00	0.00
Inventory - Fuel	7,991.53	14,690.15
Total Current Assets	6,992,265.65	6,844,426.69
Current Liabilities		
Accounts Payable	(2,242,222.28)	(2,143,937.91)
Loan Liability - Current	(286,279.08)	(286,279.08)
Lease Liability - Current	(5,331.02)	(5,331.02)
Annual Leave Liability - Current	(319,018.89)	(319,018.89)
Long Service Leave Liability - Current	(131,672.71)	(131,672.71)
Doubtful Debts	0.00	0.00
Total Current Liabilities	(2,984,523.98)	(2,886,239.61)
Adjustments		
Less Restricted Reserves	(2,844,417.87)	(2,844,417.87)
Less Self Supporting Loan Income	0.00	0.00
Add Leave Reserves - Cash Backed	166,750.36	166,750.36
Add Lease Principal Expense	5,331.02	5,331.02
Add Loan Principal Expense	286,279.08	286,279.08
Total Adjustments	(2,386,057.41)	(2,386,057.41)
NET CURRENT ASSETS	1,621,684.26	1,572,129.67

SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
AS AT
31 July 2026

Description	Actual 2025/26	YTD Actual 2026/27	Movement
Current Assets			
Cash and Cash Equivalents	6,356,494.99	6,126,163.04	(230,331.95)
Accounts Receivable	617,779.13	703,573.50	85,794.37
Contract Asset - Current	10,000.00	0.00	(10,000.00)
Prepaid Expenses	0.00	0.00	0.00
Self Supporting Loan - Current	0.00	0.00	0.00
Inventory	7,991.53	14,690.15	6,698.62
Total Current Assets	6,992,265.65	6,844,426.69	(147,838.96)
Current Liabilities			
Accounts Payable	(332,450.89)	(234,166.52)	98,284.37
Contract Liability - Current	(1,909,771.39)	(1,909,771.39)	0.00
Loan Liability - Current	(286,279.08)	(286,279.08)	0.00
Lease Liability - Current	(5,331.02)	(5,331.02)	0.00
Annual Leave Liability - Current	(319,018.89)	(319,018.89)	0.00
Long Service Leave Liability - Current	(131,672.71)	(131,672.71)	0.00
Doubtful Debts	0.00	0.00	0.00
Total Current Liabilities	(2,984,523.98)	(2,886,239.61)	98,284.37
Non-Current Assets			
Non-Current Debtors	210,867.92	210,867.92	0.00
Non-Current Investments	116,383.44	116,383.44	0.00
Land and Buildings	33,746,185.39	33,660,198.83	(85,986.56)
Plant and Equipment	2,223,748.31	2,200,487.82	(23,260.49)
Furniture and Equipment	181,882.80	195,150.64	13,267.84
Infrastructure	151,805,949.50	151,667,437.41	(138,512.09)
Self Supporting Loan - Non Current	0.00	0.00	0.00
Total Non-Current Assets	188,285,017.36	188,050,526.06	(234,491.30)
Non-Current Liabilities			
Loan Liability - Non Current	(2,765,114.80)	(2,765,114.80)	0.00
Lease Liability - Non Current	(5,331.04)	(5,331.04)	0.00
Annual Leave - Non Current	0.00	0.00	0.00
Long Service Leave Liability - Non Current	(159,793.32)	(159,793.32)	0.00
Total Non Current Liabilities	(2,930,239.16)	(2,930,239.16)	0.00
Net Assets	189,362,519.87	189,078,473.98	(284,045.89)

SHIRE OF BEVERLEY STATEMENT OF FINANCIAL POSITION AS AT 31 July 2026			
Description	Actual 2025/26	YTD Actual 2026/27	Movement
Equity			
Accumulated Surplus	(59,461,368.72)	(59,177,322.83)	284,045.89
Reserves - Cash Backed	(2,844,417.87)	(2,844,417.87)	0.00
Reserve - Revaluations	(127,056,733.28)	(127,056,733.28)	0.00
Total Equity	(189,362,519.87)	(189,078,473.98)	284,045.89

SHIRE OF BEVERLEY INVESTMENT OF SURPLUS FUNDS AS AT 31 July 2026						
Account #	Account Name	Amount Invested (\$)		Term	Interest Rate	Maturation
5303088	Reserve Funds Bendigo					
	Long Service Leave	166,750.36				
	Plant	249,341.10				
	Emergency Services	34,261.05				
	Building	293,398.35				
	Recreation Ground	1,185,682.62				
	Cropping Committee	159,652.48				
	Infrastructure	46,320.39				
	Senior Housing	388,071.12				
	Avondale Mach Museum	71,951.61				
	ITC Renewal Reserve	248,988.79	2,844,417.87	4 mnths	4.95%	23/10/2026
5457507	Term Deposit Bendigo	515,878.49		3 mnths	4.80%	17/09/2026
5469788	Term Deposit Bendigo	272,523.74		3 mnths	4.80%	3/10/2026
5469792	Term Deposit Bendigo	545,619.93		4 mnths	4.90%	2/11/2026
5478642	Term Deposit Bendigo	521,392.35		5 mnths	5.10%	11/12/2026
			1,855,414.51			
	Total		4,699,832.38			

11.2 Accounts Paid by Authority

Submission To:	Ordinary Council Meeting 26 February 2026
Report Date:	18 August 2026
Applicant:	N/A
File Reference:	N/A
Author and Position:	Simon Marshall, Deputy Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Author - Nil
Attachments:	July 2026 List of Accounts Paid by Authority

SUMMARY

Council to consider authorising the payment of accounts for July 2026.

BACKGROUND

The following list represents accounts paid by authority for the month of July 2026.

COMMENT

Unless otherwise identified, all payments have been made in accordance with Council's 2026/27 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 2026/27 Budget.

STRATEGIC IMPLICATIONS

- Strategic Pillar:
- 1. Economy
 - 2. Community
 - 3. Environment
 - 4. Civic Leadership
- Strategic Priorities:
- 1.1 Safe, efficient and connected transport network
 - 2.3 Active and Healthy Community
 - 3.3 Natural resources are sustainably managed
 - 4.1 Community and customer focus
 - 4.2 Continuous organisational improvement
 - 4.3 Responsible planning

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 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 & COUNCIL RESOLUTION

M8/0826

Moved Cr Sattler

Seconded Cr Shaw

That the List of Accounts as presented, be received:

July 2026:

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

Cheque vouchers

10 Jul 2026	1973-1973	(1)	\$	118.00	(authorised by CEO S Gollan and Cr C Lawlor)
23 Jul 2026	1974-1974	(1)	\$	55.07	(authorised by CEO S Gollan and DCEO S Marshall)
Total of cheque vouchers for Jul 2026 incl				\$ 173.07	previously paid.

EFT vouchers

03 Jul 2026	EFT 12544-12549	(6)	\$	13,800.19	(authorised by CEO S Gollan and DCEO S Marshall)
03 Jul 2026	EFT 12550-12550	(1)	\$	359.39	(authorised by CEO S Gollan and DCEO S Marshall)
09 Jul 2026	EFT 12551-12551	(1)	\$	1,089.00	(authorised by CEO S Gollan and DCEO S Marshall)
10 Jul 2026	EFT 12552-12575	(24)	\$	85,356.41	(authorised by CEO S Gollan and Cr C Lawlor)
10 Jul 2026	EFT 12576-12580	(5)	\$	12,247.53	(authorised by CEO S Gollan and Cr C Lawlor)
15 Jul 2026	EFT 1-37	(37)	\$	72,604.76	(authorised by CEO S Gollan and DCEO S Marshall)
17 Jul 2026	EFT 12583-12597	(13)	\$	107,471.80	(authorised by CEO S Gollan and DCEO S Marshall)
17 Jul 2026	EFT 12598-12598	(1)	\$	16,805.80	(authorised by CEO S Gollan and DCEO S Marshall)
17 Jul 2026	EFT 12599-12599	(1)	\$	3,595.20	(authorised by CEO S Gollan and DCEO S Marshall)
23 Jul 2026	EFT 12600-12602	(3)	\$	16,073.81	(authorised by CEO S Gollan and DCEO S Marshall)
28 Jul 2026	EFT 12603-12619	(14)	\$	2,823.94	(authorised by DCEO S Marshall and Cr J Maxwell)
28 Jul 2026	EFT 12620-12621	(2)	\$	11,161.04	(authorised by DCEO S Marshall and Cr J Maxwell)
29 Jul 2026	EFT 1-38	(38)	\$	74,805.04	(authorised by DCEO S Marshall and Cr S Martin)
Total of EFT vouchers for Jul 2026 incl				\$ 418,193.91	previously paid.

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

Cheque vouchers

Nil vouchers

Total of cheque vouchers for Jul 2026 incl	\$	0.00	previously paid.
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EFT vouchers

Nil vouchers

Total of EFT vouchers for Jul 2026 incl	\$	0.00	previously paid.
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(3) Direct Debit Payments totalling \$ 101,434.06 previously paid.

(4) Credit Card Payments totalling \$ 4,167.28 previously paid.

CARRIED 6/0

For: Cr Ridgway, Cr Sattler, Cr Brown, Cr Lawlor, Cr Martin & Cr Shaw

Against: Nil

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2026

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Cheque	1973	10 Jul 2026	ACMA - Australian Communica	Land mobile Appart Lic Renewal Lic 252882/1 Exp: 31 Jul 2027	(118.00)	(118.00)
Cheque	1974	23 Jul 2026	Water Corporation	Water use - Mens Shed (Vincent St) - Service Fees: Jul - Aug 26	(55.07)	(55.07)
EFT Pymt	EFT 12544	03 Jul 2026	Avon Waste	2,101 Bin Collection FE 26 Jun 26 inc Recycling Bins & 5 x Recycling Collect	(3,331.19)	
EFT Pymt	EFT 12545	03 Jul 2026	David Yates	Bally Bally Hall: Maintenance repairs - final pymt	(2,500.00)	
EFT Pymt	EFT 12546	03 Jul 2026	Michael Wilson	2026-07 Jul (Ed 501): Blarney: Printing and delivery	(250.00)	
EFT Pymt	EFT 12547	03 Jul 2026	Node One Pty Ltd	2026-07 Jul NBN Fixed wireless Business FW Plus 75/10 mbps unlimited (5 s	(89.00)	
EFT Pymt	EFT 12548	03 Jul 2026	Northam Carpet Court	30A Dawson St: Carpeting of bedroom	(2,350.00)	
EFT Pymt	EFT 12549	03 Jul 2026	Wheatbelt Arborist Service Pro	Refuse Site Management fees: 06 - 29 Jun 26	(5,280.00)	(13,800.19)
EFT Pymt	EFT 12550	03 Jul 2026	Beverley Supermarket & Liquor	2026-06 Jun purchases	(359.39)	(359.39)
EFT Pymt	EFT 12551	09 Jul 2026	Allied Forklifts Pty Ltd	Minor Plant Purchases: 250kg work platform	(1,089.00)	(1,089.00)
EFT Pymt	EFT 12552	10 Jul 2026	AITs Specialists Pty Ltd	2026-06 Jun Fuel Tax Credits	(371.20)	
EFT Pymt	EFT 12553	10 Jul 2026	ASB Marketing, Look Brilliant F	Uniforms - Admin: N Gors	(260.65)	
EFT Pymt	EFT 12554	10 Jul 2026	Afgri Equipment Australia Pty L	Various plant: Supplies & repairs	(17,153.18)	
EFT Pymt	EFT 12555	10 Jul 2026	Avon Trading Pty Ltd	2026-06 Jun Hardware Purchases	(2,679.91)	
EFT Pymt	EFT 12556	10 Jul 2026	BSL - Depart of Local Gov, Indi	2026-06 Jun 26 Collections x 3 (Lics 25/26: 38, 47, 48)	(8,158.42)	
EFT Pymt	EFT 12557	10 Jul 2026	Beverley Bakehouse and Cafe	Citizenship Ceremony, 03 Jul 2026: Catering	(23.40)	
EFT Pymt	EFT 12558	10 Jul 2026	Beverley Community Resource	Uniforms - Admin staff	(387.00)	
EFT Pymt	EFT 12559	10 Jul 2026	Beverley Post News and Gifts (	2026-06 Jun Newspaper Subscription & Stationery Purchases	(82.00)	
EFT Pymt	EFT 12560	10 Jul 2026	Copyworld Toshiba	2026-06 Jun26: Copy fees for 'Bert & 'Ernie' Estudio 6525 AC	(449.06)	
EFT Pymt	EFT 12561	10 Jul 2026	Enviro Pipes Pty Ltd	Various Rds: Sewer pipes	(2,087.25)	
EFT Pymt	EFT 12562	10 Jul 2026	FD & SR Aynsley & Co	Gravel Royalties: Jan - Jun 2026	(1,645.60)	
EFT Pymt	EFT 12563	10 Jul 2026	Focus Networks	2nd & final pymt: IT Disaster Recovery Plan review & update	(2,827.00)	
EFT Pymt	EFT 12564	10 Jul 2026	Fulton Hogan Industries Pty Ltr	Various rural roads: Bitumen patching products	(2,780.80)	
EFT Pymt	EFT 12565	10 Jul 2026	H N Fleay and Co, Bachman H	Gravel Royalties: Jan - Jun 2026	(5,217.30)	
EFT Pymt	EFT 12566	10 Jul 2026	Homestyle Flooring	LBS2503 - Staff room & Office expansion: Materials	(4,258.00)	
EFT Pymt	EFT 12567	10 Jul 2026	Hutton and Northey Sales	Various plant: Supplies	(455.81)	

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2026

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 12568	10 Jul 2026	LGIS (LGISWA)	ERP EOI Demonstrations 5 - 6 Mar 2026: Catering	(444.92)	
EFT Pymt	EFT 12569	10 Jul 2026	Market Creations Agency Pty L	Shire of Bev website refresh: Phase 4	(4,761.46)	
EFT Pymt	EFT 12570	10 Jul 2026	Onsite Repairs	Various Plant: Service, repairs & tyre replacements	(12,760.64)	
EFT Pymt	EFT 12571	10 Jul 2026	Porter Consulting Engineers	18 Hunt Rd, Retirement Village: Peer Review to 19 Jun 2026	(962.50)	
EFT Pymt	EFT 12572	10 Jul 2026	Scanlan Surveys Pty Ltd	BC2501 York Williams Rd: Survey services for the land acquisition	(13,222.00)	
EFT Pymt	EFT 12573	10 Jul 2026	Shazmac Plumbing	5 Wright St: Plumbing repairs	(165.00)	
EFT Pymt	EFT 12574	10 Jul 2026	Unique Strokes WA	Mens Shed & Town Hall: Exterior & interior painting	(3,920.00)	
EFT Pymt	EFT 12575	10 Jul 2026	Zircodata Pty Ltd	2026-06 Jun: Storage of Archive boxes	(283.31)	(85,356.41)
EFT Pymt	EFT 12576	10 Jul 2026	Australia Post	2026-06 Jun Postage	(363.43)	
EFT Pymt	EFT 12577	10 Jul 2026	Cloud Payment Group Pty Ltd	2026-05 May Debt collection fees	(8,521.70)	
EFT Pymt	EFT 12578	10 Jul 2026	Repco - Division of GPC Asia F	Workshop supplies	(75.90)	
EFT Pymt	EFT 12579	10 Jul 2026	The Factory Aust Pty Ltd	Deposit 50%: Merry Christmas electrical sign	(2,876.50)	
EFT Pymt	EFT 12580	10 Jul 2026	Vcare Hearing, Umas Enterpri	Occ Health & Safety: Hearing assessment x 1 employee	(410.00)	(12,247.53)
EFT Pymt	EFT 12583	17 Jul 2026	3D Walkabout Pty Ltd	Heritage App for Vincent St reactivation	(2,200.00)	
EFT Pymt	EFT 12584	17 Jul 2026	ATO - Australian Tax Office	2026-06 Jun BAS Obligation (incl FBT contribution)	(21,908.00)	
EFT Pymt	EFT 12585	17 Jul 2026	Associated Laundry Services, I	16 Jun - 14 Jul 2026 Onsite Cabins Laundry fees	(1,051.39)	
EFT Pymt	EFT 12586	17 Jul 2026	Avon Waste	2,101 Bin Collection FE 10 Jul 26 inc Recycling Bins & 5 x Recycling Collecti	(5,678.15)	
EFT Pymt	EFT 12587	17 Jul 2026	Beverley Dome Roadhouse (BI	3,998L Diesel @ \$1.6791/L GST excl	(7,384.31)	
EFT Pymt	EFT 12588	17 Jul 2026	Caravan Industry Association V	2026/27 Membership	(1,155.00)	
EFT Pymt	EFT 12591	17 Jul 2026	Jackson McDonald	3 x Trade Mark applications	(13,900.00)	
EFT Pymt	EFT 12592	17 Jul 2026	Market Creations Agency Pty L	2026/27 Website subscription inc SSL certificate	(9,471.00)	
EFT Pymt	EFT 12593	17 Jul 2026	Melissa Jade Eagar	Refund for cancelled booking: Cabin 4, 17-18 Jul 2026	(180.00)	
EFT Pymt	EFT 12594	17 Jul 2026	Perth Regional Tourism Organi	2026/27 Destination Perth Essential Partnership membership	(1,925.00)	
EFT Pymt	EFT 12595	17 Jul 2026	Regional Development Australi	2026/27 subs Collaborative RDA Wheatbelt & Midwest Gascoyne GrantGuru	(550.00)	
EFT Pymt	EFT 12596	17 Jul 2026	WA Contract Ranger Services	Ranger services: 01, 07 Jul 2026	(822.25)	
EFT Pymt	EFT 12597	17 Jul 2026	Whitney Consulting	Growing Regions Fund - Rnd 3: Swimming Pool Stage 2	(41,246.70)	(107,471.80)

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2026

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	EFT 12598	17 Jul 2026	Christmas Display Solutions; D Vincent St Christmas decorations x 12		(16,805.80)	(16,805.80)
EFT Pymt	EFT 12599	17 Jul 2026	Duff Consulting; S and K Duff Staff Training - Chainsaw cutting; Pole saw trimming, 14 - 15 Jul 2026, Quaira		(3,595.20)	(3,595.20)
EFT Pymt	EFT 12600	23 Jul 2026	Chronicle Rip Pty Ltd	2026-27 Chronicle software licensing renewal for the 4 x cemeteries	(3,894.00)	
EFT Pymt	EFT 12601	23 Jul 2026	Synergy	Street Lights: 25 May - 24 Jun 26	(2,563.21)	
EFT Pymt	EFT 12602	23 Jul 2026	Thinkproject Australia Pty Ltd	2026/27 Annual RAMM Subscription	(9,616.60)	(16,073.81)
EFT Pymt	EFT 12606	28 Jul 2026	Shire of Beverley	Transfer of monies re BSL levy paid on receipt 25667 for refused building per	(61.65)	
EFT Pymt	EFT 12607	28 Jul 2026	Shire of Beverley	Transfer of monies re BSL levy paid on receipt 33718 for refused building per	(68.50)	
EFT Pymt	EFT 12608	28 Jul 2026	Shire of Beverley	Transfer of monies re BCITF levy paid on receipt 33718 for refused building p	(100.00)	
EFT Pymt	EFT 12609	28 Jul 2026	Shire of Beverley	Transfer of monies re BSL levy paid on receipt 32188 & GJ GM055 for refuse	(123.30)	
EFT Pymt	EFT 12610	28 Jul 2026	Shire of Beverley	Transfer of monies re BSL levy paid on receipt 34064 for refused building per	(61.65)	
EFT Pymt	EFT 12611	28 Jul 2026	Shire of Beverley	Transfer of monies re BCITF levy paid on receipt 36204 for refused building p	(754.68)	
EFT Pymt	EFT 12612	28 Jul 2026	Shire of Beverley	Transfer of monies re BSL levy paid on receipt 36204 for refused building per	(516.96)	
EFT Pymt	EFT 12613	28 Jul 2026	Shire of Beverley	Transfer of monies re BSL levy paid on receipt 41089 for refused building per	(61.65)	
EFT Pymt	EFT 12614	28 Jul 2026	Shire of Beverley	Transfer of monies re BCITF levy paid on receipt 41379 for refused building p	(104.00)	
EFT Pymt	EFT 12615	28 Jul 2026	Shire of Beverley	Transfer of monies re BSL levy paid on receipt 43234 for refused building per	(61.65)	
EFT Pymt	EFT 12616	28 Jul 2026	Shire of Beverley	Transfer of monies re BSL levy paid on receipt 44428 for refused building per	(205.50)	
EFT Pymt	EFT 12617	28 Jul 2026	Shire of Beverley	Transfer of monies re BCITF levy paid on receipt 44428 for refused building p	(300.00)	
EFT Pymt	EFT 12618	28 Jul 2026	Shire of Beverley	Transfer of monies re BSL levy paid on receipt 45241 for refused building per	(164.40)	
EFT Pymt	EFT 12619	28 Jul 2026	Shire of Beverley	Transfer of monies re BCITF levy paid on receipt 45241 for refused building p	(240.00)	(2,823.94)
EFT Pymt	EFT 12620	28 Jul 2026	Beverley Dome Roadhouse (BI4,000L Diesel @ \$2.03/L GST excl		(8,932.00)	
EFT Pymt	EFT 12621	28 Jul 2026	Synergy	Power use x 3 bldgs: 19 May - 07 Jul 26	(2,229.04)	(11,161.04)
Direct debit	DD 5592.01	14 Jul 2026	Shadforth Portfolio Service - St	Superannuation contributions	(1,342.38)	
Direct debit	DD 5592.02	14 Jul 2026	UniSuper	Superannuation contributions	(415.80)	
Direct debit	DD 5592.03	14 Jul 2026	National Mutual Retirement Fu	Superannuation contributions	(181.84)	
Direct debit	DD 5592.04	14 Jul 2026	Macquarie Superannuation Pla	Superannuation contributions	(367.41)	
Direct debit	DD 5592.05	14 Jul 2026	Commonwealth Superannuat	Superannuation contributions	(413.58)	

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2026

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct debit	DD 5592.06	14 Jul 2026	Australian Super	Superannuation contributions	(1,880.48)	
Direct debit	DD 5592.07	14 Jul 2026	Aware Super Pty Ltd	Superannuation contributions	(7,638.83)	
Direct debit	DD 5592.08	14 Jul 2026	Australian Retirement Trust (St	Superannuation contributions	(207.38)	
Direct debit	DD 5592.09	14 Jul 2026	Mercer Super Trust, The Truste	Superannuation contributions	(823.95)	
Direct debit	DD 5592.10	14 Jul 2026	MLC MasterKey Personal Sup	Superannuation contributions	(139.00)	
Direct debit	DD 5592.11	14 Jul 2026	REST	Superannuation contributions	(331.97)	
Direct debit	DD 5592.12	14 Jul 2026	Colonial First State Super (Gib	Superannuation contributions	(437.62)	
Direct debit	DD 5592.13	14 Jul 2026	AMP Lifetime Super	Superannuation contributions	(245.34)	(14,425.58)
Direct debit	DD 5629.01	28 Jul 2026	Shadforth Portfolio Service - St	Superannuation contributions	(1,342.38)	
Direct debit	DD 5629.02	28 Jul 2026	UniSuper	Superannuation contributions	(376.41)	
Direct debit	DD 5629.03	28 Jul 2026	National Mutual Retirement Fui	Superannuation contributions	(272.96)	
Direct debit	DD 5629.04	28 Jul 2026	Macquarie Superannuation Pla	Superannuation contributions	(378.66)	
Direct debit	DD 5629.05	28 Jul 2026	Commonwealth Superannuatio	Superannuation contributions	(372.93)	
Direct debit	DD 5629.06	28 Jul 2026	Australian Super	Superannuation contributions	(1,916.18)	
Direct debit	DD 5629.07	28 Jul 2026	Aware Super Pty Ltd	Superannuation contributions	(7,617.60)	
Direct debit	DD 5629.08	28 Jul 2026	Australian Retirement Trust (St	Superannuation contributions	(300.64)	
Direct debit	DD 5629.09	28 Jul 2026	Mercer Super Trust, The Truste	Superannuation contributions	(822.65)	
Direct debit	DD 5629.10	28 Jul 2026	MLC MasterKey Personal Sup	Superannuation contributions	(185.33)	
Direct debit	DD 5629.11	28 Jul 2026	REST	Superannuation contributions	(331.97)	
Direct debit	DD 5629.12	28 Jul 2026	Colonial First State Super (Gib	Superannuation contributions	(429.76)	
Direct debit	DD 5629.13	28 Jul 2026	AMP Lifetime Super	Superannuation contributions	(237.49)	(14,584.96)
Direct debit	133	01 Jul 2026	1 - Bank Charges	Bank charges: Staff assisted txn	(2.50)	(2.50)
Direct debit	133	03 Jul 2026	7 - CBA Merchant fee	CBA Merchant fees - Municipal acct	(539.94)	(539.94)
Direct debit	133	03 Jul 2026	7 - CBA Merchant fee	CBA Merchant fees - Trust acct	(20.00)	(20.00)
Direct debit	133	06 Jul 2026	8 - ANZ Transactive	ANZ BPAY - BPAY usage fees	(84.98)	(84.98)
Direct debit	133	06 Jul 2026	8 - ANZ Transactive	ANZ BPAY - BPAY monthly fees	(77.00)	(77.00)

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2026

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct debit	133	06 Jul 2026	8 - ANZ Transactive	ANZ Transactive	(116.00)	(116.00)
Direct debit	133	17 Jul 2026	1 - Bank Charges	Bank charges: Acct service fee	(22.00)	(22.00)
Direct debit	133	01 Jul 2026	3 - DoT Payments	DoT Payments	(3,348.25)	
Direct debit	133	02 Jul 2026	3 - DoT Payments	DoT Payments	(12,491.35)	
Direct debit	133	03 Jul 2026	3 - DoT Payments	DoT Payments	(3,865.95)	
Direct debit	133	06 Jul 2026	3 - DoT Payments	DoT Payments	(2,395.65)	
Direct debit	133	07 Jul 2026	3 - DoT Payments	DoT Payments	(2,200.40)	
Direct debit	133	08 Jul 2026	3 - DoT Payments	DoT Payments	(1,965.90)	
Direct debit	133	09 Jul 2026	3 - DoT Payments	DoT Payments	(2,009.55)	
Direct debit	133	09 Jul 2026	3 - DoT Payments	DoT Payments	(2,009.55)	
Direct debit	133	09 Jul 2026	3 - DoT Payments	DoT Payments - Reversal for duplication	2,009.55	
Direct debit	133	10 Jul 2026	3 - DoT Payments	DoT Payments	(2,114.60)	
Direct debit	133	13 Jul 2026	3 - DoT Payments	DoT Payments	(1,520.60)	
Direct debit	133	14 Jul 2026	3 - DoT Payments	DoT Payments	(1,033.00)	
Direct debit	133	15 Jul 2026	3 - DoT Payments	DoT Payments	(3,300.10)	
Direct debit	133	16 Jul 2026	3 - DoT Payments	DoT Payments	(241.00)	
Direct debit	133	17 Jul 2026	3 - DoT Payments	DoT Payments	(665.15)	
Direct debit	133	20 Jul 2026	3 - DoT Payments	DoT Payments	(3,138.70)	
Direct debit	133	21 Jul 2026	3 - DoT Payments	DoT Payments	(1,263.45)	
Direct debit	133	22 Jul 2026	3 - DoT Payments	DoT Payments	(1,452.30)	
Direct debit	133	23 Jul 2026	3 - DoT Payments	DoT Payments	(88.20)	
Direct debit	133	24 Jul 2026	3 - DoT Payments	DoT Payments	(1,001.55)	
Direct debit	133	27 Jul 2026	3 - DoT Payments	DoT Payments	(1,731.50)	
Direct debit	133	29 Jul 2026	3 - DoT Payments	DoT Payments	(3,385.15)	
Direct debit	133	29 Jul 2026	3 - DoT Payments	DoT Payments	(258.00)	
Direct debit	133	30 Jul 2026	3 - DoT Payments	DoT Payments	(5,586.65)	

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2026

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Direct debit	133	31 Jul 2026	3 - DoT Payments	DoT Payments	(5,562.60)	(60,619.60)
Direct debit	EFT 12604	23 Jul 2026	WA Treasury Corporation	Gov Guarantee Fee on Loans 118, 120, 121, 122 to 30 Jun 2026	(10,941.50)	(10,941.50)
Direct debit	EFT 12605	24 Jul 2026	Credit Card - Shire of Beverley	2026-06 Jun Credit Card purchases	(4,167.28)	(4,167.28)
PAYMENTS RAISED IN CURRENT MONTH					(376,558.52)	(376,558.52)
WAGES & SALARIES						
EFT Pymt		15 Jul 2026	Wages & Salaries	FE - 14 Jul 2026	(72,604.76)	
EFT Pymt		29 Jul 2026	Wages & Salaries	FE - 28 Jul 2026	(74,805.04)	
WAGES & SALARIES					(147,409.80)	(147,409.80)
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT						
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT					0.00	0.00
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS						
Cheque	1972	30 Jun 2026	Shire of Beverley	Various plant: Vehicle regos up to 30 Jun 2027	(10,594.15)	
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS					(10,594.15)	(10,594.15)
OTHER AMENDMENTS/GENERAL JOURNALS						
OTHER AMENDMENTS/GENERAL JOURNALS					0.00	0.00
INVESTMENTS						
					0.00	
					(534,562.47)	(534,562.47)

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2026

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT						
CEO - STEPHEN GOLLAN						
Credit card	NT50098218	28 May 2026	NNT Uniforms	Uniforms - Admin Staff, Planner Stefan de Beer	129.95	129.95
Credit card	#56639	28 May 2026	Wayne Phipps Smash Repair	BE035 (PUTE17) Excess fee claim	1,013.00	1,142.95
Credit card	2432521	30 May 2026	7 Eleven Carlisle	BE1 (PSDN21): Diesel 25.22L @ \$2.199 incl	55.46	1,198.41
Credit card	W3RU3F	02 Jun 2026	QR Tiger (Singapore)	QR codes - Heritage trail walks subscription	93.86	1,292.27
Credit card	4980156975	09 Jun 2026	Repco (06 Mar 2026 inv date)	BE541 (PUTE21): Parts (invoice was overlooked in the Mar 2026 statement)	107.83	1,400.10
Credit card	#1-5550	10 Jun 2026	Page 7 Café	WA Housing Meeting: Refreshments x 2, CEO S Gollan & Pres D Ridgway	10.90	1,411.00
Credit card	D60700024365	20 Jun 2026	Gazman	Uniforms - Admin Staff, CEO Stephen Gollan	189.95	1,600.95
Credit card	D60500204940	20 Jun 2026	Gazman	Uniforms - Admin Staff, CEO Stephen Gollan	258.96	1,859.91
Credit card	BE013/JUN26.01	26 Jun 2026	DoT	BE013 (PTRK10): Change of plate fees 1IZX757 -> BE013	19.40	1,879.31
Credit card	BE013/JUN26.02	26 Jun 2026	DoT	BE013 (PTRK10): Registration to 30 Jun 2027	449.55	2,328.86
DCEO - SIMON MARSHALL (AVONDALE MACHINERY SHED)						
						0.00
MOW - STEPHEN VINCENT						
Credit card	BE020/MAY26.01	11 May 2026	DoT	BE020 (PUTE18) Change of plate fee: BE020 -> 1IVH324	32.00	32.00
Credit card	BE020/MAY26.02	26 May 2026	DoT	BE020 (PUTE22) Change of plate fee: 1IYM983 -> BE020	19.40	51.40
Credit card	BE013/MAY26	26 May 2026	DoT	BE013 (PTRK10) Change of plate fee: BE013 -> 1IVH323	32.00	83.40
CESM - TROY GRANVILLE						
						0.00
June 2026 transactions presented on 24 July 2026 (EFT 12605) Shire of Beverley Municipal Bank account					2,412.26	2,412.26

SHIRE OF BEVERLEY

CHEQUE DETAIL - Municipal and Trust Accounts - JULY 2026

TYPE	NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
TRUST ACCOUNT DETAILS						
PAYMENTS RAISED IN CURRENT MONTH						
				PAYMENTS RAISED IN CURRENT MONTH	0.00	0.00
PAYMENTS UNPRESENTED IN CURRENT BANK #						
				PAYMENTS UNPRESENTED IN CURRENT BANK #	0.00	0.00
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS						
				PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS	0.00	0.00
OTHER AMENDMENTS / GENERAL JOURNALS						
				OTHER AMENDMENTS / GENERAL JOURNALS	0.00	0.00
				TOTAL EXPENDITURE for TRUST ACCOUNT		0.00
TOTAL EXPENDITURE as reconciled to the JULY 2026 BANK STATEMENTS						
				Municipal Account Expenditure		(534,562.47)
				Trust Account Expenditure		0.00
				TOTAL EXPENDITURE for JULY 2026		(534,562.47)

11.3 Rates – General Rubbish and Recycling Bin Removal Request

Submission To:	Ordinary Council Meeting 26 August 2026
Report Date:	18 August 2026
Applicant:	Assessment 1213
File Reference:	ADM 0566
Author and Position:	Natalie Ashworth, Finance Officer
Previously Before Council:	No
Disclosure(s) Of Interest:	Author – Nil
Attachments:	Email Request and Bins and Waste Receptacles Information

SUMMARY

Council is requested to consider a ratepayer request to remove the general waste and recycling bins from the property identified as Assessment 1213, and to remove the associated waste charges from the rate notice.

BACKGROUND

On 14 August 2026, Council received an email request from a ratepayer who does not reside at the property on a full-time basis. The ratepayer requested that the rubbish bins, being the general waste and recycling bins, be returned and that the corresponding charges be removed from their rate notice.

COMMENT

The ratepayer has advised that they do not use the bins, are not at the property on Fridays or Mondays, and have been paying the waste charges for 13 years.

Attached is the Bins and Waste Receptacles information, which references the *Waste Avoidance and Resource Recovery Act 2007* and notes that Council may grant or refuse a request for exemption.

Council has previously considered a request for an exemption from waste and recycling services, which was refused.

The previous request raised concerns that granting this type of exemption may set a precedent for further requests. Council also has a responsibility to ensure that waste is appropriately managed. Allowing the exemption may create future waste management issues and could result in additional costs to ratepayers if Shire employees are required to manage private bins where property owners are no longer able to do so themselves.

STATUTORY ENVIRONMENT

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

CONSULTATION

Not required or who was consulted

FINANCIAL IMPLICATIONS

General Waste Bin \$252.00
Recycle Bin \$113.00
Totalling \$365.00 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

Medium (9) - There are medium risk implications associated with approving the removal of the waste service.

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 & COUNCIL RESOLUTION

M9/0826

Moved Cr Sattler

Seconded Cr Lawlor

That Council do not allow an exemption for General Waste and Recycling services associated with Assessment 1213.

CARRIED BY ABSOLUTE MAJORITY 6/0

For: Cr Ridgway, Cr Sattler, Cr Brown, Cr Lawlor, Cr Martin & Cr Shaw

Against: Nil

Good morning

There is a charge of \$252 for domestic rubbish service . We have not used our bins for 13 years , I wish to return the bins to the shire and could you credit the rates notice . The other reason is we are not at the property on Fridays and Mondays
Thankyou

4.12.13

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 Proposed Beverley Airshow 2028 – Beverley Airfield (Reserve 32745 Bremner Road)

Submission To:	Ordinary Council Meeting 26 August 2026
Report Date:	18 August 2026
Applicant:	Shire of Beverley
File Reference:	BRE 32745
Author and Position:	Stefan de Beer, Manager of Planning Jacinta Murray, Tourism Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Authors - Nil
Attachments:	Proposed Site Plan Layout

SUMMARY

Council are requested to consider continuing the planning for and execution of the proposed Beverley Airshow 2028, scheduled for 8 April 2028 at the Beverley Airfield.

BACKGROUND

Shire staff engaged with the Beverley Soaring Society (BSS) in 2023 regarding hosting an Airshow at the Beverley Airfield to acknowledge and commemorate the rich aviation history of Beverley and to add to the Tourism product of the Shire.

An Airshow committee was subsequently formed, consisting of BSS members, Shire of Beverley Staff, Shire Councillors and others, to take the project forward.

On 11 April 2026 the Beverley Airshow 2026 was held and is widely regarded as having been a huge success.

On Council's instruction, post a workshop held on 18 August 2026, a report is now presented to Council for consideration to again host an Airshow at the Beverley Airfield on 8 April 2028. Attached to this report is a draft site layout, based on the 2026 event. As with the 2026 Event, planning will be for an anticipated crowd attendance of maximum 10,000 people, and all logistical and other planning is taking this number into consideration.

The nominated Airshow Service Provider (Paul Bennet Airshows) will be responsible for the *Civil Aviation Safety Authority* (CASA) Airshow Application and Approval.

COMMENT

The Beverley Airshow will honour the historic Aviat 70, held at Beverley Airfield in 1970, which drew over 5,000 visitors, and will build on the success of the 2026 Beverley Airshow. Highlights of the event will include a breathtaking aerobatic performance by Paul Bennett Airshows, along with other exciting aerial displays.

On the ground, visitors can enjoy static displays of aircraft including the Airforce and the RFDS, alongside vintage motor vehicles. The event will also feature a variety of food and drink stalls, with a dedicated licensed area.

For those looking to experience flight firsthand, there will be opportunities to book gliding flights with the local club, as well as speak with local and visiting pilots about pathways to becoming a pilot. Visitors can also see displays of other aerial attractions in the Avon Valley, including hot air ballooning and gyrocopter flights.

This family-friendly event will offer a family pass, with plenty of activities for children, including face painting and fun-filled entertainment.

The overall event objectives are:

- Increase visitation to Beverley and the Avon Valley;
- Stimulate economic spend in Beverley, the Avon Valley and Roe Tourism (Pathways to Wave Rock);
- Extend the visitation into quieter season in the Avon Valley;
- Celebrate and showcase the aviation history of Beverley;
- Engage the local community;
- Promotion of the Beverley Airfield and Beverley Soaring Society.

The event is considered unique in relation to the following elements:

- The Beverley Airshow is the only full-scale airshow in Western Australia, making it a one of-a-kind event for aviation enthusiasts and the general public. Other aviation-related events in WA are primarily fly-ins and do not provide the same level of entertainment or static displays for broader audiences.
- This event will feature extreme aerobatics by Paul Bennett Airshows, the high-energy display has not been seen at other events in WA. This differs from the Red Bull Air Races, which are air displays but lack the same level of aerobatic complexity that Paul Bennett's performances provide.
- Unlike fly-ins, which are often limited to aviation communities, the Beverley Airshow includes a wide range of static displays, such as aircraft from the Airforce and RFDS, vintage vehicles and providing an interactive experience for all visitors.
- Located a short trip from Perth, the Beverley Airfield is an ideal setting for the event.

The Shire of Beverley Strategic Community Plan has four pillars including Economy, Community, Environment, Civic Leadership.

Therefore, in running an event of this size will fulfil the priorities of:

- Contributing to local business growth;
- Promotion of Beverley's attractions and experiences;
- Providing high quality arts and cultural experiences;
- Active and healthy community;
- Diverse recreation activities;
- Community and customer focus;

The aim for the event is for it to be viably run in the future in a self-sustainable way that increases the awareness of our destination. This could be measured in the

number of visitors through ticket sales and accommodation occupancy. The Beverley 2026 Airshow had an estimated 8,500 attendees.

It is the longer term vision of Shire Staff to expand and grow the offerings around the event in order to establish Beverley as a unique aviation tourist destination. It is envisioned that the event will become a fixture on the calendar in aviation circles around the country and the world.

PUBLIC NOTIFICATION

No Public Consultation was deemed required at this stage. Significant marketing of the event will follow on amongst others, Social Media Platforms.

STATUTORY ENVIRONMENT

Civil Aviation Act 1988 & Part 91 of the Civil Aviation Safety Regulations 1998 (CASR)

FINANCIAL IMPLICATIONS

The budget will depend upon the final package chosen by Council. Grant Funding will be sought from institutional sources including *Tourism WA* as well as corporate/private partners to augment the event ticket sales to cover the entire cost of the Airshow.

STRATEGIC IMPLICATIONS

Strategic Pillar:	1. Economy 2. Community 4. Civic Leadership
Strategic Priorities:	1.3 Beverley attractions and experiences are promoted 2.1 High quality arts and cultural experiences 2.3 Active and healthy community 4.3 Responsible planning

POLICY IMPLICATIONS

There are no policy implications relative to this application.

RISK IMPLICATIONS

With the event being an Airshow, it is considered that the proposal has inherently *High* risks, which could be the result of amongst others:

- Insufficient Grant & Corporate Funding;
- Insufficient Ticket Sales;
- Adverse weather on Airshow day (cancellation insurance being arranged);
- Traffic congestions;
- Aircraft noise;
- Aircraft incidents/accidents on Airshow Event Day.

It is worthwhile to note that for the 2026 Beverley Airshow, an *Event Risk Management Plan* was required to be submitted to *Tourism WA* for assessment and approval. A formal Civil Aviation Safety Authority (CASA) Approval was also required for the Airshow, and this was done by contractor Paul Bennet Airshows. These arrangements will remain for the 2028 event.

CASA also had representatives on site at the 2026 event that monitored various aspects of the Airshow, with positive feedback being received.

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 & COUNCIL RESOLUTION

M10/0826

Moved Cr Martin

Seconded Cr Shaw

That Council resolve to:

1. continue with the planning for and execution of the Beverley Airshow 2028;
2. authorise Shire Officers to seek grant funding and partnerships for the Beverley Airshow 2028; and
3. delegate to the Chief Executive Officer and Shire President the authority to negotiate and execute the relevant agreements with Service Providers for this purpose.

CARRIED 6/0

For: Cr Ridgway, Cr Sattler, Cr Brown, Cr Lawlor, Cr Martin & Cr Shaw

Against: Nil



PARKING
AREA

VIP / BUS / ACCESSIBLE PARKING

HELI JOY FLIGHTS

SHOW CARS & BIKES

ENTRY

VENDOR
PARKING

JUMBO SCREEN

GOLD
PASS

FOOD VANS

PBA MERCH

DISPLAY AIRCRAFT

RUNWAY AND DISPLAY ZONE

PERTH AIRPORT
KIDS ZONE

MAP KEY



TOILETS



DRONE ZONE



ENTRY GATE



FIRST-AID



FOOD/DRINKS



HELI JOY FLIGHTS



G.A. BAR AREA



INFORMATION



MERCHANDISE



MODEL AIRCRAFT



MARKET STALLS



SILVER CENTENARY

12.2 Delegations Register

Submission To:	Ordinary Council Meeting 26 August 2026
Report Date:	19 August 2026
Applicant:	Administrative
File Reference:	ADM 0332
Author and Position:	Stephen Gollan, Chief Executive Officer
Previously Before Council:	Occurs Annually
Disclosure(s) Of Interest:	Author - Nil
Attachments:	Delegations Register

SUMMARY

Council to consider adopting the updated Delegations Register.

BACKGROUND

The *Local Government Act 1995* (the Act) requires the Chief Executive Officer (CEO) of the Local Government to keep a Register of Delegations made by the Council to a Committee, CEO and by the CEO to other employees.

Council first formally adopted the Delegations Register at its 23 August 2016 Ordinary Council meeting, being prepared through references to the Act and previous years delegations that were approved yearly.

COMMENT

The register has been significantly reviewed and updated from the previous versions using a recommended WALGA template. The register now contains delegations, authorisations and appointments made under a range of legislation including:

- Local Government Act 1995;
- Building Act 2011;
- Bush Fires Act 1954;
- Dog Act 1976;
- Cat Act 2011;
- Food Act 2008;
- Graffiti Vandalism Act 2016;
- Public Health Act 2015; and
- Planning and Development Act 2005.

The revised register includes several notable changes:

- Delegation of authority to the CEO to make decisions under the Dog Local Laws, including approvals for multiple dogs (3) at a property. These matters have previously been determined by Council.
- Delegation of authority to the CEO to make decisions under the Cat Local Laws, including approvals for multiple cats (3) at a property. These matters have previously been determined by Council.

The application of delegated authority is intended to improve the efficiency, effectiveness and timeliness of decision making. The use of delegated and sub delegated authority is intended to free up the Council from some matters to be better

able to deal with high level strategic matters and in the knowledge that decision making on the former will be made by employees consistent with Council Policy and precedents.

There are many delegations which have been removed from the previous Delegation Register as they are considered operational matters.

The register was developed and reviewed over an extended period by Staff and Council. The final workshop, attended by all Councillors and Management, was held on 18 August 2026.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
 - (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

** Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.43. Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

5.44. CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
 - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate,
 are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) —
conditions includes qualifications, limitations or exceptions.

CONSULTATION

Council and Executive Staff

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Pillar: 4. Civic Leadership

Strategic Priorities: 4.2 Continuous organisational improvement

POLICY IMPLICATIONS

Various policies are linked within the Delegations Register.

RISK IMPLICATIONS

It is a legislative requirement for local governments to keep and review a Delegations Register. This report mitigates the risk of non-compliance.

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 & COUNCIL RESOLUTION

M11/0826

Moved Cr Brown

Seconded Cr Lawlor

That Council adopt the Delegations Register.

CARRIED BY ABSOLUTE MAJORITY 6/0

For: Cr Ridgway, Cr Sattler, Cr Brown, Cr Lawlor, Cr Martin & Cr Shaw

Against: Nil

DELEGATION REGISTER



Progress by Participation



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1. Local Government Act 1995 Delegations

1.1 Council to CEO

1.1.1 Powers of Entry

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Delegate:	Chief Executive Officer
Function:	1. Authority to exercise powers of enter to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to authorise persons to enter onto land, premises or thing, without consent of the owner / occupier, unless the owner / occupier objects [s.3.31(2)] 3. Authority to give notice of entry [s.3.32]. 4. Authority to seek and execute an entry under warrant [s.3.33]. 5. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 6. Authority to give notice and effect entry by opening a fence [s.3.36].
Council Conditions on this Delegation:	a. Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property. b. When exercising authority to authorise persons under s.3.31(2): • A register of Authorisations is to be maintained as a Local Government Record. • Only persons who are appropriately qualified and trained may be appointed as Authorised persons.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager of Planning and Development Services Building and Environmental Health Officer Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	<i>Conditions on the original delegation also apply to the sub-delegations.</i>

Delegation Register

Shire of Beverley

Attachment for Item 12.2



Compliance Links:	Delegates are designated employees under s5.74 of the Local Government Act 1995 and are required to provide Primary and Annual Returns <u>Local Government Act 1995:</u> s.9.10 Appointment of authorised persons – refer also s.3.32(2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry s.3.34(2) Entry in an emergency – Refer to CEO Delegation
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i>, is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	Delegations register adopted by Council 23 August 2016
2	
3	



1.1.2 Authorise a Persons to Perform Specified Functions under the Local Government Act 1995

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.24 Authorising persons under this Subdivision s.3.31(2) General Procedure for entering property s.3.39(1) Power to remove and impound s.3.40A(1) Abandoned vehicle wreck may be taken s.9.24(1)(c) and (2)(b) Prosecutions, commencing <i>Local Government (Miscellaneous Provisions) Act 1960</i> s.449 Pounds, establishing; poundkeepers and rangers, appointing
Delegate:	Chief Executive Officer
Function:	1. Authority to authorise persons for the purposes of <i>Part 3, Division 3, Subdivision 2 – Certain provisions about land</i> - to exercise the Local Government's powers under s.3.25 to 3.27 inclusive, to issue and administer notices requiring certain things to be one by owner or occupier of land [s.3.24] 2. Authority to authorise an employee to remove and impound any goods that are involved in a contravention that can lead to impounding [s.3.39(1)]. 3. Authority to authorise persons to commence prosecutions for offences under the Local Government Act 1995 and any Local Laws made under the Local Government Act 1995 [s.9.24(1)(c) and (2)(b)]. 4. Authority to authorise an employee to remove and impound a vehicle that has been determined as an abandoned vehicle wreck [s.3.40A(1)]. 5. Authority to appoint fit and proper persons as poundkeepers or rangers [Misc.Prov.s.449].
Council Conditions on this Delegation:	a. A register of Authorisations is to be maintained as a Local Government Record. b. Only persons who are appropriately qualified and trained may be authorised to perform relevant functions. c. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation:	<i>Conditions on the original delegation also apply to the sub-delegations.</i>

Delegation Register

Shire of Beverley

Attachment for Item 12.2



Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	Delegations register adopted by Council 23 August 2016
2	



Delegation Register

Shire of Beverley

1.1.3 Declare Vehicle is Abandoned Vehicle Wreck

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
Delegate:	Chief Executive Officer
Function:	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Council Conditions on this Delegation:	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.3 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision. b. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated refer Delegated Authority 1.2.2 Authorise Persons to Perform Specified Functions.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager of Works
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegations.

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	New Delegation 2026
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Delegation Register

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1.1.4 Confiscated or Uncollected Goods

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function:	1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable. b. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated - refer Delegated Authority 1.2.2 Authorise Persons to Perform Specified Functions.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer Manager of Works
CEO Conditions on this Sub-Delegation:	<i>Conditions on the original delegation also apply to the sub-delegations.</i>
Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns



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	<u>Local Government Act 1995</u> : Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under; s.3.47 as if they were property referred to in that section.
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

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1.1.5 Disposal of Sick or Injured Animals

Delegator:	Local Government
Express Power to Delegate:	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function:	1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	a. Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager of Works Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	<i>Conditions on the original delegation also apply to the sub-delegations.</i>

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns. Note Local Health Law will apply (under review).
Record Keeping	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

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1	Delegations register adopted by Council 23 August 2016
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1.1.6 Close Thoroughfares to Vehicles

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Delegate:	Chief Executive Officer
Function:	1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: • give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s3.51].
Council Conditions on this Delegation:	a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. b. Maintain access to adjoining land [s.3.52(3)] (relevant to a Townsite only). c. Limited to temporary road closures only. Permanent closure of roads must be determined by Council and subject to compliance with Land Administration Act 1987, s.58. d. Advise Council through the Information Bulletin (exceeding 4 weeks).
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees



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Sub-Delegate/s: <i>Appointed by CEO</i>	Manager of Works Deputy Chief Executive Officer Manager of Planning and Development Services
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CEO Conditions on this Sub-Delegation:	<i>Conditions on the original delegation also apply to the sub-delegations</i>
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Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns <i>Land Administration Act 1987</i>
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

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1.1.7 Private Works on, over or under Public Places

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> r.17 Private works on, over, or under public places – Sch.9.1 cl.
Delegate:	Chief Executive Officer
Function:	- Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. - Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Council Conditions on this Delegation:	- Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. - Permission may only be granted where, the proponent has: - Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. - Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. - Provided evidence of sufficient Public Liability Insurance. - Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager of Planning and Development Services Manager of Planning
CEO Conditions on this Sub-Delegation:	<i>Conditions on the delegation also apply to sub-delegation, excluding the power of sub-delegation</i>

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

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1	New Delegation 2026
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1.1.8 Expressions of Interest for Goods and Services

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Delegate:	Chief Executive Officer
Function:	1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Council Conditions on this Delegation:	Approved Budget allocation
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer Manager of Works Manager of Planning and Development Services
CEO Conditions on this Sub-Delegation:	<i>Conditions on the original delegation also apply to the sub-delegations</i>

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns <i>Local Government (Functions and General) Regulations 1996</i> – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Shire of Beverley Policy Manual: - Policy AF007 Purchasing Policy - Policy Regional Price Preference Policy
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

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1.1.4.1 Local Government Act 1995 Delegations

1.1.9 Tenders for Goods and Services – Call Tenders

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for
Delegate:	Chief Executive Officer
Function:	1. Authority to call tenders [F&G r.11(1)]. 2. Authority to invite tenders although not required to do so [F&G r.13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14 (2a)]. 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].
Council Conditions on this Delegation:	a) Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where: I. proposed goods or services are required to fulfil a routine contract related to the day-to-day operations of the Local Government; or II. current supply contract expiry is imminent; and III. the value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and IV. the tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council. b) In accordance with the requirements of Shire of Beverley Purchasing Policy as it relates to tendering.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer Manager of Works
CEO Conditions on this Sub-Delegation:	<i>Conditions on the original delegation also apply to the sub-delegations.</i>



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Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns <i>Local Government (Functions and General) Regulations 1996</i> – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Shire of Beverley Policy Manual: - Policy AF007 Purchasing Policy - Policy AF014 Regional Price Preference Policy
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i>, is to be retained within the Shire of Beverley's electronic records management system.

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1.1.10 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11 (2)(j) Exercising contract extension options r.18 (2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Delegate:	Chief Executive Officer
Function:	1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and ii. To accept the tender that is most advantageous within the \$250,000 detailed as a condition on this Delegation [F&G r.18(4)]. 4. Authority to decline to accept any tender [F&G r.18(5)]. 5. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into <u>OR</u> the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 6. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations <u>before</u> entering into a contract [F&G r.20(1) and (3)]. 7. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement <u>OR</u> the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 8. Authority to vary a tendered contract, <u>after</u> it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 10% or



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	to a maximum of \$100,000 whichever is the lesser value [F&G r.21A(a)]. 9. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).
Council Conditions on this Delegation:	a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications. b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where: i. The total consideration under the resulting contract is \$250,000 or less; ii. The expense is included in the adopted Annual Budget; and iii. The tenderer has complied with requirements under F&G r.18(2) and (4). c. A decision to vary a tendered contract <u>before</u> entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply. d. A decision to vary a tendered contract <u>after</u> entry into the contract [F&G r.21A(a)] must comply with the adopted Purchasing Policy 3.1 and must include evidence that the variation is necessary and does not change the scope of the contract. e. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) <u>and</u> that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer Manager of Works
CEO Conditions on this Sub-Delegation:	<i>Conditions on the original delegation also apply to the sub-delegations.</i>



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Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns <i>Local Government (Functions and General) Regulations 1996</i> – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Shire of Beverley Policy Manual: - Policy AF007 Purchasing Policy - Policy AF014 Regional Price Preference Policy
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i>, is to be retained within the Shire of Beverley's electronic records management system.

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1.1.11 Panels of Pre-Qualified Suppliers for Goods and Services

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Functions and General) Regulation 1996:</i> r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Delegate:	Chief Executive Officer
Function:	1. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)]. 3. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)]. 4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)]. 5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH(3)]. 6. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)]. 7. Authority to decline to accept any application [F&G r.24AH(5)]. 8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ(1)].
Council Conditions on this Delegation:	a. In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is \$200,000 or less and the expense is included in the adopted Annual Budget.



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Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
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Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer Manager of Works
CEO Conditions on this Sub-Delegation:	<i>Conditions on the original delegation also apply to the sub-delegations</i>

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns <i>Local Government (Functions and General) Regulations 1996</i> – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Shire of Beverley Policy Manual: - Policy AF007 Purchasing Policy - Policy AF 014 Regional Price Preference Policy
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

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1.1.12 Application of Regional Price Preference Policy

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Functions and General) Regulations 1996::</i> r.24G Adopted regional price preference policy, effect of
Delegate:	Chief Executive Officer
Function:	1. Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation:	<i>Conditions on the original delegation also apply to the sub-delegations.</i>

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns Shire of Beverley Policy Manual: - Policy AF007 Purchasing Policy - Policy AF014 Regional Price Preference Policy
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

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1.1.13 Renewal or Extension of Contracts during a State of Emergency

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja)
Delegate:	Chief Executive Officer
Function:	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to: - contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$250 000, and - contracts formed through a public tender.
Council Conditions on this Delegation:	a. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies: - It is exercised at the sole discretion of the Local Government; - It is in the best interests of the Local Government; - It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; - It has potential to promote local and/or regional economic benefits. b. This authority may only be exercised where the total consideration for the renewal or extension is \$250,000 or less. c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the President (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c). d. The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy. e. This authority may only be exercised where the total consideration under the resulting contract which is over \$250,000 or less.



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	f. The CEO cannot sub-delegate this authority.
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Compliance Links:	<i>Local Government (Functions and General) Regulations 1996</i> WALGA Subscription Service – Procurement Toolkit Shire of Beverley Policy Manual: - Policy AF007 Purchasing Policy <i>These powers may only be exercised when a State of Emergency Declaration (made under section 56 of the Emergency Management Act 2005) is in force and applies to all or part of the Local Government District</i>
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i>, is to be retained within the Shire of Beverley's electronic records management system.

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1.1.14 Procurement of Goods or Services required to address a State of Emergency

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(aa) Associated definition under subregulation 11(3)
Delegate:	Chief Executive Officer
Function:	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: 1. Determine that particular goods or services with a purchasing value >\$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]; and 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
Council Conditions on this Delegation:	a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. b. Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Purchasing Policy must be evidenced in accordance with the Record Keeping Plan. c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the President (i.e. before the expense is incurred) in accordance with LGA s.6.8. d. The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration. e. The CEO cannot sub-delegate this authority.



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Compliance Links:	Local Government (Functions and General) Regulations 1996 WALGA Subscription Service – Procurement Toolkit Shire of Beverley Policy Manual: - Policy AF007 Purchasing Policy <i>These powers may only be exercised when a State of Emergency Declaration (made under section 56 of the Emergency Management Act 2005) is in force and applies to all or part of the Local Government District.</i>
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i>, is to be retained within the Shire of Beverley's electronic records management system..

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1.1.15 Payments from the Municipal or Trust Funds

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	Chief Executive Officer
Function:	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Council Conditions on this Delegation:	a. Authority to make payments is subject to annual budget limitations.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	- Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. - Payments by Cheque and EFT transactions must be approved jointly by two Delegates, as per Policy AF 005. - All purchases must be in line with the approved Budget.

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns <i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. <i>Local Government (Audit) Regulations 1996</i>
Record Keeping:	A record (including invoices and authorisations) containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	Delegations register adopted by Council 23 August 2016
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1.1.16 Defer, Grant Discounts, Waive or Write Off Debts

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
Delegate:	Chief Executive Officer
Function:	1. Waive a debt which is owed to the Shire of Beverley [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of Beverley [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire of Beverley [s.6.12(1)(c)]
Council Conditions on this Delegation:	a. This Delegation does not apply to debts, which are prescribed as debts that are taken to be a rate or service charge. b. A debt may only be waived where: i. It is up to \$500.00 and considered solely on its merits. - ii It is for the waiving of fees up to an amount of \$500 and only where in the opinion of the Chief Executive Officer, the organisation that seeks the waiver is a charitable organisation or not for profit community groups. c. A concession may only be granted where: - i To an amount of \$500.00 and only where in the opinion of the Chief Executive Officer, the organisation that seeks the waiver is a charitable organisation or not for profit community groups (building hire for example) d. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Beverley. i. Limited to individual debts valued below \$500.00 if it is more than 12 months old or less than \$200 if it is between 90 days and 12 months old, or cumulative debts of a debtor valued below \$500.00 over a 12 month period. Write off of debts greater than these values must be referred for Council decision. e. Debts, waivers and concessions to be reported through the monthly Information Bulletin.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees



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Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	NIL - <i>Conditions on the original delegation also apply to the sub-delegations.</i>

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns Collection of Rates Debts – refer Delegations: Delegation 1.1.19 Agreement as to Payment of Rates and Service Charges Delegation 1.1.20 Recovery of Rates or Service Charges Delegation 1.1.21 Recovery of Rates Debts – Require Lessee to Pay Rent Delegation 1.1.22 Recovery of Rates Debts – Actions to Take Possession of the Land
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	Delegations register adopted by Council 23 August 2016
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1.1.17 Power to Invest and Manage Investments

Delegator:	Local Government
	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
Delegate:	Chief Executive Officer
Function:	1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Council Conditions on this Delegation:	a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy AF004 (1.4). b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once every 3 financial years. [Audit r.17]
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	<i>Conditions on the original delegation also apply to the sub-delegations.</i>



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Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns <i>Local Government (Financial Management) Regulations 1996</i> – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a)) Shire of Beverley Policy Manual: - Policy AF004 Investment of Funds
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i>, is to be retained within the Shire of Beverley's electronic records management system.

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1.1.18 Rate Record Amendment

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record
Delegate:	Chief Executive Officer
Function:	1. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Council Conditions on this Delegation:	a. Delegates must comply with the requirements of s.6.40 of the Act.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	<i>Conditions on the original delegation also apply to the sub-delegations</i>

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns <i>Local Government Act 1995</i> s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

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1.1.19 Agreement as to Payment of Rates and Service Charges

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
Delegate:	Chief Executive Officer
Function:	Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Council Conditions on this Delegation:	a. Agreements must be in writing on the prescribed form and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	<i>Conditions on the original delegation also apply to the sub-delegations.</i>

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns Shire of Beverley Policy Manual: - Policy AF006 Rates Recovery - Policy AF009 Rates – Special Payment Arrangements
	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

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1.1.20 Recovery of Rates or Service Charges

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Delegate:	Chief Executive Officer
Function:	1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Council Conditions on this Delegation:	Decisions under this delegation must comply with Council Policy AF006 Rates Recovery
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	<i>Conditions on the original delegation also apply to the sub-delegations.</i>

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns Shire of Beverley Policy Manual: - Policy AF006 Rates Recovery - Policy AF013 Emergency Hardship Policy (only if enacted)
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

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1.1.21 Recovery of Rates Debts – Require Lessee to Pay Rent

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
Delegate:	Chief Executive Officer
Function:	1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Beverley [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Council Conditions on this Delegation:	Decisions under this delegation must comply with Council Policy AF006 Rates Recovery.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	<i>Conditions on the original delegation also apply to the sub-delegations.</i>

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns <i>Local Government Act 1995</i> – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60. Shire of Beverley Policy Manual: - Policy AF006 Rates Recovery
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

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1.1.22 Recovery of Rates Debts - Actions to Take Possession of the Land

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.64(1) & (3) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Delegate:	Chief Executive Officer
Function:	1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: i. lease the land, or ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or II. cause the land to be transferred to the Shire of Beverley [s.6.71]. 2. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with Council Policy AF006 Rates Recovery. b. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale <u>without having</u>, within the previous 3-years attempted to recover the outstanding rates / changes through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes. c. Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the <i>Local Government Act 1995</i>.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees



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Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	<i>Conditions on the original delegation also apply to the sub-delegations.</i>

Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns <i>Local Government Act 1995</i> – Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation. <i>Local Government (Financial Management) Regulations 1996</i> – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation. Shire of Beverley Policy Manual: - Policy AF006 Rates Recovery
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

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1.1.23 Rate Record – Objections

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
Delegate:	Chief Executive Officer
Function:	1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Council Conditions on this Delegation:	a. A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation:	<i>Conditions on the original delegation also apply to the sub-delegations.</i>

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

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1.2 CEO to Employees

1.2.1 Electoral Enrolment Eligibility Claims and Electoral Roll

Delegator:	Chief Executive Officer
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election <i>Local Government (Elections) Regulations 1995:</i> r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.13(2) & (4) Register - s.4.32(6)
Delegate/s:	Deputy Chief Executive Officer
Function:	1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)]. 2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)]. 3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.4.32(5A)]. 4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)]. 5. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their families safety at risk [Elections r.13(2)]. 6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)]. 7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34]. 8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination. 9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)]. 10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day



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	which is less than 100 days since the last election day [s.4.37(3)].
CEO Conditions on this Delegation:	a. Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

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1.2.2 Destruction of Electoral Papers

Delegator:	Chief Executive Officer
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Elections) Regulations 1996:</i> r.82(4) Keeping election papers – s4.84(a)
Delegate/s:	Deputy Chief Executive Officer
Function:	1. Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
CEO Conditions on this Delegation:	
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Department of Local Government, Sport and Cultural Industries: Returning Officer Manual Shire of Beverley Record Keeping Plan
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

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1.2.3 Financial Management Systems and Procedures

Delegator:	Chief Executive Officer
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.5 CEO's Duties as to financial management
Delegate/s:	Deputy Chief Executive Officer
Function:	1. Authority to establish systems and procedures which give effect to internal controls and risk mitigation for the: i. Collection of money owed to the Shire of Beverley; ii. Safe custody and security of money collected or held by the Shire of Beverley; iii. Maintenance and security of all financial records, including payroll, stock control and costing records; iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities; v. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards; vi. Making of payments in accordance with Delegated Authority 1.2.15; vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.
CEO Conditions on this Delegation:	a. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. b. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once each financial year. [Audit r.17]
Express Power to Sub-Delegate:	NIL.



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Compliance Links:	Delegates are designated employees under s5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns <i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Local Government (Audit) Regulations 1996</i> Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards Shire of Beverley Policy Manual: AF003, AF005 and AF007
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i>, is to be retained within the Shire of Beverley's electronic records management system.

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1	New Delegation – Replaces delegation AF-D009 and AFD010 adopted 23 August 2016
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1. Local Government Act 1995 Delegations

1.2.4 Information to be Available to the Public

Delegator:	Chief Executive Officer
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Administration) Regulations 1996:</i> r.29B Copies of certain information not to be provided (Act s.5.96) <i>Local Government Act 1995:</i> s.9.95(1)(b) & (3)(b) Limits on right to inspect local government information
Delegate/s:	Deputy Chief Executive Officer
Function:	1. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. 2. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s5.95(1)(b)].
CEO Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	NIL

Compliance Links:	Delegates are designated employees under s.5.74 of the <i>Local Government Act 1995</i> and are required to provide Primary and Annual Returns.
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

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1.2.5 Audit – CEO Review of Systems and Procedures

Delegator:	Chief Executive Officer
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Audit) Regulations 1996:</i> r.17 CEO to review certain systems and procedures
Delegate/s:	Deputy Chief Executive Officer
Function:	1. Authority to conduct the review of the appropriateness and effectiveness of the Beverley's systems and procedures in relation to i. risk management; and ii. internal controls; and iii. legislative compliance [r.17(1)].
CEO Conditions on this Delegation:	a. Each matter is to be reviewed at least once within every 3 financial years, with a report on each matter to be provided to the Audit and Risk and Improvement Committee that details the findings, including any identified deficiencies, and actions required.
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Local Government (Audit) Regulations 1996</i>
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

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Delegation Register

Shire of Beverley

2. Building Act 2011 Delegations

2.1 Council to CEO / Employees

2.1.1 Grant a Building Permit

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function:	1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and (3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Council Conditions on this Delegation:	A list of Building Permits is to be provided to Council at each Ordinary Council meeting date through the Information Bulletin.



Delegation Register

Shire of Beverley

Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
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Sub-Delegate/s:	Building Surveyor (Health and Building Services)
CEO Conditions on this Sub-Delegation:	Nil - <i>Conditions on the original delegation also apply to the sub-delegations.</i>

Compliance Links:	Building Act 2011 s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor Building Regulations 2012 – r.25 <i>Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT</i> Building Services (Registration Act) 2011 – Section 7 Home Building Contracts Act 1991 – Part 3A, Division 2 – Part 7, Division 2 Building and Construction Industry Training Levy Act 1990 Heritage Act 2018
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	Delegations register adopted by Council 23 August 2016 (Original BD-D002)
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Delegation Register

Shire of Beverley

2.1.2 Demolition Permits

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and (3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Council Conditions on this Delegation:	Demolition Permits issued are to be advised to Council at the next Ordinary Council meeting through the Information Bulletin.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)



Delegation Register

Shire of Beverley

Sub-Delegate/s: <i>Appointed by CEO</i>	Building Surveyor (Health and Building Services)
CEO Conditions on this Sub-Delegation:	NIL - <i>Conditions on the original delegation also apply to the sub-delegations.</i>

Compliance Links:	<i>Building Act 2011</i> s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit <i>Building Services (Complaint Resolution and Administration) Act 2011 — Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	Delegations register adopted by Council 23 August 2016 (Original BD-D002)
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Delegation Register

Shire of Beverley

2. Building Act 2011 Delegations

2.1.3 Occupancy Permits or Building Approval Certificates

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration Building Regulations 2012 r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Delegate:	Chief Executive Officer
Function:	1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Building Surveyor (Health and Building Services)
CEO Conditions on this Sub-Delegation:	NIL - <i>Conditions on the original delegation also apply to the sub-delegations.</i>

Compliance Links:	<i>Building Act 2011:</i> s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT
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Delegation Register

Shire of Beverley

	<i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	Delegations register adopted by Council 23 August 2026 (original BD-D002)
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Delegation Register

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2.1.4 Designate Employees as Authorised Persons

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Delegate:	Chief Executive Officer
Function:	1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012. NOTE: An <i>authorised person</i> for the purposes of sections 96(3) and 99(3) is <u>not</u> an <i>approved officer</i> or <i>authorised officer</i> for the purposes of Building Reg. 70.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Building Surveyor (Health and Building Services)
CEO Conditions on this Sub-Delegation:	<i>Conditions on the original delegation also apply to the sub-delegations.</i>

Compliance Links:	<i>Building Act 2011:</i> s.97 requires each person designated as an authorised person must have an identity card. r.5A Authorised persons (s.3) – definition
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	Delegations register adopted by Council 23 August 2016 (original BD-D003)
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Delegation Register

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2.1.5 Designate Employees of Contracted Service Provider as Authorised Persons (Inspectors)

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.4A Authorised persons
Delegate:	Chief Executive Officer
Function:	1. Authority to designate a person contracted, or employed by an entity contracted, by the Shire of Beverley as an authorised person [r.4A(2)] for the purposes of monitoring whether Part 8 provisions are being complied with. 2. Authority to revoke designation as an authorised person [r.4A(4)].
Council Conditions on this Delegation:	a. Designation of authorised persons under this delegation is limited to performing Authorised Person functions under s.93(2)(d).
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation:	<i>Conditions on the delegation also apply to sub-delegation.</i>

Compliance Links:	<i>Building Regulations 2012:</i> r.4B Identity cards
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	New Delegation
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Delegation Register

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2.1.6 Building Orders

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Delegate:	Chief Executive Officer
Function:	- Authority to make Building Orders in relation to: - Building work - Demolition work - An existing building or incidental structure [s.110(1)]. - Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. - Authority to revoke a building order [s.117]. - If there is non-compliance with a building order, authority to cause an authorised person to: - take any action specified in the order ; or - commence or complete any work specified in the order; or - if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. - Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. - Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)



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Sub-Delegate/s: <i>Appointed by CEO</i>	Building Surveyor (Health and Building Services)
CEO Conditions on this Sub-Delegation:	<i>Conditions on the original delegation also apply to the sub-delegations</i>

Compliance Links:	<i>Building Act 2011:</i> Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order Section 113 Limitation on effect of building order Section 114 Service of building order Section 146 Confidentiality Part 9 Review - s.122 Building orders – application for review by SAT
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	Delegations register adopted by Council 23 August 2016 (Original BD-D004)
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2.1.7 Inspection and Copies of Building Records

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
Delegate:	Chief Executive Officer
Function:	1. Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Building Surveyor (Health and Building Services)
CEO Conditions on this Sub-Delegation:	<i>Conditions on the original delegation also apply to the sub-delegations.</i>

Compliance Links:	<i>Building Act 2011:</i> s.146 Confidentiality
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system. File Note to be placed on the property file.

Version Control:

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2.1.8 Authorise persons to commence proceedings

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.133(1) A permit authority may commence a prosecution for an offence against this Act
Delegate:	Chief Executive Officer
Function:	1. Authority to authorise a person to commence a prosecution for an offence against the Building Act 2011 [s.133(1)(b)].
Council Conditions on this Delegation:	a. Council to have prior knowledge of prosecution details.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil

Compliance Links:	<i>Building Act 2011 - s.146 Confidentiality</i>
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

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2.1.9 Private Pool Barrier – Alternative and Performance Solutions

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
Delegate:	Chief Executive Officer
Function:	1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Council Conditions on this Delegation:	a. Decisions under this delegation must be consistent with modifications to AS 1926.1-2012 prescribed in Building Regulation 15B.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Building Surveyor (Health and Building Services)
CEO Conditions on this Sub-Delegation:	NIL - <i>Conditions on the original delegation also apply to the sub-delegations.</i>

Compliance Links:	
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	New Delegation
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Delegation Register

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2.1.10 Smoke Alarms – Alternative Solutions

Delegator:	Local Government
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Delegate:	Chief Executive Officer
Function:	1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Building Surveyor (Health and Building Services)
CEO Conditions on this Sub-Delegation:	NIL - <i>Conditions on the original delegation also apply to the sub-delegations</i>

Compliance Links:	NIL
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	New Delegation
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2.1.11 Appointment of approved officers and authorised officers

Delegator:	Local Government
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.70 Approved officers and authorised officers
Delegate:	Chief Executive Officer
Function:	- Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(1) and (1A). <i>NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers".</i> - Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(2). <i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).</i>
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation:	NIL - Conditions on the original delegation also apply to the sub-delegations.

Compliance Links:	<i>Building Regulations 2012:</i> r 70(3) each authorised officer must be issued a certificate of appointment.
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	New Delegation
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3. Bush Fires Act 1954 Delegations

3.1 Council to CEO, President and Bush Fire Control Officer

3.1.1 Make Request to DFES Commissioner – Control of Fire

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
Delegate:	Chief Executive Officer
Function:	1. Authority to request on behalf of the Shire of Beverley that the DFES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	NIL
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	New Delegation
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Delegation Register

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3.1.2 Prohibited Burning Times - Vary

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Community Emergency Services Manager and Chief Bush Fire Control Officer (jointly)
Function:	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer if forest land is situated in the district [s.17(7)].
Council Conditions on this Delegation:	a. Decisions under s.17(7) must be undertaken jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	Shire of Beverley Policy Manual: - Policy FC001 Bushfire Control
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	New Delegation
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3.1.3 Prohibited Burning Times – Control Activities

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function:	1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire of Beverley or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].



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Council Conditions on this Delegation:	a. Decisions under s.17(7) must be undertaken jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	New Delegation
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Delegation Register

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3.1.4 Restricted Burning Times – Vary and Control Activities

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function:	1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].



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	7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice s.27(3). 9. Authority to recover the cost of measures taken by the Shire of Beverley or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	Shire of Beverley Policy Manual: - Policy FC001
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

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3.1.5 Control of Operations Likely to Create Bush Fire Danger

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Delegate:	Chief Executive Officer
Function:	- Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: - a person operating a bee smoker device during a prescribed period [r.39CA(5)]. - a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. - a person using explosives [r.39D(2)]. - a person using fireworks [r.39E(3)] - Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</i>
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	NIL
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

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3.1.6 Burning Garden Refuse / Open Air Fires

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 <i>Bush Fires Regulations 1954:</i> r.27(3) Permit, issue of
Delegate:	Chief Executive Officer
Function:	1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]. a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]. b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plant growing upon any land within the District [r.34]. 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: a. camping or cooking [s.25(1)(a)]. b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 4. Authority to prohibit the lighting of fires in the open air for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)]. 5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].
Council Conditions on this Delegation:	NIL



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Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>
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Compliance Links:	NIL
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

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3.1.7 Firebreaks

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
Delegate:	Chief Executive Officer
Function:	1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire: a. clearing of firebreaks as determined necessary and specified in the notice (Firebreak Order); and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	Shire of Beverley Policy Manual: - Policy FC003 Roadside Verge Burning
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

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3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
Delegate:	Chief Executive Officer
Function:	1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and a. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Beverley [s.38(5A)] 3. Authority to appoint a Fire Weather Officer, selected from Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	Shire of Beverley Policy Manual: - Policy FC011 Approval of FCOs
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

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3.1.9 Control and Extinguishment of Bush Fires

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.46 Bush fire control officer or forest officer may postpone lighting fire
Delegate:	Chief Executive Officer
Function:	1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	NIL
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

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3.1.10 Recovery of Expenses Incurred through Contraventions of this Act

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred
Delegate:	Chief Executive Officer Community Emergency Services Manager
Function:	1. Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Beverley or those on behalf of the Shire of Beverley to do [s.58].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	NIL
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

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3.1.11 Prosecution of Offences

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Delegate:	Chief Executive Officer Community Emergency Services Manager
Function:	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	<i>Bush Fires Act 1954:</i> s.65 Proof of certain matters s.66 Proof of ownership or occupancy
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

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4. Cat Act 2011 Delegations

4.1 Council to CEO

4.1.1 Cat Registrations

Delegator:	Local Government
Express Power to Delegate:	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Delegate:	Chief Executive Officer
Function:	1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Beverley's District [Regs. Sch. 3 cl.1(4)].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officers Customer Service Officers Administration Officers Finance Officers Shire Rangers (This delegation can only be enacted by a Shire Employee not a contractor.)
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CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	This delegation is limited to Function 1 to 4 of this delegation.
Compliance Links:	<i>Cat Regulations 2012</i> - r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration. - r.12 Period of registration (s.9(7)) - r.11 Changes in registration - r.14 Registration certificate (s.11(1)(b)) - r.15 Registration tags (s.76(2)) Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the <i>Cat Act 2011</i>.
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i>, is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	Original delegations EO-D001 23 August 2016
2	2026 Updated Delegation
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4.1.2 Cat Control Notices

Delegator:	Local Government
Express Power to Delegate:	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
Delegate:	Chief Executive Officer
Function:	1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Beverley's District [s.26].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Shire Ranger
CEO Conditions on this Sub-Delegation:	NIL

Compliance Links:	<i>Cat Regulations 2012</i> r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	Original Delegation EO-D002 23 August 2016
2	2026 Updated Delegation
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4.1.3 Recovery of Costs – Destruction of Cats

Delegator:	Local Government
Express Power to Delegate:	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
Delegate:	Chief Executive Officer
Function:	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	NIL - <i>Conditions on the original delegation also apply to the sub-delegations.</i>

Compliance Links:	NIL
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

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4.1.4 Applications to Keep Additional Cats

Delegator:	Local Government
Express Power to Delegate:	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Delegate:	Chief Executive Officer
Function:	1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 3. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i>. b. The limit of the delegation is up to 3 cats. c. The Ranger is to inspect the premises to ensure factors relevant to a determination are met. d. Surrounding neighbours are to be consulted and where an objection is received, the matter is to be presented to Council. e. Any approval must be reviewed after 12 months. f. Council is to be informed of the delegation through the Information Bulletin.
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	NIL
CEO Conditions on this Sub-Delegation:	<i>Conditions on the original delegation also apply to the sub-delegations.</i>

Compliance Links:	NIL
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	New Delegation
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4.2 Cat Act Delegations - CEO to Employees

4.2.1 Infringement Notices – Extensions and Withdrawals

Delegator:	Chief Executive Officer
Express Power to Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.64 Extension of time s.65 Withdrawal of notice
Delegate/s:	Deputy Chief Executive Officer
Function:	1. Authority to extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64]. 2. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].
CEO Conditions on this Delegation:	
Express Power to Sub-Delegate:	Nil.

Compliance Links:	<i>Cat Regulations 2012:</i> r.28 Withdrawal of infringement notice (s.65(1))
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

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5. Dog Act 1974 Delegations

5.1 Dog Act Delegations Council to CEO

5.1.1 Appoint Registration Officer

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.3 Terms Used (<i>Registration officer means a person authorised by the local government to effect the registration of dogs pursuant to this Act</i>)
Delegate:	Chief Executive Officer
Function:	1. Authority to authorise a person for the purposes of performing the prescribed office of Registration Officer under the Dog Act 1976 [s.3].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. A register of Authorisations is to be maintained as a Local Government Record. c. Only persons who are appropriately qualified and trained may be appointed as Authorised persons. d. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Customer Service Officers Administration Officers
CEO Conditions on this Sub-Delegation:	<i>Conditions on the original delegation also apply to the sub-delegations.</i>

Compliance Links:	NIL
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system

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5.1.2 Refuse or Cancel Registration

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Delegate:	Chief Executive Officer
Function:	1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].



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Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
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Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	<i>Dog Act 1976</i> s.17A If no application for registration made – procedure for giving notice of decision under s.16(3) Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system

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5.1.3 Grant Exemption as to Number of Dogs Kept at Premises

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.26(3) Limitation as to numbers
Delegate:	Chief Executive Officer
Function:	1. Authority to approve, and determine conditions that apply to, an exemption as to the limit to the number of dogs that can be kept at a premises [s.26(3)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Decisions under this delegation must comply with the relevant provisions of the <i>Dog Act 1976</i> and the <i>Shire of Beverley Dogs Local Law (currently under review)</i>, including: • Consider and be satisfied that for any particular premises the provisions of the <i>Dog Act 1976</i> relating to kennel establishments need not be applied in the circumstances [s.26(3)]. • Apply the provisions of s.26(4). c. Conditions that must be applied to an approved exemption, include: • Fencing at the premises must be adequate and maintained to prevent the dogs from leaving the premises, to the satisfaction of the CEO. • Registrations for each dog subject of the approved exemption must be current and maintained. • An exemption applies only to the dogs registered and listed in the approval and as such cannot be transferred to another dog. d. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. e. The maximum number of dogs relevant to this delegation is three (3). Applications exceeding this number must be presented to Council for determination. f. Surrounding neighbours must be consulted, where an objection to the application is received, the application must be brought to Council for determination. g. The ranger must inspect the premises for suitability.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)



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Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	NIL

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	New Delegation
2	



Delegation Register

Shire of Beverley

5.1.4 Recovery of Moneys Due Under this Act

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
Delegate:	Chief Executive Officer
Function:	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	NIL

Compliance Links:	Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared)
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system

Version Control:

1	New Delegation
2	
3	



Delegation Register

Shire of Beverley

5.1.5 Dispose of or Sell Dogs Liable to be Destroyed

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(11) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer Shire Ranger
CEO Conditions on this Sub-Delegation:	NIL - <i>Conditions on the original delegation also apply to the sub-delegations.</i>

Compliance Links:	NIL
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system

Version Control:

1	New Delegation
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Delegation Register

Shire of Beverley

5.1.6 Declare Dangerous Dog

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Delegate:	Chief Executive Officer
Function:	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer Shire Ranger
CEO Conditions on this Sub-Delegation:	NIL (<i>Conditions on the original delegation also apply to the sub-delegations</i>)

Compliance Links:	<i>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal</i> <i>Dog Act 1976:</i> s.33F(6) Owners to be Notified of making of declaration s.33G(4) Seizure and destruction s.33H(1) and (2) Local government may revoke declaration or proposal to destroy
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	New Delegation
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Delegation Register

Shire of Beverley

5.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1) and (2) Local government may revoke declaration or proposal to destroy
Delegate:	Chief Executive Officer
Function:	1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] i. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	<i>Conditions on the delegation also apply to sub-delegation.</i>

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – See s.33H(5) of the <i>Dog Act 1976</i>
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system

Version Control:

1	New Delegation
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Delegation Register

Shire of Beverley

5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33H(5) Local government may revoke declaration or proposal to destroy
Delegate:	Chief Executive Officer
Function:	1. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: (a) a notice declaring a dog to be dangerous; or (b) a notice proposing to cause a dog to be destroyed.
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	<i>Conditions on the delegation also apply to sub-delegation.</i>

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	New Delegation
2	



Delegation Register

Shire of Beverley

5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
Delegate:	Chief Executive Officer
Function:	1. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to any maximum amount prescribed, having regard to the expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	<i>Conditions on the original delegation also apply to the sub-delegations.</i>

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system

Version Control:

1	New Delegation
2	
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Delegation Register

Shire of Beverley

6. Food Act 2008 Delegations

6.1 Council to CEO

6.1.1 Prohibition Orders and Certificates of Clearance

Delegator:	Local Government
Express Power to Delegate:	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Delegate:	Chief Executive Officer Environmental Health Officer
Function:	1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	Delegations register adopted by Council 23 August 2016 (Original EH-D008)
2	
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Delegation Register

Shire of Beverley

6.1.2 Food Business Registrations

Delegator:	Local Government
Express Power to Delegate:	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Delegate:	Chief Executive Officer Environmental Health Officer
Function:	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: • Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA • Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 • WA Priority Classification System • Verification of Food Safety Program Guideline
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	New Delegation
2	
3	



Delegation Register

Shire of Beverley

6.1.3 Appoint Authorised Officers and Designated Officers

Delegator:	Local Government
Express Power to Delegate:	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Delegate:	Chief Executive Officer
Function:	1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: • Appointment of Authorised Officers as Meat Inspectors • Appointment of Authorised Officers • Appointment of Authorised Officers – Designated Officers only • Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
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Delegation Register

Shire of Beverley

Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.
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Version Control:

1	Updated Delegation (original EO-D001 adopted 23 August 2016)
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7. Graffiti Vandalism Act 2016 Delegations

7.1 Council to CEO

7.1.1 Give Notice Requiring Obliteration of Graffiti

Delegator:	Local Government
Express Power to Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Delegate:	Chief Executive Officer
Function:	- Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. - Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	<i>Conditions on the delegation also apply to sub-delegation.</i>

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	New Delegation
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Delegation Register

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7.1.2 Notices – Deal with Objections and Give Effect to Notices

Delegator:	Local Government
Express Power to Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Delegate:	Chief Executive Officer
Function:	1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: i. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and ii. to give notice to the affected person, before taking the necessary actions [s.24(3)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	<i>Conditions on the delegation also apply to sub-delegation.</i>

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system

Version Control:

1	New Delegation
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Delegation Register

Shire of Beverley



7.1.3 Obliterate Graffiti on Private Property

Delegator:	Local Government
Express Power to Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.25(1) Local government graffiti powers on land not local government property
Delegate:	Chief Executive Officer
Function:	1. Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Council Conditions on this Delegation:	a. Subject to exercising Powers of Entry.
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager of Works
CEO Conditions on this Sub-Delegation:	<i>Conditions on the delegation also apply to sub-delegation.</i>

Compliance Links:	
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

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7.1.4 Powers of Entry

Delegator:	Local Government
Express Power to Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.28 Notice of entry s.29 Entry under warrant
Delegate:	Chief Executive Officer
Function:	1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of Local Government

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager of Works
CEO Conditions on this Sub-Delegation:	<i>Conditions on the delegation also apply to sub-delegation.</i>

Compliance Links:	
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	New Delegation
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Delegation Register

Shire of Beverley

**8. Public Health Act 2016 Delegations****8.1 Council to CEO****8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regulations)**

Delegator:	Local Government
Express Power to Delegate:	<i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices
Express Power or Duty Delegated:	<i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
Delegate:	Chief Executive Officer
Function:	1. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
Council Conditions on this Delegation:	a. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
Express Power to Sub-Delegate:	NIL – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.

Compliance Links:	<i>Criminal Procedure Act 2004 – Part 2</i>
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system

Version Control:

1	New Delegation
2	
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Delegation Register

Shire of Beverley

8.1.2 Enforcement Agency Reports to the Chief Health Officer

Delegator:	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate:	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
Delegate:	Environmental Health Officer
Function:	1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Beverley [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	NIL – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	New Delegation
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Delegation Register

Shire of Beverley

8.1.3 Designate Authorised Officers

Delegator:	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate:	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
Delegate:	Chief Executive Officer
Function:	1. Authority to designate a person or class of persons as authorised officers for the purposes of: - The Public Health Act 2016 or other specified Act - Specified provisions of the Public Health Act 2016 or other specified Act - Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act. Including: - an environmental health officer or environmental health officers as a class; OR - a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR - a mixture of the two. [s.24(1) and (3)].
Council Conditions on this Delegation:	- Subject to each person so appointed being; - Appropriately qualified and experienced [s.25(1)(a)]; and - Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. - A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express Power to Sub-Delegate:	NIL – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	<i>Public Health Act 2016</i> - s.20 Conditions on performance of functions by enforcement agencies. - s.25 Certain authorised officers required to have qualifications and experience. - s.26 Further provisions relating to designations - s.27 Lists of authorised officers to be maintained - s.28 When designation as authorised officer ceases - s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers - s.30 Certificates of authority - s.31 Issuing and production of certificate of authority for purposes of other written laws - s.32 Certificate of authority to be returned. - s.136 Authorised officer to produce evidence of authority
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Delegation Register

Shire of Beverley

	<i>Criminal Investigation Act 2006</i>, Parts 6 and 13 – refer s.245 of the <i>Public Health Act 2016</i> <i>The Criminal Code</i>, Chapter XXVI – refer s.252 of the <i>Public Health Act 2016</i>
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	Updated Delegation (Original D001)
2	
3	

Delegation Register

Shire of Beverley

8.1.4 Dealing with Seized Items

Delegator:	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate:	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.260 Return of seized item s.262 Cost of destruction or disposal of forfeited items s.263 Return of forfeited items s.264 Compensation
Delegate:	Chief Executive Officer
Function:	1. Authority to determine if no contravention of the Public Health Act 2016 has occurred and return seized items or forfeited items to the person from whom the items were seized or to any other person who is determined to be entitled to it [s.260 and 263]. 2. Authority to recover the cost of destruction or disposal of forfeited items [s.262]. 3. Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Council Conditions on this Delegation:	a. Compensation is limited to a maximum value of \$500, with any proposal for compensation above this value to be referred for Council's determination.
Express Power to Sub-Delegate:	NIL – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	New Delegation
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Delegation Register

Shire of Beverley

9. Planning and Development Act 2005 Delegations

9.1 Council to CEO

9.1.1 Illegal Development

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)
Delegate:	Chief Executive Officer
Function:	1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Council Conditions on this Delegation:	NIL
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager of Planning and Development Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<i>Nil - Conditions on the original delegation also apply to the sub-delegations.</i>



Delegation Register

Shire of Beverley

Compliance Links:	
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system.

Version Control:

1	
2	
3	



Delegation Register

Shire of Beverley

9.1.2 Certain Town Planning Functions Relating to Local Planning Scheme No.3

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> - s.5.42(b) Delegation of some powers or duties to the CEO - s.5.43 Limitations on delegations to the CEO s. 5.44 CEO may delegate powers and duties to other employees s. 5.45 Other matters relevant to delegations under this division s. 5.46 Register of, and records relevant to, delegations to CEO and employees
Express Power or Duty Delegated:	<i>Planning and Development Act 2005:</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015 -Schedule 2 (Deemed Provisions) Clauses 82, 83 & 84</i> <i>Shire of Beverley Local Planning Scheme No.3</i>
Delegate:	Chief Executive Officer
Function:	Council delegates its authority and power to the Chief Executive Officer in accordance with Clauses 82, 83 and 84 in Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> as follows: Advertising Applications for Development Approval Public advertising of Applications for Development Approval in accordance with Clause 64 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> where specifically required or deemed necessary due to concerns regarding potential impacts, including referrals to adjoining and other nearby landowners, State government agencies and essential service providers. Consideration and Final Determination of Applications for Development Approval Approve Applications for Development Approval with a use permissibility classification of 'P', 'D' and 'A' in Table 1 (i.e. Zoning Table) of the Shire of Beverley Local Planning Scheme No.3 in accordance with Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, and impose conditions as required where: a) The proposed development is compliant with all relevant standards and requirements, including minor variations thereto where no substantial impacts will occur; and b) No valid planning objections have been received (if advertised) Where any valid planning objections are received during public advertising of a development application for a single house or any development associated with a single house, excluding



	development of or associated with a heritage protected place, the Chief Executive Office shall determine the application as required by Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015. Approve an application to amend an aspect of a previously approved development application which, if amended, would not substantially change the development approved as per clause 77 in Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>. Grant an extension of development approval for up to two (2) years with no changes to any conditions of approval as per clause 77 in Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>. Refusal of all development applications where the proposed use is not permitted (i.e. use permissibility classification of 'X' in Table 1 (i.e. Zoning Table) of the Shire of Beverley Local Planning Scheme No.2). With the exception of single houses or any development associated with a single house, excluding development of or associated with a heritage protected place, an officer to whom delegated authority is granted to finally determine development applications is not to exercise that authority in the following circumstances and shall refer all applications to a meeting of Council for formal consideration and final determination: - Where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination; or - Where the delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation; or - Where notification has been given to adjoining and nearby owners or the general public for comment in accordance with the Local Planning Scheme or any associated policy and valid planning objections have been received within the time specified. Use Not Listed To determine if a use that is not specifically listed in the Zoning Table (Table 1) of the Shire of Beverley Local Planning Scheme No.3 is consistent, may be consistent or is not consistent with the objectives of the zone and publicly advertise an Application for Development Approval in accordance with Clause 64 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> where the use may be consistent with the objectives of the subject land's relevant zoning classification.
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	Advertising Extensions for Local Planning Scheme Amendments To extend the advertising period for local planning scheme amendments where it is considered necessary to provide adequate consultation and/or accommodate specific community consultation exercises (e.g. special electors' meetings, workshops etc.). Directions Regarding Unauthorised Development To give written direction/s in relation to unauthorised development and to authorise any action available to the local government under the <i>Planning and Development Act 2005</i> incidental to such written direction, including but not limited to: a) issuing a notice to remove, pull down, take up, or alter the development and to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the local government; and/or b) commence legal action in accordance with the Council's endorsed procedure for compliance and enforcement. These powers shall not be exercised in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination. Appeals Provision of written and oral responses to planning appeals, mediated settlements resulting from appeals, and State Administrative Tribunal's requests for reconsideration when an affected person has applied to the State Administrative Tribunal to review a reviewable determination under the Local Planning Scheme in accordance with Part 14 of the <i>Planning and Development Act 2005</i>. Responsible Authority Reports to the Development Assessment Panel To submit Responsible Authority Reports to the Development Assessment Panel pursuant to Regulation 12 of the <i>Planning and Development (Development Assessment Panels) Regulations 2011</i> in relation to applications for development approval under Shire of Beverley Local Planning Scheme No.3. The Chief Executive Officer is to advise Council of the lodgement and subsequent decision of a Development Assessment Panel (DAP) application at the next available Council meeting. Subdivision Applications Determine and provide formal responses to the Western Australian Planning Commission (WAPC) in relation to all strata,
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Delegation Register

Shire of Beverley

	survey strata and subdivision applications (including amalgamations) that are fully compliant with the Shire of Beverley Local Planning Scheme No.3, the Residential Design Codes and WAPC Development Control Policy 3.4 - Subdivision of Rural Land as applicable. Issue formal subdivision clearances where the relevant local government conditions of subdivision approval by the WAPC have been satisfied and all relevant application fees have been paid by the proponent. Structure Plans Assessment and processing of applications for structure plans, including any amendments thereto and revocation when required, in accordance with the procedural requirements of Part 4 in Schedule 2 of the of the Planning and Development (Local Planning Schemes) Regulations 2015. Local Development Plans Assessment and processing of applications for local development plans, including any amendments thereto, in accordance with the procedural requirements of Part 6 in Schedule 2 of the of the Planning and Development (Local Planning Schemes) Regulations 2015.
Council Conditions on this Delegation:	<u>Important Notes:</u> The delegations outlined above do not preclude the Delegate or Sub-Delegate referring the categories of development or legal proceedings outlined above to Council for formal consideration and final determination after having regard to the circumstances of a particular case. Where any development application has been determined under the delegations outlined above the approval shall contain the following footnote: <i>The above determination has been made by the local government's Chief Executive Officer under delegated authority in order to expedite the decision making process. If you are aggrieved by the decision you may request that the matter be reviewed by the State Administrative Tribunal.</i> All matters determined under delegated authority are to be advised through the Information Bulletin at the next Council Briefing.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager of Planning and Development Services
CEO Conditions on this Sub-Delegation:	<i>Conditions on the original delegation also apply to the sub-delegations.</i>



Delegation Register

Shire of Beverley

Compliance Links:	
Record Keeping:	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire of Beverley's electronic records management system

Version Control:

1	
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10. Statutory Authorisations and Delegations to Local Government from State Government Entities

10.1 Environmental Protection Act 1986

10.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
[Previous](#) [Close](#) [Next](#)

No. 47. 19-Mar-2004
Page: 919 [Pdf](#) - 476kb

EV401

ENVIRONMENTAL PROTECTION ACT 1986

Section 20

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.



Delegation Register

Shire of Beverley

10.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
[Previous](#) [Close](#) [Next](#)

No. 232. 20-Dec-2013
Page: 6282 [Pdf](#) - [3Mb](#)

EV402

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to--

- (a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B;
- (b) bellringing or amplified calls to worship--the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities--noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation--

- (i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment; Heritage.



Delegation Register

Shire of Beverley

10.1.3 Noise Management Plans – Construction Sites

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
[Previous](#) [Close](#) [Next](#)

No. 71. 16-May-2014
Page: 1548 [Pdf](#) - [2Mb](#)

EV405

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of:-

(a) Chief Executive Officer under the *Local Government Act 1995*; and

(b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.



10.2 Planning and Development Act 2005

10.2.1 Instrument of Authorisation - Sign Development Applications for Crown Land as Owner

DoL FILE 1738/2002v8; 858/2001v9

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF AUTHORISATION

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the 2nd day of June 2016

A handwritten signature in black ink, appearing to be 'D. Redman'.

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS



Delegation Register

Shire of Beverley

SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

Column 1

The power to sign as owner in respect of Crown land that is:

- a reserve managed by the local government pursuant to section 46 of the *Land Administration Act 1997* and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or
- the land is a road of which the local government has the care, control and management under section 55(2) of the *Land Administration Act 1997* and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road,

in respect of development applications being made under or referred to in:

- section 99(2) of the *Planning and Development Act 2005* in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);
- section 103(2) of the *Planning and Development Act 2005* in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);
- section 115 of the *Planning and Development Act 2005* in respect of development within a planning control area (as that term is defined in that Act);
- section 122A of the *Planning and Development Act 2005* in respect of which approval is required under an improvement scheme (as that term is defined in that Act);
- section 162 of the *Planning and Development Act 2005* in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);
- section 163 of the *Planning and Development Act 2005* in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the *Heritage of Western Australia Act 1990*, or of which such a place forms part;
- section 171A of the *Planning and Development Act 2005* in respect of a prescribed development application (as that term is defined in that section of that Act).

Column 2

City of Albany
City of Armadale
Shire of Ashburton
Shire of Augusta-Margaret River
Town of Bassendean
City of Bayswater
City of Belmont
Shire of Beverley
Shire of Boddington
Shire of Boyup Brook
Shire of Bridgetown-Greenbushes
Shire of Brookton
Shire of Broome
Shire of Broomehill-Tambellup
Shire of Bruce Rock
City of Bunbury
Shire of Busselton
Town of Cambridge
City of Canning
Shire of Capel
Shire of Carnamah
Shire of Carnarvon
Shire of Chapman Valley
Shire of Chittering
Shire of Christmas Island
Town of Claremont
City of Cockburn
Shire of Cocos (Keeling) Islands
Shire of Collie
Shire of Coolgardie
Shire of Coorow
Shire of Corrigin
Town of Cottesloe
Shire of Cranbrook
Shire of Cuballing
Shire of Cue
Shire of Cunderdin
Shire of Dalwallinu
Shire of Dandaragan
Shire of Dardanup
Shire of Denmark
Shire of Derby/Mest Kimberley
Shire of Donnybrook-Balingup
Shire of Dowerin
Shire of Dumbleyung
Shire of Dundas
Town of East Fremantle
Shire of East Pilbara
Shire of Esperance
Shire of Exmouth
City of Fremantle
City of Greater Geraldton

Shire of Gingin
Shire of Gnowangerup
Shire of Goomalling
City of Gosnells
Shire of Halls Creek
Shire of Harvey
Shire of Irwin
Shire of Jerramungup
City of Joondalup
Shire of Kalamunda
City of Kalgoorlie-Boulder
Shire of Kalbar
Shire of Kellerberrin
Shire of Kent
Shire of Kojonup
Shire of Kondinin
Shire of Koorda
Shire of Kulin
City of Kwinana
Shire of Lake Grace
Shire of Laverton
Shire of Leonora
City of Mandurah
Shire of Manjimup
Shire of Meekatharra
City of Melville
Shire of Menzies
Shire of Merredin
Shire of Mingenerew
Shire of Morawa
Shire of Morawa
Town of Mosman Park
Shire of Mount Magnet
Shire of Mt Marshall
Shire of Mukinbudin
Shire of Mundaring
Shire of Murchison
Shire of Murray

Column 3

In accordance with and subject to approved Government Land policies.

Any signature subject to the following endorsement:
Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the *Planning and Development Act 2005* (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.



Delegation Register

Shire of Beverley

Shire of Nannup
Shire of Narembeen
Shire of Narrogin
Town of Narrogin
City of Nedlands
Shire of Ngaanyatjaraku
Shire of Northam
Shire of Northampton
Shire of Nungarin
Shire of Peppermint Grove
Shire of Perenjori
City of Perth
Shire of Pingelly
Shire of Plantagenet
Town of Port Hedland
Shire of Quairading
Shire of Ravensthorpe
City of Rockingham
Shire of Roebourne
Shire of Sandstone
Shire of Serpentine Jarrahdale
Shire of Shark Bay
City of South Perth
City of Stirling
City of Subiaco
City of Swan

Shire of Tammin
Shire of Three Springs
Shire of Toodyay
Shire of Trayning
Shire of Upper Gascoyne
Town of Victoria Park
Shire of Victoria Plains
Town of Vincent
Shire of Wagin
Shire of Wandering
City of Wanneroo
Shire of Waroona
Shire of West Arthur
Shire of Westonia
Shire of Wickiepin
Shire of Williams
Shire of Wiluna
Shire of Wongan-Ballidu
Shire of Woodanilling
Shire of Wyalkatchem
Shire of Wyndham-East Kimberley
Shire of Yalgoo
Shire of Yilgarn
Shire of York

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

2nd June
..... day of 2016



Delegation Register

Shire of Beverley

10.2.2 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)

29 January 2021

GOVERNMENT GAZETTE, WA

449

PL402

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2020/01 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the *Strata Titles Act 1985*

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED—

- A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the *Strata Titles Act 1985* as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- C. TO AMEND “Del 2020/01—Powers of Local Governments” to give effect to its resolution and to publish an updated, consolidated instrument.

SAM FAGAN, Western Australian Planning Commission.

Schedule 1

1. Applications made under section 15 of the *Strata Titles Act 1985*

Power to determine applications under section 15 of the *Strata Titles Act 1985*, except those applications that—

- (a) propose the creation of a vacant lot;
- (b) propose vacant air stratas in multi-tiered strata scheme developments;
- (c) propose the creation or postponement of a leasehold scheme;
- (d) propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the *Strata Titles Act 1985*);
- (e) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—
 - i. a type of development; and/or
 - ii. land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

2. Applications under sections 21 and 22 of the *Strata Titles Act 1985*

Power to determine applications under—

- (a) section 21 of the *Strata Titles Act 1985*;
- (b) section 22 of the *Strata Titles Act 1985* where the amendment or repeal of scheme by-laws requires the approval of the WAPC.

3. Reporting requirements

A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.



Delegation Register

Shire of Beverley

3 November 2023

GOVERNMENT GAZETTE, WA

3615

PL402

PLANNING AND DEVELOPMENT ACT 2005

NOTICE OF AMENDMENT TO INSTRUMENT OF DELEGATION—POWERS OF LOCAL GOVERNMENTS

Notice of amendment to the Instrument of Delegation 2020/01 Powers of Local Governments gazetted on 29 January 2021 (and as amended).

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under s16 of the Act (delegation)

On 31 August 2022, pursuant to section 16 of the Act, the WAPC RESOLVED—

- A. TO AMEND the Instrument of Delegation 2020/01 Powers of Local Governments as gazetted on 29 January 2021 (and as amended), as set out in Schedule 1 below.

SAM FAGAN, Secretary, Western Australian Planning Commission.

Schedule 1

1. Instrument of delegation amended

The amendments within this Schedule are to the Schedules set out in the Instrument of Delegation 2020/01 Powers of Local Governments as gazetted on 29 January 2021, and as amended.

2. Amendments to clause 1 of Schedule 1

Add the following immediately after 1(e)—

- (f) in the opinion of the relevant local government as notified to the WAPC in writing, propose development of a type which the local government considers would warrant the imposition of a condition requiring the ceding of land for public open space or payment in lieu thereof.



Delegation Register

Shire of Beverley

10.3 Main Roads Act 1930

10.3.1 Traffic Management - Events on Roads

A list of local governments authorised for Traffic Management for Events can be found on the Main Roads WA website [here](#)

**WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION**

**RELATING TO
TRAFFIC MANAGEMENT FOR EVENTS**

Pursuant to Regulation 297(2) of the *Road Traffic Code 2000* the Commissioner of Main Roads ("the Commissioner") hereby authorises (*Insert name of Local Government*) (Authorised Body) by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:

- i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*;
- ii) race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or
- iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984*;

or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

The powers in this Instrument of Authorisation do not change or replace:

- 1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and
- 2) any powers and responsibilities of a local government provided in regulation 9 of the *Road Traffic (Events on Roads) Regulations 1991*.



Delegation Register

Shire of Beverley

Dated:

**THE COMMON SEAL OF THE
COMMISSIONER OF MAIN ROADS**

WAS AFFIXED BY

COMMISSIONER OF MAIN ROADS

FOR THE TIME BEING IN THE
PRESENCE OF:

Signature of Witness

Name of Witness (please print)

ACKNOWLEDGMENT BY AUTHORISED BODY

.....(*Insert name of Local Government*)..... agrees to unconditionally observe,
perform and be bound by the above conditions.

THE COMMON SEAL of

[Insert name of Local Government]

Was hereunto affixed pursuant to a
resolution of the Council in the
presence of:

Signature of Chief Executive Officer

Signature of Witness

Name of Witness (please print)



Delegation Register

Shire of Beverley

10.3.2 Traffic Management – Road Works

A list of Local Governments authorised for the purposes of Road Traffic Code 2000 r.297(2) are available on Main Roads WA website [here](#)

**WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION**

Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads ("the Commissioner") hereby authorises
("Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Works on Roads Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 297(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner's delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non-regulatory signage.



Delegation Register

Shire of Beverley

Dated:

THE COMMON SEAL OF THE)
 COMMISSIONER OF MAIN ROADS)
 WAS AFFIXED BY)
)
)
 COMMISSIONER OF MAIN ROADS)
 FOR THE TIME BEING IN THE PRESENCE OF:)

 Signature of Witness

 Name of Witness

ACKNOWLEDGMENT BY AUTHORISED BODY

..... agrees to observe, perform and be
 bound by the above conditions.

THE COMMON SEAL OF THE)
)
 WAS AFFIXED PURSUANT TO A RESOLUTION)
 OF THE COUNCIL IN THE PRESENCE OF)

 Chief Executive Officer

 Witness

Delegation Register

Shire of Beverley



10.4 Road Traffic (Vehicles) Act 2012

10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles



Government of Western Australia
Department of Transport

Driver and Vehicle Services

ROAD TRAFFIC (VEHICLES) ACT 2012

Road Traffic (Vehicles) Regulations 2014

RTVR-2017-202046

APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES

Pursuant to the *Road Traffic (Vehicles) Regulations 2014* (the *Regulations*), I, Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under:

- (a) the *Local Government Act 1995*;
- (b) regulations made under the *Local Government Act 1995*;
- (c) a local law;
- (d) any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1976*); or
- (e) any combination of the above paragraphs (a) to (d);

as special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the *Regulations*, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the *Regulations*, subject to the following conditions:

CONDITIONS

1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light.
2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction.
3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position.
4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles.
5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat.
6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle.
7. Any vehicle fitted with flashing lights for the purposes of this approval must:



Delegation Register

Shire of Beverley



Government of **Western Australia**
Department of **Transport**

Driver and Vehicle Services

- (a) have words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and
- (b) where the vehicle is a station wagon or van, have the words "Ranger", "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle.

This condition 7 is not intended to prevent the use of additional words on the vehicle.

Christopher Davers
Assistant Director, Strategy and Policy
Driver and Vehicle Services
Department of Transport

Dated the 5th day of September 2017

13. ELECTED MEMBERS' MOTIONS WHERE NOTICE HAS BEEN GIVEN

Nil.

14. CONFIDENTIAL ITEMS

Nil.

15. LATE ITEMS

Nil.

16. NEW BUSINESS ARISING BY ORDER OF THE MEETING

Nil.

17. CLOSURE

The Chairperson declared the meeting closed at 3:30pm.

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

PRESIDING MEMBER:

DATE: