



28 February 2023

ORDINARY MEETING

MINUTES

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1. OPENING

The Presiding Member declared the meeting open at 3:07pm in Council Chambers.

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

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 Members in Attendance

Cr DC White	Shire President
Cr CJ Lawlor	Deputy President (via teleconference)
Cr DW Davis	
Cr PJ Gogol	(from 3:09pm)
Cr SW Martin	
Cr JR Maxwell	
Cr MH Norman	(via teleconference)
Cr AFC Sattler	

2.2 Staff in Attendance

Mr SK Marshall	Acting Chief Executive Officer (until 3:26pm)
Mr BS de Beer	Manager of Planning (until 3:14pm)
Mrs A Lewis	Executive Assistant

2.3 Observers And Visitors

Mr C Martin	Listen to Item 9.1 (from 3:07pm to 3:11pm)
Mr A Shepherd	Listen to Item 9.1 (from 3:07pm to 3:11pm)
Mr L Kirby	Listen to Item 9.1 (from 3:07pm to 3:11pm)

2.4 Apologies and Approved Leave of Absence

Mr SP Gollan	Chief Executive Officer	Approved Leave
Cr TWT Seed	Apologies	

2.5 Applications for Leave of Absence

Nil

3. DECLARATIONS OF INTEREST

3.1 Cr White Item 11.6 – Impartiality

3.2 Cr Gogol Item 11.6 – Impartiality

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. CONDOLENCES

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

STYLES	Daniel	18 December 2022
BREMNER	Peter Ross	15 January 2023
DAY	Carolyn Gay	23 January 2023
EDWARDS	Geoffrey Ernest	23 January 2023

7. CONFIRMATION OF MINUTES

7.1 Minutes Of The Ordinary Council Meeting Held 13 December 2022

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M1/0223

Moved Cr Martin

Seconded Cr Sattler

That the Minutes of the Ordinary Council Meeting held Tuesday 13 December 2022 be confirmed.

CARRIED 7/0

7.2 Minutes of the Audit and Risk Committee Meeting Held 14 February 2023

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M2/0223

Moved Cr Sattler

Seconded Cr Norman

That the Minutes of the Audit and Risk Committee Meeting held Tuesday 14 February 2023 be received.

CARRIED 7/0



14 FEBRUARY 2023

**AUDIT & RISK COMMITTEE
MEETING**

MINUTES

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1. OPENING

The Chairperson declared the meeting open at 9:00am

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 Committee Members in Attendance

Cr MH Norman	Chairperson
Cr DC White	President
Cr CJ Lawlor	Deputy President (via teleconference)

2.2 Staff Members in Attendance

Mr SP Gollan	Chief Executive Officer
Mr SK Marshall	Deputy Chief Executive Officer
Mrs A Lewis	Executive Assistant

2.3 Observers And Visitors

Cr DW Davis
Cr PJ Gogol
Cr SW Martin

2.4 Apologies and Approved Leave of Absence

Cr JR Maxwell	Apologies
Cr T Seed	Apologies

3. DECLARATIONS OF INTEREST

Nil

4. CONFIRMATION OF MINUTES

4.1 Minutes of the Audit and Risk Committee Meeting 25 October 2022

OFFICER'S RECOMMENDATION & COMMITTEE RESOLUTION

MAA1/0223

Moved Cr Lawlor

Seconded Cr White

That the Minutes of the Audit and Risk Committee Meeting held Tuesday 25 October 2022 be confirmed.

CARRIED 3/0

5. OFFICER REPORTS

5.1 Regulation 17 Review

Submission To:	Audit & Risk Committee Meeting 14 February 2023
Report Date:	15 December 2022
Applicant:	N/A
File Reference:	ADM 0163
Author and Position:	Stephen Gollan, Chief Executive Officer
Previously Before Council:	Annually
Disclosure(s) Of Interest:	Nil
Attachments:	2022 Risk Profile

SUMMARY

Council to consider that the Risk Management review be received.

BACKGROUND

Under regulation 17 of the *Local Government (Audit) Amendment Regulations 2013*, the Chief Executive Officer is to review the appropriateness and effectiveness of the Shire of Beverley's systems and procedures in relation to risk management, internal control and legislative compliance.

COMMENT

The Chief Executive Officer and Deputy Chief Executive Officer have conducted a review using the Risk Management template provided by Council's Insurers, LGIS.

Attached is the summary of control results covering identified risk areas including:

- Misconduct;
- Business and Community disruption;
- Environmental management;
- Errors, omissions and delays;
- External theft and fraud;
- IT and Communication systems;
- Statutory compliance;
- Safety and security;
- Providing advice and information;
- Employment practices;
- Records management;
- Project/Change management;
- Engagement practices;
- Supplier management;
- Asset sustainability practices; and
- Facility management.

Each identified risk was considered individually with risk ratings being applied based on the following risk matrix:

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

Following the risk determination, improvement initiatives were formulated and enacting timeframes set with the aim of improving overall future risk ratings.

Risk assessment worksheets for each risk category have been provided under separate cover.

STATUTORY ENVIRONMENT

Regulation 17 of the *Local Government (Audit) Amendment Regulations 2013* requires that:

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

RISK IMPLICATIONS

Failure to review the appropriateness and effectiveness of a local government's systems and procedures would result in non-compliance *Local Government (Audit) Amendment Regulations 2013*. Approval of this item will mitigate the consequence.

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.

POLICY IMPLICATIONS

2.3 Risk Management

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION**MAA2/0223****Moved Cr White****Seconded Cr Lawlor**

That the Audit and Risk Committee recommends to Council that the 2022 Regulation 17 review conducted by the Chief Executive Officer be received.

CARRIED 3/0

Shire of Beverley Risk Dashboard Report December 2022

Executive Summary

Being the Shire's third report under the introduced risk management framework, focus is on embedding and driving continual improvement. Future reports will continue to provide relevant insight and recommendations to assist governance activities for the Senior Management Team. It is supported by the attached documents that were produced through a workshop on the 5th December 2022.

1. Risk Profiles for the 16 themes discussed.
2. Risk Management Policy amendments and Procedures.

Recommendations

Embedding

1. Arrange for the attached Policy amendments and Procedures to be endorsed and adopted.

Risk Profiles

1. Discuss and review the attached Risk Profiles Review and approve all Risk Profiles (from a Risk & Control perspective).
2. Confirm Current Issues / Actions / Treatments (Responsibility & Due Date)

Misconduct		Risk	Control	Business & community disruption		Risk	Control
		Moderate	Adequate			High	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility		Current Issues / Actions / Treatments	Due Date	Responsibility	
Carry out new employee Induction process	On Going	HR		Review LEMA and Recovery Plans	Jun-23	CESM	
Follow up Performance Review process	On Going	CEO/MOW/DCEO		Seek Mitigation Works Funding and coordinate works	Jun-23	CESM	
Councillor training	On Going	CEO/Council		Ensure volunteers and staff are trained in line with WHS legislation requirements	Jun-23	CESM	
Inadequate environmental management		Risk	Control	Errors, omissions & delays		Risk	Control
		Moderate	Adequate			Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility		Current Issues / Actions / Treatments	Due Date	Responsibility	
Review of Landfill Remaining Life	Jun-23	EHO/MOW		Review and expand documented procedures for main activities	On Going	DCEO	
Long Term Landfill Plan	Dec-23	EHO/MOW					
External theft & fraud (inc. Cyber Crime)		Risk	Control	Failure of IT &/or communication systems and infrastructure		Risk	Control
		High	Adequate			High	Effective
Current Issues / Actions / Treatments	Due Date	Responsibility		Current Issues / Actions / Treatments	Due Date	Responsibility	
Raise awareness of IT Security (eg. Opening emails)	On Going	DCEO		Review IT Disaster Recovery Plan and test data recovery	Jun-23	DCEO	
Review Depot Security	Jun-23	MOW		Test Generator Backup	Jun-23	DCEO	
Review IT Security	On Going	DCEO		Conduct Vulnerability Scan and fix where required	Jun-23	DCEO	
Review Admin Office Security	Jun-23	DCEO		Review ITC Operating Expenses	Jun-23	DCEO	
Failure to fulfil statutory, regulatory or compliance requirements		Risk	Control	Inadequate safety and security practices		Risk	Control
		Moderate	Adequate			High	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility		Current Issues / Actions / Treatments	Due Date	Responsibility	
Review Strategic Community, Corporate Business and Long Term Financial Plans.	Jun-23	CEO		Prepare required training register and training plans	Jun-23	HR/OHS	
Investigate Internal Audit function	Jun-23	CEO		Implement Quarterly Workplace Safety Inspections	On Going	OHS	
				Maintain Contractor Inductions	On Going	OHS	
				Conduct evacuation roleplay	Jun-23	DCEO	
Providing inaccurate advice / information		Risk	Control	Ineffective employment practices		Risk	Control
		Moderate	Adequate			Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility		Current Issues / Actions / Treatments	Due Date	Responsibility	
Implement a 'performance review' process for Executive Staff	Jun-23	CEO		Implement Performance Review Process	Jun-23	CEO	
Monitor complaint register	On Going	DCEO		Review Workforce Plan (Risks & Action Plans) for inclusion where relevant	Jun-23	CEO	
Inadequate document management processes		Risk	Control	Inadequate project / change management		Risk	Control
		Moderate	Adequate			High	Effective
Current Issues / Actions / Treatments	Due Date	Responsibility		Current Issues / Actions / Treatments	Due Date	Responsibility	
Explore implementation of Electronic Document Records Management System (EDRMS)	Jun-23	EA		Conduct fortnightly project management meetings (or more often as appropriate)	On Going	CEO	
Include shift to EDRMS in LTFP	Jun-23	DCEO		Monitor volume of projects to ensure available resources are not stretched	On Going	CEO	
				Comply with funding requirements where applicable	On Going	DCEO	
Inadequate engagement practices		Risk	Control	Inadequate supplier / contract management		Risk	Control
		Low	Adequate			Moderate	Effective
Current Issues / Actions / Treatments	Due Date	Responsibility		Current Issues / Actions / Treatments	Due Date	Responsibility	
Review Strategic Community Plan	Jun-23	CEO		Explore implementing Contract Review process at large project (\$1M+) close out	On Going	DCEO	
Review Social Media Policies, Procedures & Feedback	Jun-23	Tourism					
Inadequate asset sustainability practices		Risk	Control	Ineffective management of facilities / venues / events		Risk	Control
		High	Adequate			Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility		Current Issues / Actions / Treatments	Due Date	Responsibility	
Review Asset Management Plans	Jun-23	DCEO		No actions required at this stage			
Review Residential Housing Policy	Jun-23	DCEO					
Develop Bridge Maintenance Program	Jun-23	MOW					
Deliver Footpath Replacement Program	On Going	MOW					

Business & community disruption**Dec-22****This Risk Theme is defined as:**

Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal Shire business activities. The event may result in damage to buildings, property, plant & equipment (all assets). This could be a natural disaster, weather event, or an act carried out by an external party (inc. vandalism). This includes;

- Lack of (or inadequate) emergency response / business continuity plans.
- Lack of training to specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT & communication systems and infrastructure".

Potential causes include:

- | | |
|---|-------------------------|
| • Cyclone, Storm Surges, Fire, Earthquake | • Extended power outage |
| • Terrorism / Sabotage / Criminal Behaviour | • Economic Factors |
| • Epidemic / Pandemic | • Loss of Key Staff |

Key Controls	Type	Date	Shire Rating
<i>Business Continuity Framework</i>	<i>Preventative</i>	<i>Dec-22</i>	<i>Adequate</i>
<i>Volunteer Management & Training</i>	<i>Preventative</i>	<i>Dec-22</i>	<i>Effective</i>
<i>LEM Exercises</i>	<i>Detective</i>	<i>Dec-22</i>	<i>Adequate</i>
<i>Functional LEMC</i>	<i>Preventative</i>	<i>Dec-22</i>	<i>Adequate</i>
<i>Current LEMA & Recovery Plans</i>	<i>Recovery</i>	<i>Dec-22</i>	<i>Adequate</i>
<i>Current Bushfire Risk Management Plan</i>	<i>Preventative</i>	<i>Dec-22</i>	<i>Effective</i>

Overall Control Ratings: **Adequate**

Risk Ratings	Shire Rating
Consequence:	<i>Major</i>
Likelihood:	<i>Possible</i>
Overall Risk Ratings:	High

Key Indicators	Tolerance	Date	Overall Shire Result
<i>Volunteer BFB training completed</i>	<i>90% VBFB Trained</i>		
<i>Mitigation works undertaken prior to fire season</i>	<i>100% works undertaken</i>		

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 5th December 2022.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Review LEMA and Recovery Plans</i>	<i>Jun-23</i>	<i>CESM</i>
<i>Seek Mitigation Works Funding and coordinate works</i>	<i>Jun-23</i>	<i>CESM</i>
<i>Ensure volunteers and staff are trained in line with WHS legislation requirements</i>	<i>Jun-23</i>	<i>CESM</i>

Failure of IT &/or communication systems and infrastructure

Dec-22

This Risk Theme is defined as;

Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked.

Examples include failures or disruptions caused by:

- Hardware &/or Software
- IT Network
- Failures of IT Vendors

This also includes where poor governance results in the breakdown of IT maintenance such as;

- Configuration management
- Performance Monitoring
- IT Incident, Problem Management & Disaster Recovery Processes

This does not include new system implementations - refer "Inadequate Project / Change Management".

Potential causes include;

- | | |
|--|---|
| • Weather impacts | • Power failure |
| • Power outage at service provider | • Infrastructure breakdown such as landlines, radio communications. |
| • Out dated / inefficient hardware | • Lack of training |
| • Incompatibility between operating system and Microsoft | • Software vulnerability (e.g. MS Access) |

Key Controls	Type	Date	Shire Rating
Data Back up Systems (Focus Networks)	Recovery	Dec-22	Effective
IT Vendor Support (Focus Networks)	Preventative / Recovery	Dec-22	Effective
UPS / Generator Entry Point	Preventative / Recovery	Dec-22	Effective
Disaster Recovery Plan	Detective	Dec-22	Adequate
IT Infrastructure Replacement / Refresh Program	Preventative	Dec-22	Effective
Annual Vulnerability scans and remedial work	Preventative	Dec-22	Effective

Overall Control Ratings: **Effective**

Risk Ratings	Shire Rating
Consequence:	Major
Likelihood:	Possible
Overall Risk Ratings:	High

Key Indicators	Tolerance	Date	Overall Shire Result
Extended lost time due to unforeseen IT issues	8 hours/1 day		No outages

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 5th December 2022.

Current Issues / Actions / Treatments	Due Date	Responsibility
Review IT Disaster Recovery Plan and test data recovery	Jun-23	DCEO
Test Generator Backup	Jun-23	DCEO
Conduct Vulnerability Scan and fix where required	Jun-23	DCEO
Review ITC Operating Expenses	Jun-23	DCEO

External theft & fraud (inc. Cyber Crime) ^{Return}			Dec-22
This Risk Theme is defined as:			
Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of,			
<ul style="list-style-type: none"> • Fraud – benefit or gain by deceit • Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems • Theft – stealing of data, assets or information (no deceit) 			
Examples include:			
<ul style="list-style-type: none"> • Scam Invoices • Cash or other valuables from 'Outstations'. 			
Potential causes include;			
<ul style="list-style-type: none"> • Inadequate security of equipment / supplies / cash • Robbery • Scam Invoices • Inadequate provision for patrons belongings • Lack of Supervision 			
Key Controls	Type	Date	Shire Rating
Admin Building Security	Preventative	Dec-22	Adequate
Depot Security	Preventative	Dec-22	Adequate
IT Security Education, Firewall Systems and Antivirus	Preventative	Dec-22	Effective
CCTV Camera Network	Preventative	Dec-22	Adequate
Two Factor Authentication	Preventative	Dec-22	Inadequate
Overall Control Ratings:			Adequate
Risk Ratings		Shire Rating	
Consequence:		Major	
Likelihood:		Possible	
Overall Risk Ratings:			High
Key Indicators	Tolerance	Date	Overall Shire Result
# Security Breach Incidents i.e. unauthorised access	0 Breaches		
Test Phishing controls via Email	0 Failures		
Comments			
As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 5th December 2022.			
Current Issues / Actions / Treatments		Due Date	Responsibility
Raise awareness of IT Security (eg. Opening emails)		On Going	DCEO
Review Depot Security		Jun-23	MOW
Review IT Security		On Going	DCEO
Review Admin Office Security		Jun-23	DCEO

Misconduct**Dec-22****This Risk Theme is defined as:**

Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority.

This would include instances of:

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and / or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee
- Collusion between Internal & External parties

This does not include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice.

Potential causes include:

- Lack of training
- Changing of job titles
- Delegated authority process inadequately implemented
- Disgruntled employees
- Lack of understanding
- Poor internal checks (PO's and delegated authority)
- Password sharing

Key Controls	Type	Date	Shire Rating
<i>Delegation Register - Framework</i>	<i>Detective</i>	<i>Dec-22</i>	Adequate
<i>Staff Induction Process (Code of Conduct)</i>	<i>Preventative</i>	<i>Dec-22</i>	Adequate
<i>Segregation of Duties (Financial) & Procurement</i>	<i>Preventative</i>	<i>Dec-22</i>	Effective
<i>IT Security Access Framework (Profiles & Passwords)</i>	<i>Preventative</i>	<i>Dec-22</i>	Effective
<i>Staff Performance Reviews</i>	<i>Preventative</i>	<i>Dec-22</i>	Adequate

Overall Control Ratings: **Adequate**

Risk Ratings	Shire Rating
Consequence:	<i>Moderate</i>
Likelihood:	<i>Unlikely</i>

Overall Risk Ratings: **Moderate**

Key Indicators	Tolerance	Date	Overall Shire Result
<i>Complaints received regarding Staff/Councillors</i>	<i>0 Complaints</i>	<i>Dec-22</i>	Excellent

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 5th December 2022.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Carry out new employee Induction process</i>	<i>On Going</i>	<i>HR</i>
<i>Follow up Performance Review process</i>	<i>On Going</i>	<i>CEO/MOW/DCEO</i>
<i>Councillor training</i>	<i>On Going</i>	<i>CEO/Council</i>

Inadequate safety and security practices**Dec-22****This Risk Theme is defined as:**

Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are:

- Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants.
- Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc).
- Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).
- Public Liability Claims, due to negligence or personal injury.
- Employee Liability Claims due to negligence or personal injury.
- Inadequate or unsafe modifications to plant & equipment

Potential causes include:

- Lack of appropriate PPE / Equipment
- Inadequate first aid supplies or trained staff
- Rubbish / Litter Control
- Inadequate security arrangements
- Inadequate signage, barriers or other exclusion techniques
- Storage and use of Dangerous Goods
- Ineffective / inadequate testing, sampling (similar) health based req'
- Lack of mandate and commitment from Senior Management

Key Controls	Type	Date	Shire Rating
<i>Workplace Inspections</i>	<i>Preventative</i>	<i>Dec-22</i>	Adequate
<i>Staff Individual Training Plans</i>	<i>Preventative</i>	<i>Dec-22</i>	Adequate
<i>Hazard Register</i>	<i>Detective</i>	<i>Dec-22</i>	Adequate
<i>OSH Management Framework</i>	<i>Preventative</i>	<i>Dec-22</i>	Adequate
<i>Contractor / Site Inductions</i>	<i>Preventative</i>	<i>Dec-22</i>	Effective
<i>Staff Inductions</i>	<i>Preventative</i>	<i>Dec-22</i>	Effective
<i>Organisational Emergency Preparedness (Wardens, evacs etc)</i>	<i>Preventative</i>	<i>Dec-22</i>	Adequate

Overall Control Ratings:**Adequate**

Risk Ratings	Shire Rating
Consequence:	<i>Major</i>
Likelihood:	<i>Possible</i>

Overall Risk Ratings:**High**

Key Indicators	Tolerance	Date	Overall Shire Result
<i>4801 Audit Results</i>			
<i>LTIFR</i>			

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 5th December 2022.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Prepare required training register and training plans</i>	<i>Jun-23</i>	<i>HR/OHS</i>
<i>Implement Quarterly Workplace Safety Inspections</i>	<i>On Going</i>	<i>OHS</i>
<i>Maintain Contractor Inductions</i>	<i>On Going</i>	<i>OHS</i>
<i>Conduct evacuation roleplay</i>	<i>Jun-23</i>	<i>DCEO</i>

Inadequate project / change management Return to		Dec-22	
This Risk Theme is defined as:			
Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:			
<ul style="list-style-type: none"> • Inadequate Change Management Framework to manage and monitor change activities. • Inadequate understanding of the impact of project change on the business. • Failures in the transition of projects into standard operations. • Failure to implement new systems • Failures of IT Project Vendors/Contractors 			
This includes Directorate or Service Unit driven change initiatives except new Plant & Equipment purchases. Refer "Inadequate Asset Management"			
Potential causes include:			
<ul style="list-style-type: none"> • Lack of communication and consultation • Lack of investment • Ineffective management of expectations (scope creep) • Inadequate project planning (resources/budget) 		<ul style="list-style-type: none"> • Shire growth (too many projects) • Inadequate monitoring and review • Project risks not managed effectively • Lack of Project methodology knowledge and reporting requirements 	
Key Controls			
	Type	Date	Shire Rating
<i>Dedicated Project Management Team</i>	<i>Preventative</i>	<i>Dec-22</i>	Effective
<i>Fortnightly Project Meetings</i>	<i>Preventative</i>	<i>Dec-22</i>	Effective
<i>Contract Subject Matter Experts as appropriate</i>	<i>Preventative</i>	<i>Dec-22</i>	Effective
Overall Control Ratings:			Effective
Risk Ratings			Shire Rating
Consequence:			<i>Major</i>
Likelihood:			<i>Possible</i>
Overall Risk Ratings:			High
Key Indicators			
	Tolerance	Date	Overall Shire Result
<i>Project Budget</i>	<i>+10%</i>	<i>Dec-22</i>	Mainstreet Project under +10% Budget
<i>Project Timeframe</i>	<i>+10%</i>	<i>Dec-22</i>	Mainstreet Project over +10% Time allowance
Comments			
<i>As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 5th December 2022.</i>			
Current Issues / Actions / Treatments		Due Date	Responsibility
<i>Conduct fortnightly project management meetings (or more often as appropriate)</i>		<i>On Going</i>	<i>CEO</i>
<i>Monitor volume of projects to ensure available resources are not stretched</i>		<i>On Going</i>	<i>CEO</i>
<i>Comply with funding requirements where applicable</i>		<i>On Going</i>	<i>DCEO</i>

Errors, omissions & delays

Return to

Dec-22**This Risk Theme is defined as:**

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process. This includes instances of;

- Human errors, incorrect or incomplete processing
- Inaccurate recording, maintenance, testing and / or reconciliation of data.
- Errors or inadequacies in model methodology, design, calculation or implementation of models.

This may result in incomplete or inaccurate information. Consequences include;

- Inaccurate data being used for management decision making and reporting.
- Delays in service to customers
- Inaccurate data provided to customers

This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".

Potential causes include;

- | | |
|-------------------------------------|-------------------------|
| • Human Error | • Incorrect information |
| • Inadequate procedures or training | • Miscommunication |
| • Lack of Staff (or trained staff) | • |

Key Controls	Type	Date	Shire Rating
<i>Documented Procedures / Checklists</i>	<i>Preventative</i>	<i>Dec-22</i>	<i>Adequate</i>
<i>Segregation of Duties (Financial Control)</i>	<i>Detective</i>	<i>Dec-22</i>	<i>Effective</i>

Overall Control Ratings:**Adequate**

Risk Ratings	Shire Rating
Consequence:	<i>Minor</i>
Likelihood:	<i>Possible</i>
Overall Risk Ratings:	Moderate

Key Indicators	Tolerance	Date	Overall Shire Result

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 5th December 2022.

Current Issues / Actions / Treatments

Review and expand documented procedures for main activities

Due Date*On Going***Responsibility***DCEO*

Inadequate document management processes**Dec-22****This Risk Theme is defined as:**

Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation. This includes:

- Contact lists.
- Procedural documents.
- 'Application' proposals/documents.
- Contracts.
- Forms, requests or other documents.

Potential causes include:

- Spreadsheet/Database/Document corruption or loss
- Inadequate access and / or security levels
- Inadequate Storage facilities (including climate control)
- High Staff turnover
- Outdated record keeping practices / incompatible systems
- Lack of system/application knowledge
- High workloads and time pressures
- Incomplete authorisation trails

Key Controls	Type	Date	Shire Rating
<i>Policy & Procedural Review Process</i>	<i>Detective</i>	<i>Dec-22</i>	Adequate
<i>Records Management Process (Hard Copy)</i>	<i>Preventative</i>	<i>Dec-22</i>	Adequate
<i>Records Management Process (Soft Copy)</i>	<i>Preventative</i>	<i>Dec-22</i>	Effective
<i>Records Management Policy</i>	<i>Preventative</i>	<i>Dec-22</i>	Effective
<i>Off-site Archiving (Zirco)</i>	<i>Preventative</i>	<i>Dec-22</i>	Effective

Overall Control Ratings: **Adequate**

Risk Ratings	Shire Rating
Consequence:	<i>Moderate</i>
Likelihood:	<i>Unlikely</i>

Overall Risk Ratings: **Moderate**

Key Indicators	Tolerance	Date	Overall Shire Result
<i># Documents not stored electronically or archived off-site</i>			

Comments*As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 5th December 2022.*

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Explore implementation of Electronic Document Records Management System (EDRMS)</i>	<i>Jun-23</i>	<i>EA</i>
<i>Include shift to EDRMS in LTFP</i>	<i>Jun-23</i>	<i>DCEO</i>

Inadequate supplier / contract management**Dec-22****This Risk Theme is defined as:**

Inadequate management of External Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes:

- Concentration issues
- Vendor sustainability

It does not include failures in the tender process; refer "Inadequate Procurement, Disposal or Tender Practices".

Potential causes include:

- Funding
- Complexity and quantity of work
- Inadequate tendering process
- Geographical remoteness
- Inadequate contract management practices
- Ineffective monitoring of deliverables
- Lack of planning and clarity of requirements
- Historical contracts remaining

Key Controls	Type	Date	Shire Rating
<i>Purchasing Policy</i>	<i>Preventative</i>	<i>Dec-22</i>	Effective
<i>Purchase Order Procedure</i>	<i>Preventative</i>	<i>Dec-22</i>	Adequate
<i>Tender Register</i>	<i>Preventative</i>	<i>Dec-22</i>	Effective
<i>Contractor Inductions</i>	<i>Preventative</i>	<i>Dec-22</i>	Effective

Overall Control Ratings: Effective

Risk Ratings	Shire Rating
Consequence:	<i>Moderate</i>
Likelihood:	<i>Possible</i>

Overall Risk Ratings: Moderate

Key Indicators	Tolerance	Date	Overall Shire Result

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 5th December 2022.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Explore implementing Contract Review process at large project (\$1M+) close out</i>	<i>On Going</i>	<i>DCEO</i>

Providing inaccurate advice / information**Dec-22****This Risk Theme is defined as:**

Incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff. This could be caused by using unqualified, or inexperienced staff, however it does not include instances relating to Misconduct.

Examples include;

- incorrect planning, development or building advice,
- incorrect health or environmental advice
- inconsistent messages or responses from Customer Service Staff
- any advice that is not consistent with legislative requirements or local laws.

Potential causes include:

- Lack of qualified staff
- Long lead times for responses
- Increasing workloads
- Lack of appropriate technical knowledge relevant to the context
- Poor working relationships between internal staff/departments

Key Controls	Type	Date	Shire Rating
<i>Performance Review Meetings</i>	<i>Preventative</i>	<i>Dec-22</i>	Adequate
<i>Qualified Contractors (Pool, Ranger, Building & Health)</i>	<i>Preventative</i>	<i>Dec-22</i>	Effective
<i>Complaints</i>	<i>Detective</i>	<i>Dec-22</i>	Adequate

Overall Control Ratings: Adequate

Risk Ratings	Shire Rating
Consequence:	<i>Major</i>
Likelihood:	<i>Unlikely</i>

Overall Risk Ratings: Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
<i># Complaints / issues regarding inaccurate advice / information</i>			

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 5th December 2022.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Implement a 'performance review' process for Executive Staff</i>	<i>Jun-23</i>	<i>CEO</i>
<i>Implement a 'performance review' process for Health, Building & Planning</i>	<i>Jun-23</i>	<i>CEO</i>
<i>Monitor complaint register</i>	<i>On Going</i>	<i>DCEO</i>

Ineffective employment practices**Dec-22****This Risk Theme is defined as:**

Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are;

- Breaching employee regulations (excluding OH&S).
- Discrimination, Harassment & Bullying in the workplace.
- Poor employee wellbeing (causing stress)
- Key person dependencies without effective succession planning in place.
- Induction issues.
- Terminations (including any tribunal issues).
- Industrial activity.

Care should be taken when considering insufficient staff numbers as the underlying issue could be a process inefficiency.

Potential causes include:

- Leadership failures
- Available staff / volunteers are generally highly transient.
- Single Person Dependencies
- Poor internal communications / relationships
- Ineffective performance management programs or procedures.
- Ineffective training programs or procedures.
- Limited staff availability - mining / private sectors (pay & conditions).
- Inadequate Induction practices.

Key Controls	Type	Date	Shire Rating
<i>Policy & Procedures</i>	<i>Preventative</i>	<i>Dec-22</i>	Adequate
<i>Training Needs Analysis & Training Register</i>	<i>Preventative</i>	<i>Dec-22</i>	Adequate
<i>Cross Skilling / Multi tasking</i>	<i>Preventative</i>	<i>Dec-22</i>	Effective
<i>Internal Communication (Meetings / Newsletter)</i>	<i>Preventative</i>	<i>Dec-22</i>	Adequate
<i>Staff Inductions (Code of Conduct Component)</i>	<i>Preventative</i>	<i>Dec-22</i>	Effective
<i>Performance Review Process</i>	<i>Detective</i>	<i>Dec-22</i>	Adequate

Overall Control Ratings:**Adequate**

Risk Ratings	Shire Rating
Consequence:	<i>Moderate</i>
Likelihood:	<i>Possible</i>

Overall Risk Ratings:**Moderate**

Key Indicators	Tolerance	Date	Overall Shire Result
<i>% Staff turnover rate</i>			
<i>Absenteeism</i>			
<i>Workers Compensation Claims (Stress Claims)</i>			
<i>Upcoming Retirements</i>			

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 5th December 2022.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Implement Performance Review Process</i>	<i>Jun-23</i>	<i>CEO</i>
<i>Review Workforce Plan (Risks & Action Plans) for inclusion where relevant</i>	<i>Jun-23</i>	<i>CEO</i>

Failure to fulfil statutory, regulatory or compliance requirements

Dec-22

This Risk Theme is defined as:

Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal & public domain) to reflect changes.

This does not include Occupational Safety & Health Act (refer "Inadequate employee and visitor safety and security") or any Employment Practices based legislation (refer "Ineffective Employment practices")

It does include the Local Government Act, Health Act, Building Act, Privacy Act and all other legislative based obligations for Local Government.

Potential causes include:

- Lack of training, awareness and knowledge
- Staff Turnover
- Inadequate record keeping
- Ineffective processes
- Lack of Legal Expertise
- Councillor Turnover
- Breakdowns in Tender process
- Ineffective monitoring of changes to legislation

Key Controls	Type	Date	Shire Rating
Compliance Return (DLG)	Detective	Dec-22	Adequate
Compliance Calendars	Preventative	Dec-22	Effective
External Auditor Reviews (Compliance)	Detective	Dec-22	Effective
Subscriptions (WALGA)	Preventative	Dec-22	Adequate
Induction Process - Councillors / Staff	Preventative	Dec-22	Adequate
Tender Process (eQuotes)	Preventative	Dec-22	Effective
IPRF Reviews and Updates	Preventative	Dec-22	Adequate
Overall Control Ratings:			Adequate

Risk Ratings	Shire Rating
Consequence:	Major
Likelihood:	Unlikely
Overall Risk Ratings:	Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
IPRF Documents are up to date			

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 5th December 2022.

Current Issues / Actions / Treatments	Due Date	Responsibility
Review Strategic Community, Corporate Business and Long Term Financial Plans.	Jun-23	CEO
Investigate Internal Audit function	Jun-23	CEO

Inadequate asset sustainability practices		Return to	Dec-22
This Risk Theme is defined as:			
Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads, playgrounds, boat ramps and all other assets and their associated lifecycle from procurement to maintenance and ultimate disposal. Areas included in the scope are;			
<ul style="list-style-type: none"> • Inadequate design (not fit for purpose) • Ineffective usage (down time) • Outputs not meeting expectations • Inadequate maintenance activities. • Inadequate financial management and planning. 			
It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.			
Potential causes include:			
<ul style="list-style-type: none"> • Skill level & behaviour of operators • Lack of trained staff • Outdated equipment 		<ul style="list-style-type: none"> • Unavailability of parts • Lack of formal or appropriate scheduling (maintenance / inspections) • Unexpected breakdowns 	
Key Controls	Type	Date	Shire Rating
<i>Asset Management System (Synergy Asset Register)</i>	<i>Preventative</i>	<i>Dec-22</i>	<i>Adequate</i>
<i>Asset Management Plan</i>	<i>Preventative</i>	<i>Dec-22</i>	<i>Adequate</i>
<i>Planned Building Maintenance</i>	<i>Detective</i>	<i>Dec-22</i>	<i>Adequate</i>
<i>Asset Replacement Program</i>	<i>Preventative</i>	<i>Dec-22</i>	<i>Adequate</i>
<i>Road Asset Management System (RAMM)</i>	<i>Preventative</i>	<i>Dec-22</i>	<i>Adequate</i>
Overall Control Ratings:			Adequate
Risk Ratings		Shire Rating	
Consequence:		<i>Major</i>	
Likelihood:		<i>Possible</i>	
Overall Risk Ratings:			High
Key Indicators	Tolerance	Date	Overall Shire Result
Comments			
<i>As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 5th December 2022.</i>			
Current Issues / Actions / Treatments		Due Date	Responsibility
<i>Review Asset Management Plans</i>		<i>Jun-23</i>	<i>DCEO</i>
<i>Review Residential Housing Policy</i>		<i>Jun-23</i>	<i>DCEO</i>
<i>Develop Bridge Maintenance Program</i>		<i>Jun-23</i>	<i>MOW</i>
<i>Deliver Footpath Replacement Program</i>		<i>On Going</i>	<i>MOW</i>

Inadequate engagement practices**Dec-22****This Risk Theme is defined as:**

Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so. For example;

- Following up on any access & inclusion issues.
- Infrastructure Projects.
- Regional or District Committee attendance.
- Local Planning initiatives.
- Strategic Planning initiatives

This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services.

Potential causes include:

- Budget / funding issues
- Media attention
- Inadequate documentation or procedures
- Short lead times
- Miscommunication / Poor communication
- Relationship breakdowns with community groups

Key Controls	Type	Date	Shire Rating
<i>Open Council Meetings</i>	<i>Preventative</i>	<i>Dec-22</i>	Adequate
<i>Newsletter (Beverley Blarney)</i>	<i>Preventative</i>	<i>Dec-22</i>	Adequate
<i>Annual electors meeting</i>	<i>Detective</i>	<i>Dec-22</i>	Adequate
<i>Online Engagement (Website & Social Media)</i>	<i>Detective</i>	<i>Dec-22</i>	Effective
<i>Establish Working Groups for large Capital Project Planning</i>	<i>Detective</i>	<i>Dec-22</i>	Effective

Overall Control Ratings:**Adequate****Risk Ratings**

Shire Rating

Consequence:*Minor***Likelihood:***Unlikely***Overall Risk Ratings:****Low**

Key Indicators	Tolerance	Date	Overall Shire Result
<i>% community feeling they have opportunities to participate in planning</i>			
<i>% community satisfaction with the Shire's advocacy and community representation</i>			

Comments

As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 5th December 2022.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Review Strategic Community Plan</i>	<i>Jun-23</i>	<i>CEO</i>
<i>Review Social Media Policies, Procedures & Feedback</i>	<i>Jun-23</i>	<i>Tourism</i>

Ineffective management of facilities / venues / events**Dec-22****This Risk Theme is defined as:**

Failure to effectively manage the day to day operations of facilities, venues and / or events. This includes;

- Inadequate procedures in place to manage the quality or availability.
- Ineffective signage
- Booking issues
- Financial interactions with hirers / users
- Oversight / provision of peripheral services (eg. cleaning / maintenance)

Potential causes include:

- Double bookings
- Illegal alcohol consumption
- Managing bond payments
- Animal contamination.
- Failed chemical / health requirements.
- Access to facilities / venues.

Key Controls	Type	Date	Shire Rating
<i>Events Policy / Procedures</i>	<i>Preventative</i>	<i>Dec-22</i>	Adequate
<i>Facility Booking System (Outlook Calendar)</i>	<i>Preventative</i>	<i>Dec-22</i>	Adequate
<i>Maintenance Schedules</i>	<i>Detective</i>	<i>Dec-22</i>	Adequate
<i>Complaints Register</i>	<i>Detective</i>	<i>Dec-22</i>	Effective
<i>Caravan Park/Cabins Booking System</i>	<i>Preventative</i>	<i>Dec-22</i>	Effective

Overall Control Ratings: Adequate

Risk Ratings	Shire Rating
Consequence:	<i>Moderate</i>
Likelihood:	<i>Unlikely</i>

Overall Risk Ratings: Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
<i>Attendance at Arts & cultural activities</i>			
<i>% community satisfaction with with services and facilities</i>			
<i>% occupancy of Onsite Cabins</i>			

Comments*As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 5th December 2022.*

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>No actions required at this stage</i>		

Inadequate environmental management		Return to	Dec-22
This Risk Theme is defined as;			
Inadequate prevention, identification, enforcement and management of environmental issues. The scope includes;			
<ul style="list-style-type: none"> • Lack of adequate planning and management of coastal erosion issues. • Failure to identify and effectively manage contaminated sites (including groundwater usage). • Waste facilities (landfill / transfer stations). • Weed control. • Ineffective management of water sources (reclaimed, potable) • Illegal dumping. • Illegal clearing / land use. 			
Potential causes include;			
<ul style="list-style-type: none"> • Inadequate management of landfill sites • lack of understanding / knowledge • Inadequate local laws / planning schemes 		<ul style="list-style-type: none"> • Inadequate reporting / oversight frameworks • Community apathy. 	
Key Controls	Type	Date	Shire Rating
<i>Landfill Site Management Procedures</i>	<i>Detective</i>	<i>Dec-22</i>	Effective
<i>Security at Landfill Site</i>	<i>Preventative</i>	<i>Dec-22</i>	Effective
<i>Mosquito Control</i>	<i>Preventative</i>	<i>Dec-22</i>	Adequate
<i>Monitoring bores</i>	<i>Detective</i>	<i>Dec-22</i>	Adequate
Overall Control Ratings:			Adequate
Risk Ratings		Shire Rating	
Consequence:		<i>Major</i>	
Likelihood:		<i>Unlikely</i>	
Overall Risk Ratings:			Moderate
Key Indicators	Tolerance	Date	Overall Shire Result
Comments			
<i>As rated by Stephen Gollan (CEO) and Simon Marshall (DCEO) on 5th December 2022.</i>			
Current Issues / Actions / Treatments		Due Date	Responsibility
<i>Review of Landfill Remaining Life</i>		<i>Jun-23</i>	<i>EHO/MOW</i>
<i>Long Term Landfill Plan</i>		<i>Dec-23</i>	<i>EHO/MOW</i>

5.2 2022/23 Budget Review

Submission To:	Audit & Risk Committee Meeting 14 February 2023
Report Date:	7 February 2023
Applicant:	N/A
File Reference:	ADM 0092
Author and Position:	Simon Marshall, Deputy Chief Executive Officer
Previously Before Council:	Annually
Disclosure(s) Of Interest:	Nil
Attachments:	2022/23 Budget Review Statement of Financial Activity; and 2022/23 Budget Review Detail (at rear of agenda)

SUMMARY

The Audit and Risk Committee to examine the 2022/23 Budget Review and consider recommending to Council that it be received.

BACKGROUND

A Budget Review is conducted annually by comparing actual revenue and expenditure as at 31 December to budget estimates and forecasting predicted revenue and expenditure to 30 June.

The budget review process is a statutory requirement, but also reflects good management practice.

COMMENT

A budget review has been undertaken by staff as per the requirements of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

Any savings realised or over expenditure incurred as at 31 December 2022 has been included in forward projections.

The detailed Budget Review is attached under separate cover.

In summary, it is forecast that a budget surplus of \$376,765 may be realised as at 30 June 2023.

See Budget Review financial report attached to this report for surplus components.

STATUTORY ENVIRONMENT

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* provides that:

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
 - (a) consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government’s financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
**Absolute majority required.*
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

RISK IMPLICATIONS

Failure to complete a Budget Review would result in non-compliance *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*. Approval of this item will mitigate the consequence

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.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION & COMMITTEE RESOLUTION

MAA3/0223

Moved Cr White

Seconded Cr Lawlor

That the Audit and Risk Committee recommend to Council that the 2022/23 Budget Review be received and forwarded to the Department of Local Government.

CARRIED 3/0

SHIRE OF BEVERLEY BUDGET REVIEW FOR THE PERIOD ENDING 30 June 2023					
Description	Budget 2022/23	YTD Actual 2022/23	FORECAST 2022/23	FORECAST Variance	Notes To Material Variances
Operating Revenue					
General Purpose Funding	3,284,715	3,257,516.64	3,444,672	159,957	Additional Financial Assistance Grants and Investment Interest.
Governance	2,100	1,951.18	2,408	308	
Law, Order & Public Safety	246,517	59,002.04	205,269	(41,248)	Less Mitigation Funding.
Health	300	5,000.00	5,300	5,000	
Education & Welfare	0	454.55	455	455	
Housing	112,796	59,494.41	116,271	3,475	
Community Amenities	226,293	215,445.76	231,814	5,521	
Recreation & Culture	152,141	67,541.46	153,504	1,363	
Transport	2,361,615	584,011.69	2,103,624	(257,991)	Airfield Lighting funding expected to be received in 23/24 (\$150,000), Roads to Recovery allocation advice overstated (\$331,280), General Roads Grant greater than expected \$116,412, Bridge Funding increase due to cost escalation \$104,035.
Economic Activities	235,021	144,323.57	290,355	55,334	Cabin and Caravan Park revenue expected to be greater than anticipated.
Other Property & Services	38,100	41,273.76	62,254	24,154	Private works and sale of scrap (excess pavers) expected to be greater than anticipated.
Total Operating Revenue	6,659,598	4,436,015.06	6,615,925	(43,673)	
Operating Expenditure					
General Purpose Funding	(174,375)	(67,223.84)	(173,109)	1,266	
Governance	(281,516)	(144,749.60)	(272,241)	9,275	
Law, Order & Public Safety	(585,910)	(184,142.01)	(508,649)	77,261	No contract mitigation works to proceed.
Health	(174,899)	(72,771.02)	(163,831)	11,068	Loss on Asset Disposal (Doc Vehicle) expected to be lower than anticipated
Education & Welfare	(141,011)	(73,892.49)	(140,335)	676	
Housing	(196,869)	(85,767.59)	(205,634)	(8,765)	5 Short St Painting not budgeted.
Community Amenities	(684,410)	(329,335.34)	(701,817)	(17,407)	Cemetery Record and Map digitisation not budgeted.
Recreation & Culture	(1,629,056)	(793,021.89)	(1,628,226)	830	
Transport	(2,767,427)	(1,305,520.67)	(2,703,608)	63,819	Infrastructure Revaluation consultancy \$64,000 lower than anticipated.
Economic Activities	(619,982)	(328,863.23)	(641,049)	(21,067)	Vincent St Heritage Walk App expense \$20,000.
Other Property & Services	(14,196)	(47,391.49)	(19,600)	(5,404)	
Total Operating Expenditure	(7,269,651)	(3,432,679.17)	(7,158,100)	111,551	
Net Operating	(610,053)	1,003,335.89	(542,175)	67,878	
Capital Income					
Self Supporting Loan - Principal Repayment	10,968	5,400.94	10,968	0	
Proceeds from Sale of Assets	194,000	0.00	204,000	10,000	Grader trade \$10,000 higher than anticipated.
New Loan Raised	0	0.00	0	0	
Total Capital Income	204,968	5,400.94	214,968	10,000	

SHIRE OF BEVERLEY BUDGET REVIEW FOR THE PERIOD ENDING 30 June 2023					
Description	Budget 2022/23	YTD Actual 2022/23	FORECAST 2022/23	FORECAST Variance	Notes To Material Variances
Capital Expenditure					
Land and Buildings	(787,000)	(83,203.60)	(265,874)	521,126	Vincent St Car Park purchase \$200,000 and Airfield lighting \$300,000 unlikely to proceed this FY.
Plant and Equipment	(681,500)	0.00	(655,000)	26,500	New Grader cost \$26,500 lower than anticipated.
Office Furniture and Equipment	(40,000)	(39,670.00)	(39,670)	330	
Road Construction	(2,004,829)	(779,779.31)	(1,774,992)	229,837	Vincent St Project works \$229,792 lower than anticipated.
Other Infrastructure	(1,200,858)	(807,974.12)	(1,252,991)	(52,133)	Kokeby Bridge project costs expected to be \$48,965 greater than anticipated to be offset by increased contribution from MRWA.
Land Under Control	0	0.00	0	0	
Leases	(6,837)	0.00	(6,837)	0	
Loans - Principal Repayments	(138,424)	(68,617.43)	(138,424)	0	
Total Capital Expenditure	(4,859,448)	(1,779,244.46)	(4,133,788)	725,660	
Net Capital	(4,654,480)	(1,773,843.52)	(3,918,820)	735,660	
Adjustments					
Depreciation Written Back	2,400,096	1,188,826.86	2,400,096	0	
Movement in Leave Reserve Cash Balance	0	1,862.43	0	0	
Movement in Non-Current Loan Repayments	0	0.00	0	0	
Movement in Non-Current SSL Income	0	0.00	0	0	
Movement in Non-Current Lease Repayments	0	0.00	0	0	
Movement in Non-Current Investments	0	0.00	0	0	
Movement in Non-Current LSL Provision	0	0.00	0	0	
Movement in Non-Current Deferred Pensioner Rates	0	0.00	0	0	
(Profit)/Loss on Disposal of Assets Written Back	(31,000)	0.00	(67,500)	(36,500)	Net Profit on Asset disposal expected to greater than anticipated.
Loss on Revaluation of Non-Current Assets Written Back	0	0.00	0	0	
Rounding	0	0.00	0	0	
Add Funding From					
Transfer (To)/From Reserves	477,322	(24,551.39)	87,049	(390,273)	Less Transfer from Reserve due to linked funding requirements of Capital projects.
Opening Surplus/(Deficit)	2,418,115	2,418,115.24	2,418,115	0	
Total Adjustments	5,264,533	3,584,253.14	4,837,760	(426,773)	
CLOSING SURPLUS/(DEFICIT)	0	2,813,745.51	376,765	376,765	

5.3 2022 Compliance Audit Return

Submission To:	Audit & Risk Committee Meeting 14 February 2023
Report Date:	7 February 2023
Applicant:	N/A
File Reference:	ADM 0237
Author and Position:	Steve Gollan, Chief Executive Officer
Previously Before Council:	Annually
Disclosure(s) Of Interest:	Nil
Attachments:	2022 Compliance Audit Return

SUMMARY

The *Local Government Act 1995* requires all Western Australian Local Authorities to complete a Compliance Audit Return (CAR), distributed by the Department of Local Government, in relation to activities undertaken by the local authority in the preceding calendar year.

BACKGROUND

In 2006, participation in the program was made compulsory for all local authorities.

COMMENT

Attached is a copy of the CAR for Committee's consideration. The Audit and Risk Committee must review the document before it can recommend that Council adopt and forward to the Minister for Local Government (no later than the 31st March each year). The CAR is reflective of the period 1 January 2022 – 31 December 2022.

This year DLGSC has requested evidence of various items including the Model Code of Conduct, Corporate Business Plan, Audited Financial Report and Strategic Community Plan.

DLGSC is updating its portal so the CAR is presented differently from previous years.

STATUTORY ENVIRONMENT

Local Government Act 1995 and Regulation 13 of the *Local Government Audit Regulations*, Clauses 14 and 15

14. Compliance audit return to be prepared

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3) A compliance audit return is to be
 - (a) presented to the council at a meeting of the council;
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

15. Completion of compliance audit

(1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with:

- (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c) and
- (b) any additional information explaining or qualifying the compliance audit

is to be submitted to the Executive Director by 31 March next following the period to which the return relates.

(2) In this regulation:

Certified in relation to compliance audit return means signed by:

- (a) the mayor or president; and
- (b) The CEO

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

RISK IMPLICATIONS

Failure to complete the Compliance Audit Return would result in non-compliance *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*. Approval of this item will mitigate the consequence.

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.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION & COMMITTEE RESOLUTION

M4/0223

Moved Cr White

Seconded Cr Norman

That the Audit and Risk Committee recommends to Council that:

- 1. the Compliance Audit Return 2022 be adopted; and**
- 2. the Chief Executive Officer and Shire President be authorised to sign and submit the 2022 Compliance Audit Return to the Department of Local Government.**

CARRIED 3/0

Compliance Audit Return Form

Start ✓
Details ✓
Commercial Enterprises ✓
Delegation ✓
Disclosure of Interest ✓
Disposal of Property ✓
Elections ✓
Finance ✓
IPR ✓
Employees ✓
Conduct ✓
Other ✓
Tenders ✓
Documents ✓
Review

Finalise

Details

Local Government

Beverley, Shire of

Created By

Alison Lewis

Year of Return

2022

Status

Draft

Commercial Enterprises by Local Governments

1. Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2022? *

N/A

Add comments

—

2. Has the local government prepared a business plan for each major land transaction that was not exempt in 2022? *

N/A

Add comments

—

3. Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2022? *

N/A

Add comments

—

4. Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2022? *

N/A

Add comments

—

5. During 2022, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority? *

N/A

Add comments

—

Delegation of Power/Duty

1. Were all delegations to committees resolved by absolute majority? *

N/A

Add comments

Please enter comments *

No committees have any delegations.

2. Were all delegations to committees in writing? *

N/A

Add comments

—

3. Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995? *

N/A

Add comments

—

4. Were all delegations to committees recorded in a register of delegations? *

N/A

Add comments

—

5. Has council reviewed delegations to its committees in the 2021/2022 financial year? *

Yes

Add comments

—

6. Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995? *

Yes

Add comments

—

7. Were all delegations to the CEO resolved by an absolute majority? *

Yes

Add comments

—

8. Were all delegations to the CEO in writing? *

Yes

Add comments

—

9. Were all delegations by the CEO to any employee in writing? *

Yes

Add comments

—

10. Were all decisions by the Council to amend or revoke a delegation made by absolute majority? *

Yes

Add comments

—

11. Has the CEO kept a register of all delegations made under Division 4 of the Local Government Act 1995 to the CEO and to employees? *

Yes

Add comments

—

12. Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year? *

Yes

Add comments

—

13. Did all persons exercising a delegated power or duty under the Local Government Act 1995 keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996 regulation 19? *

Yes

Add comments

Disclosure of Interest

1. Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter? *

N/A

Add comments

2. Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting? *

N/A

Add comments

3. Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made? *

Yes

Add comments

4. Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day? *

Yes

Add comments

—

5. Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2022? *

Yes

Add comments

—

6. On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return? *

Yes

Add comments

—

7. Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995? *

Yes

Add comments

—

8. Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28? *

Yes

Add comments

—

9. When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person? *

Yes

Add comments

—

10. Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return? *

Yes

Add comments

—

11. Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A? *

Yes

Add comments

—

12. Did the CEO publish an up-to-date version of the gift register on the local government's website? *

Yes

Add comments

—

13. When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people? *

Yes

Add comments

14. Have copies of all records removed from the register under section 5.89A(6) Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure? *

Yes

Add comments

15. Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report? *

Yes

Add comments

16. Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application? *

N/A

Add comments

17. Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered? *

N/A

Add comments

18. Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)? *

Yes

Add comments

You will be required to attach evidence of this, please have this ready to upload at the documents section.

—

19. Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995? *

No

Add comments

—

20. Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website? *

Yes

Add comments

—

21. Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? *

Yes

Add comments

—

Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website? *

Yes

Disposal of Property

1. Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)? *

N/A

Add comments

—

2. Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property? *

N/A

Add comments

—

Elections

1. Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulation 30G(1) and regulation 30G(2) of the Local Government (Elections) Regulations 1997? *

N/A

Add comments

Please enter comments *

No elections in 2022

2. Did the CEO remove any disclosure of gifts forms relating to unsuccessful candidates, or successful candidates that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997? *

N/A

Add comments

—

3. Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997? *

N/A

Add comments

—

Finance

1. Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995? *

Yes

Add comments

—

2. Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority? *

N/A

Add comments

—

3. Was the auditor's report for the financial year ended 30 June 2022 received by the local government by 31 December 2022? *

Yes

Add comments

You will be required to attach evidence of this, please have this ready to upload at the documents section.

4. Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters? *

N/A

Add comments

5. Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government? *

N/A

Add comments

6. Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website? *

N/A

Add comments

7. Was the auditor's report for the financial year ending 30 June 2022 received by the local government within 30 days of completion of the audit? *

Yes

Add comments

Integrated Planning and Reporting

1. Has the local government adopted by absolute majority a strategic community plan? *

Yes

Add comments

You will be required to attach evidence of this, please have this ready to upload at the documents section.

Please provide the adoption date or the date of the most recent review *

24/08/2021

2. Has the local government adopted by absolute majority a corporate business plan? *

Yes

Add comments

You will be required to attach evidence of this, please have this ready to upload at the documents section.

Please provide the adoption date or the date of the most recent review *

24/02/2014

3. Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)? *

Yes

Add comments

Local Government Employees

1. Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A? *

N/A

Add comments

2. Was all information provided in applications for the position of CEO true and accurate? *

N/A

Add comments

3. Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995? *

N/A

Add comments

4. Did the CEO inform council of each proposal to employ or dismiss senior employee? *

N/A

Add comments

5. Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so? *

N/A

Add comments

—

Official Conduct

1. Has the local government designated an employee to be its complaints officer? *

Yes

Add comments

—

2. Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995? *

Yes

Add comments

—

3. Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995? *

Yes

Add comments

—

4. Has the CEO published an up-to-date version of the register of the complaints on the local government's official website? *

Yes

Add comments

—

Other

1. Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2022?

Yes

Add comments

Please provide the date of council's resolution to accept the report. *

25/02/2020

Please enter comments *

The next FSMR Review to be undertaken 27 February 2023.

2. Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2022?

Yes

Add comments

Please provide the date of council's resolution to accept the report. *

22/02/2022

—

3. Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?

N/A

Add comments

—

4. Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?

Yes

Add comments

—

5. Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?

Yes

Add comments

—

6. Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?

Yes

Add comments

—

7. Did the local government prepare a report on the training completed by council members in the 2021/2022 financial year and publish it on the local government's official website by 31 July 2022?

Yes

Add comments

—

8. By 30 September 2022, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2022?

Yes

Add comments

—

9. When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?

Yes

Add comments

—

Tenders for Providing Goods and Services

1. Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less? *

Yes

Add comments

—

2. Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations? *

Yes

Add comments

—

3. When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)? *

Yes

Add comments

—

4. Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract? *

N/A

Add comments

—

5. If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation? *

N/A

Add comments

—

6. Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16? *

Yes

Add comments

—

7. Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website? *

Yes

Add comments

—

8. Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender? *

N/A

Add comments

—

9. Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept? *

Yes

Add comments

—

10. Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted? *

Yes

Add comments

—

11. Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22? *

Yes

Add comments

—

12. Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice? *

N/A

Add comments

—

13. Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer? *

N/A

Add comments

—

14. Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24? *

N/A

Add comments

—

15. Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE? *

No

Add comments

—

16. If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation? *

N/A

Add comments

17. Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application? *

N/A

Add comments

18. Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG? *

N/A

Add comments

19. Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications? *

N/A

Add comments

20. Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept? *

N/A

Add comments

21. Did the CEO send each applicant written notice advising them of the outcome of their application? *

N/A

Add comments

—

22. Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F? *

N/A

Add comments


—

Documents

[about 21 hours ago \(07/02/2023 4:04 PM\)](#)
Alison Lewis

 [2021-22 Annual Financial Report - FINAL.pdf \(1.54 MB\) \(/ _entity/annotation/fede5b09-bea6-ed11-aad1-002248962727/976c0132-2a5b-ed11-9562-00224893390b?t=1675831036159\)](#)


[about 21 hours ago \(07/02/2023 4:04 PM\)](#)
Alison Lewis

 [Code of Conduct of Conduct for Council Members Committee Members.pdf \(232.91 KB\) \(/ _entity/annotation/dbc4be10-bea6-ed11-aad1-002248962727/976c0132-2a5b-ed11-9562-00224893390b?t=1675831036159\)](#)

[about 21 hours ago \(07/02/2023 4:05 PM\)](#)
Alison Lewis

 [20210824 Reviewed and Adopted Strategic Community Plan.pdf \(2.35 MB\) \(/ _entity/annotation/1eab4620-bea6-ed11-aad0-0022481117ad/976c0132-2a5b-ed11-9562-00224893390b?t=1675831036159\)](#)

[2 minutes ago \(08/02/2023 12:36 PM\)](#)
Alison Lewis

 [2014-17 Corporate Business Plan - Final.pdf \(603.32 KB\) \(/ _entity/annotation/36b77322-6aa7-ed11-aad0-0022481117ad/976c0132-2a5b-ed11-9562-00224893390b?t=1675831036159\)](#)

Audit & Risk Committee Meeting Minutes
14 February 2023

6. NEW BUSINESS ARISING BY ORDER OF THE MEETING

Nil

7. CLOSURE

The Chairman declared the meeting closed at 9:20am

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

PRESIDING MEMBER:

DATE:

7.3 Minutes of the Local Emergency Management Committee Meeting Held 21 February 2023

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M3/0223

Moved Cr Martin

Seconded Cr Sattler

That the Minutes of the Local Emergency Management Committee Meeting held Tuesday 21 February 2023 be received.

CARRIED 7/0

3:09pm – Cr Gogol joined the meeting.



21 FEBRUARY 2023

**LOCAL EMERGENCY
MANAGEMENT COMMITTEE**

MINUTES

1. MEETING COMMENCEMENT

Shire of Beverley President, Cr David White opened the meeting at 2:33pm.

2. ATTENDANCE AND APOLOGIES

Attendance

Representative

Cr David White
Mr Andy Galbraith
Mr Stephen Gollan
Mr Troy Granville
Ms Jo Spadaccini
Mr Lionel Rudd
Ms Bronwyn Herne
Ms Zoe Lear
Mr Travis Boyle
Ms Ali Lewis

Organisation

Shire of Beverley President (Chair of Meeting)
WAPOL York
Chief Executive Officer, Shire of Beverley
CESM Beverley/York
Department of Communities – Wheatbelt DESO
SJA Beverley
SJA Beverley Community Paramedic Wheatbelt
HSM Beverley Health Service
Beverley Volunteer Fire & Rescue Service
Executive Assistant, Shire of Beverley

Apologies

Mr Bill Cleland	Chief Fire Control Officer
Mrs Yvette Grigg	DFES District EM Advisor
Mr Adrian Lister	Principal Beverley District High School
Mr Terry O’Dea	WAPOL Beverley
Mr Justin Corrigan	DFES AO Lower Wheatbelt
Mr Jon Rothwell	Beverley Men’s Shed

Observers

Nil

3. CONFIRMATION OF MINUTES OF MEETING HELD 12 AUGUST 2022

Moved: Bronwyn Herne

Seconded: Zoe Lear

That the Minutes of the Local Emergency Management Advisory Committee Meeting held in the Council Chambers on Tuesday 12 August 2022, be confirmed.

CARRIED UNANIMOUSLY

4. MATTERS ARISING FROM PREVIOUS MINUTES

Nil

5. CORRESPONDENCE

- DEMA Feb/Mar 2023 Report
- EM Health Check
- Wheatbelt Local Evacuation Welfare Plan
- Department of Communities – Wheatbelt DESO Update

6. AGENCY UPDATES

St John Ambulance Beverley

Three volunteers have been accredited as emergency responders.
Training is going well.

WAPOL Beverley

Thanks to those who attended the 40th Anniversary. No other updates.

Beverley Health Service

Accreditation last week, waiting for formal response.

Beverley VRFS

Short on volunteers during working hours but all going well.

Department of Communities

DESO report sent through.

DoC has morphed into emergency support and relief. A lot of work being done up north.

Cervantes Fire – Jurien and Badgingarra centres opened.

Welfare Plan – living document, being tabled for comment. Any feedback please send through to Jo via email.

Moved: Jo Spadaccini

Seconded: Bronwyn Herne

That the Welfare Plan be tabled for adoption.

CARRIED UNANIMOUSLY

7. BUSINESS OF THE MEETING

Emergency Management Health Check Exercise

Troy briefly ran through the EMHC document. Committee asked to each go through the EM Health Check for the next meeting.

8. GENERAL BUSINESS

Nil

9. NEXT MEETING

Tuesday 9 May 2023 at 2:30pm

10. CLOSURE

There being no further business the Chairperson declared the meeting closed at 2:59pm

8. TECHNICAL SERVICES

Nil

9. PLANNING SERVICES

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

Submission To:	Ordinary Council Meeting 28 February 2023
Report Date:	15 February 2023
Applicant:	Black and White Enterprises Pty Ltd
File Reference:	BUT 51004
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	24 September 2013, 25 September 2018, 23 August 2022
Disclosure(s) Of Interest:	None
Attachments:	Application Documentation

SUMMARY

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

BACKGROUND

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

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

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

- 13th and 14th October 2023
- 11th and 12th October 2024
- 10th and 11th October 2025
- 9th and 10th October 2026, and
- 8th and 9th October 2027.

The *Westdale Dirt Drags* event is proposed to operate with the first day being setup with a test and tune session from 12h00 to 04h00 and the second day being competition day between the hours of 09h00 to 04h00 the following morning.

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

- 12th and 13th May 2023
- 10th and 11th May 2024
- 9th and 10th May 2025
- 8th and 9th May 2026
- 7th and 8th May 2027.

- The *Turner Gully Dirt* event is proposed to operate with the first day being setup with a test and tune session from 12h00 to 02h00 and the second day being competition day between the hours of 09h00 to 04h00 the following morning.

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

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

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

COMMENT

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

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

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

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

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

Below are extracts from comments received:

Respondent 1:

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

Respondent 2:

On reading the submission by the organisers, we note that the event is to be from 9am – 10pm on Saturdays only. At each event in the past, there has been dragging on both the track and also on Butchers and Bartram Roads. Sometimes dragging has gone past 12 pm on both the Friday and Saturday nights and has started up again as early as 4am on the Saturday and Sunday mornings. We are zoned Farming (as per the Shire) so we feel that events like this shouldn't be permitted as they don't meet the criteria, perhaps they would be better being held at the Showgrounds as that venue would be more appropriate.

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

Given the above historical non-compliance with imposed conditions of planning approval the recommendation to Council will be to approve a single event for the *Westdale Dirt Drags*, and a single event for the *Turner Gully Dirt Drags* only, with close monitoring during these events.

It is also not considered appropriate to allow event activities to continue past 24h00 on the competition event day and 22h00 on the test and tune event day. The subject property is located within the *Rural Zone* and a number of farm homesteads are within close proximity to the subject property. It is considered that the general amenity of this setting will be negatively affected by extending the hours of operation beyond 24h00 on competition event day and 22h00 on test and tune event day.

CONSULTATION

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

1. *Any Public Event that charges an entry fee is required to have a "Public Building", (Public Event) Approval under the Public Health Act 2016.*
2. *Any Public Event applications are to be lodge three, (3), months prior to the event commencing, to allow sufficient time for assessment and approval.*
3. *Any temporary public camping applications are to be lodged one, (1), month prior to the use of the land as a temporary camping ground, to allow sufficient time for assessment and approval.*
4. *Any application for a Public Event shall address, where applicable, each requirement under the Department of Public Health, "Concerts and Mass Gatherings Guidelines".*
5. *Any associated, event or live entertainment, is to address any additional, relevant requirements listed in the "Concerts and Mass Gatherings Guidelines".*
6. *Any required Liquor Licensing is to be addressed and approved where applicable.*
7. *Any requirements of Police or Emergency Services are to be addressed and complied with, where applicable.*
8. *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.*
9. *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.*
 10. *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.*
 11. *Temporary electrical installations are to be certified by a licensed electrician prior to use.*
 12. *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.*
 13. *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.*
 14. *Motor sports are inherently dangerous and the Health Act 1911 defines those that have spectator viewing as public buildings. Spectators must be protected from competition vehicles and any debris that may emanate from the race area. The types of barriers will vary significantly between the different sports. There are critical safety elements to be considered and addressed in any proposal, including and not limited to:*
 - Spectator safety.*
 - Competitor safety.*
 - Officials safety.*
 - Vehicle safety.*

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

Public Notification:

In compliance with the *Planning and Development (Local Planning Schemes) Regulations 2015* the application was advertised from 16 December 2022 until 27 January 2023. A total of 4 submissions were received. A summary of the submissions and Shire Planner's response are detailed in the table below.

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

	Respondent	Property	Comment	Applicant's Response	Shire Planner's Response
1	Rob Fisher 305 Vallentine Road Beverley WA 6304	305 Vallentine Road	<p>Objection to the proposal.</p> <p>All October dates are in Restricted Burning dates and a motion adopted by the BFAC recommended no events should take place during these dates.</p> <p>Operation hours are unsociable. Usual practice is to ignore restrictions.</p>		<p>During previous considerations of Council regarding this matter (24 September 2013, 25 September 2018 & 23 August 2022 Council meetings), Legal Advice was presented as obtained from McLeods and quoted hereunder: <i>'I have reviewed the minutes of the Fire Control Officers (FCOs) meeting, which do not clarify whether there was any statutory basis for the determination made by the FCOs "That no events may be held after the second weekend in October that pose a fire risk".'</i></p> <p><i>'FCOs or bush fire control officers are appointed by the local government under s. 39 of the Bush Fires Act 1954. Under s. 39 FCOs may exercise various special powers, which generally relate to the control and extinguishment of bushfires. The prevention of bushfires is dealt with under Part III of the Act. That Part authorises the declaration of restricted burning times or total fire bans by either the Minister or the FES Commissioner. Generally speaking, the restrictions contained in Part III relate to restrictions on lighting fires during periods of high fire danger as declared by the Minister or the FES Commissioner. There are no restrictions under Part III that I am aware of, which are imposed on particular events or developments that may give rise to a bush fire risk.</i></p> <p><i>'I am also not aware of any general power exercisable by a FCO under the Act, which authorises the FCO to declare that certain events, which do not in themselves involve burning or the lighting of fires, may only be held within stipulated periods. I am therefore not aware of any statutory</i></p>

	Respondent	Property	Comment	Applicant's Response	Shire Planner's Response
					<p><i>basis for the resolution made by the FCOs at their meeting on 17 October 2012.</i></p> <p><i>'Consequently, I do not consider that the Shire would be precluded from granting planning approval to the proposed event. Nonetheless, any possible fire risk or hazard that may arise from the holding of the event would be a relevant planning consideration to which the Shire should have regard in exercising its discretion. I am not presently aware as to what zone the event is proposed to be held in, however I do note that it is an objective of the Farming Zone in cl. 3.5.1(f) to "prevent development in areas of extreme bushfire risk, and developments that may increase bushfire risk". If there is any potential bushfire risk that may arise from the holding of the event, this may be an issue that could be addressed by suitably worded conditions of approval. The Shire may also wish to refer to the WAPC's "Planning for Bushfire Protection", which sets out general principles for bush fire hazard risk management.'</i></p> <p>During the previous determination of the same event an additional condition of planning approval was added to require additional fire breaks and re-grading of existing boundary fire breaks prior to each event. This will be recommended to be retained should Council resolve to approve this application.</p> <p>An additional condition of Planning approval is proposed to be imposed to prohibit open fires during the event day when Shire of Beverley Restricted Burning Period is active.</p>

	Respondent	Property	Comment	Applicant's Response	Shire Planner's Response
					The statement in relation to the proposed operation hours being 'unsociable' is noted, and agreed with.
2	Karl Green 551 Butchers Road Dale WA	551 Butchers Road Westdale	No objection to proposal. As one of the nearest properties the schedule has no effects to me. Other events in the past have been run & maintained well.		Noted.
3	Leon Kennedy Lots 87 & 88 Butchers Road, Dale	Lots 87 & 88 Butchers Road Dale	Comment on the proposal. No major concerns based on information supplied. Would like to ensure our property is covered by their 3 rd Party Insurance for any damage or losses sustained due to the event or any persons accessing, attending or departing the event.		The submission is noted. Matters in relation to 3 rd party insurance is respectfully submitted to not be planning related.
4	Dee Ridgway 214 Yenyening Lakes Road, Beverley	214 Yenyening Lakes Road, Beverley	Objection and comment on the proposal. Objection relates to the proposed October dates for the Westdale Dirt Drags. The property is located in an agricultural area and the event is planned for a time of year when there is increasing risk of fire hazard leading into the summer months. Uncontrolled grass on rural land holdings in the district and grassy road verges has increased the fire hazard risk.		During the previous determination of the same event an additional condition of planning approval was added to require additional fire breaks and re-grading of existing boundary fire breaks prior to each event. This will be recommended to be retained should Council resolve to approve this application. An additional condition of Planning approval is proposed to be imposed to prohibit open fires during the event day when Shire of Beverley Restricted Burning Period is active.

	Respondent	Property	Comment	Applicant's Response	Shire Planner's Response
			<p>Whilst organisers may implement sound planning and good crowd management at the event, they cannot control the actions of hundreds of patrons driving through agricultural land to or from the property.</p> <p>The May dates for the Turner Gully Drags are supported.</p>		

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 08h30 to 00h30. Should Council approve the application, it will be recommended the fire management plan and first aid arrangements as detailed, be specified as conditions of approval.

Traffic Management Plan

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

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

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

STATUTORY ENVIRONMENT

Shire of Beverley Local Planning Scheme No. 3.

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

There are no policy implications relative to this application.

RISK IMPLICATIONS

It is considered that the proposal has moderate risks.

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M4/0223

Moved Cr Davis

Seconded Cr Lawlor

That Council resolve:

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

Conditions:

1. Planning approval for the event at Lot 83 Butchers Road, Westdale, is valid for the 12 & 13 May 2023 and 13 & 14 October 2023 only. These dates include a setup day before the event and a pack-up day after event.
2. The event test and tune activities (inclusive of Burnout Activities), are to be held only between the hours of 12h00 to 22h00 strictly on the relevant day only.
3. The event competition activities (inclusive of Burnout Activities), are to be held only between the hours of 09h00 to 24h00 strictly on the day of the competition event only.
4. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.
5. As the Water Corporation reticulated sewer is not available, acceptable ablution facilities are to be provided for the entire period of this approval, to the satisfaction of the Shire's Environmental Health Officer.

- 6. The submitted Event Risk Management Plan (Fire Precautions, Emergency Evacuation, Medical Emergency Plan & Traffic Management Plan) are to be complied with at all times, for the entire period of this approval.**
- 7. No open fires shall be permitted on the subject property on the setup day, event day and pack-up day during Shire of Beverley Restricted Burning Times.**
- 8. An ambulance and three staff qualified in first aid are to be available on-site between the hours of 8h30 am to 00.30 am on the test and tune as well as competition days of the event.**
- 9. Prior to the event all boundary fire breaks shall be graded to a minimum width of 5 meters.**
- 10. An internal fire break shall be placed around the main parking and spectator area as a buffer in the event a fire starts within this area.**

Advice Notes:

- Note 1:** Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
- Note 2:** The applicant is advised a building permit is required for all structures on the property and prior to commencement of any building works.
- Note 3:** The applicant is advised that any Public Event that charges an entry fee is required to have a “Public Building”, (Public Event) Approval under the Public Health Act 2016.
- Note 4:** The applicant is advised that any Public Event applications are to be lodge three (3) months prior to the event commencing, to allow sufficient time for assessment and approval.
- Note 5:** The applicant is advised that any required Liquor Licensing is to be addressed and approved where applicable.
- Note 6:** The applicant is advised that any temporary structures and stages information is to be provided in detail, including engineer’s certification, erection manuals, certificates of insurance and certificates of installation by a competent person once installed.
- Note 7:** The applicant is advised that temporary electrical installations are to be certified by a licensed electrician prior to use.
- Note 8:** The applicant is advised that any food sold, must be by a business or group who is registered with a Local Government as a Food Business under the Food Act 2008, or if not currently registered

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

Note 9: The applicant is advised that any event/event organisers, are to be affiliated with the relevant official motorsport body and are to have evidence of approval and endorsement from that body.

Note 10: The applicant is advised to submit written proof to the Shire of sufficient Public Liability Insurance for the event, one week prior to the event occurring.

Note 11: The applicant is advised that motor sports are inherently dangerous and the Health Act 1911 defines those that have spectator viewing as public buildings. Spectators must be protected from competition vehicles and any debris that may emanate from the race area. The types of barriers will vary significantly between the different sports. There are critical safety elements to be considered and addressed in any proposal, including and not limited to:

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

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

Note 13: The applicant is advised that emitted noise must comply with *Environmental Protection (Noise) Regulations 1997* at all times.

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

CARRIED 8/0

3:11pm – Mr Martin, Mr Shepherd and Mr Kirby left the meeting and did not return.

Westdale and Turner Gully Dirt Drags 2023 - 2027



Event Risk Management Plan

Forward

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

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

Event Overview

Due to continued interest within the “Off Road” sporting community and continuing success of similar events throughout Australia, Wildcard Promotions seeks the opportunity to stage Westdale Dirt Drags and Turner Gully Sand Drags from 2023 to 2027.

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

The proposed Westdale Dirt Drags is to be held on a portion of 49ha of private land located at Lot 83 Butcher Road, Westdale within the Shire of Beverley. We would propose the events to be held on the 13th and 14th October 2023, 11th and 12th October 2024, 10th and 11th October 2025 and the 9th and 10th October 2026 and 8th and 9th October 2027. The event will operate with the first day being setup with a test and tune session from 12:00hrs to 04:00hrs and the second day being competition day between the hours of 9.00am to 04:00 am the following morning.

Turner Gully Dirt Drags will be held on the same property located on Butcher Road within the Shire of Beverley on the 12th and 13th May 2023, 10th and 11th May 2024, 9th and 10th May 2025 and the 8th and 9th May 2026 and 7th and 8th May 2027. The event will operate with the first day being setup with a test and turn session from 12:00hrs to 02:00hrs and the second day being competition day between the hours of 9.00am to 04:00 am the following morning.

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

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

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

Track Construction

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

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

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



Event Risk Management

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

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

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

Version 5

Issued Date 24th September 2014

Reviewed Date 12th September 2022

Attachments - Agenda Item 9.1

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

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

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

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

PUBLIC HEALTH EVENT RISK CLASSIFICATION TOOL

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

Events Risk Classification

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

Version 5

Issued Date 24th September 2014

Reviewed Date 12th September 2022

Attachments - Agenda Item 9.1

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

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

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Attachments - Agenda Item 9.1

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

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

Medical Risk Classification Tool

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

On completion the completed form will be email to dpmu@health.wa.gov.au

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

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

Medical Risk Categories

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

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

Action Required Based on The Medical Risk Score

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

Westdale Dirt Drag Competitor Safety Rules 2022

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

Rider Protective Equipment Requirements

Competitors minimum safety clothing and equipment requirements to race: -

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

Credential Sign In

Entrant Sign-On (Scrutineering)

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

Machine Safety Requirements

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

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

Changes After Scrutineering

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

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

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

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

Bottles must be equipped with on/ off taps.

Bottle shut-offs requiring special keys are not acceptable.

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

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

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

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

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

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

SPECIAL NOTE FOR ROAD REGISTERED VEHICLES ONLY:

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

Start line procedure

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

Final Qualifying

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

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

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

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

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

Dirt Drag Classes

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

Nitro Harley - V-twin nitro fuelled.

V8 Bike - V8 purpose-built sand drag machine.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Car/Buggy

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

Westdale Dirt Drag Non-Competitor Safety Rules 2022

Stewards – Dirt Drags

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

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

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

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

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

Race Crew

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

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

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

Spectators

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

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

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

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

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

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

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

Driver and Passenger Protective Equipment Requirements

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

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

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

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

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

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

Stewards Protective Equipment Requirements

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

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

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

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

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

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

Spectator Safety

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

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

Burnout Vehicle Classes

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

PRO Class

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

OPEN CLASS

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

SPORTSMAN CLASS

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

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

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

Vehicles

1. Vehicle - General

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

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

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

Highly modified firewalls can be determined by Burnout Competition Stewards.

2. Presentation and Appearance

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

3. Interior

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

4. Batteries

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

5. Fluids

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

6. Mechanical

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

7. Exhaust/Muffler

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

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

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

9. Changes After

Scrutineering

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

10. Nitrous Oxide Regulations

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

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

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

Bottle Mounting:

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

Bottles should be mounted to manufacturer's specification.

Bottles must be equipped with on/ off taps.

Bottle shut-offs requiring special keys are not acceptable.

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

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

Switching:

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

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

Markers:

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

The marker shall be a yellow diamond, with N20 printed in black letters.

Warning Light:

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

SPECIAL NOTE FOR ROAD REGISTERED VEHICLES ONLY:

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

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

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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 be held with controls implemented the residual risk rating has been deemed as Low.

Event Medical Plan

Medical Emergency

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

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

To address this risk a Paramedics from Medic Aid will be on-site to attend to any medical incidents that may arise. Their location will be strategically placed to ensure full accessibility.

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

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

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

The GPS co-ordinates of -32.323215S, 116.741146E will be conveyed to the pilot of that aircraft via the onsite Medic Aid paramedic.

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

Medical Event Plan below.

References

AS ISO 31000:2009 Risk Management – Principles and Guidelines

AS 3745:2010 Planning for Emergencies in Facilities

AS 1841 Portable Fire Extinguishers

AS 3845:1999 Water Filled Crash Attenuators

Guidelines for concerts, events and organised gatherings December 2009

Event Terms and Conditions

Westdale Dirt Drags – Burnouts / Paramedical Support

Quotation for duration of event 36 hours

6pm Friday through to 6am Sunday

Skeleton crew Friday pm and Saturday and Sunday pm

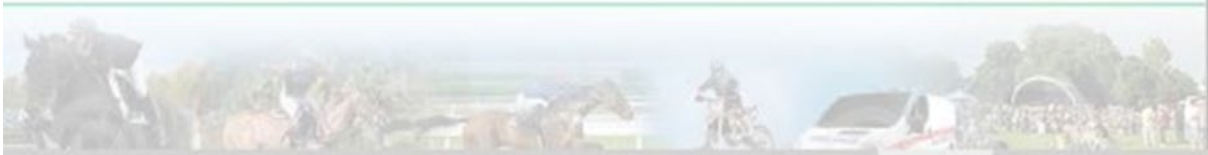
- > 1 Paramedic
- > 1 Ambulance Officer
- > 1 Ambulance
- > 1 Rapid Response Medical ATV
- > Fully operational medical trailer ALS

Full crew Saturday 8am – 8pm

Service includes.

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

Set fee of \$5200.00 +GST





For all your First Aid and Medical needs

PO Box 177
Bindoon Post

Mobile 0427 987 597

Fax 08 9576 1188

medicaidwa@bigpond.com

ABN 91 747 150 077

Company Profile

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

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

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

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

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

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



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



MAWA POLICY NUMBER:	MAWA052: Medical Response Plan for Westdale 2018 - 2022
OWNER OF POLICY:	General Manager.
CONTACT PERSON:	Operations Manager.
REVIEWED BY:	Operations Manager / General Manager.
REVIEW REGULARITY:	Annual review.
APPROVAL BY:	General Manager.
EXPLANATION:	This policy and procedures is written and followed to ensure that all operations during Tumer Gully Dirt Drags and Westdale Rock are carried out in a manner that is as safe as practicably possible to all staff and any other individual involved in the process.
POLICIES RELATING TO THIS POLICY:	All policies and procedures relate back to this area of Policy and its Procedures.
DOCUMENTS OR FORMS RELATING TO THIS POLICY:	All documents relate back to this policy and procedure in some manner.
TO WHOM DOES THIS POLICY RELATE:	This policy relates to all staff of Off Road Racing operations at MAWA. Event Management of Westdale Rock and Tumer Gully Dirt Drags and Assistants
POLICY:	<p>Policy Statement:</p> <p>In any sport, it is essential to have rules regulating its conduct. This is particularly so in the case of motorcycling, where safety is vital for participants and spectators. This document is designed to outline the provision of care for competitors, officials and the general public at club, state and national level motocross competitions.</p> <p>Legal Compliance:</p> <p>Medic Aid, staff and Management will comply with the requirements of the following:</p> <ul style="list-style-type: none"> • Occupational Health and Safety Act 2000 • Occupational Health and Safety Regulation 2001 • Workplace Injury Management and Workers' Compensation Act 1998 • Workplace Injury Management and Workers' Compensation Regulation 2002 • Poisons Act 1964 <p>All personnel will also adhere to all relevant codes of practice.</p> <p>Poisons Permit Codes of Practice:</p> <p>This Code of Practice sets out the responsibilities in regard to a Health Services Poisons Permit for Medical Treatment. Medical treatment is considered to be the diagnosis, and ongoing treatment of illness and disease. This Permit for medical treatment also covers emergency administration of medicines.</p> <p>Medical Response Plan:</p> <p>This Plan has been developed to help ensure compliance with Part 4, Division 3 "Emergency Preparation" of the WA Mines Safety and Inspection Regulations 1999, and more specifically Regulation 4.30 "Preparation of emergency plan". Regulation 4.30 requires the principal employer or manager to prepare an emergency plan that:</p>

NAME of document:	MAWA 052: Medical Response Plan for Westdale Professional Motocross Events - 2018 - 2022	Location:	
Version Number:	3.0	Next review date:	8 th of February 2019
Reviewed:	8 th of February 2018	Written by:	Curriculum Development Coordinator
RTU Number:			Page 1 of 1

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 Mobile: 0427 987 597
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	<ul style="list-style-type: none"> • 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 <p>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.</p> <p>Clinical Skills Guidelines: <i>The Primary Clinical Care Manual</i> 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.</p> <p>Emergency Vehicle Authorisation (EVA): Under the <i>Road Traffic Code 2000</i> 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;</p> <p>Medical Indemnity These guidelines and authorisations ensure compliance with current insurance during all events.</p>
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Name of document:	MAWA 0552: Medical Response Plan for Western Australian Perpetrators of Family Violence - 2018 - 2022	
Version Number:	1.0	Location:
Reviewed:	18 th of February 2018.	Next review due:
BYO Number:	Written by: Curriculum Development Coordinator	Page 2 of 7

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 Mobile: 0427 987 597
 Email: medicaidwa@bigpond.com



MAWA POLICY NUMBER:	MAWA010. Motocross Policy and Procedures (continued).
PROCEDURE	<p>ABBREVIATIONS SP Senior Paramedic EM Event Manager AEM Assistant Event Manager RRT Rapid Response Team RRV Rapid Response Vehicle MAWA Medic Aid WA</p> <p>Qualification and Manning Requirements: Based on a joint MAWA and Medical Director risk assessments the minimum qualification and manning levels should apply:</p> <p>Turner Gully Dirt Drags - 2 Paramedics, 2 Ambulance Officers and 2 first aid officers Westdale Rock - 2 Paramedics, 2 Ambulance Officers and 2 first aid officers All on-site Paramedics are to have current ALS</p> <p>Personnel Protective Equipment (PPE): All personnel are to be attired appropriately. Consult the MAWA PPE matrix. The following items at a minimum:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>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</p> <p>All equipment should be inspected, tested and accounted for at the start and end of every shift. It is the responsibility of each Medic Aid WA group to ensure they have enough resources at all times. Personnel are to take note if equipment is missing. If personnel's notice that certain stock is being depleted throughout the event, they are to request additional stock through the Medic Aid WA Operations Manager.</p> <p>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)</p>

Name of document:	MAWA010: Motocross Policy and Procedures (continued) - 2018 - 2022		
Version Number:	3.0	LOG008:	
Reviewed by:	08 of February 2018	Next review due:	08 of February 2020
RTD Number:	WR060 by: Curriculum Development Coordinator	Page:	3 of 3

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

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

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

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

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

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

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

Operations on a live race track (Incident Response)

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

Name of document:	MARA 002: Rapid Response Plan for Western Australian Professional Events - 2018 - 2022		
Version Number:	3.0	Location:	
Reviewed By:	8 th of February 2018	Next review due:	8 th of February 2019
RTD Number:	Written by: Curriculum Development Coordinator	Page:	4 of 7

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

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

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

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

EVENT SPECIFIC NOTES

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

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

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

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

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

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

Name of document:	MAWA 0012: Medical Response Plan for Motocross, Pump Track, Trials/Enduro Events - 2015 - 2022		
Version Number:	3.0	Location:	
Reviewed:	8 th of February 2018	Next review due:	8 th of February 2019.
RTO Number:	Written by:	Development Coordinator,	Page 3 of 3

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 Email: medicaidwa@bigpond.com



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 license to the nearest ED facility.

Evacuation & Emergency Procedures

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

Emergency Response Resource List

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

Rescue Helicopter coordinates: 32-321157
 116-741152

Site Map



NOTE:

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

Name of document:	EMERGENCY - Event Response Plan for Beverley Districts Hospital (Beverley Districts Hospital) - 2018-2022
Version Number:	3.0
Reviewed:	8 th of February 2018
Next review due:	8 th of February 2019
WTO Number:	Written by: Curriculum Development Coordinator, Page 6 of 7

Crowd Control

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

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



4 July 2022

Westdale Dirt Drags

ATT : ANTHONY SHEPHERD

Dear Sir

RE : WESTDALE DIRT DRAG SECURITY QUOTATION

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

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

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

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

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

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

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

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

Kind regards

Ross McDonnell
 Owner/Director
 Lic # 00520

Camping

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

After some liberation, the Shire of Beverley conceded this.

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

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

Liquor Control

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

Temporary Food Stalls

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

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



Food Act 2008

Rockingham

Section 110(6)

where the coast
comes Co life

CERTIFICATE OF REGISTRATION OF A FOOD BUSINESS

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

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

Vehicle Registration No:- ITUL 673

CONDITIONS:-

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

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

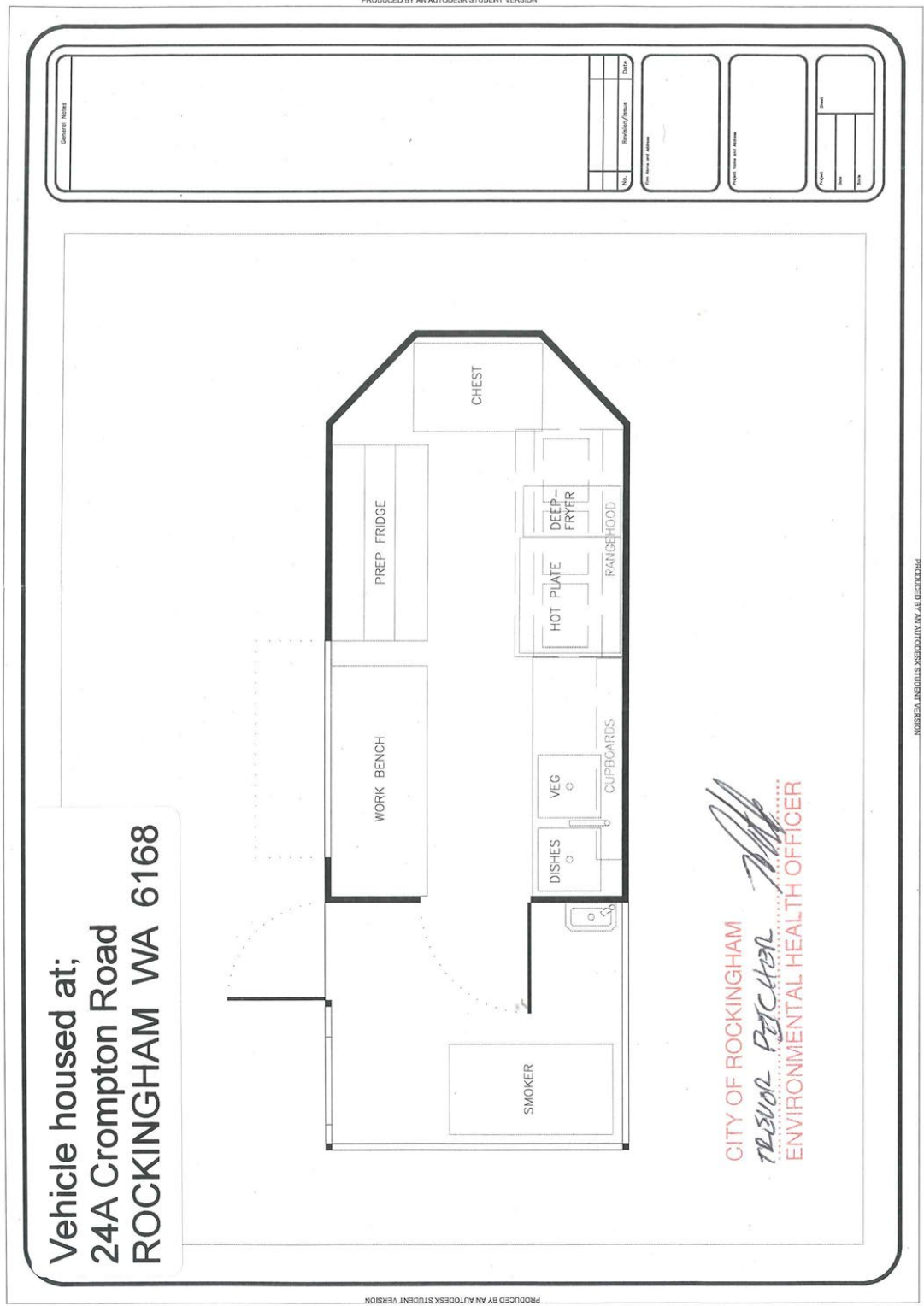
Signed By: _____

MANAGER HEALTH & BUILDING
SERVICES

Delegate of CITY OF ROCKINGHAM

Dated: 9 July 2021

PBH/2669
See Plan on back of page.



7 June 2022

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

**Your
insurance**
Policy number
109RN28151COM
Monthly premium
\$50.37
Your cover



We've renewed your insurance policy

starts on
9 June 2022

Dear JASON MICHAEL MELDRUM,

Thank you for renewing your Allianz Business Insurance Pack insurance.

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

Please check the details

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

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

Any questions?

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

Kind regards,



Richard Feledy
Managing Director
Allianz Australia Limited



With our Small Business Insurance:

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

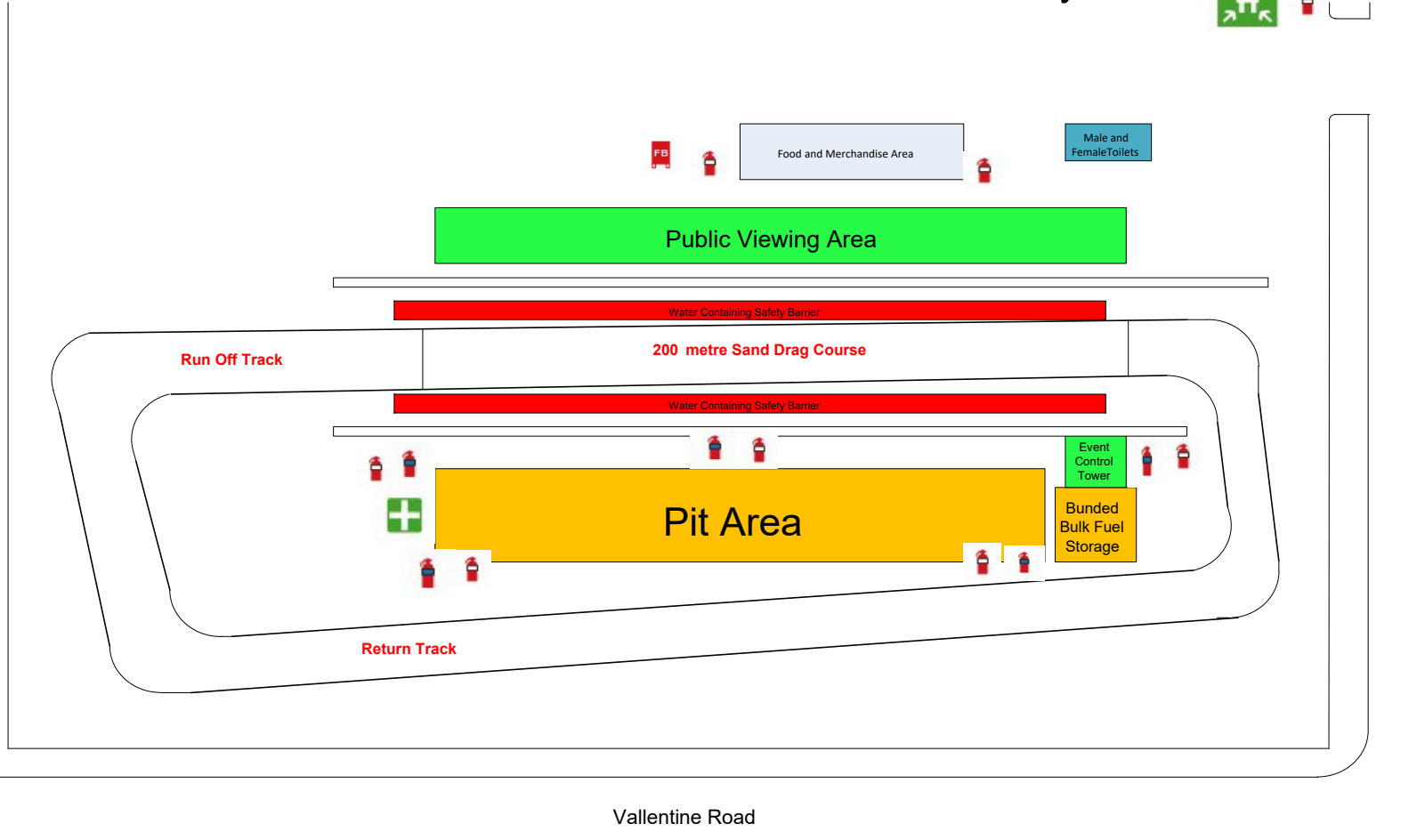
Eligibility criteria apply.

Version 5

Issued Date 24th September 2014

Reviewed Date 12th September 2022

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



Legend



Emergency Assembly Area



Ambulance/First Aid Area



Foam Extinguisher



Powder Extinguisher



CO2 Extinguisher



Not to Scale

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

DIRT DRAGS TARGETED RISK ASSESSMENT [TRA]

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

<p>Risk Rating:</p> <ul style="list-style-type: none"> Extreme: Stop Activity Immediate action required. High: Prioritised action required Medium: Planned action required Low: Action when possible 	<p>Four Risk Treatments</p> <ul style="list-style-type: none"> <input type="checkbox"/> Avoid: Don't Do the Activity <input type="checkbox"/> Treat: Reduce - use controls <input type="checkbox"/> Accept: If low or if consequences are tolerable 	<p>Levels of Control Methods</p> <ul style="list-style-type: none"> <input type="checkbox"/> Avoid <input type="checkbox"/> Substitute <input type="checkbox"/> Isolate <input type="checkbox"/> Reduce by physical controls <input type="checkbox"/> Reduce - admin warning and rules <input type="checkbox"/> Use PPE
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Risk Calculator			LIKELIHOOD				
CONSEQUENCE 1. How severely could it hurt someone (riders, officials or public)? And what impact will it have?			2. How likely is it to happen?				
	PERSONAL INJURY	ADMINISTRATIVE	Almost certain Will occur	Likely Could happen frequently	Possible Could happen occasionally	Unlikely Could happen but only rarely	Rare Could happen, but its unforeseeable that this will occur
Catastrophic	Life threatening injuries, death or multiple fatalities	Major hardship to organisation. Huge financial loss.	Extreme	Extreme	Extreme	High	High
Major	Extensive (Serious) injuries resulting in major medical treatment. Hospital.	Significant hardship to organisation. Major financial loss	Extreme	Extreme	High	High	High
Moderate	Moderate injuries - medical treatment required (broken bones). Hospital.	Moderate hardship to organisation. Medium – High financial loss	High	High	Medium	Medium	Medium
Minor	First aid injury. No ongoing medical attention.	Some hardship to organisation. Minor financial loss	Medium	Medium	Medium	Low	Low
Insignificant	No injury.	Localised assessment of affected issue to be considered. 0 – Low financial loss	Medium	Low	Low	Low	Low

Version 5
 Issued Date 24th September 2014
 Reviewed Date 12th September 2022

Description of identified Risks	Likelihood (Describe word)	Consequence (Describe word)	Risk (Describe word)	Controls / Treatment What has been done about it?	Residual Risk	Responsible person	Person responsible for review	Who was notified?
Fire –Fuel	Unlikely	Major	High	➤ Appropriate Fire Extinguishers placed at keys location	Medium			
Fire – Grass	Rare	Moderate	Medium	➤ Strictly no campfires	Low			
Racing Crash	Possible	Catastrophic	Extreme	<ul style="list-style-type: none"> ➤ Competitors wearing appropriate safety equipment. Safety briefing. ➤ Competitors to adhere to safety rules ➤ Medics and Ambulance onsite 	High			
Spectators enter "Hot Areas"	Unlikely	Catastrophic	High	<ul style="list-style-type: none"> ➤ Crowd controllers and stewards to be alert to spectators ➤ Dirt drag race/Burnout competition to stop immediately 	Low			
Civil Unrest	Rare	Major	High	<ul style="list-style-type: none"> ➤ Specific groups by invite only ➤ Crowd controllers to be advised and aware of unwelcome guests 	Medium			
Medical Emergency	Possible	Catastrophic	Extreme	<ul style="list-style-type: none"> ➤ Medics and Ambulance onsite ➤ Medical plan compiled and in place 	High			
Emergency Evacuation (Other than medical emergency)	Unlikely	Minor	Low	➤ Implemented evacuation plan	Low			
Safety Barrier Failure	Rare	Major	Low	➤ Visual Inspection carried out before event	Low			

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

Document Control History

Version	Date	Revision Author	Description
1	17/09/2014	CG	Created
2	30/01/2018	CG	Updated event date, Site plan and TRA included in the document, earthmoving equipment
3	20/08/2018	CG	Updated to include 121 Racing, Turner Gully Dirt Drag event as requested by the Shire of Beverley
4	04/07/2022	AS	
5	12/09/2022	CG	Updated to include Westdale Dirt Drag Competitor, Non Competitor Rules, Westdale Dirt Drag Competitor and Non Competitor Rules, Medical Event Plan, Medical Risk Classification Tool, Public Health Event Risk Classification Tool

Distribution List

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

Disclaimer

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



To whom it may concern.

I Christopher Niblett Registered WorkSafe Assessor 1175 and Worksafe High Risk Work License WL 511704 Advanced Rigger and CEO of Maritime Training Assessment Group P/L RTO 52098, hereby state that the wire rope (FSWR) 6 strands at 19mm gauge was installed as a safety barrier to the Australian Standards and the National Standards in compliance with the OH&S Act 1984 (Occupational Health and Safety Act) Legislation.

Was deemed at time of installment compliant with the relevant standards and in good working order. Location of installment, Lot 83 Butchers road Westdale property Western Australia.

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

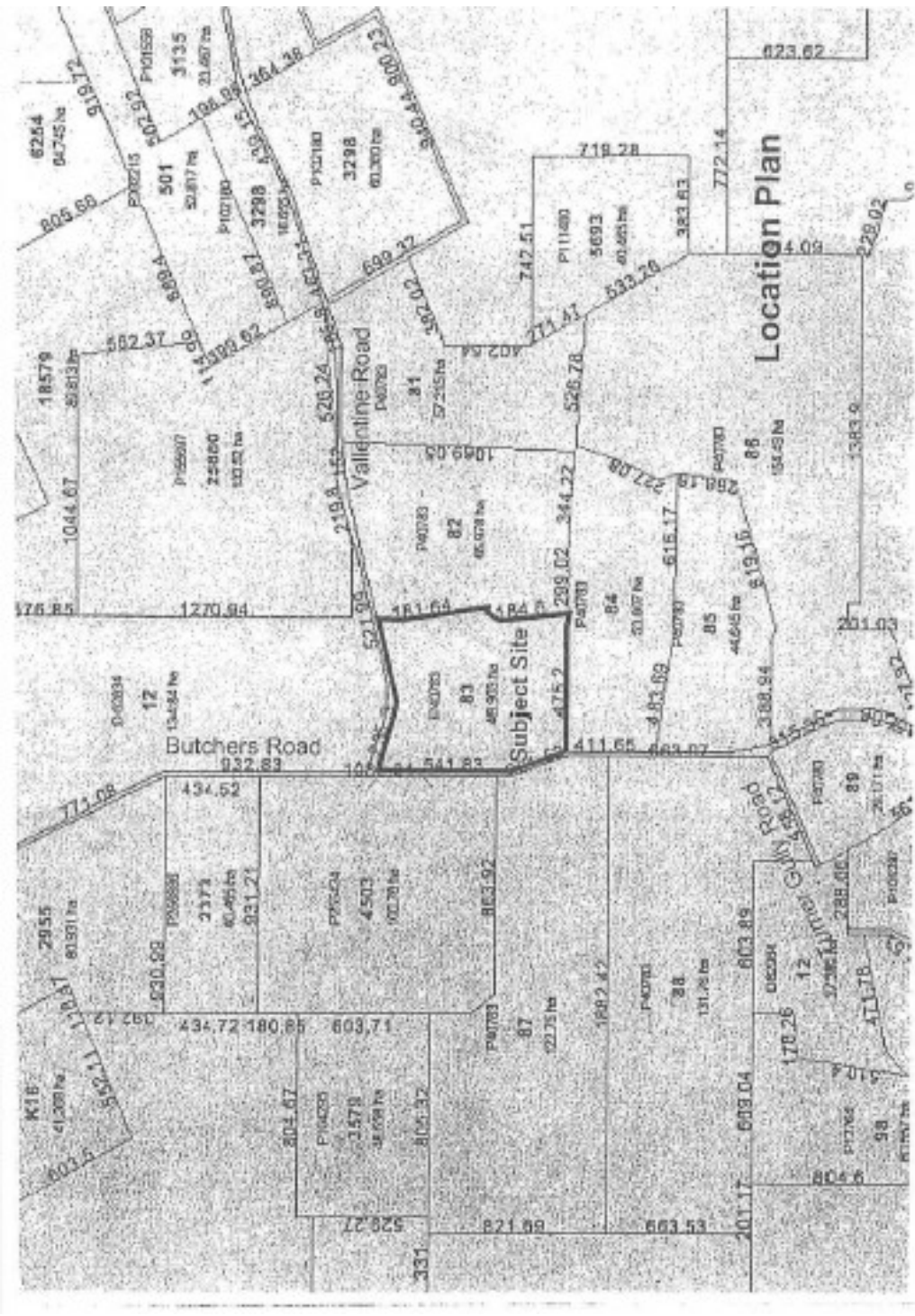
Sincerely,

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

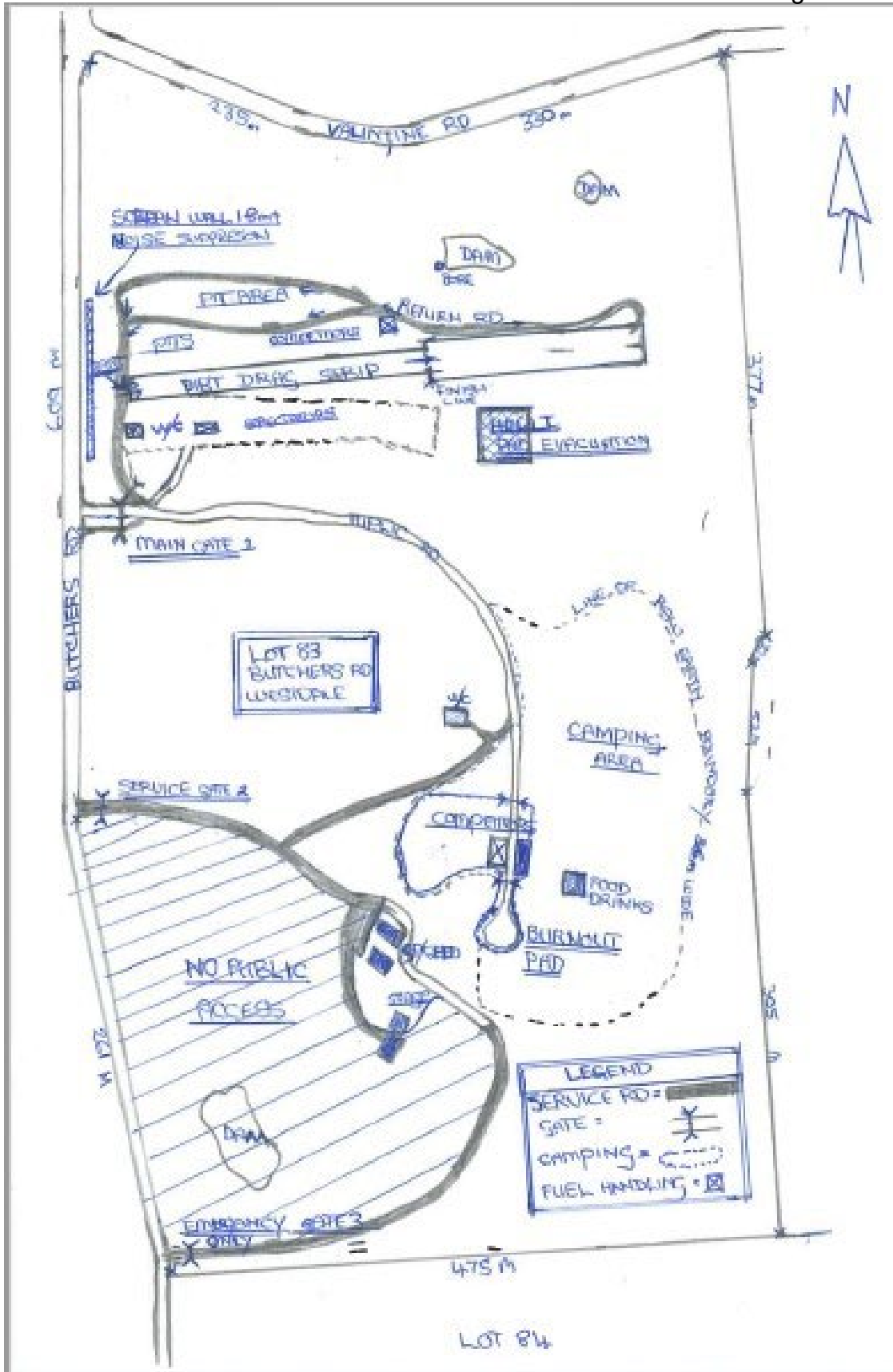
Christopher Niblett Advanced Dip OH&S
Managing Director

M: 0419 041 302

E: chris@mtag.com.au



Version 5
Issued Date 24th September 2014
Reviewed Date 12th September 2022



Version 5
 Issued Date 24th September 2014
 Reviewed Date 12th September 2022



Oracle Group (Australia) Pty Ltd

Trading as Oracle Group Insurance Brokers
ABN: 75 131 025 600 AFS Licence 363610

T: (08) 6454 0911

E: info@oraclegroup.com.au

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

www.oraclegroup.com.au

**CERTIFICATE OF
CURRENCY**

From: Brent Campbell

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

Black And White Enterprise Pty Ltd

MOUNT PLEASANT WA 6153 WA

Date: 7/07/2022

Our Reference: BLACKW

RENEWAL

Page 1 of 2

<p>Class of Policy: Farm Insurance</p> <p>Insurer: QBE Insurance (Australia) Limited Level 5, 2 Park Street, Sydney NSW 2000 ABN: 75 003 191 035</p> <p>The Insured: BLACK AND WHITE ENTERPRISE PTY LTD</p>
--

<p>Policy No: 170AD75829FAR</p> <p>Invoice No: 316726</p> <p>Period of Cover: From 15/06/2022 to 30/06/2023 at 4:00 pm</p>

Details:

See attached schedule for a description of the risk insured

IMPORTANT INFORMATION

The Proposal/Declaration:

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

The total premium as at the above date is:

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

Premium Funding

- This policy is premium funded

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

Schedule of Insurance

Page 2 of 2

Class of Policy: Farm Insurance	Policy No: 170A075829FAR
The Insured: BLACK AND WHITE ENTERPRISE PTY LTD	Invoice No: 316726
	Our Ref: BLACKW

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

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

INSURED : BLACK AND WHITE ENTERPRISE PTY LTD
 ARN :

SITUATIONS:

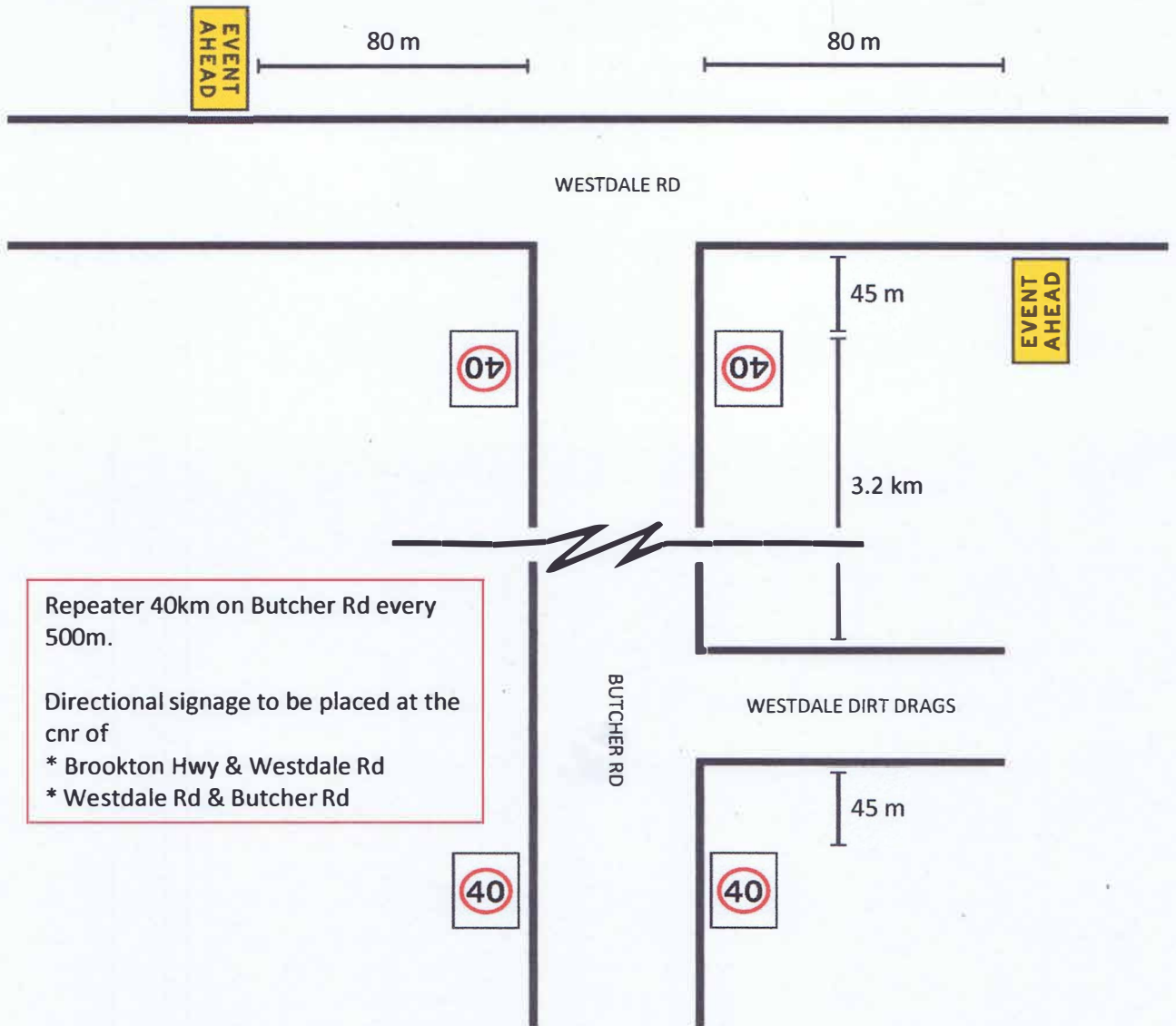
 Situation CNR BUTCHERS RD & VALENTINE RD
 Address WESTDALE
 WA 6304

FARM PROPERTY/BUSINESS INTERRUPTION

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

FARM LIABILITY

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



Repeater 40km on Butcher Rd every 500m.

Directional signage to be placed at the cnr of

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

Westdale Dirt Drags

09:00 - 04:00

- Oct - 14th & 15th 2023
- Oct - 12th & 13th 2024
- Oct - 11th & 12th 2025
- Oct - 10th & 11th 2026

Turner Gully Dirt Drags

09:00 - 04:00

- May - 13th & 14th 2023
- May - 11th & 12th 2024
- May - 10th & 11th 2025
- May - 9th & 10th 2026

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

Event Application Form

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

Organiser's details

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

applicant/organisation: Wildcard Promotions WA Pty Ltd _____

Contact person (if different from above): [REDACTED] _____

Postal address: 10 Lower Park Road Maddington WA 6109 _____

Telephone (hm): _____ (wk) _____ (mb) [REDACTED] _____

Email address: shepherdplumbing@bigpond.com _____

Event details

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

Date: 13th May 2023 (please refer to event overview) _____

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

actual Event Start Date and Time: 13th May 2023 Competition start time 09:00 hours _____

actual Event Finish Date and Time: 14th May 2023 Competition finish time 04:00 hours _____

actual Completion of Clean-up Date and Time: 15th May 2023 18:00 hours _____

Commencement Date of advertising: 1st March 2023 _____

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

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

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

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

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

Will alcohol be available/consumed on site? / No

Will food be available? Yes/

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

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

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

Expected attendance

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

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

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

What arrangements have been made to meet the needs of people with disabilities?, - We have disabled

/ ambulant toilet facilities available with wheelchair ramp access. _____

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

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

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

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

Event Facilities

Power supply details: (generators or existing) _____ Generators _____

Water supply details: (scheme or rainwater) _____ Rainwater _____

Toilets available: male closets 20 _____ female closets _____ 20 _____

urinals 6 _____ hand wash basins 16 _____

Event Fees

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

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

Acknowledgement

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

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

Signature David Harrison Date 18/10/22

Event Operator Checklist


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

Plans required	Does it apply to your event?	Authority to submit the application to	Tick when plan is complete
<input type="checkbox"/> Risk Management Plan (AS/NZS 4360)	Yes	Local govt	✓
<input type="checkbox"/> Emergency Plan (AS 3745)	Yes	Local govt	✓
<input type="checkbox"/> Operational Plan**	N/A	Not submitted – kept for personal use	N/A

** Not mandatory – however it is a recommended best practice tip that becomes essential for larger, more complex events.

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


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

Checked By	Sign	Date
Anthony Shepherd		11/9/2022

Site Plan Checklist

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

- Stage or other entertainment attraction (incl. measurements and area m²)
- Emergency
- Exits Food
- Stalls
- Lighting
- Electrical
 - Cables
- Vehicle Access Points (incl. street names)
- Parking areas
- Location of Marquee, Tents (incl. measurements area m²)
- Site Signage
- Location and Number of additional Toilet Facilities
- Seating
- Fenced Off Areas (incl. distances)
- First Aid Post(s)
- Any other facilities or significant infrastructure relevant to your event

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

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

Action Required Based on The Medical Risk Score

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

Medical Risk Classification Tool

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

On completion the completed form will be email to dpmu@health.wa.gov.au

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

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

Medical Risk Categories

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

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

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
Between four and eight hours	4
Between two and four hours	2
Between one and two hours	1
Up to one hour	0
Structures	
Spectator stand Temporary (score per stand)	10
Temporary facilities or one-off event	5
Stage and support system - temporary - complex (score per stage)	4
Stage permanent or temporary simple	2
Marquee - Large area greater than 200m ² (multiply score by No. of marquees)	4
Marquee - Medium 55m ² to 200m ² (multiply score by No. of marquees)	2
Marquee or stall - Small Less than 55m ² in area (multiply score by No. of marquees)	1

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

Risk Rating	Score	Likelihood	Approval	Surveillance Frequency
Low risk	0 – 11	Serious incident unlikely	Formal approval in accordance with Council policy Provide guidance notes accordance with operator/owner to advise building Council policy limitations and capacity.	Inspect in
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	

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

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

WESTDALE DIRT DRAGS Documents - Agenda Item 9.1 BURNOUT RULES

(Created September 2022)

Driver and Passenger Protective Equipment Requirements

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

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

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

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

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

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

Stewards Protective Equipment Requirements

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

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

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

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

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

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

Spectator Safety

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

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

WESTDALE DIRT DRAGS Attachments - Agenda Item 9.1

BURNOUT RULES

(Created September 2022)

Burnout Vehicle Classes

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

PRO Class

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

OPEN CLASS

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

SPORTSMAN CLASS

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

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

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

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

Vehicles

1. Vehicle - General

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

WESTDALE DIRT DRAGS Comments - Agenda Item 9.1

BURNOUT RULES

(Created September 2022)

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

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

Highly modified firewalls can be determined by Burnout Competition Stewards.

2. Presentation and Appearance

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

3. Interior

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

4. Batteries

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

5. Fluids

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

WESTDALE DIRT DRAGS Attachments - Agenda Item 9.1

BURNOUT RULES

(Created September 2022)

6. Mechanical

- Vehicles with automatics gearboxes must have an operational neutral safety switch.
- Battery to be secured with a clamp or bracket (it is a requirement to have a clearly marked isolation switch).
- Cars with aftermarket power adder must have a transmission shield or blanket – (highly recommended for other classes).
- Tail shaft Loop with 360-degrees of enclosure, minimum 3mm thickness and 50mm width, installed within 150mm from front universal joint.
- Rear wheels must be in reasonable condition free from cracks and/or excessive wear. Wheel nuts must be the type designed for the wheel used. Steel Rims highly recommended
- Bald tyres will not be permitted. A minimum of 1.0mm of tread is required.
- Driven Wheels must be covered by standard mudguard fitment as a minimum.
- Hubcaps/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.

WESTDALE DIRT DRAGS Attachments - Agenda Item 9.1 BURNOUT RULES

(Created September 2022)

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

Bottle Mounting:

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

Bottles should be mounted to manufacturer's specification.

Bottles must be equipped with on/ off taps.

Bottle shut-offs requiring special keys are not acceptable.

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

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

Switching:

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

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

Markers:

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

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

Warning Light:

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

SPECIAL NOTE FOR ROAD REGISTERED VEHICLES ONLY:

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

Credential Sign In

11. Competitors Sign-On (Scrutineering)

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

Attachments - Agenda Item 9.1

WESTDALE DIRT DRAGS BURNOUT RULES

(Created September 2022)

Conduct

13. Competitor Courtesy and Driving Standards

- Every competitor deserves the right to compete on a relatively dry, debris-free pad. Therefore, each competitor is expected to have a level of respect for their fellow burnout competitor.
- If you know your car is about to leave oil or coolant all over the pad, please exit as soon as possible.
- Once any competitor has entered the pad via the entrance road for their competitive burnout skid, the boundaries of the burnout pad are the walls and the entry and exit chutes.
- Penalties may apply for any infractions until a competitor has completely left the pad.
- Any competitor performing a burnout on the return road or pit area may result in disqualification and/or suspension.
- A competitor must begin their burnout at their scheduled position. Failure to do so and doing their burnout out of order will result in a points penalty.
- If a burnout goes longer than two (2) minutes, it is the 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 maybe stopped and future passengers may not be approved.

WESTDALE DIRT DRAGS Attachments - Agenda Item 9.1 SAFETY RULES

(Created September 2022)

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

Rider Protective Equipment Requirements

Competitors minimum safety clothing and equipment requirements to race: -

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

Credential Sign In

Entrant Sign-On (Scrutineering)

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

Machine Safety Requirements

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

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

Changes After Scrutineering

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

WESTDALE DIRT DRAGS Attachments - Agenda Item 9.1

SAFETY RULES

(Created September 2022)

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

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

Bottles must be equipped with on/ off taps.

Bottle shut-offs requiring special keys are not acceptable.

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

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

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

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

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

The marker shall be a yellow diamond, with N20 printed in black letters. These are available from **TBA**.

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

SPECIAL NOTE FOR ROAD REGISTERED VEHICLES ONLY:

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

Start line procedure

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

WESTDALE DIRT DRAGS Attachments - Agenda Item 9.1

SAFETY RULES

(Created September 2022)

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

Final Qualifying

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

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

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

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

Dirt Drag Classes

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

Nitro Harley - V-twin nitro fuelled.

V8 Bike - V8 purpose-built sand drag machine.

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

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

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

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

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

WESTDALE DIRT DRAGS Attachments - Agenda Item 9.1

SAFETY RULES

(Created September 2022)

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

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

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

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

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

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

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

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

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

Car/Buggy

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

Form 1

Health Act 1911 [Reg. 4]

Health (Public Buildings) Regulations 1992

Application to construct, extend or alter a public building

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

Premises Details: Rural zoned private property

Name of: Black & White Enterprises Pty Ltd

Location No: Lot # 83 Street: Butchers Road

Town/Suburb: Westdale ,Beverly

Nearest cross street: Valentines Road

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

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

any of the following may sign this notice:

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

Signed: David Harrison & Anthony Shepherd

Owner/agent: David Harrison & Anthony Shepherd

Address: [Redacted]

Telephone: [Redacted] Email: [Redacted]

Form 5

Health Act 1911 [Reg. 10]

Health (Public Buildings) Regulations 1992

Certificate of electrical compliance

To the City/Town/Shire of:

BEVERLEY SHIRE. Date: 15/11/2022.

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

Name and Initial of Occupier: BLACK AND WHITE ENTERPRISES.

details of building

Name: RURAL PROPERTY.

Lot Number: 83 Street: RUT. CHES ROAD

Suburb/Town: WESTDALE. Postcode: 6304.

particulars of installation

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

NIL

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



 (Signature)

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

Contractor's/in-house electrical installer's Registration No: 6007276

Contractor's/in-house electrical installer's address: [REDACTED]
BROFDORALE

Contractor's/in-house electrical installer's Telephone No: [REDACTED]

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

Westdale Sand Drag Checklist for Crowd Control Duties

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

Crowd Controller Name	Sign	Date
ROSS McDONNELL	R McDONNELL	14/9/22
JAKE BUCCINHO	Jake Buccino	" "
DAVE EMERY	D Emery	" "
SAMANTHA MURRAY	S Murray	" "
CRAIG HENWELLIN	C Henwellin	" "
GARTH PAPERONE	G Paperone	" "

EMERGENCY SERVICES CONTACT LIST

AMBULANCE 000

FIRE 000

POLICE 000

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

LOCAL GOVERNMENT

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

9.2 Development Application – Single House & Outbuilding (Storage Shed) – Lot 210 on DP31317 Hamersley Street, Beverley

Submission To:	Ordinary Council Meeting 28 February 2023
Report Date:	16 February 2023
Applicant:	JL & TA McGougan
File Reference:	HAM 1507
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	No
Disclosure(s) Of Interest:	None
Attachments:	Locality Map, Site Plan, House & Shed Drawings, BAL Report Extract

SUMMARY

An application has been received to construct a Single Dwelling & Colorbond Outbuilding (Storage Shed) at Lot 210 on DP31317 Hamersley Street. The application will be recommended for approval.

BACKGROUND

The subject site is located at Lot 210 on DP31317 Hamersley Street, is 4,891 m² in extent and zoned Residential R5 in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS 3). The lot is vacant.

A BAL report determined the Bushfire Attack Level for the lot to be BAL-FZ (Flame Zone). The BAL report advises that an Asset Protection Zone (APZ) around the proposed development will reduce the BAL to BAL-29.

In addition to the proposed single house it is proposed to construct a Colorbond Outbuilding (Storage Shed) in extent 100 m².

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

- In terms of the Outbuilding Policy, the maximum total area of an Outbuilding in the Residential R5 Zone is 75 m², whereas the proposed total area will be approx. 100 m².
- In terms of the Outbuilding Policy, the maximum wall height is 3m with a roof height of 4m, whereas the proposed wall height is 4m with roof height of 4.9m.

The applicant submitted the following justification: *'The 10x10 shed is to store 7mt yacht, caravan and car in'*.

COMMENT

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

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

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

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

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

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

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

In regards to the BAL rating it will be recommended that, should Council resolve to approve the application, an advice note be added that recommend the establishment and maintenance of an Asset Protection Zone.

STATUTORY ENVIRONMENT

Shire of Beverley Local Planning Scheme No. 3.

FINANCIAL IMPLICATIONS

There are no Financial Implications relative to this issue.

STRATEGIC IMPLICATIONS

There are no Strategic Plan Implications relative to this issue.

POLICY IMPLICATIONS

There are no Policy Implications relative to this issue.

RISK IMPLICATIONS

It is considered that the proposal has minor 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

M5/0223

Moved Cr Martin

Seconded Cr Davis

That Council grant Planning Approval for a Single House and an Outbuilding (Storage Shed) at Lot 210 on DP31317 Hamersley 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. As the Water Corporation reticulated sewer is not available the premises are to be connected to an approved wastewater treatment system, which complies with the requirements of the Treatment of Sewage and Disposal of Effluent and Liquid Waste Regulations. The approved system is not to be used for disposal of industrial liquid waste or other non-ablution wastes (refer to Advice Note 6).**
- 3. Suitable arrangements are to be made for provision of sufficient potable water for the dwelling.**
- 4. The single house construction standard shall adhere to Australian Standard AS3959 for a determined Bushfire Attack Level of FZ (refer to Advice Notes 7 & 8).**
- 5. The outbuilding shall not be used for human habitation, commercial or industrial purposes.**

Advice Notes:

Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in

the approval after the date of determination, the approval will lapse and be of no further effect.

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

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

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

Note 5: If the Outbuilding is to be used for the collection of rainwater for human consumption, all cladding and other material associated with water collection shall comply with Australian Standard 4020 (Products for use in contact with drinking water).

Note 6: With regard to Condition 2, an application is to be submitted to the Council's Environmental Health Section in conjunction with the Building Permit application.

Note 7: Australian Standard AS3959 Sections 3 & 9 apply.

Note 8: The applicant is advised to adhere to the recommendations of the submitted Bushfire Attack Level Report dated 6 December 2022 by Dwayne Griggs (WA Fire & Safety), including the maintenance of an Asset Protection Zone and provision of sufficient water for firefighting purposes.

Note 9: 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 8/0

Lot 210 on DP31317 Hamersley Street

Attachments - Agenda Item 9.2

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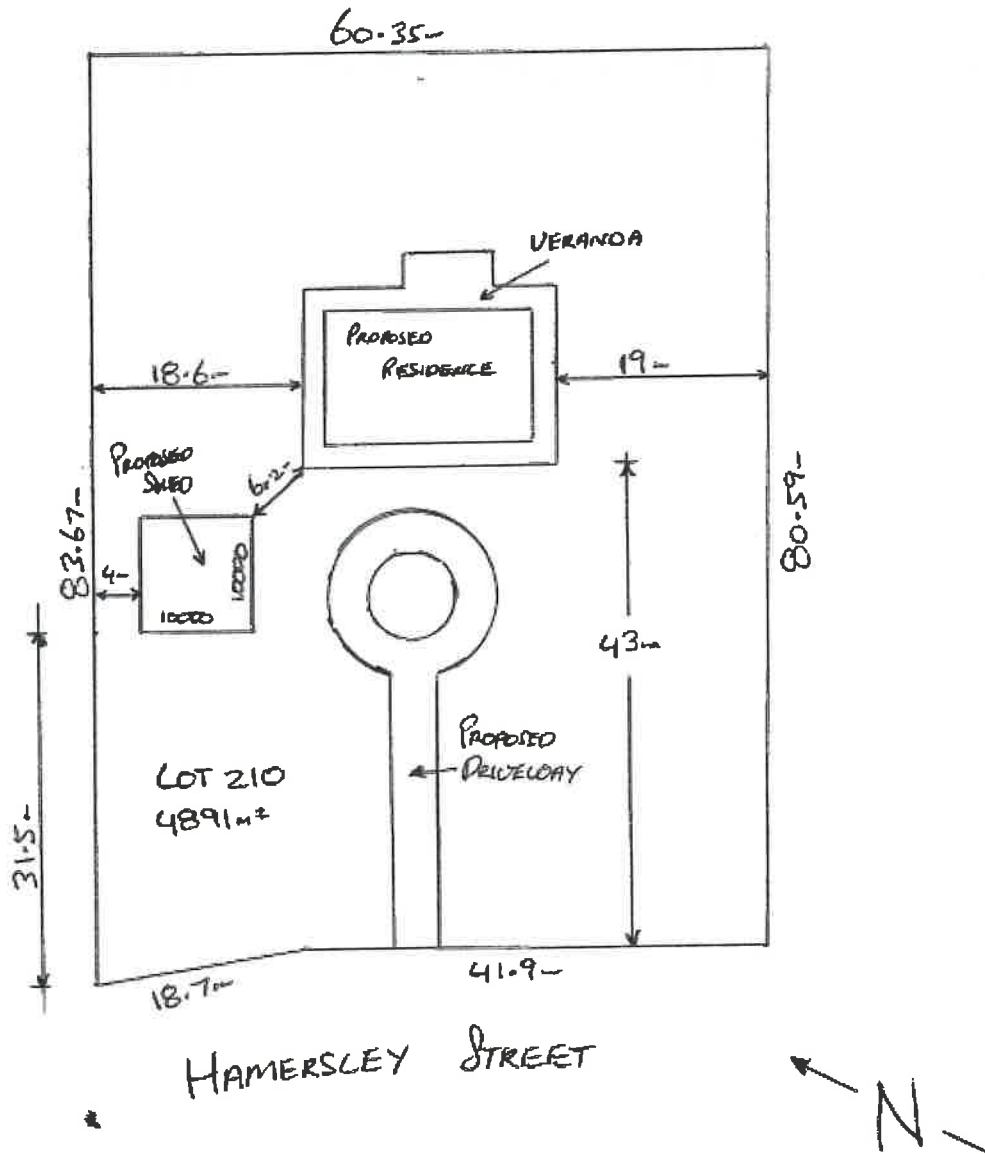
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Please refer to original documentation for all legal purposes.

BAL Assessment Report

19 JAN 2023
FILE REF: HAM 1507
CEO SP TO

Appendix 1: Plans and Drawings: Plans and drawings relied on to determine the bushfire attack level

New Build Class 1a Dwelling with Non-associated Class 10a Structure (>6m)



SCALE 1:200

75mm STEEL FRAMEWORK
 COLORBOND FINISH TO ALL
 VISIBLE PORTIONS (U.N.O)

G.F.L. 10.000 (U.N.O)
 CEILING 3.000 (U.N.O)
 15° ROOF PITCH (U.N.O)

TERMITE TREATMENT NOTE:
 CHEMICAL TERMITE TREATMENT
 TO BE PERFORMED AS PER BCA
 REQUIREMENTS.

CLIENT NOTE:
 ALL DIMENSIONS TAKE
 PREFERENCE TO SCALE

ALL DIMENSIONS STATED ON
 THIS DRAWING RELATE TO
 STRUCTURE SETOUT ONLY. NO
 ALLOWANCE IS MADE FOR
 ADDITIONS OF PLASTER OR WALL
 FINISH WHERE THESE APPLY.
 CARE SHOULD BE TAKEN TO
 INCLUDE SUCH ALLOWANCE IN
 CALCULATION OF CLEARANCE
 REQUIRED FOR FUTURE FITTINGS

GLAZING NOTE:
 ALL GLAZING TO COMPLY WITH
 THE ENERGY EFFICIENCY REPORT
 FOR THIS PROJECT

CONCRETOR NOTE:
 100mm FLOOR SLAB

ALL EXTERNAL WALLS TO BE
 75mm STEEL FRAMEWORK
 (UNLESS NOTED OTHERWISE)

SLAB & FOOTING DESIGN AS PER
 ENGINEER'S DETAIL

BRICK LAYER NOTE:
 METAL SHEET ROOF TO BE
 ANCHORED DOWN W/30x1.0mm
 PGI STRAPS. STRAPS LOCATED
 WITHIN 1000mm OF EXTERNAL
 CORNERS AND SPACED @ MAX.
 1200cts. LUGS TO LINTELS @
 1200mm cts OVER OPENINGS.
 32x0.8mm FULL HEIGHT STRAPS
 TO EACH SIDE OF OPENING >
 2400mm

FIXING CARPENTER NOTE:
 450mm WIDE SHELF & RAIL
 - 1800mm HIGH TO MASTER
 SUITE, BED 2 & BED 3

ROOF CARPENTER NOTE:
 MANHOLE TO BE TRIMMED OUT
 TO 560mm x 660mm

ALL EXTERNAL FIXING NAILS
 MUST BE GALVANIZED AS PER
 AUSTRALIAN STANDARDS. BARGE
 BOARD NAILING TO BE
 COUNTERSUNK

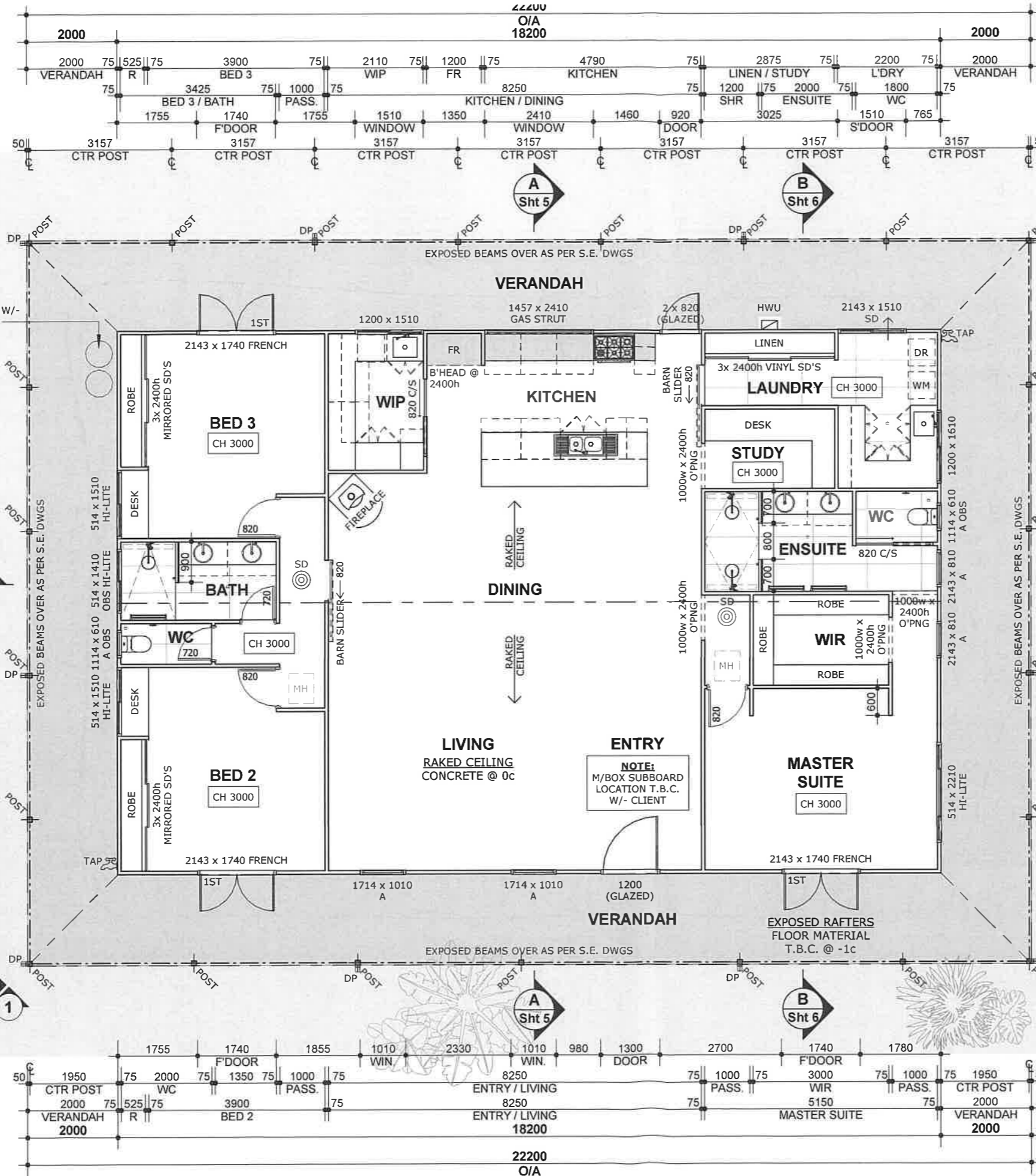
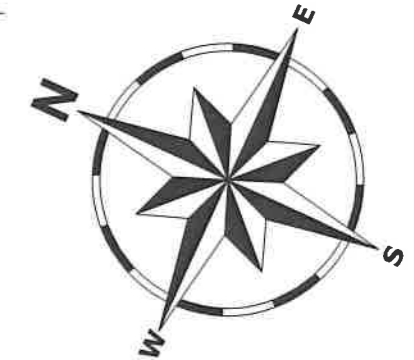
PLUMBER NOTE:
 FLOOR WASTE LOCATIONS TO
 PLUMBERS DISCRETION

INCLUDES REFLUX VALVE TO
 SEWER JUNCTION TO SUIT
 HOBBLESS SHOWER TO
 AMENITIES.

INSULATION NOTE:
 ANTICON 55 TO U/S OF ROOF
 SHEETING

BRADFORD R4.0 CEILING BATTS
 BRADFORD R2.5 EXTERNAL WALL
 BATTS
 BRADFORD R2.0 INTERNAL WALL
 BATTS

WEATHERSEALS TO EXTERNAL
 DOORS



AREAS:

MAIN FLOOR	: 218.40m²
VERANDAH	: 136.80m²
TOTAL	: 355.20m²

**PROPOSED NEW RESIDENCE
 LOT 210 (#37) HAMERSLEY ROAD
 BEVERLEY, WA 6304
 JAMES & TRACEY MCGOUGAN**

DUNNE DRAFTING
 0413 519 468
 dunnedrafting@gmail.com

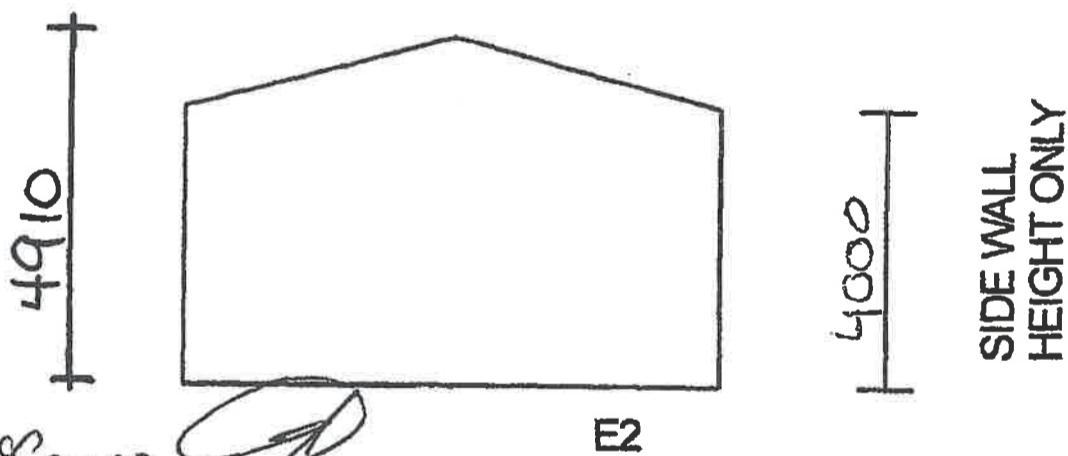
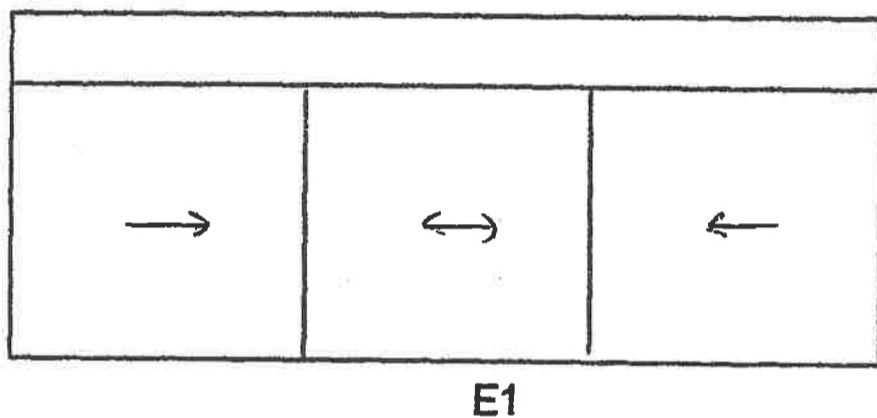
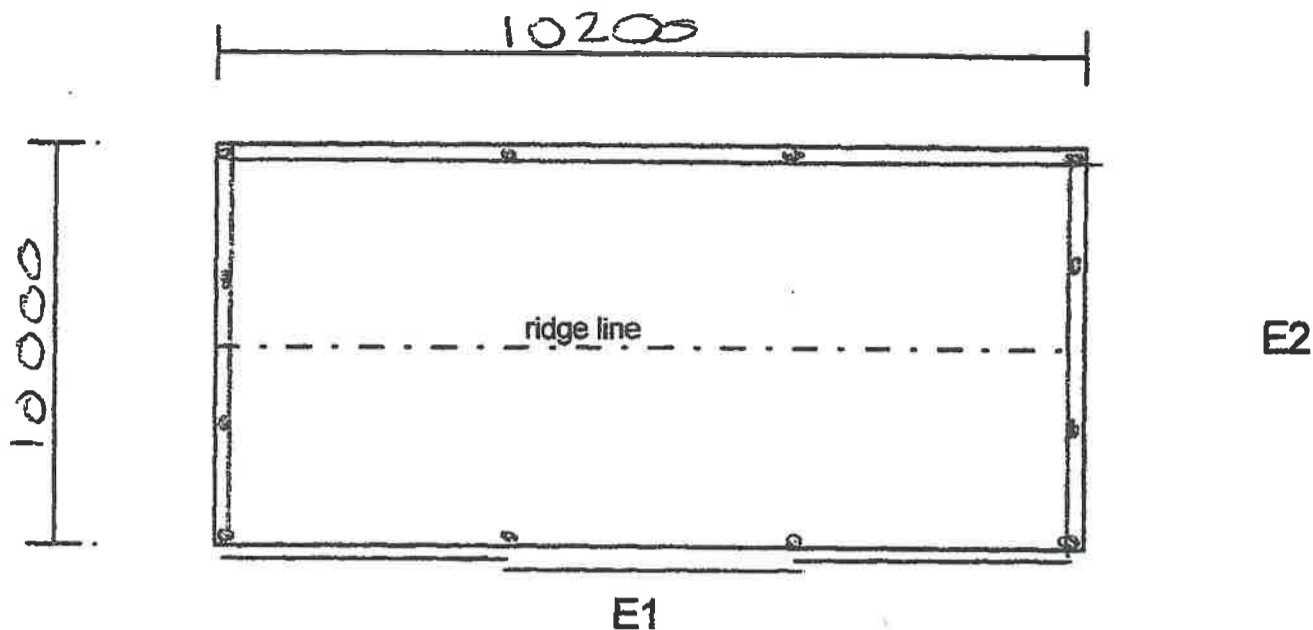
003	12/01/2023	ISSUED FOR BUILDING LICENCE
002	23/12/2022	ISSUED FOR CLIENT APPROVAL
001	23/10/2022	ISSUED FOR CLIENT REVIEW
REV	DATE	DESCRIPTION
THIS DRAWING IS COPYRIGHT AND MAY NOT BE REPRODUCED BY ANY MEANS WITHOUT WRITTEN PERMISSION FROM DUNNE DRAFTING. DO NOT SCALE FROM THESE DRAWINGS. DIMENSIONS TO BE FOLLOWED AND MUST BE CHECKED ON SITE. THESE DRAWINGS ARE TO BE READ IN CONJUNCTION WITH STRUCTURAL ENG'S DRAWINGS. ALL CONSTRUCTION TO CONFORM TO AS 1684, BCA AND LOCAL BUILDING AUTHORITY REQUIREMENTS.		

Floor Plan			
Date:	Job No:	DWG No:	Rev No:
OCT 2022	004	Sht 2	003
Scale:	ISSUED FOR BUILDING LICENCE		
1 : 100 @ A3	TL		



DRAWINGS IN CONJUNCTION WITH QUOTE FOR: James & Tracy McGougan

Shed



Notes:
 drawings are not to scale
 pa doors or windows can be placed anywhere on the day of installation.
 Wall sheeting is a vertical orientation u.n.o
 Bolt Down fixings NOT included
 Standard finished apply u.n.o

Legend:

- = column
- ▬ = enclosed wall
- ➔ = sliding door
- ↑ = roller door

customer's signature: James McGougan

Truss Design subject to final engineering		<input type="checkbox"/> skillion portal frame	
<input checked="" type="checkbox"/> angle iron truss	<input type="checkbox"/> RHS end truss	<input type="checkbox"/> RHS internal truss	<input type="checkbox"/> Portal Frame
Schedule	Material	Schedule	Material
Truss Chords	75x75x5 EA	Sheeting Roof	0.42 BMT / 0.47 TCT
Columns - side wall	75x75x4 SHS	Sheeting Walls	0.42 BMT / 0.47 TCT
Columns - gable wall	75x75x2.5 SHS	Roof Pitch	10 degree
Wall Purlins	90x40x1.0 Unispan	Wind Region	Region A, terrain cat 2 VR = 45m/s or Region B, terrain cat 2 VR = 57m/s
Roof Purlins (if different)	Same	DESIGN CRITERIA	
Wind Bracing (wall)	50x3 FL	1. DEAD AND LIVE LOADS IN ACCORDANCE WITH AS1170.1	
Wind Bracing (roof)	50x1.2 Strap as per engineering	2. WIND LOADS IN ACCORDANCE WITH AS1170.2-2011	
		WIND REGION A - TERRAIN CATEGORY 2 (Mz = 0.91 d, Ms = 1.0 e, Mt = 1.08)	
		3. SITE SOIL CLASSIFICATION A, S, OR M. IN ACCORDANCE WITH AS2870	
		4. MIN. COMPACTION FOR SAND FILLED FOUNDATIONS TO BE 5 BLOWS PER 300mm (WHEN TESTED USING THE STANDARD PERTH SAND PENETROMETER) FOR THE FULL DEPTH OF THE FILL OR FOR 750mm MIN.	

BAL Assessment Report

Relevant Fire Danger Index

The fire danger index for this site has been determined in accordance with Table 2.1 or otherwise determined in accordance with a jurisdictional variation applicable to the site.

Fire Danger Index (WA is FDI of 80)

FDI 40

Table 2.4.5

FDI 50

Table 2.4.4

FDI 80

Table 2.4.3

FDI 100

Table 2.4.2

Potential Determined Bushfire Impacts

Table 1a shows the potential bushfire impact to the site / proposed development from each of the identified vegetation plots are identified below to the walls or supporting posts of the structure on the day of the assessment.

Plot	Vegetation Classification	Effective Slope	Separation (m)	BAL
1	Class G Grassland	0-5 Downslope	42	BAL – 12.5
2	Class A - Forest	0/Upslope	12	BAL – FZ
3	Class A - Forest	0/Upslope	35	BAL – 19
4	Class G Grassland	0/Upslope	0	BAL – FZ
5	Class A - Forest	0/Upslope	45	BAL – 12.5
6	Excludable – Clause 2.2.3.2 (e) & (f)	-	60	BAL – LOW
7	Class A - Forest	0-5 Downslope	63	BAL – 12.5

Table 1: BAL Analysis

Determined Bushfire Attack Level (BAL)

The Determined Bushfire Attack Level (highest BAL) for the site / proposed development has been determined in accordance with clause 2.2.6 of AS 3959-2018 using the above analysis.

Determined Bushfire Attack Level

BAL – FZ

BAL Assessment Report

FILE REF: H1001527
 CEO [] ISP [] TO []
 DCEO [] EHOB [] PO []
 MOW [] CESM []

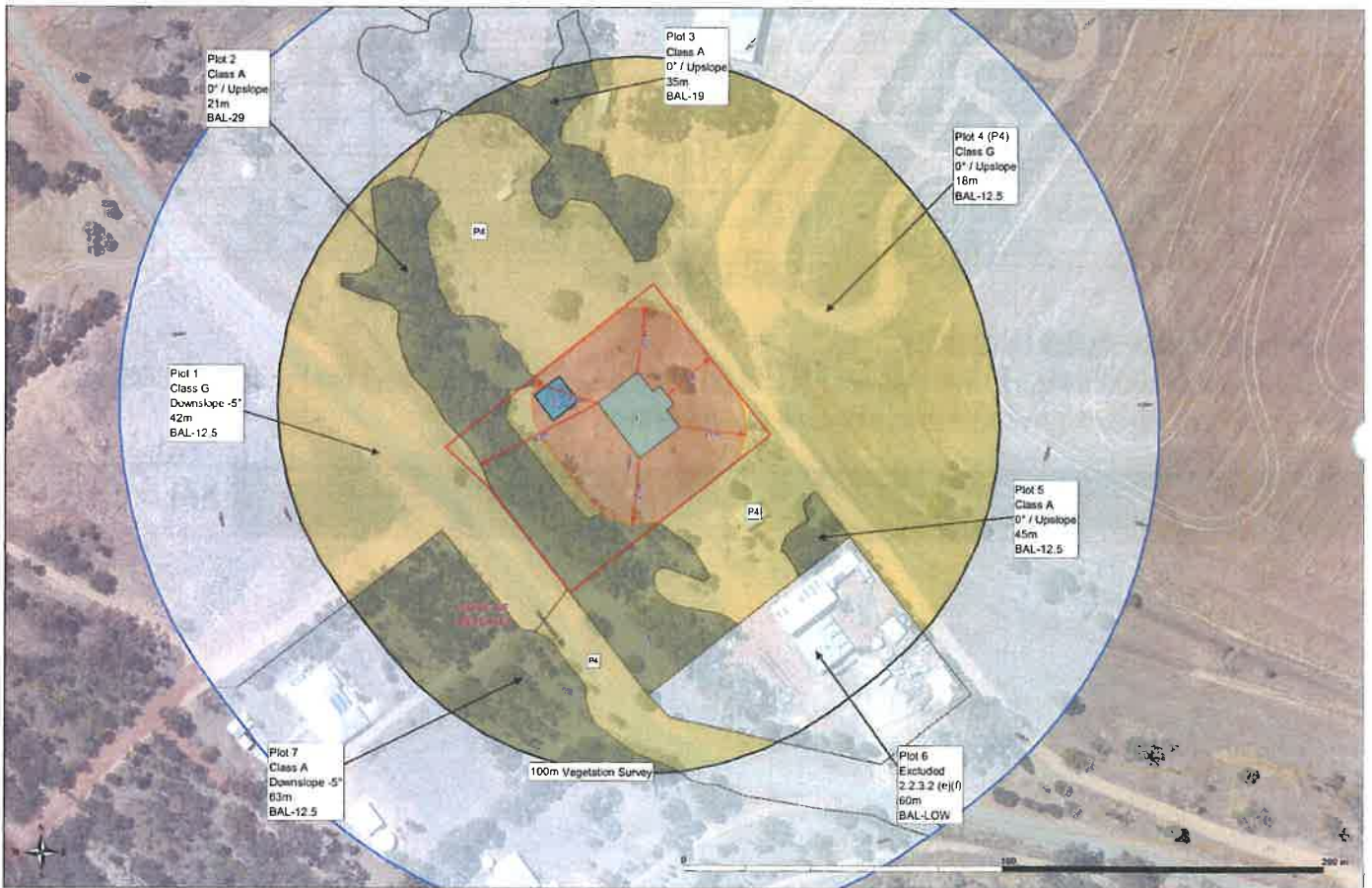
Required vegetation modification to achieve BAL-29 or below:

Table 1b provides a guide to demonstrate that BAL-29 or below is achievable after the establishment of an Asset Protection Zone (APZ) entirely inside the subject lot.

This is NOT approval to clear or modify vegetation in any way and approval MUST be provided by the local Government Authority before any works are started. A bushfire Management Plan/Statement (BMP/BMS) may be required.

Plot	Vegetation Classification	Effective Slope	Separation (m)	BAL
1	Class G Grassland	0-5 Downslope	42	BAL – 12.5
2	Class A - Forest	0/Upslope	21	BAL – 29
3	Class A - Forest	0/Upslope	35	BAL – 19
4	Class G Grassland	0/Upslope	18	BAL – 12.5
5	Class A - Forest	0/Upslope	45	BAL – 12.5
6	Excludable – Clause 2.2.3.2 (e) & (f)	-	60	BAL – LOW
7	Class A - Forest	0-5 Downslope	63	BAL – 12.5
Prescribed BAL with an APZ of 21 metres or lot boundary			BAL – 29	

Table 1b: Prescribed BAL Analysis



Legend
 100m Vegetation Survey [] 100m
 150m Vegetation Survey Exc 2.2.2.2(a) [] 150m
 Dimensions Post APZ []
 Separation Distance (m) []
 Property boundary (Bize) []
 Property Boundary 0.48/ha []
 Buildings NEW []
 1: Class 1a Primary Dwelling (12m x 12m) []
 2: Class 1ba Non-associated Shed []
 A2.1 Asset Protection Zone (APZ) []
 APZ []
 Vegetation APZ-100m []
 A: Forest: -5 []
 A: Forest: 0 []
 Excluded et 0 []
 G: Grassland: -5 []
 G: Grassland: 0 []
 Vegetation 100-150m Excluded []
 Excluded et 0 []
 Excluded et 0 []
 Excluded et 0 []
 Local Government Authority []
 State Roads []
 Other Roads []
 DAPWA 2m Contours []

9.3 Application for Exploration Licence – Anderson’s Tenement Management

Submission To:	Ordinary Council Meeting 28 February 2023
Report Date:	21 February 2023
Applicant:	Anderson’s Tenement Management
File Reference:	ADM 0071
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	No
Disclosure(s) Of Interest:	None
Attachments:	Application Letter and Locality Map

SUMMARY

A Notification of an application for an Exploration Licence has been received from Anderson’s Tenement Management. As instructed previously the application is presented to Council to put on record a formal acknowledgement of the proposal and for public record purposes. General conditions will be presented to Council that will be recommended be imposed for the period of exploration.

BACKGROUND

Anderson’s Tenement Management acts on behalf of Diversified Asset Holdings Pty Ltd in regard to this matter.

In accordance with the Mining Act notification was submitted that that an Exploration Licence Application was lodged at the Department of Mines, Industry Regulation and Safety on 23 January 2023.

The applicant mentions that 0.52% of the tenement application falls within the Shire of Beverley (please see attached mapping).

COMMENT

The proposal for an exploration licence is noted. It will be recommended that Council consider imposing conditions for the orderly operation of exploration activities and rehabilitation post exploration, as presented in the *Officer’s Recommendation* section of this report.

STATUTORY ENVIRONMENT

Mining Act 1978 & Regulations.

FINANCIAL IMPLICATIONS

There are no Financial Implications relative to this issue.

STRATEGIC IMPLICATIONS

There are no Strategic Plan Implications relative to this issue.

POLICY IMPLICATIONS

There are no Policy Implications relative to this issue.

RISK IMPLICATIONS

It is considered that the proposal has insignificant risks.

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M6/0223

Moved Cr Davis

Seconded Cr Maxwell

That Council acknowledges the application for an exploration licence from Anderson's Tenement Management and advise of the following conditions:

- 1. All service holes drilled for the purpose of exploration are to be capped, filled or otherwise made safe after completion.**
- 2. All costeans and other disturbances to the surface of the land made as a result of exploration, including drill pads, grid lines and access tracks, being backfilled and rehabilitated to the satisfaction of the district mining engineer. Backfilling and rehabilitation being required no later than six months after excavation unless approved by the district mining engineer.**
- 3. Abandoned equipment and temporary buildings being removed from the mining tenement prior to or at the termination of the exploration program.**
- 4. No activities taking place to the detriment of any roads, streets or verges.**
- 5. Minimum disturbances being made to the natural vegetation.**
- 6. Adequate suppression control methods and practices being used.**
- 7. Except with the approval of the Shire of Beverley, all mining excavations or drilling operations being backfilled and the ground reinstated and revegetated to the satisfaction of the Shire of Beverley.**
- 8. All works comply with the Environmental Protection (Noise) Regulations 1997.**
- 9. All waste materials, rubbish and plastic sample bags to be removed within 60 days of placement.**

CARRIED 8/0

3:14pm – Manager of Planning, Mr S de Beer, left the meeting and did not return.

25th January 2023

The Chief Executive Officer
Shire of Beverley
PO Box 20
BEVERLEY WA 6304

Registered Post ID: RPP44 63800 09400 38118 71605

Dear Sir/Madam;

APPLICATION FOR EXPLORATION LICENCE 70/6396

Anderson's Tenement Management acts on behalf of Diversified Asset Holdings Pty Ltd in regard to this matter.

In accordance with Section 33(1a) the Mining Act, I advise that the application for E70/6396 was lodged the Department of Mines, Industry Regulation and Safety on the 23rd of January 2023.

0.52% of the abovementioned tenement application falls within the boundaries Shire of Beverley. Please find enclosed a copy of the application and plan showing the area applied for.

Please do not hesitate to contact me should you have any queries.

Yours sincerely
Anderson's Tenement Management



Marco Tentori
Tenement Consultant

SCANNED

APPLICATION FOR MINING TENEMENT

- (a) Type of tenement
- (b) Time & Date marked out (where applicable)
- (c) Mineral Field

(a) EXPLORATION LICENCE	No. 70.16396
(b) a.m./p.m. / /	(c) SOUTH WEST M.F.

APPLICANT:

- For each applicant:
- (d) Full name and ACN/ABN No.
- (e) Address
- (f) No. of shares
- (g) Total No. of shares

(d) & (e)	(f) shares
DIVERSIFIED ASSET HOLDINGS PTY LTD ACN 169 563 795	100
C/- ANDERSONS TENEMENT MANAGEMENT PO BOX 2162 LWARWICK W.A. 6024	
	(g) total 100

- DESCRIPTION OF GROUND APPLIED FOR:
- (For Exploration Licences see Note 1.
- For other Licences see Note 2.
- For all Licences see Note 3.)

- (h) Locality
- (i) Datum Peg
- (j) Boundaries

(h) NAYLA
(i)
(j)
SUB SURFACE RIGHTS ONLY ON PRIVATE LAND
(k) 39 BLOCKS

- (k) Area (ha or km²)

- (l) Signature of applicant or agent (if agent, state full name and address)

(l) *[Signature]* Date 23/1/2023

OFFICIAL USE

A NOTICE OF OBJECTION may be lodged at any mining registrar's office on or before the 27th day of January 2023 (See Note 4).

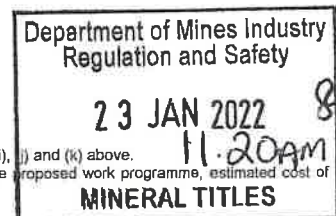
Where an objection to this application is lodged the hearing will take place on a date to be set.

Received at a.m. /p.m. on 20 with fees of

Application \$

Rent **E 70/6396**
TOTAL Lodge Office: PERTH

Lodge Date: 23/01/2023 11:20:00
Fees: \$1,660.00(A) \$5,967.00(R)
PN: 7142 6572 66
em-t-E 7006396



NOTES

Note 1: EXPLORATION LICENCE

- (i) Attachments 1 and 2 form part of every application for an exploration licence and must be lodged with this form in lieu of (h), (i), (j) and (k) above.
- (ii) An application for an Exploration Licence shall be accompanied by a statement specifying method of exploration, details of the proposed work programme, estimated cost of exploration and technical and financial ability of the applicant(s).

Note 2: PROSPECTING/MISCELLANEOUS LICENCE AND MINING/GENERAL PURPOSE LEASE

- (i) This application form shall be accompanied by a map on which are clearly delineated the boundaries of the area applied for.

Note 3: GROUND AVAILABILITY

- (i) The onus is on the applicant to ensure that ground is available to be marked out and/or applied for.
- (ii) The following action should be taken to ascertain ground availability:
 - (a) public plan search;
 - (b) register search;
 - (c) ground inspection.

Note 4: ALL APPLICATIONS OVER PRIVATE LAND

The period for lodgement of an objection is within 21 days of service of this notice, or the date noted above for lodging objections, whichever is the longer period.

REG# 06-185988



WESTERN AUSTRALIA
Mining Act 1978
Sec. 58; Reg. 64

FORM 21 - ATTACHMENT 1

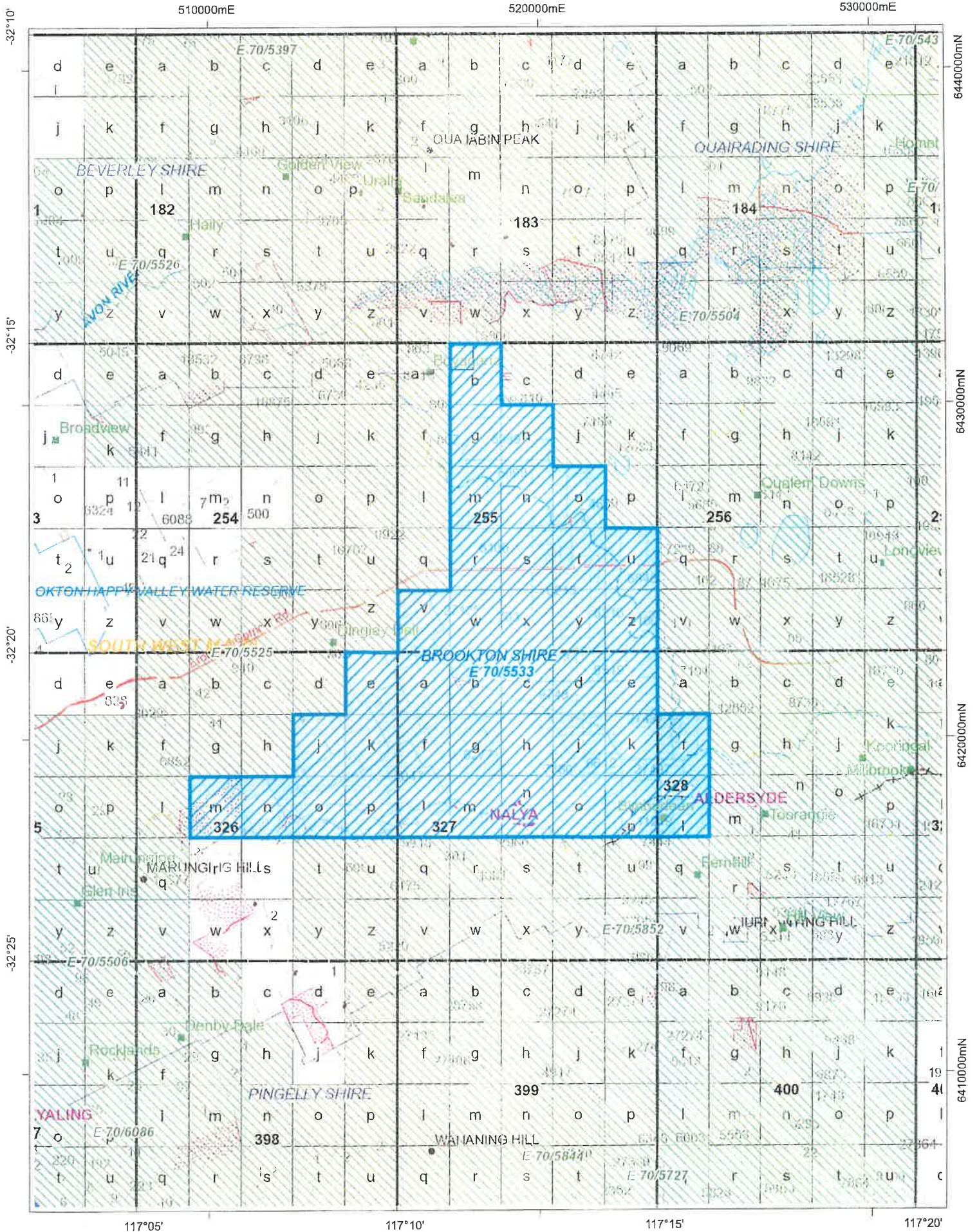
EXPLORATION LICENCE NO. 701 6396

THIS SECTION MUST BE COMPLETED IN FULL FOR ALL EXPLORATION LICENCE APPLICATIONS

LOCALITY: Nalya

BLOCK IDENTIFIER

1:1,000,000 PLAN NAME	PRIMARY NUMBER	No. of Blocks	GRATICULAR SECTION																										
			a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z	
ALBANY	255	15		b						g	h					m	n	o			r	s	t	u	v	w	x	y	z
ALBANY	326	7					e					i	k			m	n	o	p										
ALBANY	327	15	a	b	c	d	e	f	g	h	i	k	l	m	n	o	p												
ALBANY	328	2					f						l																
TOTAL BLOCKS:		39																											



Map showing blocks applied for in
Exploration Licence No. 76.../6396

Scale: 1:144,448



10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES

Nil

11. FINANCE

11.1 Monthly Financial Report – December 2022

Submission To:	Ordinary Council Meeting 28 February 2023
Report Date:	24 January 2023
Applicant:	N/A
File Reference:	N/A
Author and Position:	S.K. Marshall, Deputy Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	December 2022 Financial Reports

SUMMARY

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

BACKGROUND

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

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

COMMENT

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

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

STATUTORY ENVIRONMENT

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

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

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

The Statement is to be accompanied by:

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

- (b) explanation of the material variances; and
- (c) such other information considered relevant by the local government.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

AF004 – Investing Surplus Funds

RISK IMPLICATIONS

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

Consequence	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	
M7/0223	
Moved Cr Norman	Seconded Cr Lawlor
That the monthly financial report for the month of December 2022 be accepted and material variances be noted.	
CARRIED 8/0	

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY BY NATURE
FOR THE PERIOD ENDING
31 December 2022**

Description	Budget 2022/23	YTD Budget 2022/23	YTD Actual 2022/23	YTD Variance	Notes To Material Variances
Operating Revenue					
Rates	3,087,781.00	3,086,281.00	3,090,546.18	4,265.18	
Operating Grants, Subsidies and Contributions	715,395.00	332,386.00	405,795.77	73,409.77	LGGC Financial Assistance and Road Grants \$69,034 and Doctor Hire Vehicle reimbursement \$5,000 higher than anticipated.
Profit On Asset Disposal	62,000.00	0.00	0.00	0.00	
Service Charges	0.00	0.00	0.00	0.00	
Fees & Charges	714,764.00	496,657.00	490,946.32	(5,710.68)	
Interest Earnings	74,687.00	44,629.00	43,594.96	(1,034.04)	
Other Revenue	424,882.00	203,667.00	119,991.48	(83,675.52)	PWOH & POC allocation timing versus expenditure.
Non-Operating Grants, Subsidies and Contributions	2,030,994.00	363,000.00	369,121.98	6,121.98	
Total Operating Revenue	7,110,503.00	4,526,620.00	4,519,996.69	(6,623.31)	
Operating Expenditure					
Employee Costs	(2,387,077.00)	(1,114,421.00)	(1,114,110.25)	310.75	
Materials & Contracts	(2,297,228.00)	(777,408.00)	(775,768.90)	1,639.10	
Utilities	(198,572.00)	(97,644.00)	(94,350.79)	3,293.21	
Depreciation On Non-Current Assets	(2,400,096.00)	(1,200,000.00)	(1,188,826.86)	11,173.14	Depreciation expense lower than anticipated YTD.
Interest Expenses	(86,323.00)	(31,419.00)	(31,412.80)	6.20	
Insurance Expenses	(236,285.00)	(236,273.00)	(235,956.41)	316.59	
Other Expenditure	(83,975.00)	(51,071.00)	(76,234.79)	(25,163.79)	Budget allocation of Other Expenditure nature lower than required, offset by allocation to Materials & Contracts.
Loss On Asset Disposal	(31,000.00)	0.00	0.00	0.00	
Loss on Revaluation of Non-Current Assets	0.00	0.00	0.00	0.00	
Total Operating Expenditure	(7,720,556.00)	(3,508,236.00)	(3,516,660.80)	(8,424.80)	
Net Operating	(610,053.00)	1,018,384.00	1,003,335.89	(15,048.11)	
Capital Income					
Self Supporting Loan - Principal Repayment	10,968.00	5,400.00	5,400.94	0.94	
Proceeds from Sale of Assets	194,000.00	0.00	0.00	0.00	
New Loan Raised	0.00	0.00	0.00	0.00	
Total Capital Income	204,968.00	5,400.00	5,400.94	0.94	

SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY BY NATURE
FOR THE PERIOD ENDING
31 December 2022

Description	Budget 2022/23	YTD Budget 2022/23	YTD Actual 2022/23	YTD Variance	Notes To Material Variances
Capital Expenditure					
Land and Buildings	(787,000.00)	(81,000.00)	(83,203.60)	(2,203.60)	
Plant and Equipment	(681,500.00)	0.00	0.00	0.00	
Office Furniture and Equipment	(40,000.00)	(40,000.00)	(39,670.00)	330.00	
Road Construction	(2,004,829.00)	(1,011,859.00)	(779,779.31)	232,079.69	Vincent Street project expense \$239,199 lower than anticipated (including footpath and drainage variations classified under Other Infrastructure).
Other Infrastructure	(1,200,858.00)	(814,217.00)	(807,974.12)	6,242.88	
Land Under Control	0.00	0.00	0.00	0.00	
Leases	(6,837.00)	0.00	0.00	0.00	
Loans - Principal Repayments	(138,424.00)	(68,617.00)	(68,617.43)	(0.43)	
Total Capital Expenditure	(4,859,448.00)	(2,015,693.00)	(1,779,244.46)	236,448.54	
Net Capital	(4,654,480.00)	(2,010,293.00)	(1,773,843.52)	236,449.48	
Adjustments					
Depreciation Written Back	2,400,096.00	1,200,000.00	1,188,826.86	(11,173.14)	Depreciation expense lower than anticipated YTD.
Movement in Leave Reserve Cash Balance	0.00	0.00	1,862.43	1,862.43	
Movement in Non-Current Loan Repayments	0.00	0.00	0.00	0.00	
Movement in Non-Current SSL Income	0.00	0.00	0.00	0.00	
Movement in Non-Current Lease Repayments	0.00	0.00	0.00	0.00	
Movement in Non-Current Investments	0.00	0.00	0.00	0.00	
Movement in Non-Current LSL Provision	0.00	0.00	0.00	0.00	
Movement in Non-Current Deferred Pensioner Rates	0.00	0.00	0.00	0.00	
(Profit)/Loss on Disposal of Assets Written Back	(31,000.00)	0.00	0.00	0.00	
Loss on Revaluation of Non-Current Assets Written Back	0.00	0.00	0.00	0.00	
Rounding	0.00	0.00	0.00	0.00	
Add Funding From					
Transfer (To)/From Reserves	477,322.00	(24,551.00)	(24,551.39)	(0.39)	
Opening Surplus/(Deficit)	2,418,115.00	2,418,115.00	2,418,115.24	0.24	
Total Adjustments	5,264,533.00	3,593,564.00	3,584,253.14	(9,310.86)	
CLOSING SURPLUS/(DEFICIT)	0.00	2,601,655.00	2,813,745.51	212,090.51	

SHIRE OF BEVERLEY STATEMENT OF NET CURRENT ASSETS FOR THE PERIOD ENDING 31 December 2022		
Description	Actual 2021/22	YTD Actual 2022/23
Current Assets		
Cash at Bank	3,209,654.53	351,372.01
Cash - Unrestricted Investments	0.00	2,506,924.65
Cash - Restricted Reserves	2,229,365.68	2,253,917.07
Cash on Hand	700.00	700.00
Accounts Receivable	919,384.48	696,407.02
Prepaid Expenses	0.00	0.00
Self Supporting Loan - Current	10,968.23	5,567.29
Inventory - Fuel	19,124.29	16,444.24
Total Current Assets	6,389,197.21	5,831,332.28
Current Liabilities		
Accounts Payable	(1,466,207.41)	(502,260.89)
Loan Liability - Current	(138,423.45)	(69,806.02)
Lease Liability - Current	(6,836.70)	0.00
Annual Leave Liability - Current	(254,683.62)	(254,683.62)
Long Service Leave Liability - Current	(143,208.57)	(143,208.57)
Doubtful Debts	0.00	0.00
Total Current Liabilities	(2,009,359.75)	(969,959.10)
Adjustments		
Less Restricted Reserves	(2,229,365.68)	(2,253,917.07)
Less Self Supporting Loan Income	(10,968.23)	(5,567.29)
Add Leave Reserves - Cash Backed	140,188.24	142,050.67
Add Loan Principal Expense	138,423.45	69,806.02
Total Adjustments	(1,961,722.22)	(2,047,627.67)
NET CURRENT ASSETS	2,418,115.24	2,813,745.51

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

Description	Actual 2021/22	YTD Actual 2022/23	Movement
Current Assets			
Cash and Cash Equivalents	5,439,720.21	5,112,913.73	(326,806.48)
Accounts Receivable	379,002.48	696,407.02	317,404.54
Contract Asset - Current	540,382.00	0.00	(540,382.00)
Prepaid Expenses	0.00	0.00	0.00
Self Supporting Loan - Current	10,968.23	5,567.29	(5,400.94)
Inventory	19,124.29	16,444.24	(2,680.05)
Total Current Assets	6,389,197.21	5,831,332.28	(557,864.93)
Current Liabilities			
Accounts Payable	(1,132,647.41)	(168,700.89)	963,946.52
Contract Liability - Current	(333,560.00)	(333,560.00)	0.00
Loan Liability - Current	(138,423.45)	(69,806.02)	68,617.43
Lease Liability - Current	(6,836.70)	0.00	6,836.70
Annual Leave Liability - Current	(254,683.62)	(254,683.62)	0.00
Long Service Leave Liability - Current	(143,208.57)	(143,208.57)	0.00
Doubtful Debts	0.00	0.00	0.00
Total Current Liabilities	(2,009,359.75)	(969,959.10)	1,039,400.65
Non-Current Assets			
Non-Current Debtors	148,045.45	148,045.45	0.00
Non-Current Investments	58,352.75	58,352.75	0.00
Land and Buildings	29,725,078.17	29,440,412.24	(284,665.93)
Plant and Equipment	2,178,632.13	2,058,733.40	(119,898.73)
Furniture and Equipment	92,874.24	116,337.64	23,463.40
Infrastructure	64,135,530.18	65,038,431.61	902,901.43
Self Supporting Loan - Non Current	0.00	0.00	0.00
Total Non-Current Assets	96,338,512.92	96,860,313.09	521,800.17
Non-Current Liabilities			
Loan Liability - Non Current	(2,118,272.70)	(2,118,272.70)	0.00
Lease Liability - Non Current	(6,836.60)	(6,836.60)	0.00
Annual Leave - Non Current	0.00	0.00	0.00
Long Service Leave Liability - Non Current	(76,311.20)	(76,311.20)	0.00
Total Non Current Liabilities	(2,201,420.50)	(2,201,420.50)	0.00
Net Assets	98,516,929.88	99,520,265.77	1,003,335.89

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

Equity			
Accumulated Surplus	(47,991,692.08)	(48,970,476.58)	(978,784.50)
Reserves - Cash Backed	(2,229,365.68)	(2,253,917.07)	(24,551.39)
Reserve - Revaluations	(48,295,872.12)	(48,295,872.12)	0.00
Total Equity	(98,516,929.88)	(99,520,265.77)	(1,003,335.89)

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 31 December 2022						
Account #	Account Name	Amount Invested (\$)		Term	Interest Rate	Maturation
4054597	Reserve Funds Bendigo					
	Long Service Leave	0.00				
	Airfield Emergency	40,808.84				
	Plant	248,121.32				
	Emergency Services	29,186.17				
	Building	518,224.26				
	Recreation Ground	597,367.22				
	Cropping Committee	184,794.55				
	Avon River Development	0.00				
	Annual Leave	142,050.67				
	Community Bus	40,179.76				
	Infrastructure	169,358.07				
	Senior Housing	181,982.24				
	Mainstreet Development	0.00				
	Avondale Mach Museum	61,293.86				
	ITC Renewal Reserve	40,550.11	2,253,917.07	3 mnths	3.60%	23/03/2023
4218246	Term Deposit Bendigo	504,767.12		5 mnths	4.00%	8/05/2022
4191888	Term Deposit Bendigo	502,157.53		5 mnths	3.85%	14/04/2023
4128633	Term Deposit Bendigo	500,000.00		4 mnths	3.20%	12/01/2023
4128634	Term Deposit Bendigo	500,000.00		5 mnths	3.40%	12/02/2023
4128642	Term Deposit Bendigo	250,000.00		6 mnths	3.60%	14/03/2023
4200118	Term Deposit Bendigo	250,000.00	2,506,924.65	6 mnths	4.05%	22/05/2022
	Total		4,760,841.72			

11.2 Accounts Paid by Authority – December 2022

Submission To:	Ordinary Council Meeting 14 December 2023
Report Date:	2 February 2022
Applicant:	N/A
File Reference:	N/A
Author and Position:	S.K. Marshall, Deputy Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	December 2022 List of Reports (Contact Shire)

SUMMARY

Council to consider authorising the payment of accounts.

BACKGROUND

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

COMMENT

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

STATUTORY ENVIRONMENT

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

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

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

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

and

(b) the date of the meeting of the Council to which the list is to be presented.

(3) A list prepared under sub regulation (1) or (2) is to be —

(a) presented to the Council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M8/0223

Moved Cr Norman

Seconded Cr Gogol

That the List of Accounts as presented, be received:

December 2022:

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

Cheque vouchers

13 December 2022 1879-1879 (1) \$ 1,224.18 (authorised by CEO S Gollan and Pres D White)
22 December 2022 1880,1882 (2) \$ 16,749.45 (authorised by CEO S Gollan and DCEO S Marshall)
Total of cheque vouchers for December 2022 incl \$ 17,973.63 previously paid.

EFT vouchers

06 December 2022 EFT 8828-8848 (21) \$ 35,710.24 (authorised by CEO S Gollan and DCEO S Marshall)
07 December 2022 EFT 1-39 (39) \$ 63,049.19 (authorised by CEO S Gollan and DCEO S Marshall)
13 December 2022 EFT 8852-8877 (26) \$ 67,043.02 (authorised by CEO S Gollan and Pres D White)
19 December 2022 EFT 8878-8878 (1) \$ 960.00 (authorised by CEO S Gollan and Pres D White)
19 December 2022 EFT 8879-8880 (2) \$ 246.93 (authorised by DCEO S Marshall and Pres D White)
21 December 2022 EFT 1-38 (38) \$ 63,369.93 (authorised by CEO S Gollan and Pres D White)
22 December 2022 EFT 8930-8977 (48) \$ 410,584.76 (authorised by CEO S Gollan and DCEO S Marshall)
Total of EFT vouchers for December 2022 incl \$ 640,964.07 previously paid

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

Cheque vouchers

Nil vouchers

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

EFT vouchers

06 December 2022 EFT 8849-8850 (2) \$ 155,524.00 (authorised by CEO S Gollan and DCEO S Marshall)
06 December 2022 EFT 8851-8851 (1) \$ 500.00 (authorised by CEO S Gollan and DCEO S Marshall)
Total of EFT vouchers for December 2022 incl \$ 156,024.00 previously paid.

(3) Direct Debit Payments totalling \$ 75,224.53 previously paid.

(4) Credit Card Payments totalling \$ 1,999.07 previously paid.

CARRIED 8/0

Attachment pages 181 - 189 have been removed, please contact the Shire for viewing.

11.3 Monthly Financial Report – January 2022

Submission To:	Ordinary Council Meeting 28 February 2023
Report Date:	16 February 2023
Applicant:	N/A
File Reference:	N/A
Author and Position:	S.K. Marshall, Deputy Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	January 2023 Financial Reports

SUMMARY

Council to consider accepting the financial report for the period ending 31 January 2023.

BACKGROUND

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

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

COMMENT

The monthly financial reports for the period ending 31 January 2023 have been provided and include:

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

STATUTORY ENVIRONMENT

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

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

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

The Statement is to be accompanied by:

- (a) explanation of the composition of net current assets, less committed assets and restricted assets;
- (b) explanation of the material variances; and
- (c) such other information considered relevant by the local government.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

AF004 – Investing Surplus Funds

RISK IMPLICATIONS

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

Consequence	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

M9/0223

Moved Cr Sattler

Seconded Cr Norman

That the monthly financial report for the month of January 2023 be accepted and material variances be noted.

CARRIED 8/0

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY BY NATURE
FOR THE PERIOD ENDING
31 January 2023**

Description	Budget 2022/23	YTD Budget 2022/23	YTD Actual 2022/23	YTD Variance	Notes To Material Variances
Operating Revenue					
Rates	3,087,781.00	3,086,281.00	3,091,483.87	5,202.87	
Operating Grants, Subsidies and Contributions	715,395.00	370,415.00	450,882.73	80,467.73	LGGC Financial Assistance and Road Grants \$69,034 and Doctor Hire Vehicle reimbursement \$5,000 higher than anticipated.
Profit On Asset Disposal	62,000.00	0.00	0.00	0.00	
Service Charges	0.00	0.00	0.00	0.00	
Fees & Charges	714,764.00	544,921.00	553,391.48	8,470.48	
Interest Earnings	74,687.00	47,003.00	49,824.34	2,821.34	
Other Revenue	424,882.00	242,979.00	132,609.72	(110,369.28)	Admin Cost, PWOH & POC allocation timing versus expenditure.
Non-Operating Grants, Subsidies and Contributions	2,030,994.00	513,000.00	519,121.98	6,121.98	
Total Operating Revenue	7,110,503.00	4,804,599.00	4,797,314.12	(7,284.88)	
Operating Expenditure					
Employee Costs	(2,387,077.00)	(1,280,447.00)	(1,284,168.44)	(3,721.44)	
Materials & Contracts	(2,297,228.00)	(840,838.00)	(824,122.85)	16,715.15	Timing variance between budgeted and actual expenditure.
Utilities	(198,572.00)	(115,492.00)	(110,977.33)	4,514.67	
Depreciation On Non-Current Assets	(2,400,096.00)	(1,400,000.00)	(1,388,196.23)	11,803.77	Depreciation expense lower than anticipated YTD.
Interest Expenses	(86,323.00)	(43,971.00)	(39,249.34)	4,721.66	
Insurance Expenses	(236,285.00)	(236,273.00)	(235,956.41)	316.59	
Other Expenditure	(83,975.00)	(51,487.00)	(77,929.38)	(26,442.38)	Budget allocation of Other Expenditure nature lower than required, offset by allocation to Materials & Contracts.
Loss On Asset Disposal	(31,000.00)	0.00	0.00	0.00	
Loss on Revaluation of Non-Current Assets	0.00	0.00	0.00	0.00	
Total Operating Expenditure	(7,720,556.00)	(3,968,508.00)	(3,960,599.98)	7,908.02	
Net Operating	(610,053.00)	836,091.00	836,714.14	623.14	
Capital Income					
Self Supporting Loan - Principal Repayment	10,968.00	5,400.00	5,400.94	0.94	
Proceeds from Sale of Assets	194,000.00	0.00	0.00	0.00	
New Loan Raised	0.00	0.00	0.00	0.00	
Total Capital Income	204,968.00	5,400.00	5,400.94	0.94	

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY BY NATURE
FOR THE PERIOD ENDING
31 January 2023**

Description	Budget 2022/23	YTD Budget 2022/23	YTD Actual 2022/23	YTD Variance	Notes To Material Variances
Capital Expenditure					
Land and Buildings	(787,000.00)	(106,000.00)	(102,902.89)	3,097.11	
Plant and Equipment	(681,500.00)	0.00	0.00	0.00	
Office Furniture and Equipment	(40,000.00)	(40,000.00)	(39,670.00)	330.00	
Road Construction	(2,004,829.00)	(1,060,372.00)	(832,615.43)	227,756.57	Vincent Street project road portion expense \$229,792 lower than anticipated.
Other Infrastructure	(1,200,858.00)	(814,217.00)	(826,885.38)	(12,668.38)	Vincent Street project footpath portion expense (\$20,780) higher than anticipated. Vincent Street project drainage portion expense \$10,000 lower than anticipated.
Land Under Control	0.00	0.00	0.00	0.00	
Leases	(6,837.00)	0.00	0.00	0.00	
Loans - Principal Repayments	(138,424.00)	(68,617.00)	(68,617.43)	(0.43)	
Total Capital Expenditure	(4,859,448.00)	(2,089,206.00)	(1,870,691.13)	218,514.87	
Net Capital	(4,654,480.00)	(2,083,806.00)	(1,865,290.19)	218,515.81	
Adjustments					
Depreciation Written Back	2,400,096.00	1,400,000.00	1,388,196.23	(11,803.77)	Depreciation expense lower than anticipated YTD.
Movement in Leave Reserve Cash Balance	0.00	0.00	1,862.43	1,862.43	
Movement in Non-Current Loan Repayments	0.00	0.00	0.00	0.00	
Movement in Non-Current SSL Income	0.00	0.00	0.00	0.00	
Movement in Non-Current Lease Repayments	0.00	0.00	0.00	0.00	
Movement in Non-Current Investments	0.00	0.00	0.00	0.00	
Movement in Non-Current LSL Provision	0.00	0.00	0.00	0.00	
Movement in Non-Current Deferred Pensioner Rates	0.00	0.00	0.00	0.00	
(Profit)/Loss on Disposal of Assets Written Back	(31,000.00)	0.00	0.00	0.00	
Loss on Revaluation of Non-Current Assets Written Back	0.00	0.00	0.00	0.00	
Rounding	0.00	0.00	0.00	0.00	
Add Funding From					
Transfer (To)/From Reserves	477,322.00	(24,551.00)	(24,551.39)	(0.39)	
Opening Surplus/(Deficit)	2,418,115.00	2,418,115.00	2,418,115.24	0.24	
Total Adjustments	5,264,533.00	3,793,564.00	3,783,622.51	(9,941.49)	
CLOSING SURPLUS/(DEFICIT)	0.00	2,545,849.00	2,755,046.46	209,197.46	

**SHIRE OF BEVERLEY
STATEMENT OF NET CURRENT ASSETS
FOR THE PERIOD ENDING
31 January 2023**

Description	Actual 2021/22	YTD Actual 2022/23
Current Assets		
Cash at Bank	3,209,654.53	793,282.07
Cash - Unrestricted Investments	0.00	2,006,924.65
Cash - Restricted Reserves	2,229,365.68	2,253,917.07
Cash on Hand	700.00	700.00
Accounts Receivable	919,384.48	655,805.14
Prepaid Expenses	0.00	0.00
Self Supporting Loan - Current	10,968.23	5,567.29
Inventory - Fuel	19,124.29	15,083.53
Total Current Assets	6,389,197.21	5,731,279.75
Current Liabilities		
Accounts Payable	(1,466,207.41)	(460,907.41)
Loan Liability - Current	(138,423.45)	(69,806.02)
Lease Liability - Current	(6,836.70)	0.00
Annual Leave Liability - Current	(254,683.62)	(254,683.62)
Long Service Leave Liability - Current	(143,208.57)	(143,208.57)
Doubtful Debts	0.00	0.00
Total Current Liabilities	(2,009,359.75)	(928,605.62)
Adjustments		
Less Restricted Reserves	(2,229,365.68)	(2,253,917.07)
Less Self Supporting Loan Income	(10,968.23)	(5,567.29)
Add Leave Reserves - Cash Backed	140,188.24	142,050.67
Add Loan Principal Expense	138,423.45	69,806.02
Total Adjustments	(1,961,722.22)	(2,047,627.67)
NET CURRENT ASSETS	2,418,115.24	2,755,046.46

SHIRE OF BEVERLEY			
STATEMENT OF FINANCIAL POSITION			
AS AT			
31 January 2023			
Description	Actual 2021/22	YTD Actual 2022/23	Movement
Current Assets			
Cash and Cash Equivalents	5,439,720.21	5,054,823.79	(384,896.42)
Accounts Receivable	379,002.48	655,805.14	276,802.66
Contract Asset - Current	540,382.00	0.00	(540,382.00)
Prepaid Expenses	0.00	0.00	0.00
Self Supporting Loan - Current	10,968.23	5,567.29	(5,400.94)
Inventory	19,124.29	15,083.53	(4,040.76)
Total Current Assets	6,389,197.21	5,731,279.75	(657,917.46)
Current Liabilities			
Accounts Payable	(1,132,647.41)	(277,347.41)	855,300.00
Contract Liability - Current	(333,560.00)	(183,560.00)	150,000.00
Loan Liability - Current	(138,423.45)	(69,806.02)	68,617.43
Lease Liability - Current	(6,836.70)	0.00	6,836.70
Annual Leave Liability - Current	(254,683.62)	(254,683.62)	0.00
Long Service Leave Liability - Current	(143,208.57)	(143,208.57)	0.00
Doubtful Debts	0.00	0.00	0.00
Total Current Liabilities	(2,009,359.75)	(928,605.62)	1,080,754.13
Non-Current Assets			
Non-Current Debtors	148,045.45	148,045.45	0.00
Non-Current Investments	58,352.75	58,352.75	0.00
Land and Buildings	29,725,078.17	29,398,040.75	(327,037.42)
Plant and Equipment	2,178,632.13	2,038,587.42	(140,044.71)
Furniture and Equipment	92,874.24	113,327.03	20,452.79
Infrastructure	64,135,530.18	64,996,036.99	860,506.81
Self Supporting Loan - Non Current	0.00	0.00	0.00
Total Non-Current Assets	96,338,512.92	96,752,390.39	413,877.47
Non-Current Liabilities			
Loan Liability - Non Current	(2,118,272.70)	(2,118,272.70)	0.00
Lease Liability - Non Current	(6,836.60)	(6,836.60)	0.00
Annual Leave - Non Current	0.00	0.00	0.00
Long Service Leave Liability - Non Current	(76,311.20)	(76,311.20)	0.00
Total Non Current Liabilities	(2,201,420.50)	(2,201,420.50)	0.00
Net Assets	98,516,929.88	99,353,644.02	836,714.14

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
AS AT
31 January 2023**

Description	Actual 2021/22	YTD Actual 2022/23	Movement
Equity			
Accumulated Surplus	(47,991,692.08)	(48,803,854.83)	(812,162.75)
Reserves - Cash Backed	(2,229,365.68)	(2,253,917.07)	(24,551.39)
Reserve - Revaluations	(48,295,872.12)	(48,295,872.12)	0.00
Total Equity	(98,516,929.88)	(99,353,644.02)	(836,714.14)

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 31 January 2023						
Account #	Account Name	Amount Invested (\$)		Term	Interest Rate	Maturation
4054597	Reserve Funds Bendigo					
	Long Service Leave	0.00				
	Airfield Emergency	40,808.84				
	Plant	248,121.32				
	Emergency Services	29,186.17				
	Building	518,224.26				
	Recreation Ground	597,367.22				
	Cropping Committee	184,794.55				
	Avon River Development	0.00				
	Annual Leave	142,050.67				
	Community Bus	40,179.76				
	Infrastructure	169,358.07				
	Senior Housing	181,982.24				
	Mainstreet Development	0.00				
	Avondale Mach Museum	61,293.86				
	ITC Renewal Reserve	40,550.11	2,253,917.07	3 mnths	3.60%	23/03/2023
4218246	Term Deposit Bendigo	504,767.12		5 mnths	4.00%	8/05/2022
4191888	Term Deposit Bendigo	502,157.53		5 mnths	3.85%	14/04/2023
4128634	Term Deposit Bendigo	500,000.00		5 mnths	3.40%	12/02/2023
4128642	Term Deposit Bendigo	250,000.00		6 mnths	3.60%	14/03/2023
4200118	Term Deposit Bendigo	250,000.00	2,006,924.65	6 mnths	4.05%	22/05/2022
	Total		4,260,841.72			

11.4 Accounts Paid by Authority – January 2023

Submission To:	Ordinary Council Meeting 28 February 2023
Report Date:	21 February 2023
Applicant:	N/A
File Reference:	N/A
Author and Position:	S.K. Marshall, Deputy Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	January 2023 List of Reports (Contact Shire)

SUMMARY

Council to consider authorising the payment of accounts.

BACKGROUND

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

COMMENT

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

STATUTORY ENVIRONMENT

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

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

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

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

and

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

FINANCIAL IMPLICATIONS

Unless otherwise identified, all payments have been made in accordance with Council's 2021/22 Budget.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

Consequence 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

M10/0223

Moved Cr Maxwell

Seconded Cr Sattler

That the List of Accounts as presented, be received:

January 2023:

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

Cheque vouchers

11 January 2023 1883-1883 (1) \$ 84.00 (authorised by CEO S Gollan and Pres D White)
19 January 2023 1884-1884 (1) \$ 47.36 (authorised by DCEO S Marshall and Pres D White)
Total of cheque vouchers for January 2023 incl \$ 131.36 previously paid.

EFT vouchers

03 January 2023 EFT 8978-8979 (2) \$ 2,841.08 (authorised by CEO S Gollan and Pres D White)
04 January 2023 EFT 1-37 (37) \$ 58,617.99 (authorised by Pres D White and Cr Susan Martin)
11 January 2023 EFT 8982-9004 (23) \$ 31,017.00 (authorised by CEO S Gollan and Pres D White)
16 January 2023 EFT 9005-9008 (4) \$ 9,035.53 (authorised by CEO S Gollan and DCEO S Marshall)
18 January 2023 EFT 1-36 (36) \$ 58,103.08 (authorised by CEO S Gollan and DCEO S Marshall)
19 January 2023 EFT 9009-9020 (12) \$ 26,641.69 (authorised by DCEO S Marshall and Pres D White)
23 January 2023 EFT 9021-9021 (1) \$ 7,836.55 (authorised by CEO S Gollan and DCEO S Marshall)
27 January 2023 EFT 9023-9040 (18) \$ 21,430.57 (authorised by CEO S Gollan and DCEO S Marshall)
Total of EFT vouchers for January 2023 incl \$ 217,523.49 previously paid

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

Cheque vouchers

Nil vouchers

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

EFT vouchers

Nil vouchers)

Total of EFT vouchers for January 2023 incl \$ 0.00 previously paid.

(3) Direct Debit Payments totalling \$ 91,983.84 previously paid.

(4) Credit Card Payments totalling \$ 857.83 previously paid.

CARRIED 8/0

Attachment pages 201 - 208 have been removed, please contact the Shire for viewing.

11.5 2022/23 Budget Review

Submission To:	Ordinary Council Meeting 28 February 2023
Report Date:	14 February 2023
Applicant:	Administration
File Reference:	ADM 0092/0405
Author and Position:	Simon Marshall, Deputy Chief Executive Officer
Previously Before Council:	Audit and Risk Committee 14 February 2023
Disclosure(s) Of Interest:	Nil
Attachments:	2022/23 Budget Review Statement of Financial Activity; and 2022/23 Budget Review Detail

SUMMARY

Council to consider receiving 2022/23 Budget Review as recommended by the Audit and Risk Committee.

BACKGROUND

A Budget Review is conducted annually by comparing actual revenue and expenditure as at 31 December to budget estimates and forecasting predicted revenue and expenditure to 30 June.

The budget review process is a statutory requirement, but also reflects good management practice.

COMMENT

A budget review has been undertaken by staff as per the requirements of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

Any savings realised or over expenditure incurred as at 31 December 2022 has been included in forward projections.

The detailed Budget Review is attached under separate cover.

In summary, it is forecast that a budget surplus of \$376,765 may be realised as at 30 June 2023.

See Budget Review financial report attached to this report for surplus components.

The budget review was examined by the Audit and Risk Committee at its 14 February 2023 meeting, it was resolved the budget review be received by Council.

STATUTORY ENVIRONMENT

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* provides that:

(1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.

(2A) The review of an annual budget for a financial year must —

- (a) consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
- (b) consider the local government’s financial position as at the date of the review; and
- (c) review the outcomes for the end of that financial year that are forecast in the budget.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

(3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

**Absolute majority required.*

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

RISK IMPLICATIONS

Failure to complete a Budget Review would result in non-compliance *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*. Approval of this item will mitigate the consequence

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.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

AUDIT & RISK COMMITTEE RECOMMENDATION & COUNCIL RESOLUTION M11/0223

Moved Cr Davis

Seconded Cr Sattler

That the 2022/23 Budget Review be received and forwarded to the Department of Local Government.

CARRIED 8/0

**SHIRE OF BEVERLEY
BUDGET REVIEW
FOR THE PERIOD ENDING
30 June 2023**

Description	Budget 2022/23	YTD Actual 2022/23	FORECAST 2022/23	FORECAST Variance	Notes To Material Variances
Operating Revenue					
General Purpose Funding	3,284,715	3,257,516.64	3,444,672	159,957	Additional Financial Assistance Grants and Investment Interest.
Governance	2,100	1,951.18	2,408	308	
Law, Order & Public Safety	246,517	59,002.04	205,269	(41,248)	Less Mitigation Funding.
Health	300	5,000.00	5,300	5,000	
Education & Welfare	0	454.55	455	455	
Housing	112,796	59,494.41	116,271	3,475	
Community Amenities	226,293	215,445.76	231,814	5,521	
Recreation & Culture	152,141	67,541.46	153,504	1,363	
Transport	2,361,615	584,011.69	2,103,624	(257,991)	Airfield Lighting funding expected to be received in 23/24 (\$150,000), Roads to Recovery allocation advice overstated (\$331,280), General Roads Grant greater than expected \$116,412, Bridge Funding increase due to cost escalation \$104,035.
Economic Activities	235,021	144,323.57	290,355	55,334	Cabin and Caravan Park revenue expected to be greater than anticipated.
Other Property & Services	38,100	41,273.76	62,254	24,154	Private works and sale of scrap (excess pavers) expected to be greater than anticipated.
Total Operating Revenue	6,659,598	4,436,015.06	6,615,925	(43,673)	
Operating Expenditure					
General Purpose Funding	(174,375)	(67,223.84)	(173,109)	1,266	
Governance	(281,516)	(144,749.60)	(272,241)	9,275	
Law, Order & Public Safety	(585,910)	(184,142.01)	(508,649)	77,261	No contract mitigation works to proceed.
Health	(174,899)	(72,771.02)	(163,831)	11,068	Loss on Asset Disposal (Doc Vehicle) expected to be lower than anticipated
Education & Welfare	(141,011)	(73,892.49)	(140,335)	676	
Housing	(196,869)	(85,767.59)	(205,634)	(8,765)	5 Short St Painting not budgeted.
Community Amenities	(684,410)	(329,335.34)	(701,817)	(17,407)	Cemetery Record and Map digitisation not budgeted.
Recreation & Culture	(1,629,056)	(793,021.89)	(1,628,226)	830	
Transport	(2,767,427)	(1,305,520.67)	(2,703,608)	63,819	Infrastructure Revaluation consultancy \$64,000 lower than anticipated.
Economic Activities	(619,982)	(328,863.23)	(641,049)	(21,067)	Vincent St Heritage Walk App expense \$20,000.
Other Property & Services	(14,196)	(47,391.49)	(19,600)	(5,404)	
Total Operating Expenditure	(7,269,651)	(3,432,679.17)	(7,158,100)	111,551	
Net Operating	(610,053)	1,003,335.89	(542,175)	67,878	
Capital Income					
Self Supporting Loan - Principal Repayment	10,968	5,400.94	10,968	0	
Proceeds from Sale of Assets	194,000	0.00	204,000	10,000	Grader trade \$10,000 higher than anticipated.
New Loan Raised	0	0.00	0	0	
Total Capital Income	204,968	5,400.94	214,968	10,000	

**SHIRE OF BEVERLEY
BUDGET REVIEW
FOR THE PERIOD ENDING
30 June 2023**

Description	Budget 2022/23	YTD Actual 2022/23	FORECAST 2022/23	FORECAST Variance	Notes To Material Variances
Capital Expenditure					
Land and Buildings	(787,000)	(83,203.60)	(265,874)	521,126	Vincent St Car Park purchase \$200,000 and Airfield lighting \$300,000 unlikely to proceed this FY.
Plant and Equipment	(681,500)	0.00	(655,000)	26,500	New Grader cost \$26,500 lower than anticipated.
Office Furniture and Equipment	(40,000)	(39,670.00)	(39,670)	330	
Road Construction	(2,004,829)	(779,779.31)	(1,774,992)	229,837	Vincent St Project works \$229,792 lower than anticipated.
Other Infrastructure	(1,200,858)	(807,974.12)	(1,252,991)	(52,133)	Kokeby Bridge project costs expected to be \$48,965 greater than anticipated to be offset by increased contribution from MRWA.
Land Under Control	0	0.00	0	0	
Leases	(6,837)	0.00	(6,837)	0	
Loans - Principal Repayments	(138,424)	(68,617.43)	(138,424)	0	
Total Capital Expenditure	(4,859,448)	(1,779,244.46)	(4,133,788)	725,660	
Net Capital	(4,654,480)	(1,773,843.52)	(3,918,820)	735,660	
Adjustments					
Depreciation Written Back	2,400,096	1,188,826.86	2,400,096	0	
Movement in Leave Reserve Cash Balance	0	1,862.43	0	0	
Movement in Non-Current Loan Repayments	0	0.00	0	0	
Movement in Non-Current SSL Income	0	0.00	0	0	
Movement in Non-Current Lease Repayments	0	0.00	0	0	
Movement in Non-Current Investments	0	0.00	0	0	
Movement in Non-Current LSL Provision	0	0.00	0	0	
Movement in Non-Current Deferred Pensioner Rates	0	0.00	0	0	
(Profit)/Loss on Disposal of Assets Written Back	(31,000)	0.00	(67,500)	(36,500)	Net Profit on Asset disposal expected to greater than anticipated.
Loss on Revaluation of Non-Current Assets Written Back	0	0.00	0	0	
Rounding	0	0.00	0	0	
Add Funding From					
Transfer (To)/From Reserves	477,322	(24,551.39)	87,049	(390,273)	Less Transfer from Reserve due to linked funding requirements of Capital projects.
Opening Surplus/(Deficit)	2,418,115	2,418,115.24	2,418,115	0	
Total Adjustments	5,264,533	3,584,253.14	4,837,760	(426,773)	
CLOSING SURPLUS/(DEFICIT)	0	2,813,745.51	376,765	376,765	

3:18pm – Prior to any consideration of Item 11.6, Cr's White and Gogol declared interests of Impartiality. Cr Gogol is an executive of the Beverley Masonic Lodge and Cr White is an executive of the Beverley Community Resource Centre. They were not required to leave the meeting.

11.6 2022/23 Community Grants – Round 2

Submission To:	Ordinary Council Meeting 28 February 2023
Report Date:	2 February 2023
Applicant:	Various Applicants
File Reference:	ADM 0428
Author and Position:	Ashleigh Fleay, Projects Officer
Previously Before Council:	Occurs bi-annually
Disclosure(s) Of Interest:	Author is a member of Beverley Tennis Club
Attachments:	Nil

SUMMARY

Council to consider awarding various grants as presented.

BACKGROUND

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

COMMENT

The second round of Community Grants for 2022/23 financial year was advertised in the January 2023 edition of the Beverley Blarney and on the Shire of Beverley website. Applications opened on 1st January and closed on 31st January 2023.

A total of 6 applications were received, four being for Major Grants, two for minor Grants. After the first round of Grants were awarded in August 2022 there is now \$8,120.00 remaining for Minor Grants and \$4,540.00 for Major Grants. It is recommended that the balance be combined to assist as many groups as possible across both categories. Council has previously done this in several other January rounds.

It is also recommended that the Personal Development Grant balance of \$2,000.00 be pooled to support more groups. No Personal Development Grants have been received in this financial year.

The Community Grants this round were oversubscribed. It has been recommended to awards funds to all applicants, however the awarded amounts may not necessarily be the amount requested by each applicant.

The table on the following page outlines the grant applications received, the activities groups wish to use the money for, the amount they requested, and the amount recommended.

Club/Group	Members	Activity	Amount Requested	Amount Recommended
Beverley Lawn Tennis Club	107 members	<p>Minor Category: Sport & Recreation Total Project Cost: \$1,485.00</p> <p>Project as described by applicant: Purchase of a new club laptop to support the running of tournament programs and planners throughout the season and more importantly the Easter Tennis Tournament.</p> <ul style="list-style-type: none"> ▪ 4th Application – last app 2021 ▪ Application complete, quotes provided. 	\$1,000.00	\$1,000.00
Beverley Horse & Pony Club	25 members	<p>Minor Category: Volunteer Upskilling Total Project Cost: \$733.00</p> <p>Project as described by applicant: Training and Development for 5 club volunteers to attend the WA State Coaching school to ensure ongoing safe riding at the pony club and horse events.</p> <ul style="list-style-type: none"> ▪ 3rd Application ▪ Incorporation ▪ Application complete, quotes provided. 	\$733.00	\$733.00
Club/Group	Members	Activity	Amount Requested	Amount Recommended
Beverley Golf Club	105 Members	<p>Major Category: Sport & Recreation Total Project Cost: \$18,150.00</p> <p>Project as described by applicant: Roof restoration at the Golf Club clubhouse by encapsulation of the asbestos roof.</p> <ul style="list-style-type: none"> ▪ 9th application received ▪ \$1,000 was received in July 21 total of \$17,221.66 contributions received. ▪ Incorporated ▪ Application complete, quotes/estimate provided 	\$5,000.00	\$4,000.00
Friends of the Dale River	28 Members	<p>Major Category: Volunteer Upskilling, Environment Total Project Cost: \$10,962.00</p> <p>Project as described by applicant: Volunteer training and development for 7 FODR volunteers in monitoring data collection and verifying</p>	\$2,750.00	\$2,750.00

		populations of native fauna as well as management of feral animal species within the Dale River Reserve. Project supported by Wheatbelt NRM. <ul style="list-style-type: none"> • 1st application • Incorporated • Application complete, including letters of support & quotes. Extensively written application. 		
Beverley Masonic Lodge	15 Members	Major Category: Minor Infrastructure Total Project Cost: \$2,460.00 Project as described by applicant: To restore the window frames by replacing old and damaged timbers and repainting them. <ul style="list-style-type: none"> • 1st application • Incorporated • Application complete with quotes included. 	\$1,230.00	\$1,230.00
Beverley Community Garden (Beverley CRC)	77 Members	Major Category: Minor Infrastructure/ Environment Total Project Cost: \$9,665.70 Project as described by applicant: Installation of a Water Corporation water meter at the Community Garden site for the Community Garden. Land is leased to the group by the Shire. <ul style="list-style-type: none"> • 2nd application • Incorporated –Group is managed through the Beverley CRC • Application complete. 	\$5,000.00	\$5,000.00

2022/23 Budget \$20,000.00	Remaining Balances	Amount Requested this round
Minor Grants - \$1,000 or less	\$8,120.00	\$1,733.00
Major Grants - \$1,001 - \$5,000	\$4,540.00	\$13,980.00
Total (if combined)	\$12,660.00	\$15,713.00
Personal Development 2021/22 Budget \$2,000.00	\$2,000.00	Nil

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

Community Grant Program

2022/2023 Total Minor Grants \$10,000 – Available funds balance: \$8,120.00

2022/2023 Total Major Grants \$10,000 – Available funds balance: \$4,540.00

2022/2023 Total Personal Development Grants \$1,200 – Available funds balance \$2,000

STRATEGIC IMPLICATIONS

Strategic Community Plan

Goal 7 – Increase all forms of club participation

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

Goal 9 – We have a safe and health community

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

RISK IMPLICATIONS

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

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

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

POLICY IMPLICATIONS

Community Grant Policy

VOTING REQUIREMENTS

Absolute Majority (both recommendations)

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M12/0223

Moved Cr Sattler

Seconded Cr Martin

That Council combine all community grant funding including the personal development grant funding budgeted into one amount to support all applications received in round two.

CARRIED BY ABSOLUTE MAJORITY 8/0

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M13/0223

Moved Cr Sattler

Seconded Cr Martin

That Council award the following Community Grants under the second round of submissions for the 2022/2023 financial year:

- | | |
|--|-------------------|
| 1. Beverley Lawn Tennis Club | \$1,000.00 |
| 2. Beverley Horse & Pony Club Inc | \$ 733.00 |
| 3. Beverley CRC (Community Garden) | \$5,000.00 |
| 4. Beverley Golf Club | \$4,000.00 |
| 5. Beverley Masonic Lodge | \$1,230.00 |
| 6. Friends of the Dale River Inc | \$2,750.00 |

CARRIED BY ABSOLUTE MAJORITY 8/0

11.7 Cornerstone CCTV Replacement

Submission To:	Ordinary Council Meeting 28 February 2023
Report Date:	9 February 2023
Applicant:	N/A
File Reference:	ADM 0592
Author and Position:	Simon Marshall, Deputy Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	Nil

SUMMARY

Council to consider proceeding with the replacement of the Cornerstone CCTV system following the failure of the System's Network Video Recorder (NVR).

BACKGROUND

In November 2022 the Cornerstone CCTV NVR failed resulting in no CCTV footage being captured at the Cornerstone.

Council's CCTV suppliers, Redfish Technology, investigated the fault and provided several solutions including repair, installation of a third party NVR or a full replacement of the system.

The repair option was not guaranteed to be successful and the installation of a third party NVR may have rendered the existing cameras incompatible due to their age.

Consequently, the replacement of the whole system was investigated.

Redfish provided two options; replace with like for like i.e. a NVR (on premise storage) solution or a cloud based i.e. accessible online solution. The cost for both solutions were comparable between \$17,000-\$32,000 depending on the hardware chosen.

COMMENT

Due to functionality improvements, particularly around system accessibility, the Cloud based replacement option is recommended to be installed. In addition, the local Police will be able to access the system remotely.

A quote for installation has been received from Redfish Technologies totalling \$24,918.05 ex GST including supply of all hardware, labour and cloud subscription charges.

Due to the specialised nature of CCTV and Security work, urgency and Redfish Technology's familiarity with Council's systems, no other quotes were sought.

It is recommended that the replacement works proceed as soon as possible to get the CCTV system functioning again at the Cornerstone.

STATUTORY ENVIRONMENT

The *Local Government Act 1995* allows the following in regards to unbudgeted expenditure:

6.8. Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

(a) is incurred in a financial year before the adoption of the annual budget by the local government; or

(b) is authorised in advance by resolution*; or

(c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

(1a) In subsection (1) — additional purpose means a purpose for which no expenditure estimate is included in the local government’s annual budget.

(2) Where expenditure has been incurred by a local government —

(a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and

(b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

CONSULTATION

Redfish Technology

FINANCIAL IMPLICATIONS

\$24,918.05 ex GST unbudgeted expenditure.

Ongoing Cloud Access subscription fees.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK IMPLICATIONS

High (12) - There is a possible risk that there may be an incident at the Cornerstone or around the Cornerstone where CCTV footage would be beneficial in protecting Council’s legal interests.

It is considered that the proposed works will mitigate these 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

Absolute Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M14/0223

Moved Cr Sattler

Seconded Cr Lawlor

That the replacement of the Cornerstone CCTV system by Redfish Technology with a Cloud based CCTV system for \$24,918.05 ex GST, as quoted, be authorised.

CARRIED BY ABSOLUTE MAJORITY 8/0

12. ADMINISTRATION

12.1 Regulation 17 Review

Submission To:	Ordinary Council Meeting 28 February 2023
Report Date:	14 February 2023
Applicant:	Administration
File Reference:	ADM 0163
Author and Position:	Stephen Gollan, Chief Executive Officer
Previously Before Council:	Audit and Risk Committee, 14 February 2023
Disclosure(s) Of Interest:	Nil
Attachments:	2022 Risk Profile

SUMMARY

Council to consider that the Risk Management review be received as recommended by the Audit and Risk Committee.

BACKGROUND

Under regulation 17 of the *Local Government (Audit) Amendment Regulations 2013*, the Chief Executive Officer is to review the appropriateness and effectiveness of the Shire of Beverley's systems and procedures in relation to risk management, internal control and legislative compliance.

COMMENT

The Chief Executive Officer and Deputy Chief Executive Officer have conducted a review using the Risk Management template provided by Council's Insurers, LGIS.

Attached is the summary of control results covering identified risk areas including:

- Misconduct;
- Business and Community disruption;
- Environmental management;
- Errors, omissions and delays;
- External theft and fraud;
- IT and Communication systems;
- Statutory compliance;
- Safety and security;
- Providing advice and information;
- Employment practices;
- Records management;
- Project/Change management;
- Engagement practices;
- Supplier management;
- Asset sustainability practices; and
- Facility management.

Each identified risk was considered individually with risk ratings being applied based on the following risk matrix:

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

Following the risk determination, improvement initiatives were formulated and enacting timeframes set with the aim of improving overall future risk ratings.

Risk assessment worksheets for each risk category have been provided under separate cover.

The risk management review was reported to the Audit and Risk Committee at its 14 February 2023 meeting. The Committee recommended it be received.

STATUTORY ENVIRONMENT

Regulation 17 of the *Local Government (Audit) Amendment Regulations 2013* requires that:

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

RISK IMPLICATIONS

Failure to review the appropriateness and effectiveness of a local government's systems and procedures would result in non-compliance *Local Government (Audit) Amendment Regulations 2013*. Approval of this item will mitigate the consequence.

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.

POLICY IMPLICATIONS

2.3 Risk Management

VOTING REQUIREMENTS

Simple Majority

AUDIT & RISK COMMITTEE RECOMMENDATION & COUNCIL RESOLUTION M15/0223

Moved Cr Gogol

Seconded Cr Norman

That the 2022 Regulation 17 review conducted by the Chief Executive Officer be received.

CARRIED 8/0

Shire of Beverley Risk Dashboard Report December 2022

Executive Summary

Being the Shire's third report under the introduced risk management framework, focus is on embedding and driving continual improvement. Future reports will continue to provide relevant insight and recommendations to assist governance activities for the Senior Management Team. It is supported by the attached documents that were produced through a workshop on the 5th December 2022.

1. Risk Profiles for the 16 themes discussed.
2. Risk Management Policy amendments and Procedures.

Recommendations

Embedding

1. Arrange for the attached Policy amendments and Procedures to be endorsed and adopted.

Risk Profiles

1. Discuss and review the attached Risk Profiles and approve all Risk Profiles (from a Risk & Control perspective).
2. Confirm Current Issues / Actions / Treatments (Responsibility & Due Date)

		Risk	Control			Risk	Control
Misconduct		Moderate	Adequate	Business & community disruption		High	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility		Current Issues / Actions / Treatments	Due Date	Responsibility	
Carry out new employee Induction process	On Going	HR		Review LEMA and Recovery Plans	Jun-23	CESM	
Follow up Performance Review process	On Going	CEO/MOW/DCEO		Seek Mitigation Works Funding and coordinate works	Jun-23	CESM	
Councillor training	On Going	CEO/Council		Ensure volunteers and staff are trained in line with WHS legislation requirements	Jun-23	CESM	
Inadequate environmental management		Moderate	Adequate	Errors, omissions & delays		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility		Current Issues / Actions / Treatments	Due Date	Responsibility	
Review of Landfill Remaining Life	Jun-23	EHO/MOW		Review and expand documented procedures for main activities	On Going	DCEO	
Long Term Landfill Plan	Dec-23	EHO/MOW					
External theft & fraud (inc. Cyber Crime)		High	Adequate	Failure of IT &/or communication systems and infrastructure		High	Effective
Current Issues / Actions / Treatments	Due Date	Responsibility		Current Issues / Actions / Treatments	Due Date	Responsibility	
Raise awareness of IT Security (eg. Opening emails)	On Going	DCEO		Review IT Disaster Recovery Plan and test data recovery	Jun-23	DCEO	
Review Depot Security	Jun-23	MOW		Test Generator Backup	Jun-23	DCEO	
Review IT Security	On Going	DCEO		Conduct Vulnerability Scan and fix where required	Jun-23	DCEO	
Review Admin Office Security	Jun-23	DCEO		Review ITC Operating Expenses	Jun-23	DCEO	
Failure to fulfil statutory, regulatory or compliance requirements		Moderate	Adequate	Inadequate safety and security practices		High	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility		Current Issues / Actions / Treatments	Due Date	Responsibility	
Review Strategic Community, Corporate Business and Long Term Financial Plans.	Jun-23	CEO		Prepare required training register and training plans	Jun-23	HR/OHS	
Investigate Internal Audit function	Jun-23	CEO		Implement Quarterly Workplace Safety Inspections	On Going	OHS	
				Maintain Contractor Inductions	On Going	OHS	
				Conduct evacuation roleplay	Jun-23	DCEO	
Providing inaccurate advice / information		Moderate	Adequate	Ineffective employment practices		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility		Current Issues / Actions / Treatments	Due Date	Responsibility	
Implement a 'performance review' process for Executive Staff	Jun-23	CEO		Implement Performance Review Process	Jun-23	CEO	
Monitor complaint register	On Going	DCEO		Review Workforce Plan (Risks & Action Plans) for inclusion where relevant	Jun-23	CEO	
Inadequate document management processes		Moderate	Adequate	Inadequate project / change management		High	Effective
Current Issues / Actions / Treatments	Due Date	Responsibility		Current Issues / Actions / Treatments	Due Date	Responsibility	
Explore implementation of Electronic Document Records Management System (EDRMS)	Jun-23	EA		Conduct fortnightly project management meetings (or more often as appropriate)	On Going	CEO	
Include shift to EDRMS in LTFP	Jun-23	DCEO		Monitor volume of projects to ensure available resources are not stretched	On Going	CEO	
				Comply with funding requirements where applicable	On Going	DCEO	
Inadequate engagement practices		Low	Adequate	Inadequate supplier / contract management		Moderate	Effective
Current Issues / Actions / Treatments	Due Date	Responsibility		Current Issues / Actions / Treatments	Due Date	Responsibility	
Review Strategic Community Plan	Jun-23	CEO		Explore implementing Contract Review process at large project (\$1M+) close out	On Going	DCEO	
Review Social Media Policies, Procedures & Feedback	Jun-23	Tourism					
Inadequate asset sustainability practices		High	Adequate	Ineffective management of facilities / venues / events		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility		Current Issues / Actions / Treatments	Due Date	Responsibility	
Review Asset Management Plans	Jun-23	DCEO		No actions required at this stage			
Review Residential Housing Policy	Jun-23	DCEO					
Develop Bridge Maintenance Program	Jun-23	MOW					
Deliver Footpath Replacement Program	On Going	MOW					

12.2 2022 Compliance Audit Return

Submission To:	Ordinary Council Meeting 28 February 2023
Report Date:	14 February 2023
Applicant:	Administration
File Reference:	ADM 0237
Author and Position:	Stephen Gollan, Chief Executive Officer
Previously Before Council:	Audit and Risk Committee, 14 February 2023
Disclosure(s) Of Interest:	Nil
Attachments:	2022 Compliance Audit Return

SUMMARY

The *Local Government Act 1995* requires all Western Australian Local Authorities to complete a Compliance Audit Return (CAR), distributed by the Department of Local Government, in relation to activities undertaken by the local authority in the preceding calendar year.

BACKGROUND

In 2006, participation in the program was made compulsory for all local authorities.

COMMENT

Attached is a copy of the CAR for Committee's consideration. The Audit and Risk Committee must review the document before it can recommend that Council adopt and forward to the Minister for Local Government (no later than the 31st March each year). The CAR is reflective of the period 1 January 2022 – 31 December 2022.

This year DLGSC has requested evidence of various items including the Model Code of Conduct, Corporate Business Plan, Audited Financial Report and Strategic Community Plan.

At its 14 February 2023 meeting, the Audit and Risk Committee reviewed the 2022 CAR and recommended it be received.

STATUTORY ENVIRONMENT

Local Government Act 1995 and Regulation 13 of the *Local Government Audit Regulations*, Clauses 14 and 15

14. Compliance audit return to be prepared

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3) A compliance audit return is to be
 - (a) presented to the council at a meeting of the council;
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

15. Completion of compliance audit

(1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with:

- (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c) and
- (b) any additional information explaining or qualifying the compliance audit

is to be submitted to the Executive Director by 31 March next following the period to which the return relates.

(2) In this regulation:

Certified in relation to compliance audit return means signed by:

- (a) the mayor or president; and
- (b) The CEO

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

RISK IMPLICATIONS

Failure to complete the Compliance Audit Return would result in non-compliance *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*. Approval of this item will mitigate the consequence.

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.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

**AUDIT & RISK COMMITTEE RECOMMENDATION & COUNCIL RESOLUTION
M16/0223**

Moved Cr Norman

Seconded Cr Sattler

That:

- 1. the Compliance Audit Return 2022 be adopted; and**
- 2. the Chief Executive Officer and Shire President be authorised to sign and submit the 2022 Compliance Audit Return to the Department of Local Government.**

CARRIED 8/0



Beverley – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2022?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2022?	N/A	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2022?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2022?	N/A	
5	s3.59(5)	During 2022, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16	Were all delegations to committees resolved by absolute majority?	N/A	No committees have any delegations.
2	s5.16	Were all delegations to committees in writing?	N/A	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	N/A	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	
5	s5.18	Has council reviewed delegations to its committees in the 2021/2022 financial year?	Yes	
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	



7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2021/2022 financial year?	Yes	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	

Disclosure of Interest				
No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	N/A	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2022?	Yes	
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	



7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	



17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes	
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	No	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employee of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	

Disposal of Property

No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	N/A	
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?	N/A	



Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	N/A	No elections in 2022
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	N/A	

Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2022 received by the local government by 31 December 2022?	Yes	
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995	N/A	



		required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?		
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2022 received by the local government within 30 days of completion of the audit?	Yes	

Local Government Employees				
No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	N/A	
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	

Official Conduct				
No	Reference	Question	Response	Comments



1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	
4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	



5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	N/A	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	Yes	
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A	



15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	No	
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	N/A	

Integrated Planning and Reporting

No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan?	Yes	24/08/2021



		If Yes, please provide the adoption date or the date of the most recent review in the Comments section?		
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	24/02/2014
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	

Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2022? If yes, please provide the date of council's resolution to accept the report.	Yes	25/02/2020 The next FSMR Review to be undertaken 27 February 2023.
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2022? If yes, please provide date of council's resolution to accept the report.	Yes	22/02/2022
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	N/A	
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	



Department of
**Local Government, Sport
and Cultural Industries**

5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government’s website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2021/2022 financial year and publish it on the local government’s official website by 31 July 2022?	Yes	
8	s6.4(3)	By 30 September 2022, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2022?	Yes	
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

Chief Executive Officer

Date

Mayor/President

Date

12.3 Partnering Agreement for the Provision of Mutual Aid for Recovery During Emergencies – Memorandum of Understanding

Submission To:	Ordinary Council Meeting 28 February 2023
Report Date:	3 February 2023
Applicant:	Central Country Zone Members
File Reference:	ADM 0078
Author and Position:	Stephen Gollan, Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	Memorandum of Understanding

SUMMARY

Council to reconsider extending the Memorandum of Understanding between all Central Country Zone Shires for the Provision of Mutual Aid for Recovery during Emergencies after the initial MOU was amended at the Central Country Zone meeting on 25 November 2022.

BACKGROUND

At the 22 November 2022 Ordinary Council meeting, Council approved the extension of the agreement. At the 25 November 2022, Central Country Zone meeting the following was added to the agreement:

3. Acknowledges and accepts that each participating Local Government commits to make available at a minimum and if required the following resources (if they have available and or not otherwise committed or needed) at no cost for up to thirty (30) days during and immediately following an event. There after CEO discretion on allocation of these resources and cost recovery may apply:
 - Community Emergency Services Manager (CESM)
 - Local Recovery Coordinator (LRC)
 - Administration Officer
 - Plant Operator
 - Evacuation Centre Building
 - Animal Welfare Equipment
 - Community Bus (excludes fuel)
 - Emergency Generator (excludes fuel)

In addition the Term of the MoU has been extended to 30 June 2028.

Expiring in June will allow the MoU to be reviewed prior to the peak emergency season of November to March.

COMMENT

The MOU will be represented to the April CCZ meeting.

As advised at the November OCM, the purpose of the MOU is:

- To facilitate the provision of mutual aid between partnering Local Governments during emergencies and post incident recovery;

- To enhance the capacity of our communities to cope in times of difficulty; and
- To demonstrate the capacity and willingness of participating Local Governments to work co-operatively and share resources within the region.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Should Council respond to a request from a local government in the Central Country Zone the Shire costs would relate to staff salary/wages whilst assisting in the emergency and any loss, damage or cost associated with the provision of support (i.e. plant, equipment, Protective clothing etc.), unless otherwise agreed in writing.

In many instances the loss of plant and equipment would be covered under Council's insurance, however there may be an insurance excess on particular plant or equipment that the Shire may have to meet.

The local government requesting the assistance will be responsible for all incidental cost associated with the provider's personnel and equipment such as catering, accommodation, OHS, transport, fuel and storage.

STRATEGIC IMPLICATIONS

Goal 11. We aim to protect and preserve our natural environment
Strategy 11.5 Apply appropriate bushfire protection

RISK IMPLICATIONS

There are possible financial risks associated with assisting and supporting other Local Governments within the Zone, however there could be more serious risks if the Shire of Beverley is in an emergency and cannot receive any assistance from our Zone.

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.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M17/0223

Moved Cr Maxwell

Seconded Cr Davis

That Council;

- 1. endorses the Memorandum of Understanding Shires for the Provision of Mutual Aid for Recovery during Emergencies and agrees to the 30 June 2028 extension period;**
- 2. advises the Central Country Zone accordingly; and**
- 3. authorises the CEO and Shire President to sign the Memorandum of Understanding between all Central Country Zone Shires for the Provision of Mutual Aid for Recovery during Emergencies.**

CARRIED 8/0

Local Government MoU

This Memorandum of Understanding is made on the (insert date)

Parties to the Agreement

Shire of Beverley
Shire of Brookton
Shire of Corrigin
Shire of Cuballing
Shire of Dumbleyung
Shire of Kulin
Shire of Lake Grace
Shire of Narrogin
Shire of Pingelly
Shire of Quairading
Shire of Wagin
Shire of Wandering
Shire of West Arthur
Shire of Wickelpin
Shire of Williams

Hereinafter called the 'partnering LGs' parties' or 'partners'.

Aim

This Memorandum of Understanding (MoU) sets out a basic framework for cooperation between the Local Governments (LGs) named, to promote cooperation in a disaster event which affects one or more of the partnering LGs.

The guiding principle of this MoU is that any support given to a partnering LG in a particular emergency event shall be voluntary and of a level that will not unduly compromise the operability of the partnering LG providing the support.

Purpose

To facilitate the provision of mutual aid between partnering LGs during emergencies and post incident recovery.

To enhance the capacity of our communities to cope in times of difficulty.

To demonstrate the capacity and willingness of participating LGs to work co-operatively and share resources within the region.

Partnering Objectives

Partners to this MoU, in times of community distress due to an emergency incident, agree where possible to:

1. Provide whatever resources may reasonably be available within the capacity of that LG to respond to the emergency incident if requested.
2. Provide at its absolute discretion, whatever resources may be available within the means of that LG to assist with post incident recovery in the community.

Allocation of Resources

1. This MoU acknowledges that the allocation of a partnering LG's personnel and plant resources is an operational issue, and as such is the responsibility of the Chief Executive Officer (CEO) of the LG seeking to offer aid.
2. This MoU seeks to demonstrate that the CEO's commitment to supporting other LGs in need is supported by the Elected Members of each participating Council.
3. Acknowledges and accepts that each participating Local Government commits to make available at a minimum and if required the following resources (if not otherwise committed or needed) at no cost for up to thirty (30) days during and immediately following an event. There after CEO discretion on allocation of these resources and cost recovery may apply:
 - Community Emergency Services Manager (CESM)
 - Local Recovery Coordinator (LRC)
 - Administration Officer
 - Plant Operator
 - Evacuation Centre Building
 - Animal Welfare Equipment
 - Community Bus (excludes fuel)
 - Emergency Generator (excludes fuel)

Cost Recovery

The Disaster Recovery Funding Arrangements, Western Australia (DRFAWA) guidelines provide for the reimbursement of expenditure incurred by partnering LGs during a disaster event. Each partnering LG is responsible for maintaining an accurate record of its expenditure during an event.

In the event the emergency is declared a Disaster, State and Commonwealth funding assistance will be sought in compliance with relevant State and Commonwealth Policies. The affected partnering LG area will claim these costs accordingly under the DRFAWA guidelines.

In the event a partnering LG's resources and/or equipment are required to assist another partnering LG, these costs may not be claimable via DRFAWA. Therefore, any intended claim for reimbursement is a matter between partnering LGs.

Responsibilities

The partners to this MoU recognise their responsibilities to have adequate arrangements in place in order to be in a position to respond to non-natural and natural disasters.

This MoU recognises that each LG will have its own LEMPs in place in accordance with the *Emergency Management Act 2005*. However, the intention of this MoU is to improve the efficiency of joint response to a disaster, share experiences, enhance cooperation between partnering LGs and improve regional resilience to disaster events.

The parties acknowledge that the provisions of this document are not intended to create binding legal obligations between them.

The parties acknowledge that:

1. nothing in this document authorises a party to incur costs or expenses on behalf of the other party; and
2. a party has no authority to act for, or to create or assume any responsibility obligation or liability on behalf of, the other party.

Partnering Expectations

1. To provide where possible both physical and human resources to assist with the immediate response and recovery. Ongoing protracted assistance may be needed, this may be subject to further negotiation and agreement in writing between the partners concerned.
2. Where possible, and if appropriate, the affected LG must utilise internal resources and local contractors before requesting assistance from another LG. This will ensure LGs are not seen to be competing with local businesses or offers of assistance.
3. All requests for support will be made through the Incident Controller (IC) of the designated Hazard Management Agency (HMA) for the incident, in consultation with the designated Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC).
4. All equipment provided must be covered by the partners own insurance, each LG is responsible for ensuring insurance policies allow for the provision of mutual aid.
5. Each individual Council will be responsible for continued salary and any workers compensation insurance for their own staff regardless of where they are operating during the disaster event.
6. Each LG will be responsible for any loss, damage or cost associated with the provision of support unless otherwise agreed in writing.
7. The LG requesting support will be responsible for all incidental costs associated with the provider's personnel and equipment such as catering, accommodation, OHS issues, transport, fuel, and storage.

Duration and Amendment

The MoU will come into effect at the date which all parties have signed the agreement.

This MoU can be reviewed at any time but cannot be amended except with the written consent of all partners.

Term

Unless mutually extended, terminated or parties withdraw, this MoU will expire on 30 June 2028.

Withdrawal

Any partner may withdraw from this MoU by giving 90 days written notice to the partnering LG's and the State Emergency Management Committee.

Notices

Communications in relation to this MoU should be addressed to:
The Executive Officer, Central Country Zone of WALGA.

12.4 Townsite Cemetery Record Digitisation

Submission To:	Ordinary Council Meeting 28 February 2023
Report Date:	9 February 2023
Applicant:	Administration
File Reference:	ADM 0030
Author and Position:	Simon Marshall, Deputy Chief Executive Officer
Previously Before Council:	No
Disclosure(s) Of Interest:	Nil
Attachments:	Nil

SUMMARY

Council to consider proceeding with the digitisation of its townsite cemetery records.

BACKGROUND

Currently the management of Councils Cemetery records is predominately paper based where large maps are utilised to identify occupied grave sites and reserved plots.

Over time the maps have deteriorated and have become quite “messy” with various changes to reservations, internments etc over the years. Further, there is a lack of confidence in terms of whether there is sufficient room in the Cemeteries to cater for the plots that have been reserved.

Consequently, staff have investigated the possibility of digitising the records and improving the efficiency in dealing with our Cemetery operations.

COMMENT

In December 2022, Staff reached out to a Melbourne based company, Chronicle, who specialise in the digitisation of Cemetery records.

They offer a web based portal, also accessible by the public, to present a surveyed map of the existing cemeteries identifying occupied, reserved and vacant plots.

The flexibility of the web based application will add a degree of professionalism and practicality when dealing with the public with what is generally quite an emotional experience.

The quote received to undertake the digitisation of the Anglican, Uniting, Methodist and Catholic Cemeteries including site survey, photographs of each existing headstone and application setup came to \$17,980 ex GST.

Given the breadth of work required this is seen as good value for money and given the specialised nature of this work, no other quotes were sought.

Following the success of this implementation, the digitisation of Council’s two other cemeteries, Edwards Crossing and St John in the Wilderness, may be considered.

STATUTORY ENVIRONMENT

The *Local Government Act 1995* allows the following in regards to unbudgeted expenditure:

6.8. Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

(a) is incurred in a financial year before the adoption of the annual budget by the local government; or

(b) is authorised in advance by resolution*; or

(c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

(1a) In subsection (1) — additional purpose means a purpose for which no expenditure estimate is included in the local government’s annual budget.

(2) Where expenditure has been incurred by a local government —

(a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and

(b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

CONSULTATION

Chronicle

FINANCIAL IMPLICATIONS

\$17,980 ex GST unbudgeted expenditure.

Ongoing annual subscription fees.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK IMPLICATIONS

Medium (9) - There is a possible risk that utilising current records that an interment may occur in the wrong plot or that there is insufficient room for plots that are currently reserved.

It is considered that the proposed works will mitigate these 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

Absolute Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION

M18/0223

Moved Cr Martin

Seconded Cr Sattler

That the digitisation of Council's townsite cemetery records by Chronicle for \$17,980 ex GST, as quoted, be authorised.

CARRIED BY ABSOLUTE MAJORITY 8/0

13. ELECTED MEMBERS' MOTIONS WHERE NOTICE HAS BEEN GIVEN

Nil

14. CONFIDENTIAL ITEMS

14.1 Meeting Closed to the Public

Council to consider the confidential item – Chief Executive Officer Salary Determination in a meeting closed to the public in accordance with Section 5.23(2) of the Local Government Act 1995.

This matter is considered to be confidential under Section 5.23(2)a of the Local Government Act 1995 and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter affecting an employee or employees.

RECOMMENDATION & COUNCIL RESOLUTION

M19/0223

Moved Cr Sattler

Seconded Cr Gogol

That the meeting be closed to the public and staff for Council to discuss the Chief Executive Officer Salary Review.

CARRIED 8/0

3:26pm – Acting Chief Executive Officer, Simon Marshall, left the meeting and did not return.

14.2 Chief Executive Officer Salary Determination

Submission To:	Ordinary Council Meeting 28 February 2023
Report Date:	21 February 2023
Applicant:	N/A
File Reference:	Personnel
Author and Position:	CEO Performance Review Committee
Previously Before Council:	Occurs Annually
Disclosure(s) Of Interest:	Nil
Attachments:	Confidential

SUMMARY

Council to review and determine the Chief Executive Officer remuneration.

BACKGROUND

Council appointed the Chief Executive Officer Performance Review Committee in April 2022. A review and appraisal was accepted by Council in December 2022.

Council are now required to review and determine the Chief Executive Officer remuneration taking into consideration the Salaries and Allowances Tribunal Determination; the CEO Appraisal; and Shire Policy S012 – Chief Executive Officer Annual Performance Review.

COMMENT

Confidential

STATUTORY ENVIRONMENT

Local Government Act 1995 and Local Government (Administration) Regulations 1995.

Salaries and Allowances Tribunal

FINANCIAL IMPLICATIONS

Confidential

STRATEGIC IMPLICATIONS

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

POLICY IMPLICATIONS

S012 – Chief Executive Officer Annual Performance Review

VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOLUTION

M20/0223

Moved Cr White

Seconded Cr Gogol

That Council lay the item on the table until the April 2023 Ordinary Council Meeting.

CARRIED 8/0

Note: waiting for Salaries & Allowances Tribunal report.

14.3 Meeting Open to the Public

RECOMMENDATION & COUNCIL RESOLUTION

M21/0223

Moved Cr Sattler

Seconded Cr Martin

That the meeting re-open to the public and announce any decisions made.

CARRIED 8/0

There were no members of the public to re-join the meeting therefore no announcement was made.

15. NEW BUSINESS ARISING BY ORDER OF THE MEETING

Nil

16. CLOSURE

The Chairman declared the meeting closed at 3:36pm

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

PRESIDING MEMBER:

DATE: