



SHIRE OF BEVERLEY NOTICE OF MEETING

Notice is hereby given that the next Ordinary Meeting of Council will be held in the Council Chambers, 136 Vincent Street Beverley, on Thursday 28 September 2023. Please arrive at by 2:50pm if you are attending the meeting.

Program

3.00pm – 5.00pm Ordinary Meeting

A handwritten signature in black ink, appearing to read "S. Marshall".

Simon Marshall
Acting Chief Executive Officer

21 September 2023

DISCLAIMER

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



28 September 2023

ORDINARY MEETING

AGENDA

CONTENTS

1. OPENING and ACKNOWLEDGEMENTS.....	4
2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE	4
2.1 Members	4
2.2 Staff.....	4
2.3 Observers And Visitors	4
2.4 Apologies and Approved Leave of Absence	4
2.5 Applications for Leave of Absence	4
3. DECLARATIONS OF INTEREST	4
4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	4
5. PUBLIC QUESTION TIME	4
6. CONDOLENCES	5
7. CONFIRMATION OF MINUTES	6
7.1 Minutes Of The Ordinary Council Meeting Held 22 August 2023.....	6
8. TECHNICAL SERVICES	7
9. PLANNING SERVICES	8
9.1 Proposed Relocated Second-Hand Dwelling – 37 Harper Street.....	8
9.2 Development Application – Outbuilding (Sea Container) – 52 Smith Street ...	48
9.3 Subdivision Application: Lot 502 De Lisle Street.....	53
9.4 Development Application – Special Event Beverley Districts Motor Cycle Club – Portion of Lot 29285 Nicholas/Chipper Street.....	57
9.5 Drill Program on Exploration Tenement E70/5525 and 5226	116
10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES	120
11. FINANCE	121
11.1 Monthly Financial Report	121
11.2 Accounts Paid by Authority	129
11.3 CSRFF Application – Beverley Swimming Pool Upgrade	132
11.4 Request for Rates Discount – Assessments 51186 and 51248	135
11.5 Request for Rates Discount – Assessments 416,417 and 733	137
12. ADMINISTRATION	139
13. ELECTED MEMBERS’ MOTIONS WHERE NOTICE HAS BEEN GIVEN ...	140
14. NEW BUSINESS ARISING BY ORDER OF THE MEETING	140
15. CLOSURE	140

1. OPENING and ACKNOWLEDGEMENTS

The Presiding Member to declare meeting open.

The meeting will be digitally recorded. All reasonable care is taken to maintain visitors privacy, however, as a visitor your presence may be recorded verbally. By staying in the public gallery, it is assumed your consent is given to your voice being recorded.

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

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 Members

Cr DC White	Shire President
Cr CJ Lawlor	Deputy President (via teleconference)
Cr DW Davis	
Cr SW Martin	
Cr MH Norman	
Cr AFC Sattler	

2.2 Staff

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

2.3 Observers And Visitors

2.4 Apologies and Approved Leave of Absence

Cr PJ Gogol	Approved Leave of Absence
Mr SP Gollan	Chief Executive Officer, Approved Leave
Cr JR Maxwell	Apologies
Cr TWT Seed	Apologies

2.5 Applications for Leave of Absence

3. DECLARATIONS OF INTEREST

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

6. CONDOLENCES

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

MOULTON

Richard Kim

25 August 2023

7. CONFIRMATION OF MINUTES

7.1 Minutes Of The Ordinary Council Meeting Held 22 August 2023

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held Tuesday 22 August 2023 be confirmed.

8. TECHNICAL SERVICES

Nil

9. PLANNING SERVICES

9.1 Proposed Relocated Second-Hand Dwelling – 37 Harper Street

Submission To:	Ordinary Council Meeting 28 September 2023
Report Date:	8 September 2023
Applicant:	Graham and Anne Rowell
File Reference:	HAR 51198
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	No
Disclosure(s) Of Interest:	Nil
Attachments:	Locality Map, Plans and Building Surveyors Report

SUMMARY

An application has been received to develop a Relocated Second-Hand Dwelling at 37 (Lot 100) Harper Street, Beverley. It will be recommended the application be approved.

BACKGROUND

The applicant is proposing to obtain planning approval to relocate and develop a Second-Hand Dwelling at 37 (Lot 100) Harper Street.

The subject property is zoned 'Residential R5' in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS 3), is 1,487 m² in extent, and vacant.

The subject land is not affected by Bushfire Prone Vegetation and it is not located within the Flood Fringe Area of the Avon River.

COMMENT

(Kindly consider this section by referring to the attached Locality Map, and other documentation).

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

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

To ensure the dwelling is finished within an acceptable timeframe, and connected to services prior to occupation, it will be recommended a bond, in compliance with Council's Policy, is also imposed as a condition of approval.

Council's Policy requires an inspection by the Shire's Building Surveyor of the dwelling prior to relocation into the Shire. The dwelling was inspected *In Situ* and a favourable report has been received and is included as an attachment to this report, accompanied by photographs of the transportable dwelling.

The proposal complies with the siting and other requirements of LPS 3 and the Residential Design Codes.

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

CONSULTATION

No consultation was deemed required.

ELECTORAL CARETAKER PERIOD POLICY STATEMENT

The Officer's Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the Acting CEO has determined that it does not constitute a Major Policy Decision as defined by Policy EM 009. The Acting CEO therefore approves this report for Council's consideration.

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

It is considered that the proposal has insignificant risks.

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council grant Planning Approval for a Relocated Second-hand Dwelling at 37 (Lot 100) Harper 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 the Manager: Planning & Development Services.
2. Prior to the issue of a Building Permit, a bond of \$5,000 is to be lodged with the Shire of Beverley to ensure all works, including clearing the site of debris, and connecting plumbing and water, are completed to the satisfaction of the Shire Building Surveyor and comply with the relevant provisions of the Building Codes of Australia (refer to Advice Note 4).
3. At all times during construction of the development all works and construction activities must be undertaken so as to avoid noise, vibration and dust nuisance to occupiers of land in the vicinity to the satisfaction of the local government.
4. Prior to occupation, the dwelling shall be connected to an approved sewerage treatment/disposal system.
5. Prior to occupation, the dwelling shall be connected to an approved water supply.
6. The stormwater shall be managed on-site in a manner so that there is no discharge onto the adjoining properties to the satisfaction of the local government.

Advice Notes:

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

37 (Lot 100) Harper Street

Attachments for Item 9 1

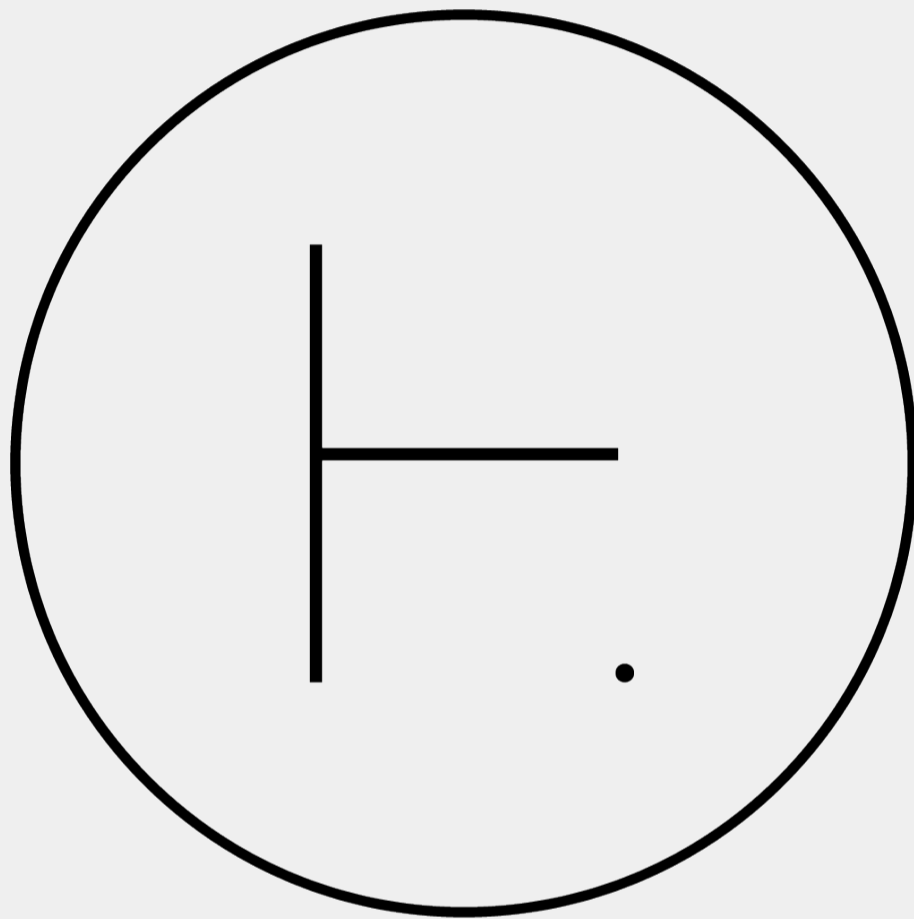
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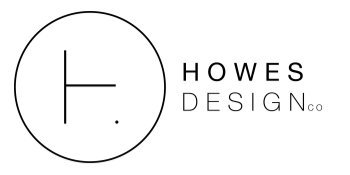
Created: 11 September 2023 from Map Viewer Plus: <https://maps.landgate.wa.gov.au/maps-landgate/registered/>



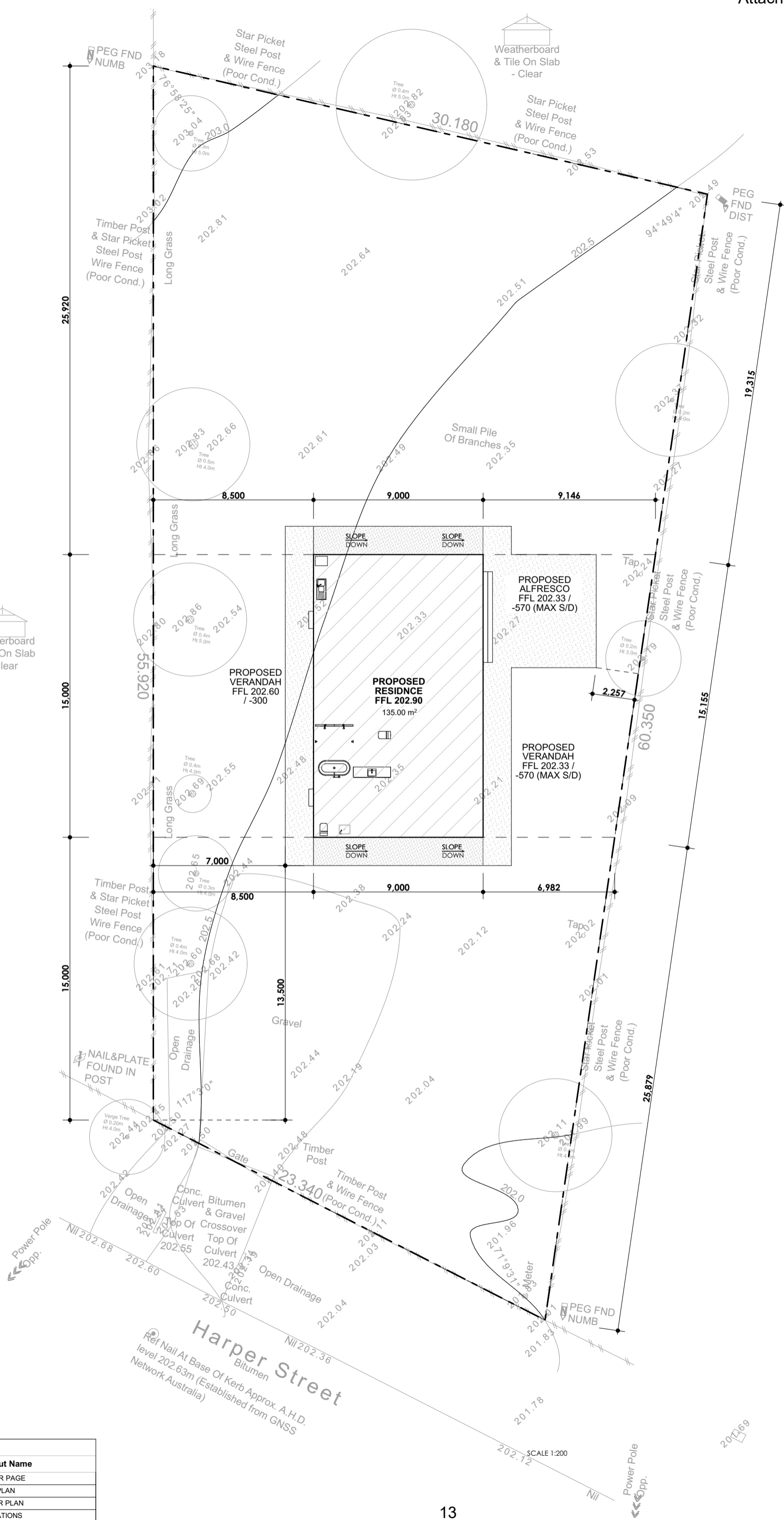
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Please refer to original documentation for all legal purposes.



PRELIMINARY DRAWINGS
37 HARPER STREET, BEVERLEY WA 6304
PROPOSED SINGLE STOREY HOME



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Rev	Description	Date
1	PRELIM ISSUED	07.09.2023
2	REVISED PRELIM ISSUED	12.09.2023

Site
 37 HARPER STREET,
 BEVERLEY WA 6304

PRELIMINARY DRAWINGS

Client
 GRAHAM & ANNE

Project
 HH23-029

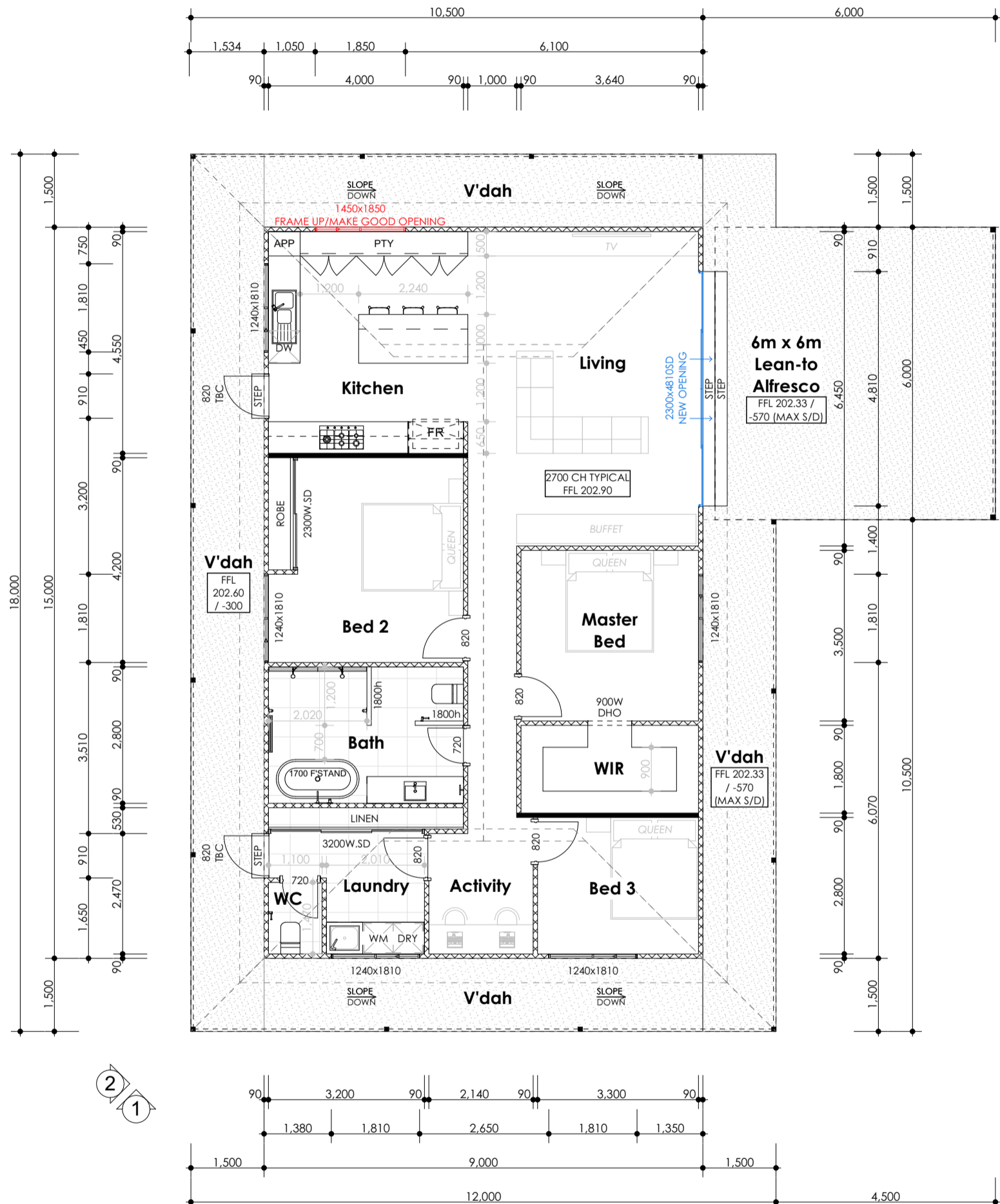
Drawing
 SITE PLAN

Layout No:	Layout Name
1	COVER PAGE
2	SITE PLAN
3	FLOOR PLAN
4	ELEVATIONS

Sheet size	A3
Sheet	
2	



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GRAHAM & ANNE

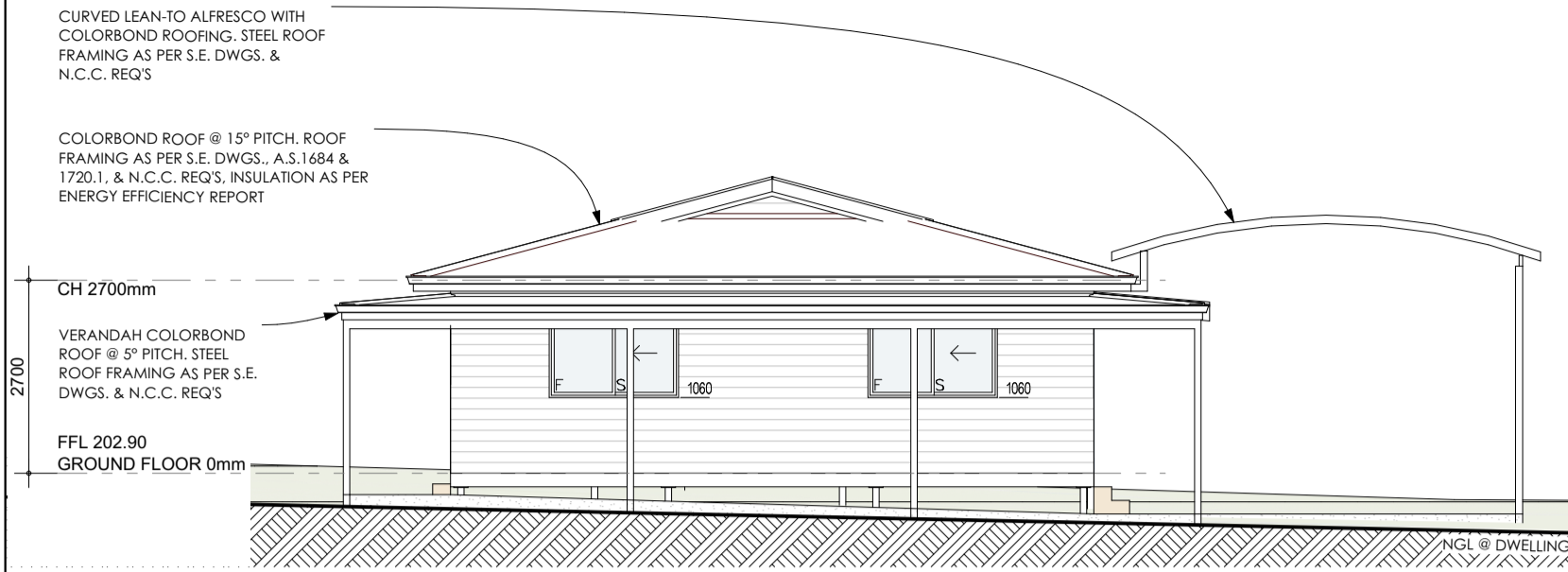
Project
HH23-029

Drawing
FLOOR PLAN
SCALE 1:100

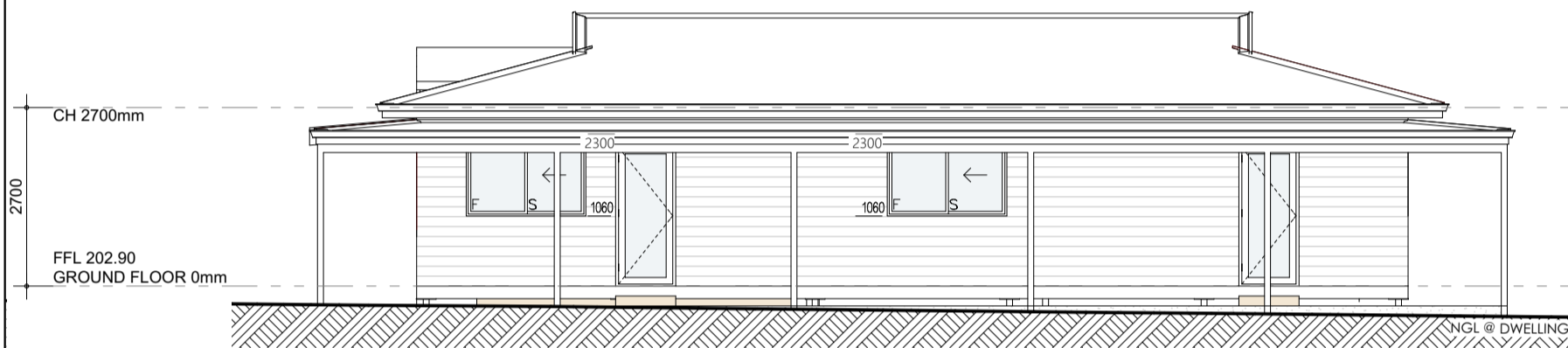
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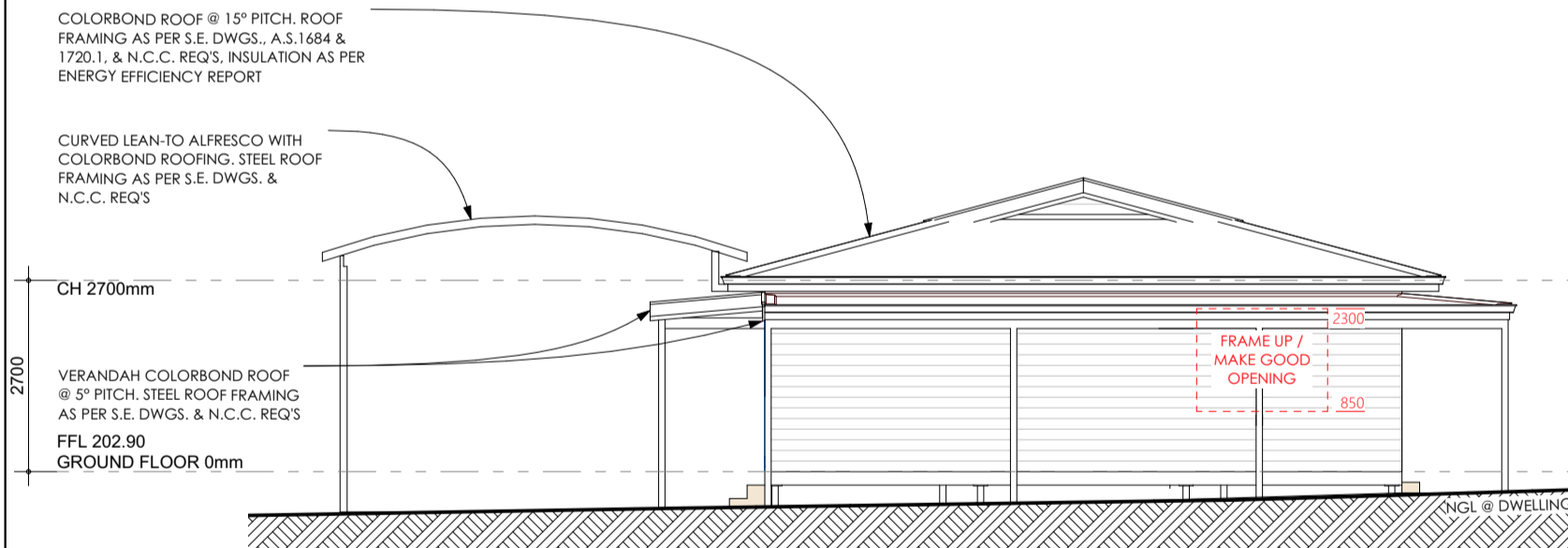
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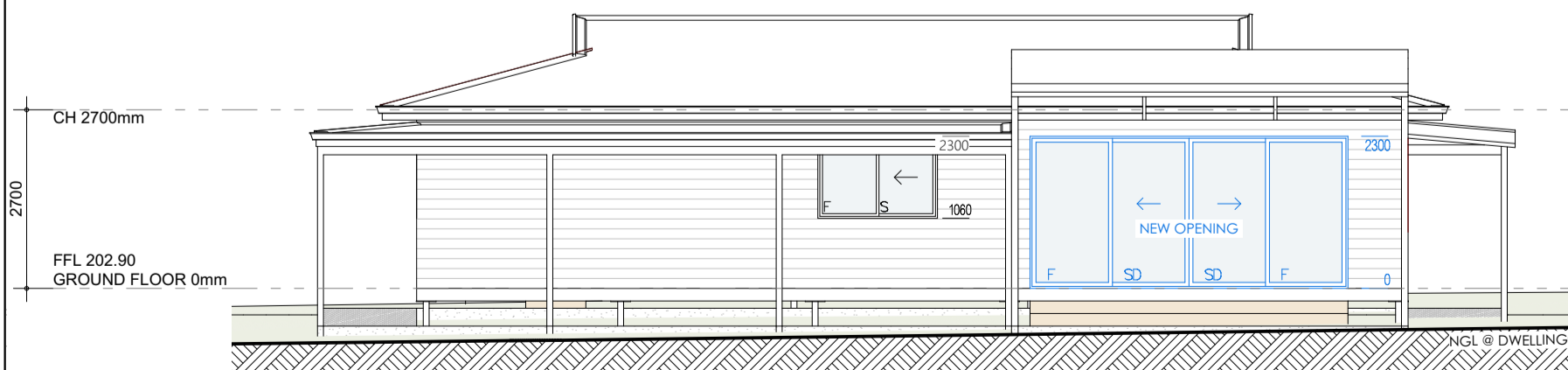
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ELEVATION 2
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ELEVATION 3
1:100



ELEVATION 4
1:100

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BEVERLEY WA 6304

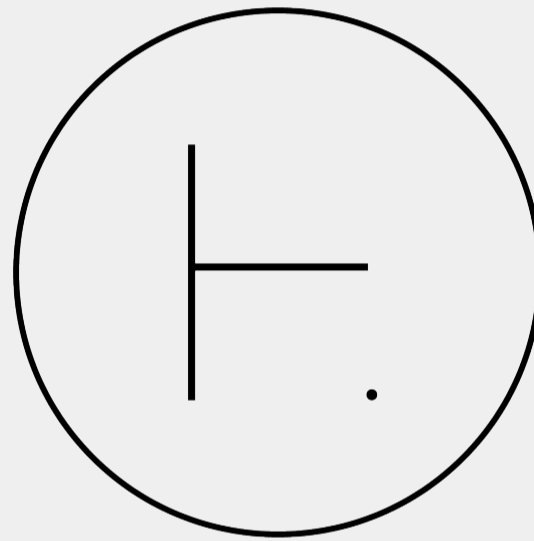
PRELIMINARY DRAWINGS

Client
GRAHAM & ANNE

Project
HH23-029

Drawing
ELEVATIONS

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THANK YOU

WE APPRECIATE YOU FOR TAKING THE TIME TO REVIEW THIS PROPOSAL

AND WE VALUE YOUR THOUGHTS AND FEEDBACK!

Building Condition Report

For Relocation of Dwelling



37 Harper St

Beverley

(Existing Location: 35 Bedford St, Cunderdin)

Tim Jurmann

Senior Building Surveyor

Level 1

Contents

1.0 Introduction

2.0 Building Description & Classification

3.0 Building Condition

4.0 Proposed Uses

5.0 Conclusion

1.0 Introduction

An inspection of the building located at 35 Bedford St, Cunderdin to be relocated as a Class 1a Dwelling at 37 Harper Street, Beverley was carried out on the 8th of August, 2023.

The purpose of the inspection was to review the superficial preliminary and aesthetic condition of the building, to ascertain the suitability of the building to be relocated to its new location.

This report is for the purposes of the Shire of Beverley to assess the preliminary condition of the building for Development assessment only and is not a full assessment of the condition or structural adequacy of the building.

2.0 Building Description & Classification

The building is currently being used as a class 9b Classroom and Class 6 School Canteen/Kiosk.

The building will need to be assessed and reclassified as a Class 1a Dwelling under the National Construction Code 2019 Amendment 1, (the NCC), by a Private Building Certifier, by the issuing of a Certificate of Design Compliance, (CDC).

Subject to full assessment and any necessary modifications, the building could potentially be made to meet the Performance Requirements of the NCC.

Once any required modifications are made and the CDC issued by the Private Building Certifier, the building will be suitable for use as a class 1a Dwelling.

3.0 Building Condition

INSPECTION REPORT

Applicant: Annie & Graham Rowell

Current Address of Buildings: 35 Bedford St, Cunderdin

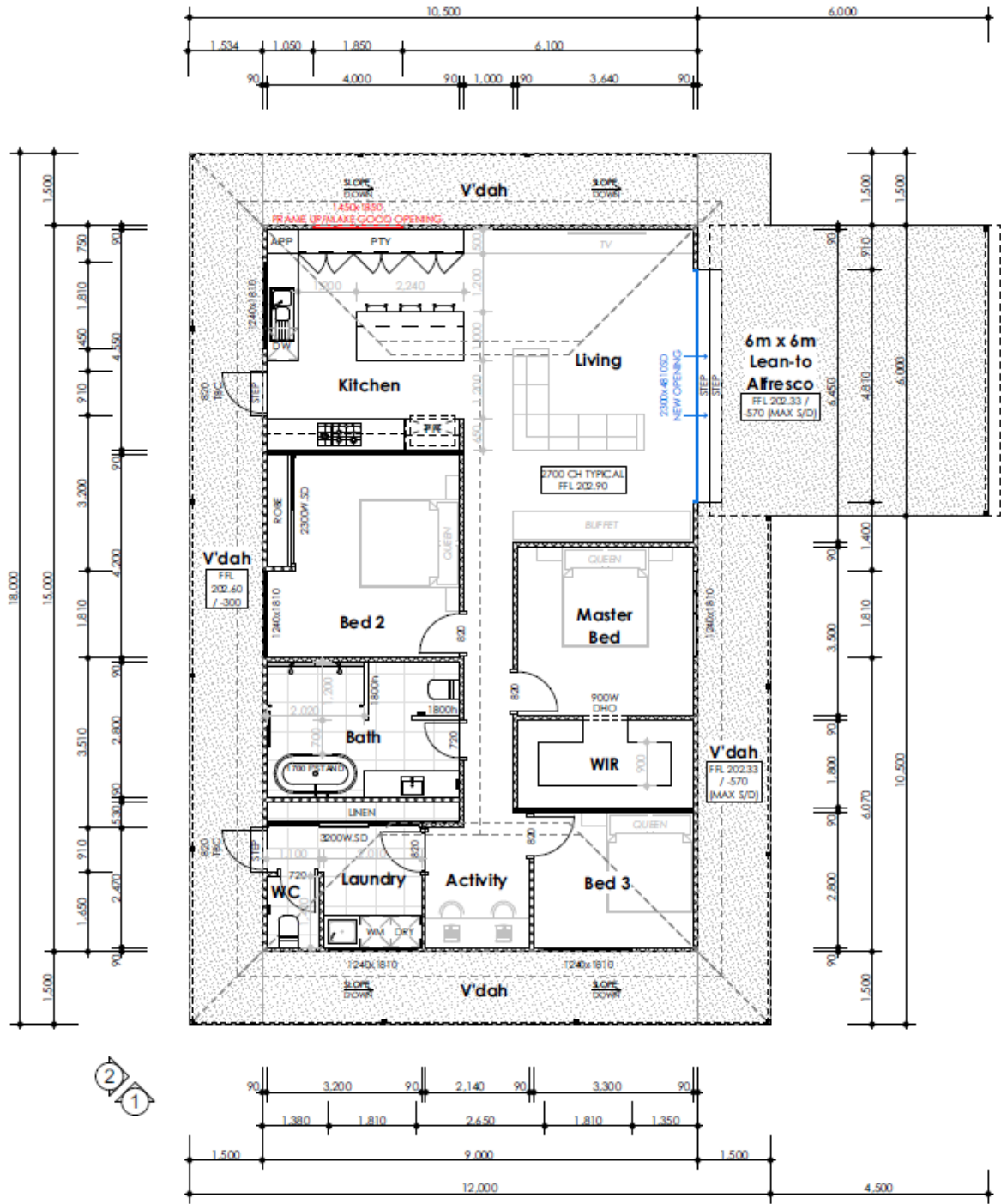
Inspection Date: 8th of August, 2023

Summary of Proposal: It is proposed to relocate one, (1), Classroom to be converted to a dwelling at 37 Harper Street, Beverley.

Description of Buildings: The building is as good structure, currently being used as a classroom and school canteen/kiosk.

Estimated Age of Building: 2011 estimated date of construction.

See the following floor plan layout.



External Walls

Type: Metal

Condition: Good

Rectification Required: Nil





8 Aug 2023 at 12:34:28 pm
-31.652297,+117.233246
35 Bedford St
Cunderdin WA 6407



8 Aug 2023 at 12:34:29 pm
-31.652297,+117.233246
35 Bedford St
Cunderdin WA 6407



8 Aug 2023 at 12:33:24 pm
-31.652404, +117.233423
39 Bedford St
Cunderdin WA 6407

Roof

Type: Metal roofing, with insulation and timber framing

Condition: Needs further investigation due to water staining on internal walls.

Rusting around base of veranda posts/columns needs investigation and treatment if these are to be included in the relocation.

Rectification Required: Depending on results of further investigation.

There was water staining in the south and south-western areas, which may be a result of pressure washing coming through windows or vents, however the roof may have leaked or be leaking, this needs to be investigated and checked.







There appears to be rust around the base of the veranda columns.

This will need to be investigated and treated if the veranda is to be relocated with the dwelling.



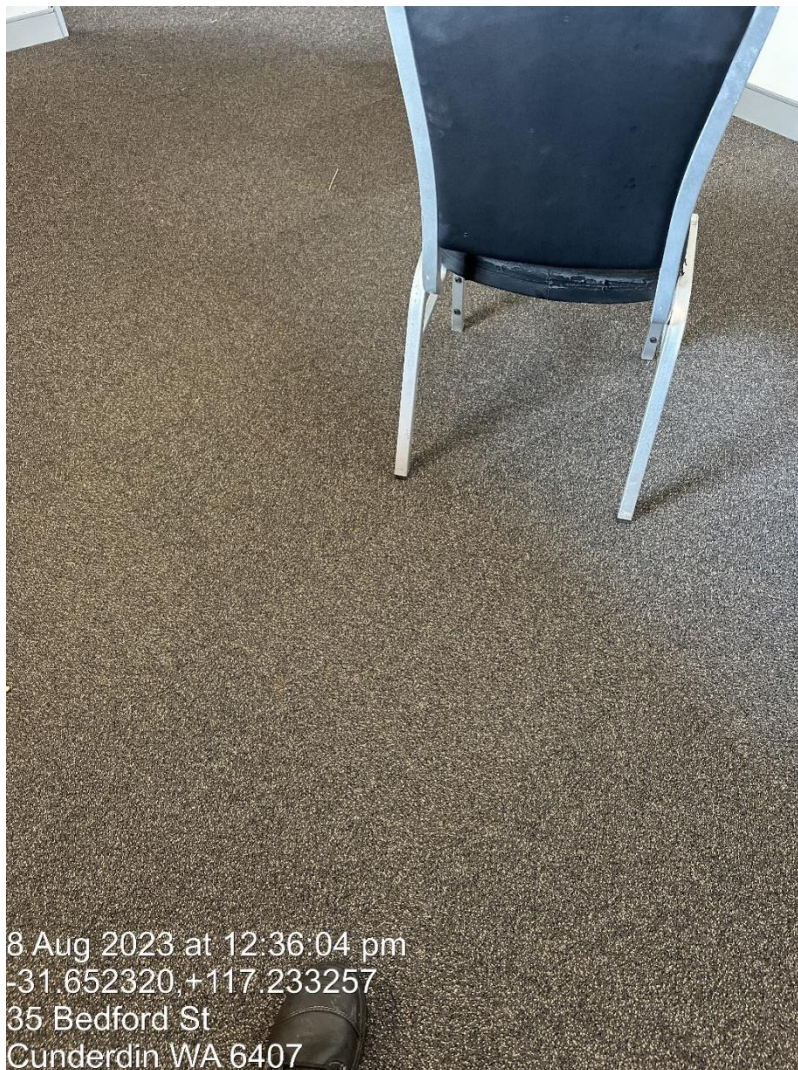
Floor

Type: Tile/Vinyl/Carpet

Condition: Fair

Rectification Required: Creaking in floor and subfloor ventilation and structure needs to be checked and reviewed by a Structural Engineer to ensure no structural adequacy and no deterioration of structural members.

The floor covering consists of carpet and vinyl floor covering in good condition.





8 Aug 2023 at 12:36:21 pm
-31.652320,+117.233257
35 Bedford St
Cunderdin WA 6407



Interior and Services (Any Relevant Comment)

Appearance: Fair- The internal wall and ceiling linings have cracking along gyprock joints.

There is minor cracking in the gyprock joints throughout the ceiling, some walls and where a wall was removed in the kitchen.

Subject to review by a Structural Engineer, this is likely from when the building was moved or thermal expansion if the framework is steel.

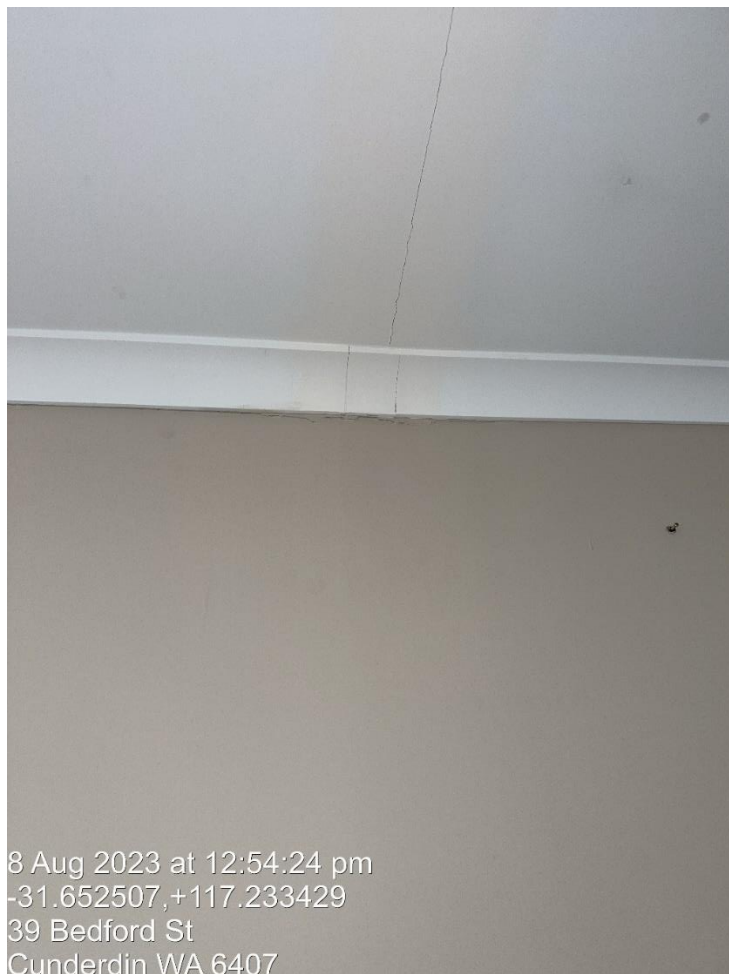
This will require cosmetic repair, subject to Engineer's advice.

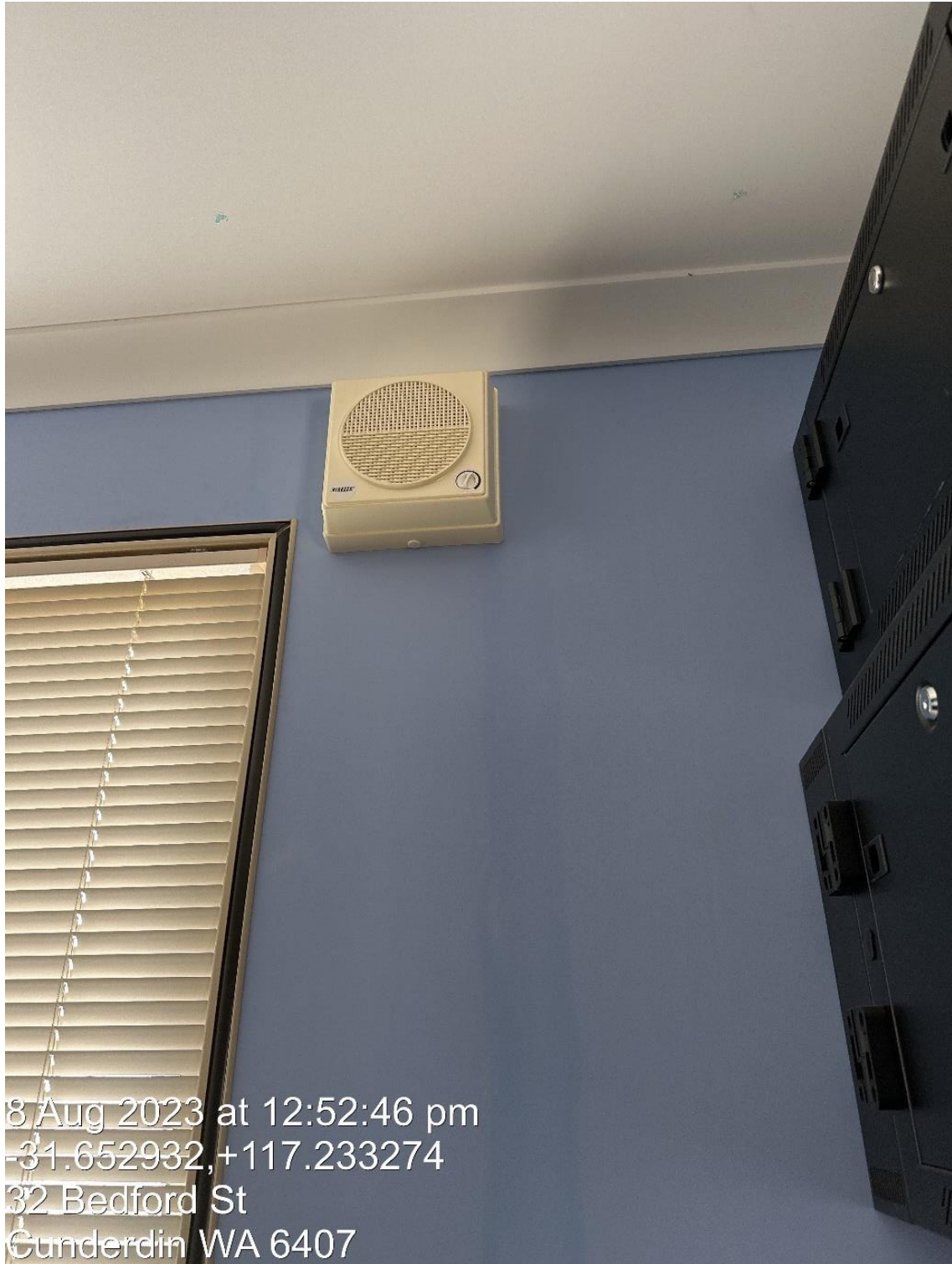
Smoke Alarms and RCD's need to be installed/checked by an electrician at the required National Construction Code locations for the new layout.

There was water staining on walls, this may be from pressure washing or a leak in the roof.

The Waterproofing of any proposed wet areas will be required in accordance with the National Construction Code.

The manhole cover will require replacing.





8 Aug 2023 at 12:52:46 pm
-31.652932,+117.233274
32 Bedford St
Cunderdin WA 6407





8 Aug 2023 at 12:46:45 pm
-31.652314,+117.233240
35 Bedford St
Cunderdin WA 6407

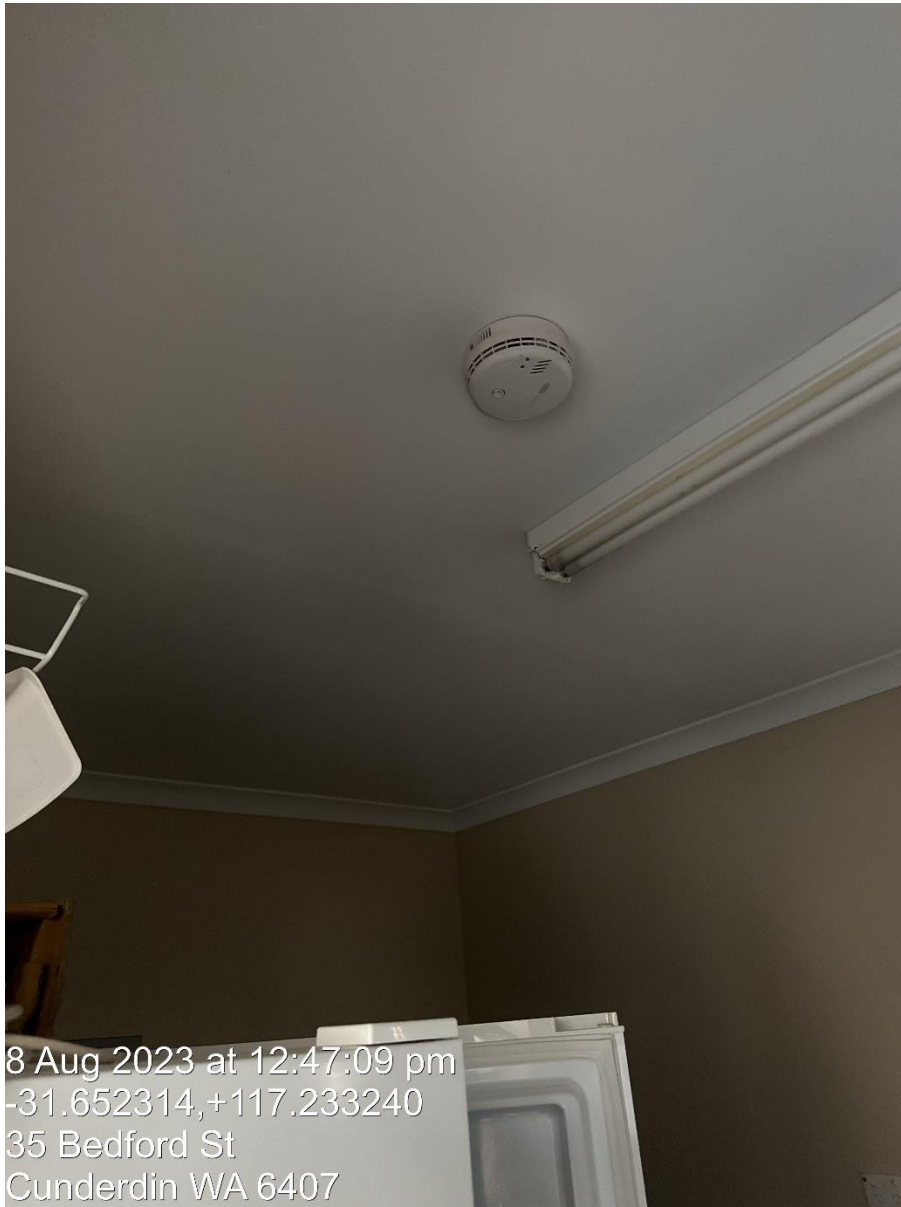






8 Aug 2023 at 12:55:45 pm
-31.652329,+117.233221
35 Bedford St
Cunderdin WA 6407







Structure – Sub-Floor

Type: Steel bearers – Timber joists/beams

Condition: Fair

Rectification Required: Needs to be inspected by a Structural Engineer to ensure it is fit for purpose and there is no structural damage under the floor.

The underfloor area could not be accessed to review the condition of the subfloor.

There was creaking in the floor in the south-western area, which could be from loose flooring from it being moved, however this needs to be inspected by a Structural Engineer to ensure it is fit for purpose and there is no structural damage under the floor.

The subfloor area has been enclosed with only some vents in the Northern wall, this needs to be investigated to ensure that there is not rot or corrosion damage/deterioration under the building.









General Remarks

Building internally was in fair condition and requires confirmation from a Structural Engineer that there are no structural issues that require repair or attention.

The external cladding is intact and windows and doors are in good working order. No major repairs are required.

The roof requires checking for leaks.

There will be requirements and modifications, in order to bring the building into compliance with the National Construction Code in force at the time of the Building Permit application.

4.0 Proposed Uses

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

The building is in fair condition and will be suitable for use as a Class 1a dwelling at 37 Harper Street, Beverley, subject to review and Certification by a Structural Engineer, repairs and modifications outlined in this report and the issue of the Certificate of Design Compliance by the Private Building Certifier.

The building will need to be checked for any minor wall lining or floor covering damage incurred during the building relocation.

The owner has advised any structural, water-proofing or cosmetic repairs will be attended to during the installation at the proposed site.

There will be requirements and modifications in order to bring the building into compliance with the National Construction Code in force at the time of the Building Permit application.

This may include, but not be limited to requirements such as Energy Efficiency or other design considerations.

These will need to be discussed with and determined by the Private Building Certifier who issues the Certificate of Design Compliance for the building.

5.0 Conclusion

Recommendation

That the Building that is the subject of this inspection report is in fair to good condition being suitable for relocation to the proposed site at 37 Harper Street, Beverley and can be approved for relocation subject to the following:

1. The required investigation of the items outlined in this report and any necessary repairs/modifications being made to the building.
2. A Structural Engineer's review of the outlined issues and Structural Engineering Certification for the building and any proposed footings being submitted with the application for a Building Permit.
3. A Certificate of Design Compliance being issued by the Private Certifier.
4. Installation of any required National Construction Code requirements in force at the time of lodging of the Certifier Building Permit Application.
5. A Certified Building Permit application being submitted and approved prior to the relocation of any buildings.



14/9/2023

(Tim Jurmann)

Signature of Inspecting Officer

Date

9.2 Development Application – Outbuilding (Sea Container) – 52 Smith Street

Submission To:	Ordinary Council Meeting 28 September 2023
Report Date:	11 September 2023
Applicant:	Mark Petchell
File Reference:	SMI 265
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	No
Disclosure(s) Of Interest:	Nil
Attachments:	Locality Map & Site Plan, Drawings, Typical Sea Container Dimensions

SUMMARY

An application has been received to use a Sea Container as an Outbuilding at 52 (Lot 68) Smith Street. The application will be recommended for approval.

BACKGROUND

The subject site is located at 52 (Lot 68) Smith Street, is 4,097 m² in extent and zoned Residential R10/25 in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS 3). It contains a single house and a variety of Outbuildings totalling 105 m² in total.

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

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

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

- The maximum total area of all outbuildings in this zone is prescribed to be 75 m² as per the Policy. The combined total area of the existing Outbuildings and the proposed Sea Container Outbuilding will be 119.78 m².

The applicant provided the below justification for the proposal:

I writing to you for a sea container permit as I have run out of storage space in a secure lockable area. On my block at this stage, it could be a 10ft or a 20ft container still waiting quotes it will be a cargo worthy container and I will paint if it looks a bit shifty to make it look better.

COMMENT

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

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

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

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

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

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

ELECTORAL CARETAKER PERIOD POLICY STATEMENT

The Officer's Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the Acting CEO has determined that it does not constitute a Major Policy Decision as defined by Policy EM 009. The Acting CEO therefore approves this report for Council's consideration.

STATUTORY ENVIRONMENT

Shire of Beverley Local Planning Scheme No. 3.

FINANCIAL IMPLICATIONS

There are no Financial Implications relative to this issue.

STRATEGIC IMPLICATIONS

There are no Strategic Plan Implications relative to this issue.

POLICY IMPLICATIONS

There are no Policy Implications relative to this issue.

RISK IMPLICATIONS

It is considered that the proposal has insignificant risks.

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

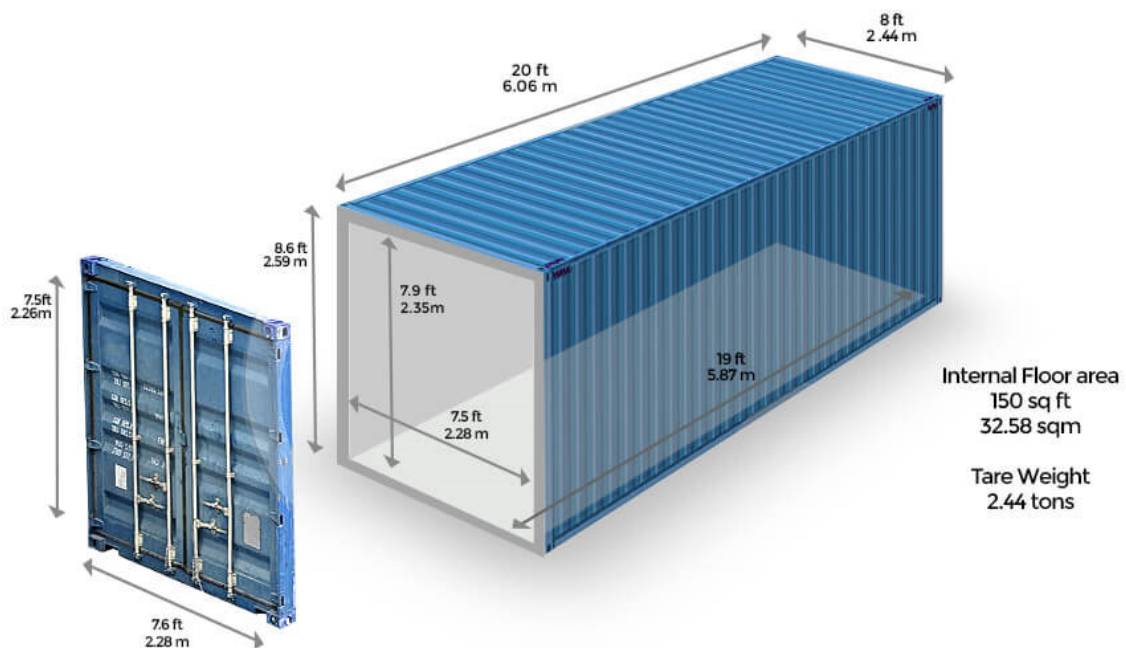
That Council grant Planning Approval for an Outbuilding (Sea Container) at 52 (Lot 68) Smith Street, Beverley, subject to the following conditions and advice notes: -

Conditions:

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

Advice Notes:

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

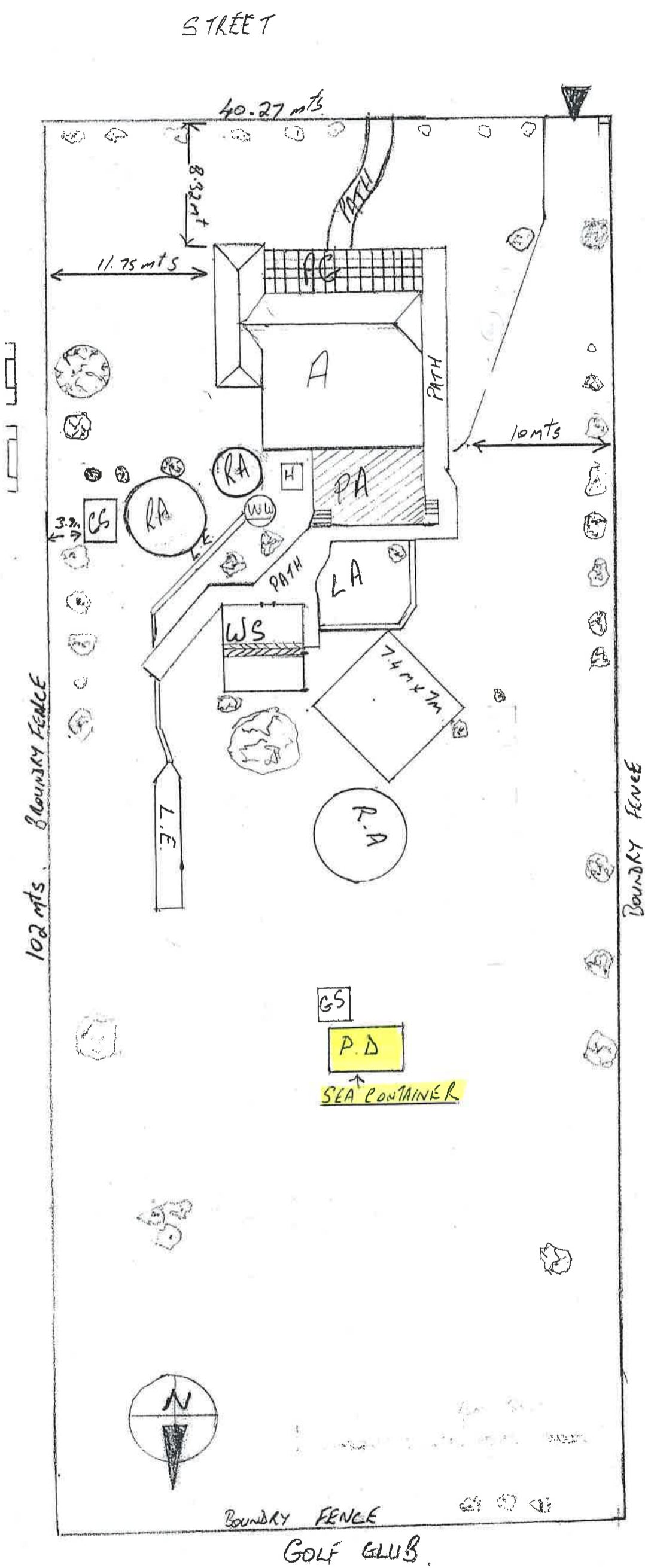


52 (Lot 68) Smith Street



Created: 11 September 2023 from Map Viewer Plus: <https://maps.landgate.wa.gov.au/maps-landgate/registered/>

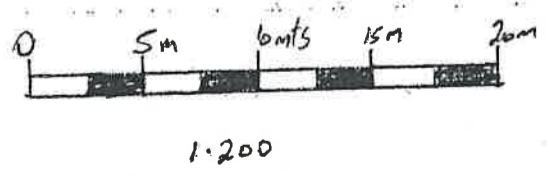




LEGEND

- VEHICLE SITE ENTRY
- A EXISTING SINGLE STOREY DWELLING RETAINED
- P.G. PERGOLA
- PA PATIO
- RA RAW WATER TANKS
- GS GARDEN SHED
- LA LAWN AREA
- PATH PATHWAY
- W.S. WORK SHOP
- P.D. PROPOSED DEVELOPMENT
- NEIGHBOURS WINDOWS FACING THE SITE
- EXISTING TREES
- W.W. WASTE WATER TANK
- H HUMAN WASTE UNDERGROUND CEMENT TANK
- L.E. LEACH DRAIN

STREET NO-52 LOT- L68
SMITH STREET BEVERLEY 6304



9.3 Subdivision Application: Lot 502 De Lisle Street

Submission To:	Ordinary Council Meeting 28 September 2023
Report Date:	11 September 2023
Applicant:	Brook & Marsh Surveys (Owner: Gowland Pty Ltd)
File Reference:	PL 164007
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	No
Disclosure(s) Of Interest:	None
Attachments:	Subdivision Sketch Plan

SUMMARY

An application had been referred for comment to the Shire by the Western Australian Planning Commission (submitted by Brook & Marsh Surveys) for the subdivision of Lot 502 De Lisle Street, Beverley. The application will be recommended for approval.

BACKGROUND

An application has been received from the Western Australian Planning Commission (WAPC) to subdivide Lot 502 on Deposited Plan 411512 to create 2 resultant green title lots, as per the attached subdivision sketch plan. The subject lot is Zoned 'General Industry' and contains General Industry related buildings, in extent 2,0506 ha.

The applicant submitted the following justification to the WAPC:

Thank you for considering this application for subdivision. Please note that the boundary moving out 10mtres along the internal boundary between lots is to accommodate existing electrical infrastructure which runs alongside the existing buildings.

A soil evaluation has not been performed as this lot already contains a notification on the title which can be carried forward stating that a reticulated sewerage services is not available to the lots. This notification was a condition of a previous subdivision completed (WAPC approval Ref 152984).

This is an industrial subdivision which Brook and Marsh have been involved in since 2010 when Landcorp (now known as Development WA) were completing the industrial subdivision. I would appreciate it if you would waive the need for additional soil reports for onsite sewer disposal in this instance.

Additionally, we have not submitted a bushfire management plan in support of the application. This area is ruled general industrial with no increase proposed in any residential density and there is no restriction of vehicular ingress or egress in the event of emergency.

I am happy to provide any further information required and hope this letter provides sufficient explanation for absences of reports and proposed boundary line.

COMMENT

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

It is expected that on conclusion of the subdivision an Agri Business will establish on the newly created lot with much needed job opportunities and further economic activity being created to the benefit of Beverley.

ELECTORAL CARETAKER PERIOD POLICY STATEMENT

The Officer's Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the Acting CEO has determined that it does not constitute a Major Policy Decision as defined by Policy EM 009. The Acting CEO therefore approves this report for Council's consideration.

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

There are no policy implications relative to this application.

RISK IMPLICATIONS

It is considered that the proposal has insignificant risks.

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to recommend to the Western Australian Planning Commission that application No. 164007 for the subdivision of Lot 502 De Lisle Street, Beverley, be approved subject to the following conditions:

Conditions:

- 1) The land being filled, stabilised, drained and/or graded as required to ensure that:
 - a) lots can accommodate their intended development; and
 - b) finished ground levels at the boundaries of the lot(s) the subject of this approval match or otherwise coordinate with the existing and/or proposed finished ground levels of the land abutting; and
 - c) stormwater is contained on-site, or appropriately treated and connected to the local drainage system.
- 2) Suitable arrangements being made with the local government for the provision and/or upgrading of vehicular crossovers to service the lots shown on the approved plan of subdivision.

DISCLAIMER:
 Due to lack of survey marks/pegs, all building offset dimensions & features are approximate only and positioned from existing fences and walls which may not be on the correct alignment and are to be verified when repegged. Any design that involves additions to any structures shown or portion of structures remaining after any demolition has taken place requires boundaries to be repegged and exact offsets provided to your designer/architect before any plans are produced and before any work is started on site.

SUBDIVISION DETAIL

LOT 502 AREA: 2.0506ha

PROPOSED LOT 506 AREA: 12508m²

PROPOSED 507 AREA: 7998m²

TOTAL AREA: 2.0506ha

No. OF EXISTING LOTS: 1

No. OF PROPOSED LOTS: 2

ALL EXISTING BUILDINGS / STRUCTURES ARE TO BE RETAINED.
 ALL AREAS & DISTANCES ARE SUBJECT TO SURVEY.
 PROPOSED BOUNDARY IS TO FOLLOW EXISTING FENCE & WILL NEED TO BE CONFIRMED BY SURVEY.



DEPARTMENT OF PLANNING, LANDS AND HERITAGE	
DATE	FILE
29-Aug-2023	164007



DRAWN	JOB NUMBER
M.E.	17000
SURVEYED	DATE
BM	14/07/2023
CONTOUR INTERVAL	SCALE
1.00	1:1000
DATUM	CO-ORD SYS.
A.H.D.	BROOKTON 94

**SUBDIVISION APPLICATION
 FREEHOLD (GREENTITLE)
 LOT 502 ON DP411512
 DE LISLE STREET, BEVERLEY
 SHEET 1 of 1**

CLIENT
GOWLAND

REV.
01

DRAWING FILE: 17000_Subdivision Application_Lot 502_REV01 - Drawing001

01	03/08/23	SUBDIVISION BOUNDARIES ADJUSTED
REV	DATE	REVISION DETAILS

A3

9.4 Development Application – Special Event Beverley Districts Motor Cycle Club – Portion of Lot 29285 Nicholas/Chipper Street

Submission To:	Ordinary Council Meeting 28 September 2023
Report Date:	13 September 2023
Applicant:	Beverley Districts Motor Cycle Club – G. Biffen
File Reference:	ADM 0155/CHI 231
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	No
Disclosure(s) Of Interest:	None
Attachments:	Event Management Plan, Emergency Management Plan, Bushfire Management Plan, Site Plans and Expansion Area.

SUMMARY

An application for Special Events for the Beverley Districts Motorcycle Club on Lot 29285 (Reserve 231) Nicholas Street – (MotoX - Ulinga), has been received. The application will be recommended for approval.

BACKGROUND

A comprehensive application has been received from the *Beverley Districts Motorcycle Club Inc* (Glen Biffin), inclusive of amongst others an *Event Management Plan, Emergency Management Plan, Bushfire Management Plan* and site plans.

The applicant describes the events as: *A Motocross racing event spanning three days that includes riders from 4 years of age, bringing spectators from surrounding towns and from Perth Metropolitan Area.*

The subject property is Lot 29285 (Reserve 231) Nicholas/Chipper Street, is zoned *Rural* and is 89.7ha in extent. The Shire is the custodian of the land through a Management Order, with power to lease. Reserve 231 is a 'C' Class reserve for the purpose of '*Recreation*'.

There is a current lease agreement between the Shire of Beverley and the *Beverley Districts Motorcycle Club Inc (BDMC)* until 30 June 2031 for use as a '*Motorcycle Club*'.

The BDMC is also looking at expanding the footprint of their activities on Reserve 231 – presented graphically in the attached drawing: Proposed Expansion Areas. They presented the following justification:

As discussed here is a map showing new land required and agreed with Phyllis.

This parcel of land is next to water authority. Driveway on the Nth side of them and is approx. 180m by 160m by 100m. This land may be used for overflow parking and camping or could become a part of the track at a later date. We would fence of area once finalised and at present would only clear dead and fallen trees from area and some mowing of grass.

This application was initiated by BDMC on request from the Shire Planner, in the interest of a consistent approach throughout the Shire for all similar events, i.e. Westdale & Turner Gully Dirt Drags and Lawnmower & Tractor Pull events. It is not

considered that these events can be regarded as *exempted development* under Section 61 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Development for which development approval not required).

It is also a requirement of the Lease Agreement that the Lessee (BDMC) apply for all applicable approvals.

ELECTORAL CARETAKER PERIOD POLICY STATEMENT

The Officer's Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the Acting CEO has determined that it does not constitute a Major Policy Decision as defined by Policy EM 009. The Acting CEO therefore approves this report for Council's consideration.

COMMENT

Numerous successful Moto-X events had been held at this location in the past and a fully constructed track is in place.

In previous years the events have attracted a substantial number of out-of-towners. It is an established venue and is regarded as an important attraction also from a tourism perspective. It has always been well planned and run and for this reason should be encouraged to continue as such. Expansion of the facility is supported, as proposed.

Mitigation measures as proposed in the Bushfire Management Plan is regarded as being sufficient to address those areas of concern. Applicant submitted that normal event operational window is March to October, with no activities during the summer months.

From a land use perspective the property is regarded as being ideally located for a use of this nature. The Shire of Beverley Local Planning Strategy of 2014 designated the wider precinct as a *Noisy Activity Precinct*.

CONSULTATION

Internal consultation was had with the Building Surveyor/Environmental Health Officer as well as the Community Emergency Services Manager. External consultation was had with the *Department of Planning, Lands and Heritage*. Applicable comments received are quoted below:

Building Surveyor/Environmental Health Officer:

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, where applicable.*
2. *Any Public Event applications are to be lodged three, (3), months prior to the event commencing, to allow sufficient time for assessment and approval.*
3. *Any application for a Public Event shall address, where applicable, each requirement under the Department of Public Health, "Concerts and Mass Gatherings Guidelines".*
4. *Any associated, event or live entertainment, is to address any additional, relevant requirements listed in the "Concerts and Mass Gatherings Guidelines".*
5. *Any required Liquor Licensing is to be addressed and approved where applicable.*
6. *Any requirements of Police or Emergency Services are to be addressed and complied with, where applicable.*

7. *Fire and Bushfire risks including requirements for emergency evacuation are to be addressed in the application. Particular attention should be given to minimising fire risk from surrounding grass and vegetation, and having appropriate fire-fighting facilities to extinguish fire from these risks/sources.*
8. *A site plan indicating all facilities, attractions, medical and first aid provision, emergency points, fire-fighting equipment, drinking water provision, toilet facilities, shower facilities, camping facilities, parking and other relevant information is to be submitted with the application.*
9. *Temporary structures and stages information is to be provided in detail, including engineer's certification, erection manuals, certificates of insurance and certificates of installation by a competent person once installed.*
10. *Temporary electrical installations are to be certified by a licensed electrician prior to use.*
11. *Any food sold, must be by a business or group who is registered with a Local Government as a Food Business under the Food Act 2008, or if not currently registered must be registered with the Shire of Beverley at least one, (1), month prior to the event and have approved food preparation premises or facilities.*
12. *Any event/event organisers, are to be affiliated with the relevant official motorsport body.*
13. *Motor sports are inherently dangerous and the Health Act 1911 defines those that have spectator viewing as public buildings. Spectators must be protected from competition vehicles and any debris that may emanate from the race area. The types of barriers will vary significantly between the different sports.*

There are critical safety elements to be considered and addressed in any proposal, including and not limited to:

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

Community Emergency Services Manager:

CESM submitted following comments:

- *The Shire of Beverley might be in its Restricted Burning period as declared under Section 18(5) of the Bush Fires Act 1954. During a Restricted Burning period a Permit is required to Burn or to light a fire.*

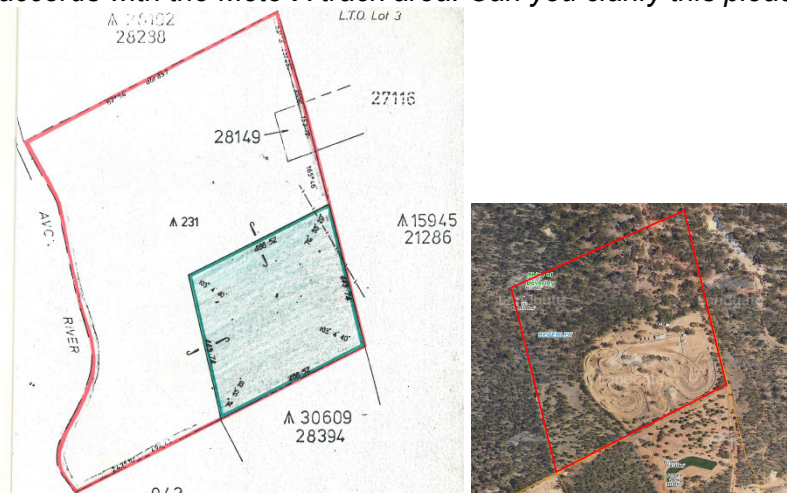
Should Council resolve to approve this application, it will be recommended that the above comments be taken into consideration when framing conditions of planning approval and advice notes.

External consultation was had with the *Department of Planning, Lands and Heritage (DPLH)* as follows:

Request to DPLH from the Shire:

We currently hold a Management Order over Reserve 231 and have a Lease Agreement with the Beverley Districts Motor Cycle Club Inc. for purposes of a Moto-X track. They have developed the track as evident on the aerial photo attached hereto. They now want to expand into the areas shown in the marked-up drawing (mostly for on-site camping during events – Area 2 on plan). In terms of the above I just need to confirm if we as a Shire can entertain an application in this regard, i.e. is the Shire afforded Management over the entire Reserve 231, or just a portion? The reason I'm asking is that I came across a diagram that shows only a certain portion of the Reserve towards the South East (see attached Diagram – green shaded area). So not sure if this diagram has any specific legal relevance in relation to MO. I have tried to draw the extent of this specific diagram area onto and aerial photo – see attached, and it would seem that should our control over R231 only extent to the Diagram Area, the

proposal for expansion could still be entertained, as it seems to fall within this area, and hence our area of Control into the MO. FYI, on Mapviewer, there is also an oddly shaped area demarcated in dotted lines, without any notation as to what it could be, which shape generally accords with the Moto-X track area. Can you clarify this please?



Response from DPLH to Shire:

*The Department of Planning, Lands and Heritage (**Department**) understands that you require clarity in regard to the extent of Reserve 231 and the Shire of Beverley's (**Shire**) powers to lease and licence over that area.*

Upon investigation I can see no reference to the area shaded green on your attached Diagram on the Departments files and am unsure to what it is in reference to.

Notwithstanding the above, Reserve 231 is made up of Lot 29285 On Deposited Plan 91069 and it is vested to the Shire in its entirety.

This vesting gives the Shire the power to lease and licence any portion of the Reserve for any term not exceeding 21 years subject to the approval of the Minister for Lands.

Public Notification:

It was not deemed required to advertise the application for public comments.

STATUTORY ENVIRONMENT

The application may be considered consistent with the Shire of Beverley's Local Planning Scheme No. 3.

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

Goal 7 – Increase all forms of club participation

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

POLICY IMPLICATIONS

There are no policy implications relative to this application.

RISK IMPLICATIONS

It is considered that the proposal has insignificant risks.

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to grant planning approval to the Beverley Districts Motorcycle Club for events on a portion of Lot 29285 (Reserve 231) Nicholas/Chipper Street – subject to the following conditions and advice notes:

Conditions:

1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.
2. The submitted Event Management Plan, Emergency Management Plan and Bushfire Management Plan are to be complied with at all times, for the entire period of this approval.
3. Sufficient water for firefighting purposes shall be provided as per the submitted Bushfire Management Plan, to the satisfaction of the Shire (See advice note 2).
4. No native vegetation clearing or tree removal shall be permitted without prior written approval of the Shire and other relevant authorities.
5. This Planning Approval is valid only until 30 June 2031.

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: Table 5, Element 4 on page 12 of submitted Bushfire Management Plan refers.
- Note 3: The applicant is advised that where applicable, a building permit is required prior to commencement of any building works, where applicable.
- Note 4: The applicant is advised that any required Liquor Licensing is to be addressed and approved where applicable.
- Note 5: 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, where applicable.
- Note 6: The applicant is advised that temporary electrical installations are to be certified by a licensed electrician prior to use, where applicable.
- Note 7: 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 8: 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 9: The applicant is advised to submit written proof to the Shire of sufficient Public Liability Insurance for the activity.
- Note 10: The applicant is advised that the Shire of Beverley might be in its Restricted Burning Times as declared under Section 18(5) of the *Bush Fires Act 1954*.

Restricted Burning Times vary and should be checked by the applicant. During Restricted Burning Times a Permit is required to Burn or to light a fire during this period.

Note 11: 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.

PROPOSED EXPANSION AREAS: 1 = ACCESS POINT, PARKING & CAMPING;
2 = CAMPING, OVERFLOW PARKING & FUTURE TRACK





BushfireWest

Bushfire Management Plan

Development – Beverley Motocross Club

Nicholas Street, Beverley



**BRONZE
MEMBER**
Fire Protection
Association Australia

Ref: 220606
Version: A
Sept 2022

REPORT DETAILS

Subject Land

Address	Reserve 231 Lot 29285 Nicholas Street
Locality	Beverley (6304)
Zoning	Reserve
Proposal description	Development application – Beverley Motocross Club
Site assessment date	15 July 2022

Document Reference

Document	Date	Purpose
220606 A	7 Sept 2022	Consultation / development application.

Author

Practitioner	Accreditation Level	Accreditation No.
Jeremy Durston	Level 3	BPAD-36525

Report Limitations

Bushfire and weather conditions can be extremely dangerous and unpredictable. The management of bushfire risk will depend on, among other things, the actions of property owners and/or occupiers over which the author has no control.

All surveys, forecasts, projections and recommendations made in this report are made in good faith on the basis of information available at the time. All maps included herein are indicative in nature and are not to be used for accurate calculations.

Notwithstanding anything contained therein, the author will not, except as the law may require, be liable for any loss or other consequences arising out of the services provided.

Jeremy Durston
jeremy@Bushfire West.com.au
Bushfire West Pty Ltd



Contents

1. Proposal Details.....	4
2. Vegetation & Environmental Considerations	4
3. Minor Development Considerations.....	7
4. Bushfire Assessment Inputs	7
5. Bushfire Assessment Outputs	9
6. Bushfire Hazard Issues	9
7. Assessment against the Bushfire Protection Criteria.....	12
8. Spatial Representation of Bushfire Protection Measures.....	13
9. Other Management Measures.....	14
10. Implementation and Management.....	14
11. Conclusion.....	14

Appendix 1 – Asset Protection Zone Standards

Appendix 2 – Driveway Standards

Appendix 3 – Firefighting Water Standards

Appendix 4 – Vegetation Assessment

1. Proposal Details

Background & Purpose of Report

This Bushfire Management Plan (BMP) is for the proposed addition of adjacent land sections into the existing Beverley Motocross site within Reserve No.231 (Lot 29285) Nicholas Street, Beverley. The BMP assesses the proposal against *State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7)* and the associated *Guidelines for Planning in Bushfire Prone Areas v1.4 (the Guidelines)*.

The primary purpose of this report is to provide the required bushfire planning information to inform the assessment process for the development application. The bushfire protection measures required to manage the bushfire risk are specified in accordance with the Guidelines.

Subject Site & Existing Conditions

The subject land (Figure 1) is a section of Shire Reserve that includes the existing Beverley Motocross facilities. The site is accessed via the access road through reserved land that services the Shire waste disposal site and other facilities. The access road joins with the public road network (Nicholas Street) at a distance of approx. 1.2km to the north of the site. The reserved land surrounding the Motocross site contains substantial areas of native vegetation that represent a bushfire hazard to the site and surrounding area, as designated by the *Western Australia State Map of Bush Fire Prone Areas*.

Proposal Description

The site is currently developed with a Motocross circuit and associated buildings, structures and water tanks. A section adjacent to the north currently used for site access is now proposed to be formally incorporated, and second section adjacent to the west is proposed for expansion of the site. Figure 2 depicts the development site plan.

2. Vegetation & Environmental Considerations

Environmental Considerations

The area of the current Motocross facilities has been predominately cleared and contains bordering vegetation and isolated shade trees. The access section contains predominately parkland cleared trees and a low-lying strip of denser, unmanaged vegetation. Access tracks are installed, and no additional clearing is required in the access section. The proposed site extension area contains mostly parkland cleared Acacia and shrubs that may ultimately be cleared to expand the Motocross facilities.

Vegetation Management

As detailed within this report, the area surrounding all buildings and structures is to be maintained as low-threat Asset Protection Zones in accordance with the Guidelines. Additionally, the functional sections of the site are to be maintained for low bushfire threat, including periodic trimming of vegetation and removal of dead plant material, and regular trimming of grass.

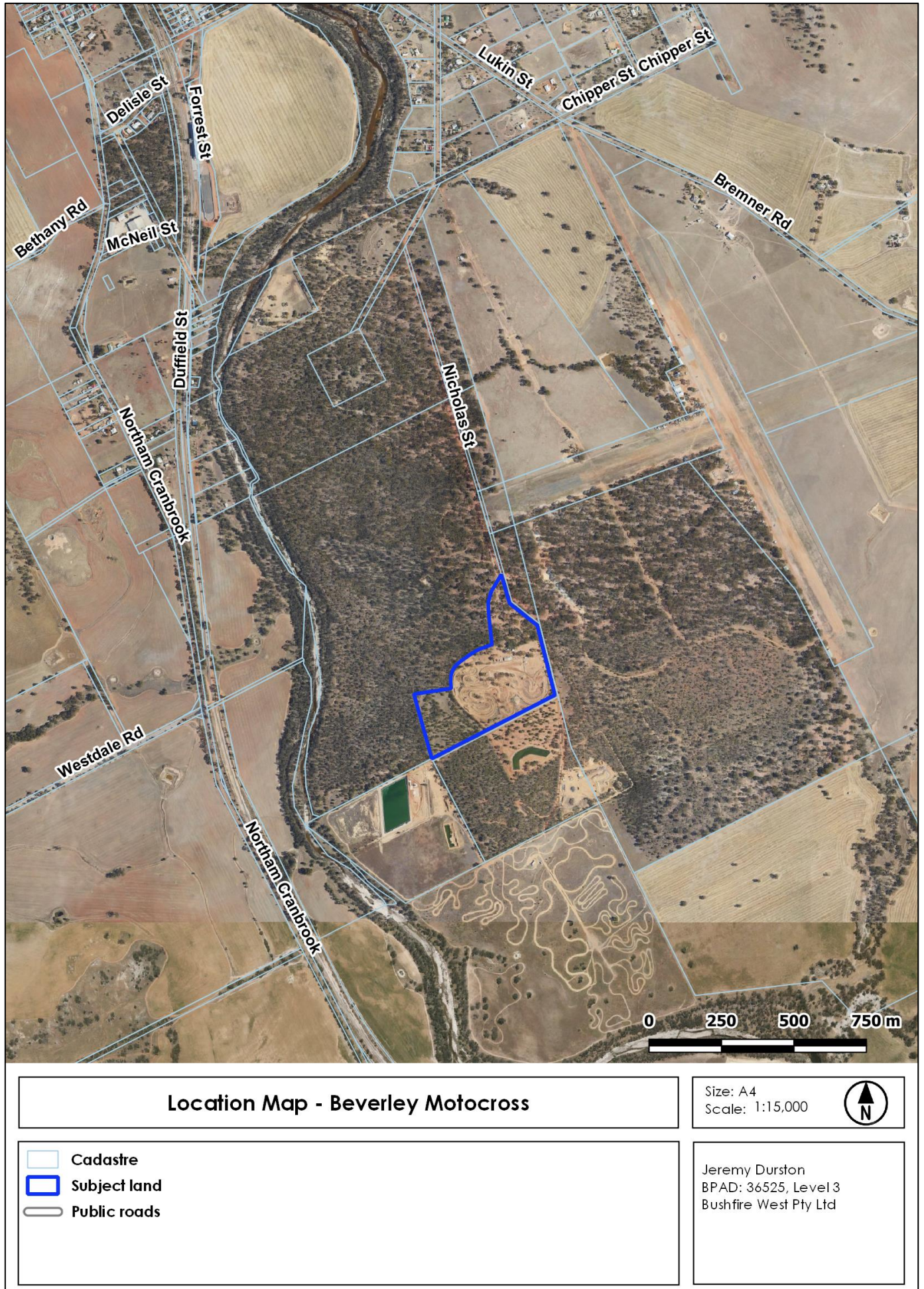
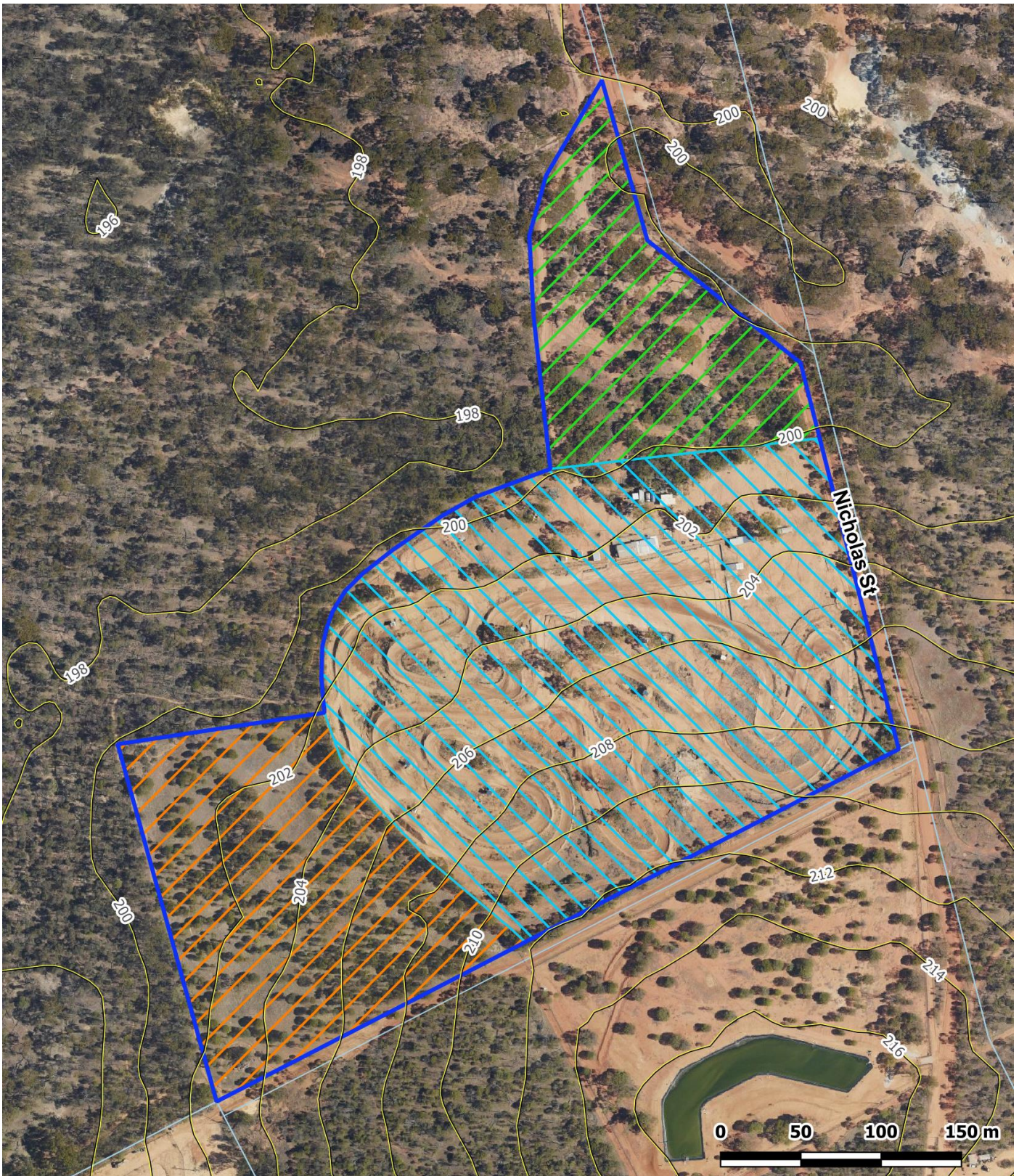


Figure 1: Site Location



Site Plan	
<ul style="list-style-type: none"> Cadastre Subject land Contours (2m) 	<ul style="list-style-type: none"> Existing approved area Area of site to be extended Site access area to be incorporated

Size: A4
Scale: 1:3,000



Jeremy Durston
BPAD: 36525, Level 3
Bushfire West Pty Ltd

Figure 2: Development Plan

3. Minor Development Considerations

The site access road, which terminates in a dead end, cannot fully comply with the Guidelines due to its length being greater than 200m. In circumstances where there is limited ability to satisfy all bushfire protection criteria, a proposal may nevertheless be acceptable as 'minor development' if the bushfire protection criteria are demonstrated to the fullest possible extent, with justification for any non-compliance.

The Beverley Motocross Club benefits from historical approval and the proposed addition of sections of adjoining land are considered incidental to the existing use of the site. Furthermore, the adoption of this Bushfire Management Plan is designed to improve the bushfire protection for the site for all Motocross participants and visitors, with respect to both the existing approved areas and the areas now proposed to be incorporated.

The proposed development is thus considered to be a minor proposal, as follows:

- o The proposed development is considered incidental to the existing Motocross land use.
- o Site access is a legacy of historical planning that is unable to be retrospectively amended to comply with the current Guidelines.
- o The adoption of this Bushfire Management Plan is designed to improve the bushfire protection of the total site and its surrounds. The requirements of the current Guidelines should now be adopted to the fullest extent possible for the site.

4. Bushfire Assessment Inputs

Effective Slope

Effective slopes were assessed in accordance with *AS3959-2018 Construction of buildings in bushfire prone areas (AS3959)*. Slope data was measured on site and cross referenced with Landgate elevation data. The effective slopes beneath applicable vegetation areas are recorded in Table 2.

Bushfire Fuels

The location and extent of classified vegetation structures, including low-threat exclusions, within 150 metres of the site were assessed in accordance with AS3959-2018 and mapped in Figure 3. The post-development areas of classified vegetation and low-threat exclusions are detailed in Appendix 4 and summarised below.

Table 2 Areas of classified vegetation and exclusions, post-development:

Vegetation Area	Vegetation Classification	Effective Slope
1	Class B Woodland	Downslope 1 deg
2	Class B Woodland	Downslope 1 deg
3	Class D Scrub	Downslope 1 deg
4	Exclusions 2.2.3.2 (e)&(f)	n/a
5	Class D Scrub	Upslope
6	Class D Scrub	Upslope
7	Class D Scrub	Upslope
8	Class B Woodland	Flat
9	Exclusions 2.2.3.2 (f)	n/a
10	To be modified to low threat Exclusions 2.2.3.2 (e)&(f)	n/a
11	Exclusions 2.2.3.2 (e)&(f)	n/a

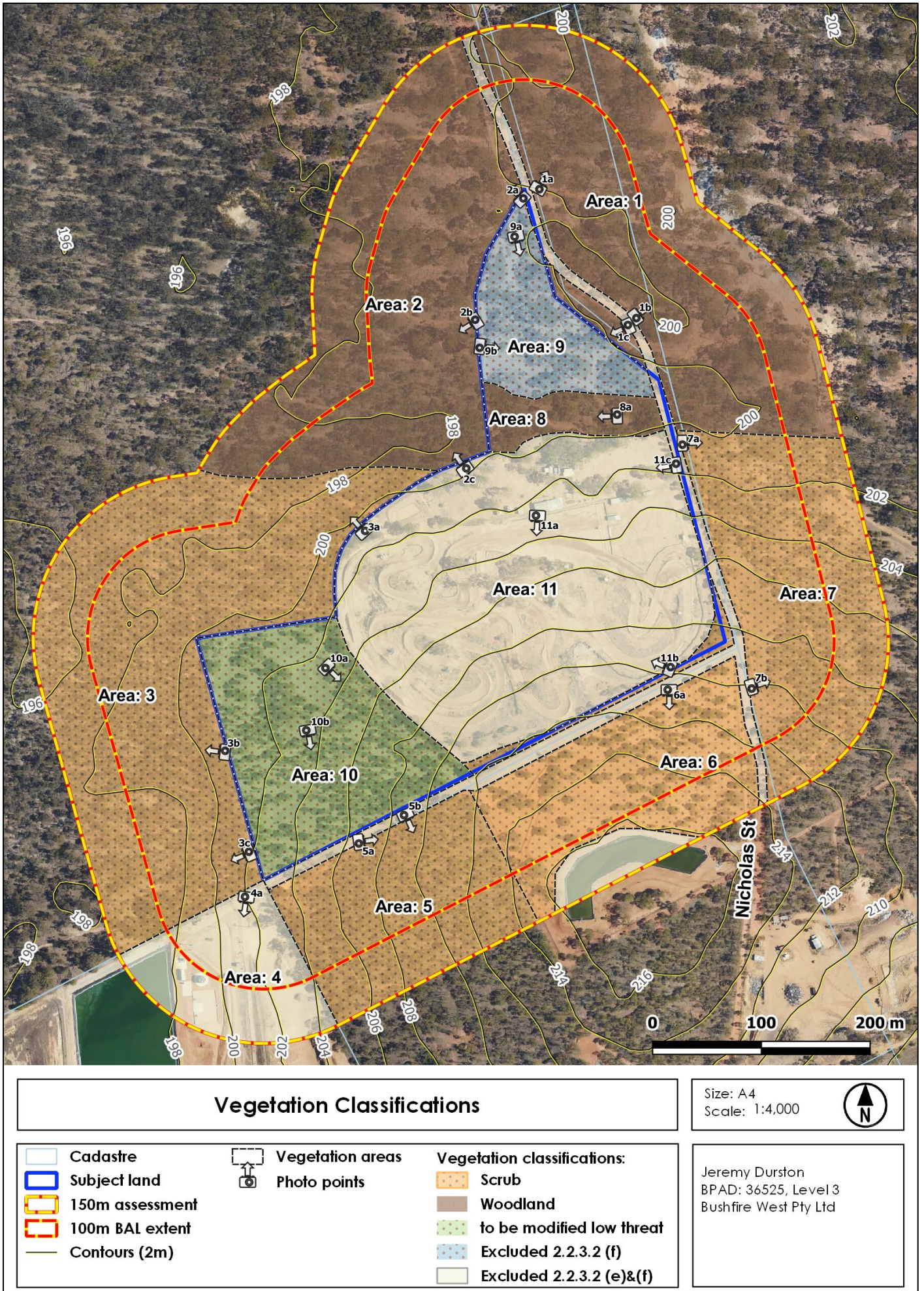


Figure 3: Vegetation Classifications Map

5. Bushfire Assessment Outputs

Potential Bushfire Impact

The potential, post-development radiant heat impacts to the site in accordance with AS3959-2018 (Method 1) are summarised as follows:

Table 3: BAL rating variables (AS3959-2018 Method 1)

Vegetation Classification	Slope	BAL-FZ	BAL-40	BAL-29	BAL-19	BAL-12.5
Class B Woodland	>1 to 5 deg	<13m	13to<17m	17 to<25m	25 to<35m	35 to<100m
Class B Woodland	Flat & upslope	<10m	10 to<14m	14 to<20m	20 to<29m	29 to<100m
Class D Scrub	>1 to 5 deg	<11m	11 to<15m	15 to<22m	22 to<31m	31 to<100m
Class D Scrub	Flat & upslope	<10m	10 to<13m	13 to<19m	19 to<27m	27 to<100m
Exclusions 2.2.3.2	n/a	n/a	n/a	n/a	n/a	n/a

BAL Contour Map

BAL Contour Mapping has been prepared in accordance with the Guidelines to determine the post-development BAL ratings for the relevant development areas (Figures 4 & 5). The resulting BAL ratings are summarised as follows:

Table 4: BAL ratings (AS3959 Method 1)

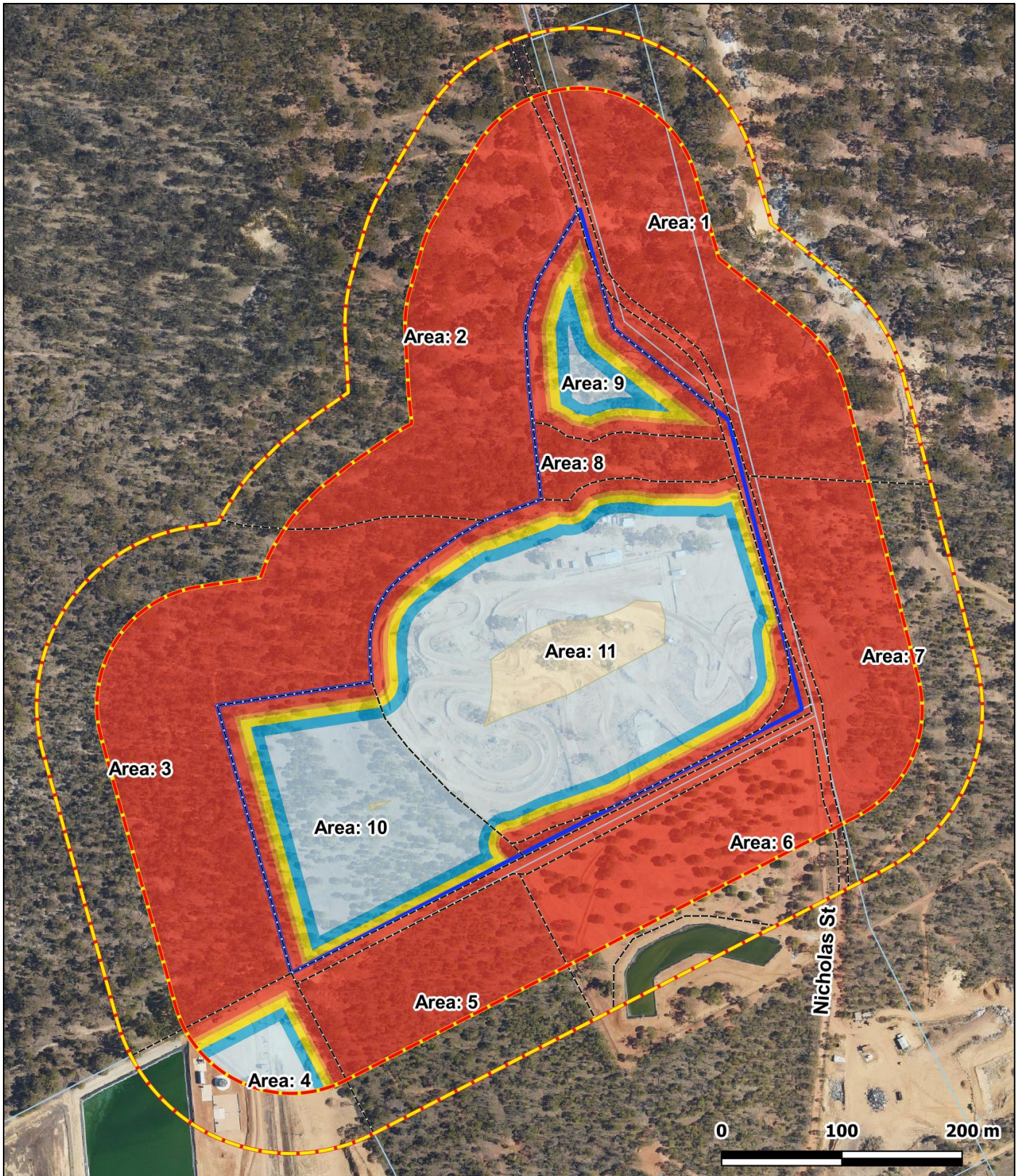
Development Components	BAL Ratings
Existing buildings, structures and spectator areas	BAL-12.5, BAL-19 & BAL-29
Future development areas	Extensive areas rated BAL-29 & lower

All onsite development and future development is thus capable of achieving acceptable BAL ratings.

6. Bushfire Hazard Issues

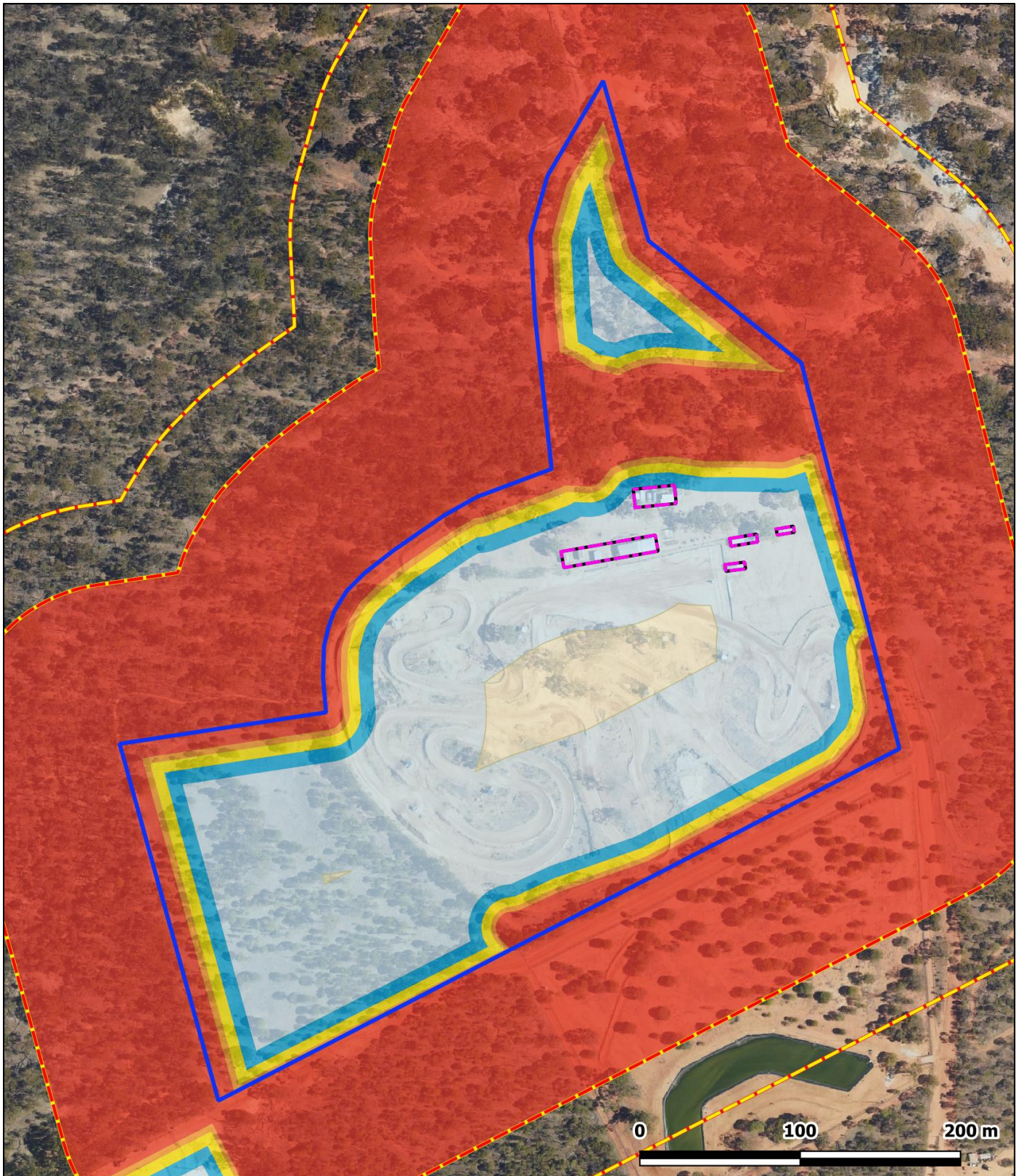
The following hazard issues are identified:

- The major bushfire hazards are from the native vegetation throughout the Shire reserves surrounding the site.
- The subject land is of sufficient size for buildings and structures to be sited appropriately with Asset Protection Zones. Extensive areas of the site can be developed to ratings of BAL-29 and lower.
- Motocross activities may potentially cause bush fire ignition, particularly during dry conditions and periods of higher bushfire risk.
- The access road is a no-through road.
- No reticulated water supply is available.



BAL Contour Map				Size: A4 Scale: 1:4,000	
<ul style="list-style-type: none"> Cadastre Subject land Contours (2m) 	<ul style="list-style-type: none"> Vegetation areas 150m assessment 100m BAL extent 	<ul style="list-style-type: none"> BAL-LOW BAL-12.5 BAL-19 	<ul style="list-style-type: none"> BAL-29 BAL-40 BAL-FZ 	Jeremy Durston BPAD: 36525, Level 3 Bushfire West Pty Ltd	

Figure 4: BAL Contour Map



BAL Contour Map - detailed view

Size: A4
Scale: 1:3,000



- | | | | |
|---------------|------------------------|----------|--------|
| Cadastre | Buildings & structures | BAL-LOW | BAL-40 |
| Subject land | Vegetation areas | BAL-12.5 | BAL-FZ |
| Contours (2m) | 150m assessment | BAL-19 | |
| | 100m BAL extent | BAL-29 | |

Jeremy Durston
BPAD: 36525, Level 3
Bushfire West Pty Ltd

Figure 5: BAL Contour M – detailed view

7. Assessment against the Bushfire Protection Criteria

Following is an assessment against the bushfire protection criteria detailed in Appendix 4 of the *Guidelines for Planning in Bushfire Prone Areas Version A.4* (the Guidelines), including the applicable Acceptable Solutions for each element.

Table 5: Assessment against the bushfire protection criteria of the Guidelines

Element	Acceptable Solution (A)	Compliance	Notes
1. Location	A1.1 Development location	Yes	Complies. The location is capable of achieving acceptable ratings of BAL-29 or lower for buildings, structures and associated development.
2. Siting of Development	A2.1 Asset Protection Zone	Yes	To Comply. An Asset Protection Zone extending 17m from all elevations of buildings and structures is required to be installed and maintained to compliant standards.
3. Vehicular Access	A3.1 Public roads	Yes	Complies. Public road standards comply with the Guidelines Table 6 Column 1.
	A3.2a Multiple access routes	Acceptable as Minor Development	The existing Reserve access road cannot retrospectively provide multiple access routes. The proposal is considered incidental to the existing use of the site and is acceptable as 'minor development'. Motocross activities should be scheduled to avoid the seasonal bushfire period, and all activities should be cancelled during potential higher risk bushfire conditions.
	A3.2b Emergency access	n/a	No emergency access route is available to an alternative public road.
	A3.3 Through-roads	n/a	Not applicable to a development application.
	A3.4a Perimeter roads	n/a	Not applicable to a development application.
	A3.4b Fire service access route	n/a	Not applicable to a development application.
	A3.5 Battle-axe	n/a	Not applicable to a development application.
	A3.6 Private driveways	Yes	To Comply. Internal vehicle access is required to compliant standards.
4. Water	A4.1 Identification of water supply	n/a	Not applicable to a development application.
	A4.2 Provision of water for firefighting	Yes	To Comply. 50,000L firefighting water supply is required to compliant standards.

8. Spatial Representation of Bushfire Protection Measures

The proposed bushfire protection measures for the site are depicted below.

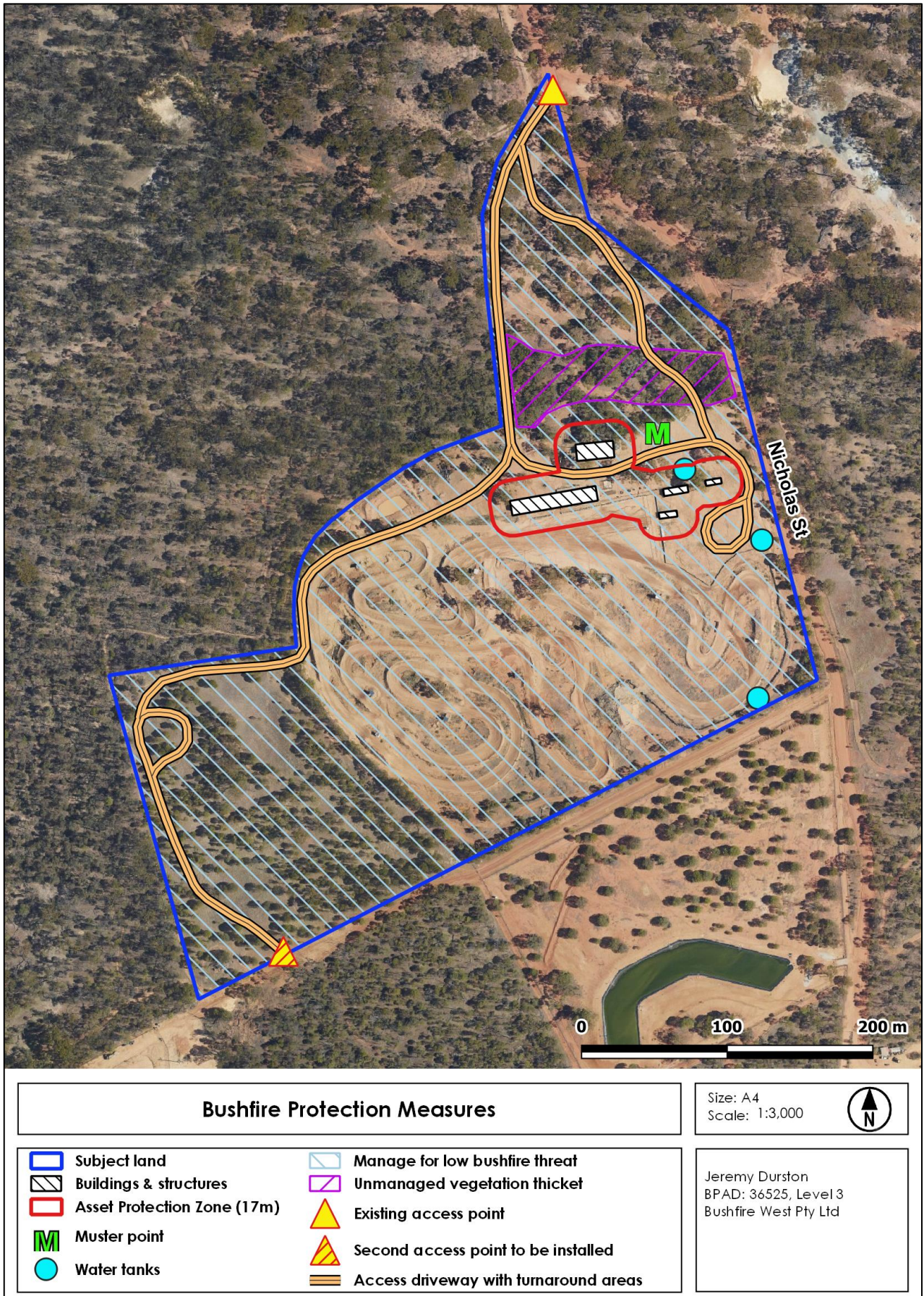


Figure 6: Bushfire Protection Measures

9. Other Management Measures

Motocross events should generally be scheduled to avoid the higher bushfire risk period from 1st November through to 15th April, or as prescribed by the Shire of Beverley Fire Break Order issued under the Bushfire Act 1954.

Additionally, events should be cancelled and the site evacuated if higher-risk bushfire conditions apply, including:

- Total fire ban is declared.
- Local harvest ban, or vehicle movement ban is declared.
- Fire Danger Rating above High is forecast.
- Any local bushfire warning is issued.
- Signs of bushfire in the wider locality.

10. Implementation and Management

The responsibilities for implementing and maintaining the required bushfire protection measures are summarised in Table 6.

Table 6: Implementation & Management Schedule

Developer & Landowner – ongoing responsibilities	
A	Schedule events to avoid the higher bushfire risk period. Any activities should be cancelled and the site evacuated during higher-risk bushfire conditions.
B	Install and maintain an Asset Protection Zone extending 17m from all elevations of buildings and structures to the required standards of the Guidelines, as detailed in Appendix 1.
C	Install and maintain the driveway with a second access point, turnaround areas and passing bays to the required standards of the Guidelines, as detailed in Appendix 2.
D	Reserve and maintain 50,000L firefighting water supply to the required standards of the Guidelines, as detailed in Appendix 3.

11. Conclusion

In the author's professional opinion, the proposed development is acceptable under the risk-based land use parameters of State Planning Policy 3.7 for bushfire prone areas. The development site can achieve acceptable Bushfire Attack Level ratings, and firefighting water supply and internal vehicle access are able to comply with the *Guidelines for Planning in bushfire Prone Areas*. The no-through road access is a legacy of previous planning, however with the measures detailed within this report the proposal satisfies the bushfire criteria to the fullest extent now possible.

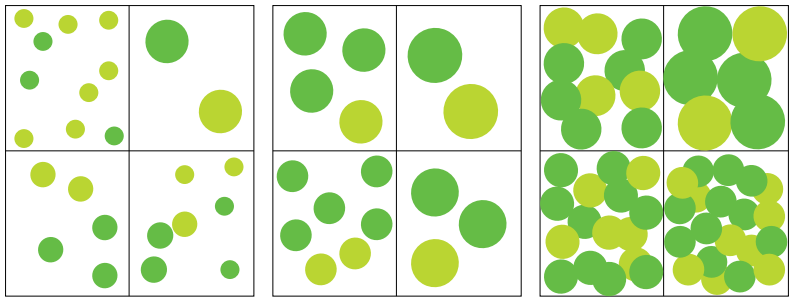
Appendix 1

Asset Protection Zone Standards

*source: Department of Planning, Lands & Heritage,
Guidelines for Planning in Bushfire Prone Areas version 1.4*

ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

OBJECT	REQUIREMENT
Fences within the APZ	<ul style="list-style-type: none"> Should be constructed from non-combustible materials (for example, iron, brick, limestone, metal post and wire, or bushfire-resisting timber referenced in Appendix F of AS 3959).
Fine fuel load (Combustible, dead vegetation matter <6 millimetres in thickness)	<ul style="list-style-type: none"> Should be managed and removed on a regular basis to maintain a low threat state. Should be maintained at <2 tonnes per hectare (on average). Mulches should be non-combustible such as stone, gravel or crushed mineral earth or wood mulch >6 millimetres in thickness.
Trees* (>6 metres in height)	<ul style="list-style-type: none"> Trunks at maturity should be a minimum distance of six metres from all elevations of the building. Branches at maturity should not touch or overhang a building or powerline. Lower branches and loose bark should be removed to a height of two metres above the ground and/or surface vegetation. Canopy cover within the APZ should be <15 per cent of the total APZ area. Tree canopies at maturity should be at least five metres apart to avoid forming a continuous canopy. Stands of existing mature trees with interlocking canopies may be treated as an individual canopy provided that the total canopy cover within the APZ will not exceed 15 per cent and are not connected to the tree canopy outside the APZ. <p data-bbox="539 1301 1171 1368">Figure 19: Tree canopy cover – ranging from 15 to 70 per cent at maturity</p> 
Shrub* and scrub* (0.5 metres to six metres in height). Shrub and scrub >6 metres in height are to be treated as trees.	<ul style="list-style-type: none"> Should not be located under trees or within three metres of buildings. Should not be planted in clumps >5 square metres in area. Clumps should be separated from each other and any exposed window or door by at least 10 metres.
Ground covers* (<0.5 metres in height. Ground covers >0.5 metres in height are to be treated as shrubs)	<ul style="list-style-type: none"> Can be planted under trees but must be maintained to remove dead plant material, as prescribed in 'Fine fuel load' above. Can be located within two metres of a structure, but three metres from windows or doors if >100 millimetres in height.

ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

OBJECT	REQUIREMENT
Grass	<ul style="list-style-type: none"> • Grass should be maintained at a height of 100 millimetres or less, at all times. • Wherever possible, perennial grasses should be used and well-hydrated with regular application of wetting agents and efficient irrigation.
Defendable space	<ul style="list-style-type: none"> • Within three metres of each wall or supporting post of a habitable building, the area is kept free from vegetation, but can include ground covers, grass and non-combustible mulches as prescribed above.
LP Gas Cylinders	<ul style="list-style-type: none"> • Should be located on the side of a building furthest from the likely direction of a bushfire or on the side of a building where surrounding classified vegetation is upslope, at least one metre from vulnerable parts of a building. • The pressure relief valve should point away from the house. • No flammable material within six metres from the front of the valve. • Must sit on a firm, level and non-combustible base and be secured to a solid structure.

* Plant flammability, landscaping design and maintenance should be considered – refer to explanatory notes

Appendix 2

Driveway Standards

*source: Department of Planning, Lands & Heritage,
Guidelines for Planning in Bushfire Prone Areas version 1.4*

ELEMENT 3: VEHICULAR ACCESS

PERFORMANCE PRINCIPLE

P3iv

Vehicular access is provided which allows emergency service vehicles to directly access all habitable buildings and water supplies and exit the lot without entrapment.

ACCEPTABLE SOLUTIONS

A3.6 Private driveways

There are no private driveway technical requirements where the private driveway is:

- within a lot serviced by reticulated water;
- no greater than 70 metres in length between the most distant external part of the development site and the public road measured as a hose lay; and
- accessed by a public road where the road speed limit is not greater than 70 km/h.

In circumstances where all of the above conditions are not met, or the private driveway is in a non-reticulated water area, the private driveway is to meet all the following require:

- requirements in Table 6, Column 4;
- passing bays every 200 metres with a minimum length of 20 metres and a minimum additional trafficable width of two metres (i.e. the combined trafficable width of the passing bay and constructed private driveway to be a minimum six metres); and
- turn-around area as shown in Figure 28 and within 30 metres of the habitable building.

Table 6: Vehicular access technical requirements

TECHNICAL REQUIREMENTS	1 Public roads	2 Emergency access way ¹	3 Fire service access route ¹	4 Battle-axe and private driveways ²
Minimum trafficable surface (metres)	In accordance with A3.1	6	6	4
Minimum horizontal clearance (metres)	N/A	6	6	6
Minimum vertical clearance (metres)	4.5			
Minimum weight capacity (tonnes)	15			
Maximum grade unsealed road ³	As outlined in the IPWEA Subdivision Guidelines	1:10 (10%)		
Maximum grade sealed road ³		1:7 (14.3%)		
Maximum average grade sealed road		1:10 (10%)		
Minimum inner radius of road curves (metres)		8.5		

Notes:

¹ To have crossfalls between 3 and 6%.

² Where driveways and battle-axe legs are not required to comply with the widths in A3.5 or A3.6, they are to comply with the Residential Design Codes and Development Control Policy 2.2 Residential Subdivision.

³ Dips must have no more than a 1 in 8 (12.5% -7.1 degree) entry and exit angle.

EXPLANATORY NOTES

E3.6 Private driveways

In areas serviced by reticulated water, where the road speed limit is not greater than 70 km/h, and where the distance from the public road to the further part of the habitable building is no greater than 70 metres, emergency service vehicles typically operate from the street frontage.

In the event the habitable building cannot be reached by hose reel from the public road, then emergency service vehicles will need to gain access within the property. Emergency service vehicles will also need to gain access within the property, where access to reticulated water (fire hydrants) is not possible. In these situations, the driveway and battle-axe (if applicable) will need to be wide enough for access for an emergency service vehicle and a vehicle to evacuate.

Turnaround areas should be available for both conventional two-wheel drive vehicles of residents and Type 3.4 fire appliances. Turn-around areas should be located within 30 metres of habitable buildings. Circular and loop driveway design may also be considered.

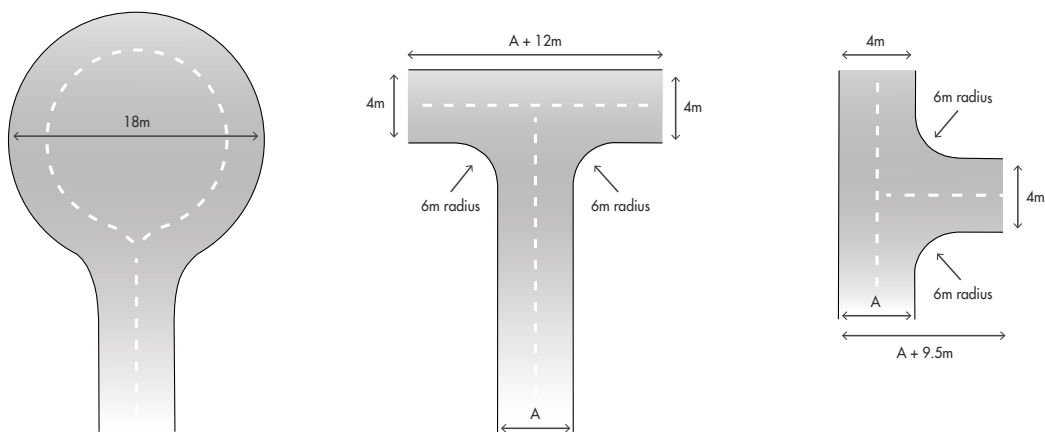


Figure 28: Design requirements for a turn-around area for a private driveway or battle-axe

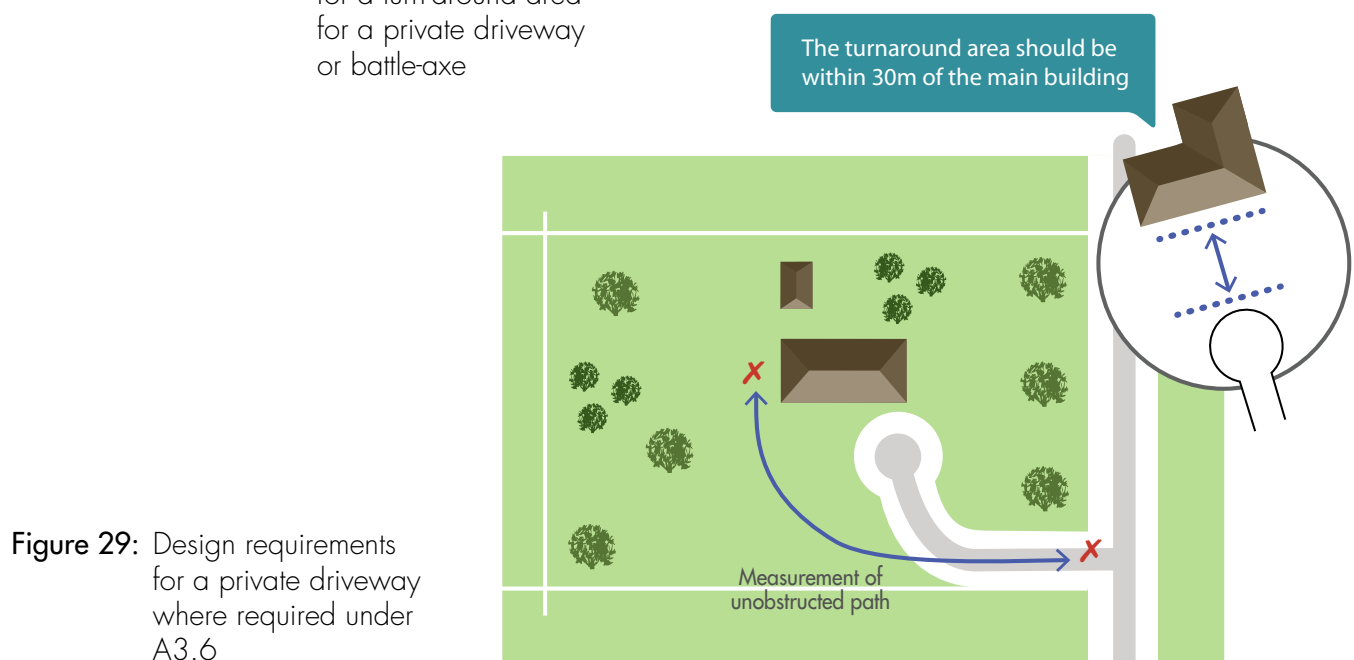


Figure 29: Design requirements for a private driveway where required under A3.6

Appendix 3

Firefighting Water Standards

*source: Department of Planning, Lands & Heritage,
Guidelines for Planning in Bushfire Prone Areas version 1.4*

SCHEDULE 2: WATER SUPPLY DEDICATED FOR BUSHFIRE FIREFIGHTING PURPOSES

2.1 Water supply requirements

Water dedicated for firefighting should be provided in accordance with Table 7 below, and be in addition to water required for drinking purposes.

Table 7: Water supply dedicated for bushfire firefighting purposes

PLANNING APPLICATION	NON-RETICULATED AREAS
Development application	10,000L per habitable building
Structure Plan / Subdivision: Creation of 1 additional lot	10,000L per lot
Structure Plan / Subdivision: Creation of 3 to 24 lots	10,000L tank per lot or 50,000L strategic water tank
Structure Plan / Subdivision: Creation of 25 lots or more	50,000L per 25 lots or part thereof Provided as a strategic water tank(s) or 10,000L tank per lot

2.2 Technical requirements

2.2.1 Construction and design

An above-ground tank and associated stand should be constructed of non-combustible material. The tank may need to comply with AS/NZS 3500.1:2018.

Below ground tanks should have a 200mm diameter access hole to allow tankers or emergency service vehicles to refill direct from the tank, with the outlet location clearly marked at the surface. The tank may need to comply with AS/NZS 3500.1:2018. An inspection opening may double as the access hole provided that the inspection opening meets the requirements of AS/NZS 3500.1:2018. If the tank is required under the BCA as part of fire hydrant installation, then the tank will also need to comply with AS 2419.

Where an outlet for an emergency service vehicle is provided, then an unobstructed, hardened ground surface is to be supplied within four metres of any water supply.

2.2.2 Pipes and fittings

All above-ground, exposed water supply pipes and fittings should be metal. Fittings should be located away from the source of bushfire attack and be in accordance with the applicable section below, unless otherwise specified by the local government.

2.2.2.1 Fittings for above-ground water tanks:

- Commercial land uses: 125mm Storz fitting; or
- Strategic water tanks: 50mm or 100mm (where applicable and adapters are available) male camlock coupling with full flow valve; or
- Standalone water tanks: 50mm male camlock coupling with full flow valve; or
- Combined water tanks: 50mm male camlock coupling with full flow valve or a domestic fitting, being a standard household tap that enables an occupant to access the water supply with domestic hoses or buckets for extinguishing minor fires.

2.2.2.2 Remote outlets

In certain circumstances, it may be beneficial to have the outlet located away from the water supply. In such instances in which a remote outlet is to be used, the applicant should consult the local government and DFES on their proposal.

Appendix 4 – Vegetation Assessment

Area 1	
Classification	Class B Woodland
Effective Slope	1 degree downslope
Notes	Open Wheatbelt woodland with overstorey foliage cover <30%.




Photo ID: 1a






Photo ID: 1b




Photo ID: 1c

Area 2	
Classification	Class B Woodland
Effective Slope	1 degree downslope
Notes	Open Wheatbelt woodland with overstorey foliage cover <30%.
 <p style="font-size: small; text-align: center;">Beverley1 15/7/2022 315 deg(T) -32.13021° +116.94128°</p>	
<p>Photo ID: 2a</p>	
 <p style="font-size: small; text-align: center;">Beverley3 15/7/2022 238 deg(T) -32.13122° +116.94082°</p>	
<p>Photo ID: 2b</p>	
 <p style="font-size: small; text-align: center;">Beverley5 15/7/2022 326 deg(T) -32.13245° +116.94072°</p>	
<p>Photo ID: 2c</p>	

Area 3	
Classification	Class D Scrub
Effective Slope	1 degree downslope
Notes	Open Scrub structure predominately comprising shrubs below 4m in height.
 <p style="font-size: small; text-align: center;">Beverley5 15/7/2022 318 deg(T) -32.13296° +116.93973°</p>	
Photo ID: 3a	
 <p style="font-size: small; text-align: center;">Beverley8 15/7/2022 277 deg(T) -32.13479° +116.93837°</p>	
Photo ID: 3b	
 <p style="font-size: small; text-align: center;">Beverley8 15/7/2022 248 deg(T), -32.13563° +116.93861°</p>	
Photo ID: 3c	

Area 4	
Classification	Exclusions 2.2.3.2 (e) & (f)
Effective Slope	n/a
Notes	Low-threat water treatment facility.
 <p style="font-size: small; margin-top: 5px;">Beverley10 15/7/2022 188 deg(T) -32.13600° +116.93859°</p>	
Photo ID: 4a	

Area 5	
Classification	Class D Scrub
Effective Slope	Upslope
Notes	Open Scrub structure predominately comprising shrubs below 4m in height.
 <p style="font-size: small; margin-top: 5px;">Beverley9 15/7/2022 82 deg(T) -32.13554° +116.93969°</p>	
Photo ID: 5a	

Area 5





Photo ID: 5b


Area 6

Classification	Class D Scrub
Effective Slope	Upslope
Notes	Open Scrub structure predominately comprising shrubs below 4m in height. This area is currently under management, however it may represent a future hazard.



Photo ID: 6a

Area 7	
Classification	Class D Scrub
Effective Slope	Upslope
Notes	Open Scrub structure predominately comprising shrubs below 4m in height.
 <p style="font-size: small; text-align: center;">Beverley12 15/7/2022 89 deg(T) -32.13223° +116.94285°</p> <p>Photo ID: 7a</p>	
 <p style="font-size: small; text-align: center;">Beverley13 15/7/2022 72 deg(T) -32.13426° +116.94352°</p> <p>Photo ID: 7a</p>	

Area 8	
Classification	Class B Woodland
Effective Slope	Flat
Notes	Onsite Woodland not readily managed for low-threat.
 <p>Beverley4 15/7/2022 268 deg(T) -32.13225° +116.94190°</p>	
<p>Photo ID: 8a</p>	

Area 9	
Classification	Exclusion 2.2.3.2 (f)
Effective Slope	n/a
Notes	Onsite area parkland cleared and free of understory vegetation.
 <p>Beverley2 15/7/2022 168 deg(T) -32.13052° +116.94122°</p>	
<p>Photo ID: 9a</p>	

Area 9



Beverley2 15/7/2022 96 deg(T) -32.13160° +116.94099°

Photo ID: 9b

Area 10

Classification	Exclusion 2.2.3.2 (e)&(f)
Effective Slope	n/a
Notes	Extension area for future Motocross activities, required to be modified and maintained for low threat.



Beverley7 15/7/2022 135 deg(T) -32.13409° +116.93937°

Photo ID: 10a

Area 10



Photo ID: 10b

Area 11

Classification	Exclusion 2.2.3.2 (e)&(f)
Effective Slope	n/a
Notes	Existing Motocross area in low threat condition.



Photo ID: 11a

Area 11



Photo ID: 11b

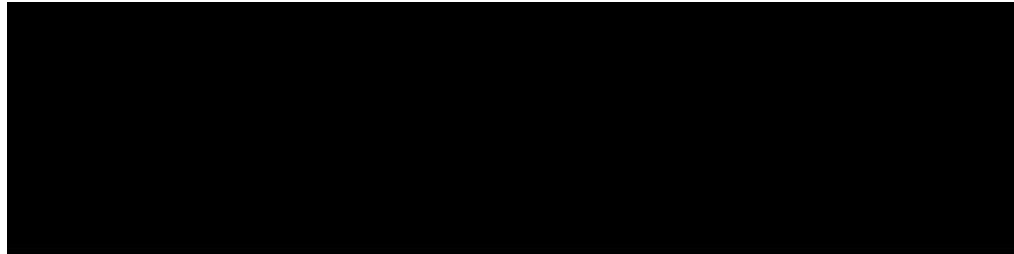


Photo ID: 11c

Beverley Districts Motorcycle Club

EMERGENCY MANAGEMENT PLAN

Version #1
04/10/2021



EMERGENCY CONTACT LIST

Outline who should or will be contacted in the case of an emergency

STAKEHOLDER	NAME	CONTACT	ROLE
Shire of Beverley	Stefan De Beer	08 9646 1200	Manager of Planning & Development
Beverley Districts Motorcycle Club	Glen Biffin	0434 246 103	Club President
Beverley Districts Motorcycle Club	Glen Biffin	0434 246 103	Fire Warden

AMBULANCE / FIRE / POLICE 000

Emergency Evacuation Assembly Area

Emergency Exit as per Site Map



Operating Radio Channel UHF 1

General Policy Statement

Hazards exist within all environments. The need to control, respond to or recover from these hazards requires that we all actively participate in the emergency management process.

Beverley Districts Motorcycle Club acknowledges its responsibility to provide an event that is safe and without risk to health and the environment. As part of the process of meeting this obligation, Beverley Districts Motorcycle Club has developed an emergency management plan which will be subject to review after the event has closed.

During development of the plan the following key elements of emergency management were identified:

- Control or mitigation of hazards, through active risk assessment at the various sites.
- Management of emergencies including incident reporting.
- Liaison and coordination with local authorities.
- Safety team.
- First aid provision and support to the persons injured at the various sites.
- Provision of assistance and information to the emergency services, volunteers, patrons and visitors.
- Event recovery.

Authority

In the event of an emergency, responsibility for the management of the response to the incident, including evacuation of persons affected, will normally be delegated to the Chief Warden. This delegation will be effective from the time of the emergency is reported until such time as it is resolved.

The aim of this plan is to detail the agreed arrangements for the prevention of, the response to, and the recovery from, emergencies that could occur at the Beverley Districts Motorcycle Club events

Objectives

The broad objectives of this plan are to:

- Implement measures to prevent or reduce the cause or effect of emergencies.
- Manage arrangements for the response to emergencies when they occur; and
- Assist volunteers, employees, patrons and visitors to recover following an emergency.

Beverley District Motorcycle Club has conducted a risk assessment which identifies potential hazards and corresponding control measures. A summary of those identified risks are:

- Extreme weather.
- Extreme event (eg Fire)

Despite due care taken to identify potential threats, emergencies may occur which could not be foreseen. This emergency response plan should be followed in all cases where an emergency occurs even if it is not listed in the risk assessment plan.

Event Details
Event name: Beverley District Motorcycle Club Club Runs
Name of organisation: Beverley District Motorcycle Club
Event organiser: Beverley Districts Motorcycle Club
Email: glenbiffin14@outlook.com
Mobile: 0434 246 103
UHF
Date/s of event: TBA
Location/address of event: Nicholas Street, Beverley
Site/venue capacity:
Expected attendance: TBA
Set-up time: 06:00 am
Actual event time: 08:00 am
Pack-down time: 06:00 pm
Event description A motocross racing event spanning three days that includes riders from 4 years of age to 99 years of age, bring spectators from surrounding towns and from the Perth Metropolitan area

EMERGENCY MANAGEMENT STRUCTURE

Attachments for Item 9.4

Outline the key people and their roles in your emergency management structure. *Where applicable include key person responsible (e.g. chief warden), warden/marshals, first aid/medical, security/crowd control, fire officer and other personnel.*

NAME	POSITION	RISK, EMERGENCY ROLE	MOBLIE (EVENT DAY)	LOCATION ON EVENT DAY
Glen Biffin	President	Chief Warden	0434 246 103	Control Tower
Greg Nosow	Secretary	Deputy Warden		Control Tower
Bob Vandala	Treasurer	Area Warden		Start Gates

Control Tower

- Notification of incidents and emergency and response coordination.
- Information.

Is situated adjacent to the racetrack and equipped with two way radios, mobile phone, and detailed site map.

FIRST AID/MEDICAL PLAN

Outline the first aid or medical services in attendance at the event including numbers and type. Outline the response to a first aid or medical emergency.

PROVIDER/SERVICE	CONTACT NAME	MOBLIE	ARRIVAL TIME	DEPARTURE TIME
St Johns Ambulance Service	TBA		07:00 am	6:00 pm

FIRE PREVENTION AND RESPONSE PLAN

Attachments for Item 9.4

Outline the potential sources of fire and actions to prevent fires. Include emergency procedures, equipment and personnel in the event of a fire.

Consider bushfire risks:

POTENTIAL FIRE SOURCES	PREVENTION AND TREATMENT OPTIONS	RESPONSIBILITY
Campfires	Camp Rules giving precise guidelines on campfires	Event organiser
BUSHFIRE	Local Fire service shall be available to ensure immediate control of observed fire.	Fire Authority

EMERGENCY PROCEDURES

Outline emergency evacuation procedures including who will authorise an evacuation, under what circumstances, and how this will be done.

EMERGENCY PROCEDURES	<p>The chief warden in conjunction with emergency services will issue public service announcements via the venue pa system.</p> <p>Instructions of evacuation procedures will be succinct and informative.</p> <p>Emergency Wardens will guide participants to the Evacuation Muster points.</p>
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COMMUNICATIONS PLAN

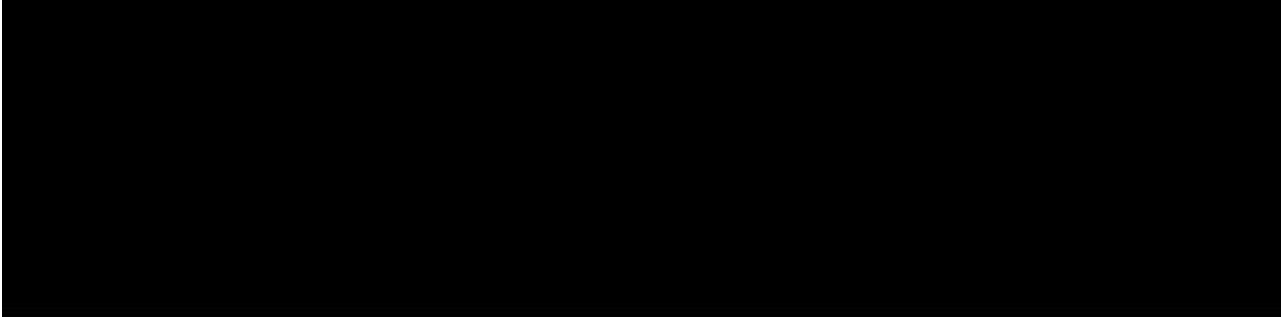
In the case of an emergency, outline how you will communicate at the event with your event team, emergency services, event visitors and other stakeholders. E.g. mobile phones, satellite phones, radios, PA system. Outline procedures if one or more of these communication options fails.

COMMUNICATION PLAN	PA, Mobile Phones
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EMERGENCY ASSESSMENT

Emergency No.	Emergency Name/Description	Likelihood	Consequence	Emergency rank	Controls	Actions	Responsibility
1.	Extreme weather	Moderate	Moderate	Moderate (6)	<ol style="list-style-type: none"> 1. Monitor weather forecasts daily prior to event day and then every hour if weather conditions are likely to be a hazard. 2. Ensure all infrastructure is weather protected. 3. Develop a process to follow should cancellation be considered or required. 	<ol style="list-style-type: none"> 1. Inform volunteers of weather contingency actions. 2. Inform public and vendors of weather conditions and action to be taken 	Event organiser Committee SES
2.	Bush Fire	Low	Moderate	Low (6)	<ol style="list-style-type: none"> 1. Cooking equipment to be checked prior to use. 2. Equipment to be placed away from the public access 3. Fire safety equipment to be located alongside all cooking equipment 4. To be included in pre-event check of venue 	<ol style="list-style-type: none"> 1. Remove people from vicinity of fire 2. Use provided firefighting equipment (if trained in use) 3. Call for SES assistance 4. SES to take control of incident 	Event Organiser SES

BEVERLEY DISTRICT MOTORCYCLE CLUB
EVENT MANAGEMENT PLAN



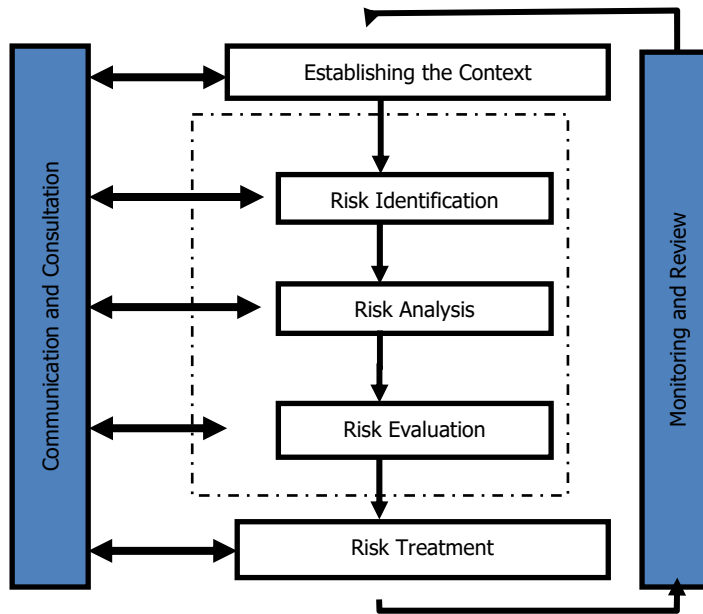
Event Overview		Attachments for Item 9.4
Name of Event	Beverley District Motorcycle Club Run Series	
Event Dates	TBA	
Location of Event	Nicholas Street Beverley	
Event Manager	Glen Biffin Lot 82 Rushton Road, Martin	
Insurance	The event organizer is to ensure that adequate and comprehensive insurance coverage is provided for the event and all aspects of the event, including structural liability, personal injury for spectators and competitors to the satisfaction of the landowner or his agent.	
Event Details	A series of (x) events run for members that accrues points in classes to crown a winner of each class, a presentation night will see these members celebrated with club trophies.	

Table of Contents	
Event Overview	2
Event Stakeholders	2
Risk Management Process	3
Risk Assessment and Acceptance Criteria	4
Risk Matrix	5
Risk Register	6-11
Appendices	
B – Emergency Management Plan	
C - Evacuation Plan	
D – First Aid Plan	
E – Certificate of Currency	

Stakeholders List			
Event Organisers	Beverley Districts MCC	Glen Biffin	0434 246 103
Shire Contact	Stefan DeBeer	Steve Vincent	9464 1200
Local Fire Authority	Beverley		
Local Police	Beverley		08 9646 333
Hospital	Beverley		08 9646 3200
First Aid Provider	St Johns Ambulance		
Onsite Camp Manager	Beverley Districts MCC	Glen Biffin	0434 346 103

Risk Management Process

Based on AS/NZS ISO 31000:2009 Risk Management and the WA Department of Health: Guidelines for Concerts, Events and Organised Gatherings the following process has been applied to identify, assess and treat risks for this event;



Step 1 Establishing the Context
Identify event details
Identify event stakeholders
Identify event objectives and deliverables
Define risk management process
Determine risk assessment and acceptance criteria
Step 2 Identify Risk
Identify potential material risks
Log risks on risk register
Step 3 Analyse Risk
Identify existing controls in place to manage the risks
Determine overall control rating
Determine consequences category and level of consequence if risk eventuates
Determine likelihood of the risk eventuating to the determined level of consequence
Step 4 Evaluate Risks
Identify level of risk
Assign risk owner
Make risk acceptable decision based on existing control rating, level of risk and event objectives
Step 5 Treat Risks
For unacceptable risks identify risk treatment options to avoid, reduce or transfer risk
Develop and implement suitable risk treatment plans
Re-analyse and evaluate the risk to ensure risk is acceptable
Step 6 Monitor and Review
Review and update risk management plan and appendices with emerging or change environment/conditions that may impact on the identified risk issues
For regular on-going events conducts debriefs and include lessons learnt within risk management plan.

Risk Assessment & Acceptance Criteria

Existing Controls Rating

LEVEL	DESCRIPTOR	DESCRIPTION
E	Excellent	Doing more than what is reasonable under the circumstances
A	Adequate	Doing what is reasonable under the circumstances
I	Inadequate	Not doing some or all things reasonable under the circumstances

Measures of Consequence

LEVEL	DESCRIPTOR	HEALTH	FINANCIAL IMPACT	EVENT OPERATIONS	REPUTATION
1	Insignificant	No injuries	Less than \$2,500	Little impact	Unsubstantiated, low impact, low profile or 'no news' item
2	Minor	First aid treatment on site	\$2500 - \$25,000	Inconvenient delays	Substantiated, low impact, low news item
3	Moderate	Medical treatment on or off site	\$25,000 - \$100,000	Significant delays to event deliverables	Substantiated, public embarrassment, moderate impact, moderate news profile
4	Major	Extensive injuries or disablement	\$100,00 - \$250,000	Non-achievement of some event deliverables	Substantiated, public embarrassment, high impact, high news profile, third party actions
5	Catastrophic	Death or severe permanent disablement	More than \$250,000	Non-achievement of event objectives	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions

Measures of Likelihood

LEVEL	DESCRIPTOR	DETAILED DESCRIPTION	FREQUENCY
5	Almost Certain	The event is expected to occur in most circumstances	Greater than 90% chance of occurrence
4	Likely	The event will probably occur in most circumstances	60% - 90% chance of occurrence
3	Possible	The event should occur at some time	40% - 60% chance of occurrence
2	Unlikely	The event could occur at some time	10% - 40% chance of occurrence
1	Rare	The event may only occur in exceptional circumstances	Less than 10% chance of occurrence

Risk Matrix

Consequence \ Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	MODERATE	HIGH	HIGH	EXTREME	EXTREME
Likely	4	LOW	MODERATE	HIGH	HIGH	EXTREME
Possible	3	LOW	MODERATE	MODERATE	HIGH	HIGH
Unlikely	2	LOW	LOW	MODERATE	MODERATE	HIGH
Rare	1	LOW	LOW	LOW	LOW	MODERATE

Risk Acceptance Criteria

RISK RANK	DESCRIPTOR	CRITERIA FOR RISK ACCEPTANCE	RESPONSIBILITY
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures	Area Supervisor
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures	Area Supervisor
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed and monitored by highest level of authority	Event Manager
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, continually managed and monitored by highest level of authority	Event Manager

RISK REGISTER

COMPILED BY: Glen Biffin

DATE: 04/10/2021

REVIEWED BY:

LEGEND: TREATMENT OWNER	
A	Amenities Provider
C	Competitor
CM	Camp Manager
D	Council Environmental Health Service
EO	Event Organiser
F	Fire Emergency Services
FA	First Aid
M	Marshals Team Leader
P	Parking Attendants
V	Food Vendors
W	WA Police

Establish the Context		Risk Identification			Risk Analysis			Risk Treatment			
Ref No	Context	Risk Description	Existing Controls (Preventative)	Existing Controls (Response)	Consequence Category	Consequence	Likelihood	Level of Risk	Risk Treatment Options	Treatment owner	Treatment Recommended (Y/N)
1	Buildings and Structures Temporary Sun Shades	Structure Collapse, Unsecured Structure	Adequate	Any structure greater than 25sqm, require Council approval prior to any works being carried out on the site. Structures which are constructed during the event will be portable sun shade type of structures. All structures must be firmly secured using pegs..	Insignificant	1	1	Low	Communication through last minute instructions to competitors	EO	Y
2.1	Camping	Fire	Excellent	Guidelines to registered campers in relation camp fires.	Major	4	1	Mod	Camp fires kept to a maximum 0.5 ³ No Campfires between 7:30am – 4:30pm	EO CM	Y
2.2	Camping	Anti-Social Behavior	Excellent	Overnight camping by competitors may only be permitted if authorised by the event organisers.	Moderate	3	2	Mod	Diffuse situation remove offenders from the venue	EO CM	Y
3	Competitors Safety	Injury	Excellent	Event competitors expect to operate in an environment as safe as practicable considering the nature of the event. It is the responsibility of the event organizers to ensure that adequate signage and barriers are provided to separate spectators from the competitors and competition areas. "Competitor only" areas are to be clearly sign posted and supervised. All competitors will attend a riders briefing prior to the event where all rules and safety requirement will be explained in detail. All riders are required to wear approved safety equipment including but not limited to All motorcycles will be inspected prior to the event to ensure that they are in a satisfactory condition. All machine examiners shall have the required qualifications.	Major	4	4	High	Medical assessment and first aid treatment. Medical evacuation. Appropriate personal protection and safety equipment. Discretionary precautions by competitor in relation to the event and competition Signage and supervision provided to exclude access by spectators to competition areas and other areas as required. The consumption of alcohol or any other mind altering substance by competitors before or during competition is prohibited.	C EO FA	Y
4	Covid-19	Contagion Management	Adequate	Refer to Covid-19 Safety Plan	Moderate	3	2	MDD	Through Public announcements remind all patrons to maintain a strict limit of a minimum 1.5sqm per patron. Ensure frequent cleaning of amenities. Supply adequate sanitising stations and products. Carefully manage shared spaces to ensure physical distancing. Maintain a contact register.		

5	Dust Control	Dry Conditions	Excellent	Dust control measures will be undertaken, and will require the track and any competition area to be maintained in a damp condition as to reduce the creation of excess dust within the venue and any nearby roads or properties. A sufficient supply of water will be available through the property water supply.	Minor	2	4	Mod	Maintain arena and competition areas in a state of dampness by use of reticulation system.	EO	Y
6	Electricity Supplies	Unsafe Practices Unsafe Installations Faulty Power Source Unsafe Behaviour	Excellent	Supply from Mains power, backed up by 50Kva hire generator.	Moderate	3	2	Mod	Compliance with safety standards. Compliance with manufacturer's specifications. Safe and appropriate location of power leads. Safe and appropriate location of power sources. All associated equipment and leads to be maintained in a safe and operable condition. Appropriate signage or warning labels to be displayed. All generators and appliances to be "in test" date. Generators to be shut down for refuelling. All portable electrical equipment to be inspected and tested as per AS3760:2003	EO	Y
7	Environmental Conditions	Land Degradation and Soil Erosion, Human Effluent Disposal	Excellent	Due to the location of the venue, nature of the event, topography of the land, prevailing weather conditions and soil type, consideration and implementation of environmental management conditions is required. On completion of the event, the event organiser shall ensure that the land is returned back to its previous condition so far as practicable.	Minor	2	2	Low	Restoration of land after the event, Sound Land use practices, In accordance to Toilet Facilities Risk Plan	AP EO	Y
8	Emergency Evacuation	Threat to Human life Death or Injury	Excellent	In the event that the property, site or venue needs to be evacuated, there is a need to provide guidelines for a safe and orderly evacuation from the site. A decision to evacuate the site will generally be made by the senior WA Police Officer on site, the Event Organiser or the senior member of a recognized Emergency Service Organisation such as FESA Fire Services or the State Emergency Service, or a combination of these agencies and individuals. There may be other reasons for evacuation as determined by the relevant Incident Controller or Hazard Management Authority. The overall responsibility for Traffic management off site will be WA Police and Traffic Management on site will be undertaken by FESA SES or Fire Services personnel assisted by event staff. Evacuation procedures shall be communicated to all personnel attending the event via the PA system provided for race commentary. The event organiser will ensure adequate lighting is available for personnel in attendance during the evenings.	Moderate	3	2	Mod	As per Evacuation plan Appendix C	EO F P	Y

Attachments for Item 9.4

9	Fencing, Gates, Lighting	Personnel Injury, Damage to Assets	Excellent	For the safety of spectators, staff and members of the public, there is a need to establish barriers to separate the public from competitors and some attractions, therefore the following requirements are to be established and maintained.	Insignificant	1	1	Low	Provide and maintain protective barriers, fencing and gates at least 3 meters from the competition area to separate spectators and competitors in accordance with recognized regulations and standards. Maintain all barriers, fences and gates as to a condition and standard as to separate spectators and competitors. All access gates to the competition area are to be manned and supervised during competition events. Portable lighting will be supplied and maintained to ensure all areas have adequate lighting.	EO	Y
10	Fire Management	Threat to Human life, Personnel Injury Damage to Assets	Excellent	The following plans and information are provided as an enforceable guideline. The local fire service shall be available to ensure immediate control of any fire observed.	Major	4	3	High	As Per Evacuation plan Appendix C	EO F P	Y
11	Food Facilities	Food Poisoning	Excellent	Canteen Facilities by BDMCC all food safety and food standards requirements and other requirements as determined by the Health (Food Hygiene) Regulations and Councils Environmental Health Services.	Insignificant	1	2	Low	Ensure Canteen complies with all food safety standards and requirements.	DS EO V	Y
12	First Aid and Ambulance Support	Competitor Injury Spectator Injury	Excellent	The nature of this event has inherent risks, particularly to competitors, for the safety, medical wellbeing and health of all participants and competitors, there is a requirement to establish a first aid posts at the venue. There is also sun and heat related health risks, these are reduced by personnel protection precautions; however consideration by event organisers is also required. During the running of any high risk event, it is strongly recommended that an Ambulance be located on the site, or on immediate standby to attend the site. An Ambulance will be on site during the running of this event.	Major	4	4	High	As Per Appendix D St Johns Ambulance Service	EO FA	Y

13	Parking	Motor Vehicle Incidents Reduced parking Capacity Evacuation Access Points congested or blocked	Adequate	Spectator & Competitor parking areas and locations are identified on the site plan and are to be established and supervised in accordance with the site plan.	Insignificant	1	3	Low	Designated parking areas to be grazed or slashed and free of grasses or flammable materials above 10 centimetres in height. Vehicle parking to be in accordance with the approved site plan. Planned, coordinate and supervised parking operations. Clear access to evacuation points to be maintained at all times.	EO P A	Y
14	Security	Minor Low Level incidents Serious Incidents	Adequate	The event organiser is to ensure that adequate private security personnel are employed and will be responsible for crowd control, crowd behaviour and ensuring that spectators and visitors to the event behave in an orderly and safe manner. Security personnel will be responsible for the eviction of any person or persons determined as acting in a manner as to endanger the safety and wellbeing of others, disturbing the entertainment and amenity of other persons or as determined by the event organiser. WA Police are only to be called upon if an incident or situation is determined as serious or an incident is escalating beyond the control of organized security or management, or if a public officer or emergency services person is prevented from undertaking a statutory or regulatory duty.	Insignificant	1	3	Low	WA Police are to be advised of the event and briefed by the event organizer prior to the running of the event. Diffuse situation by peer group or security personnel. Request WA Police presence on site if it is anticipated that an incident will escalate beyond the control of event organizer, staff and private security.	EO ES W	Y
15	Spectators	Personnel Injury, Damage to Assets	Adequate	Motocross and associated events are generally a low risk activity for spectators, the predominant exposure to any risk will be from external or indirect sources such as, fire, traffic management incidents, which are covered in other areas of this plan. To assist and provide guidance in the area; Event organisers are to ensure adequate signage is provided to separate spectators from the competition area. Competitors only” areas or any other area as determined by the event organizers or property owner as being an unacceptable or unnecessary risk to spectators or any other person. Spectators are to be advised and made aware that Motorcycling and associated sports may pose a risk and that all care and precautions should be taken, in particular: (1) Spectators are not permitted to enter any area marked as “Competitors” or Staff Only”. (2) Any person intoxicated or acting in a manner endangering other people or acting in a manner determined as “anti social behaviour” will be removed from the event and venue and may be dealt with by WA Police.	Minor	2	2	Low	Provision of adequate and appropriate signage. Provision of adequate fencing and briefing to event staff members. Signage and supervision provided to exclude access by spectators to competition areas and other areas as required.	EO ES W	Y

Attachments for Item 9.4

16	Toilet Facilities	Excessive numbers of people waiting to use facilities, Contamination of the land by Human Waste	Adequate	Portable toilet facilities will be provided for use by all personnel attending the event. Toilet facilities will be located for easy and safe access for all. Adequate toilet paper will be provided and maintained during the event. Toilets shall be maintained in a clean and hygienic conditioned as far as practicable.	Minor	2	3	Mod	Provide numbers of facilities appropriate to the numbers expected at the event. Ensure that the facilities are maintained to a hygienic and the manufacturer standards.	DS EO A	Y
17	Traffic Management	Injury or loss of Life Property Damage, Damage to assets	Adequate	Event organizers will establish a traffic management plan for the event. Access to the site by will be via the Southwest Highway.	Moderate	3	2	Mod	Provision of sufficient and clear signage. Signage established in correct locations to enable adequate visibility and braking distances on the highway. Sufficient staff to man the admissions gate to alleviate build-up of spectator vehicles spilling out onto the highway.	EO P	Y
18	Volunteer Track Marshalls	Injury or loss of Life	Excellent	To ensure the safety of track marshals whilst carrying out their volunteer duties	Major	4	1	Low	Induction given to all marshals by Race Official Only safe infield areas allocated to corner marshals All marshals to wear Hi-Vis clothing	EO	Y
19	Waste Management	Litter	Adequate	To ensure that the venue remains clean, free of odours and vermin and relatively free of flies, the following waste management requirements are to be implemented and maintained throughout the event.	Insignificant	1	1	Low	Visitors are responsible for disposing of their rubbish and litter in the bins provided. The site is to be clear of all litter, rubbish, disused materials and rubbish receptacles on next available day refuse station is open. .	EO	Y
20	Water Supply	Dehydration of Spectators and Competitors Fire Management Dust Management	Adequate	An adequate supply of water is to be available at all times and maintained throughout the event.	Major	4	3	High	Ensure the availability of sufficient water supplies at all times during the event via Canteen. Identify all nearby bulk water supplies for fire fighting purposes. Ensure the availability of sufficient water supplies at all times during the event for fire fighting purposes. Ensure the availability of appliances to enable the ground to be maintained in a damp condition at all times during competition.	EO F	Y

9.5 Drill Program on Exploration Tenement E70/5525 and 5226

Submission To:	Ordinary Council Meeting 28 September 2023
Report Date:	18 September 2023
Applicant:	St George Mining Limited – D. Mahon
File Reference:	ADM 0071
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	No
Disclosure(s) Of Interest:	None
Attachments:	Tenement Locality Map

SUMMARY

A Notification for a proposed drill program for Exploration Tenement E70/5525 and 5526 has been received from St George Mining Limited. 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 the program.

BACKGROUND

St George Mining Limited made the following submission:

St George Mining are in the process of planning an aircore Drill program on Exploration Tenements E70/5525 and 5526.

As part of the process to submit a Program of Work to the DMP we are required to contact the shires involved to inform and discuss any requirements or approvals needed. Please note, no PoW approvals have been applied for at this stage.

The programme will be very similar to the auger programme completed in January 2022 although it will involve drilling short aircore drillholes holes along the edge of road at a nominal spacing of 200m. We do not intend to drill in any watercourses and will cease drilling if any groundwater is intercepted therefore no sumps will be required.

Based on the previous requests from the Beverley Shire, I'd like to re-commit to the following requirements of the shire for the entirety of the proposed drill programme:

- 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's Works Supervisor.*
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.*

Please advise if there is anything else we need to know or required to do.

COMMENT

The proposal for a drill program 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.

ELECTORAL CARETAKER PERIOD POLICY STATEMENT

The Officer's Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the Acting CEO has determined that it does not constitute a Major Policy Decision as defined by Policy EM 009. The Acting CEO therefore approves this report for Council's consideration.

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.

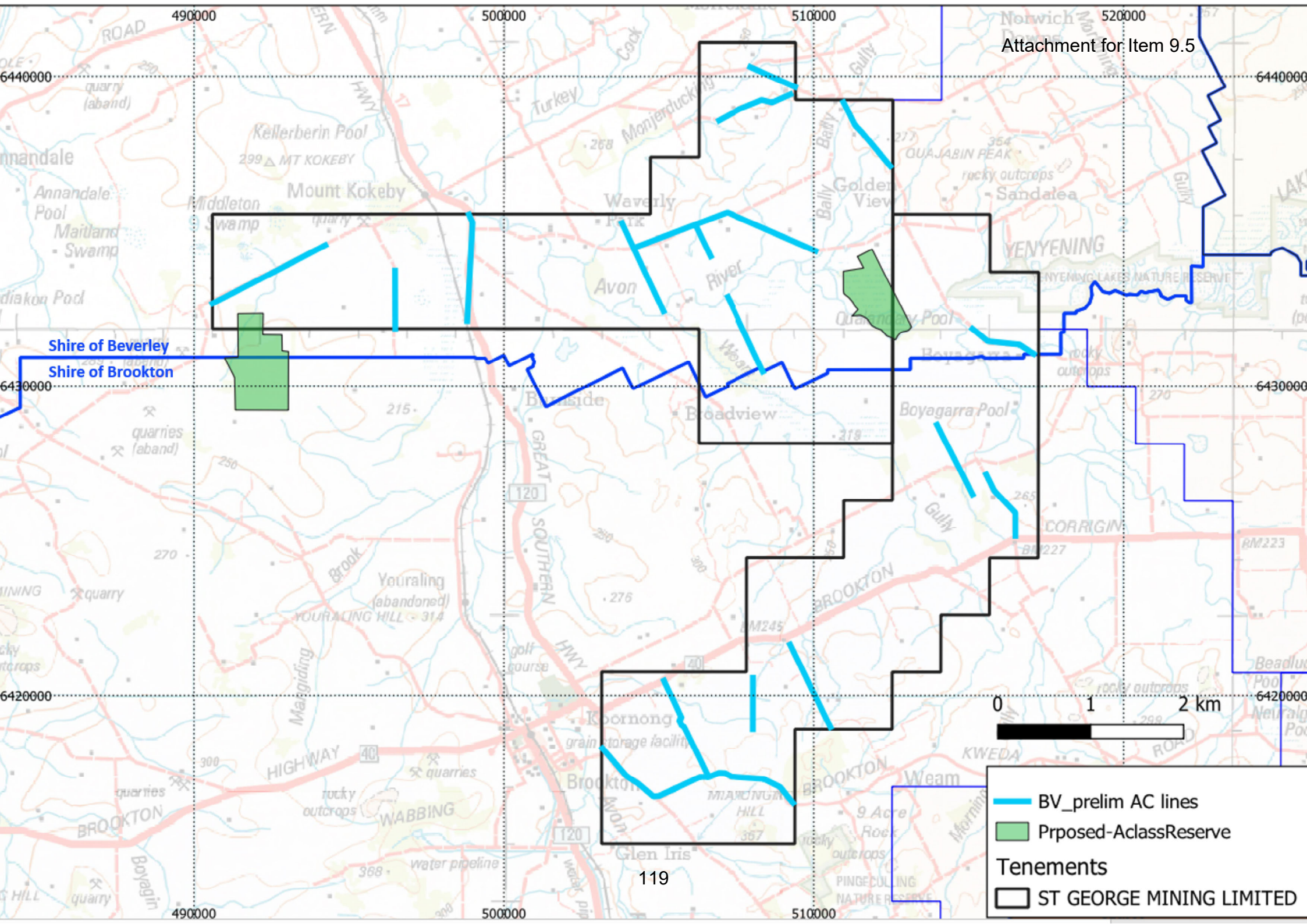
VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council acknowledges the application for a drill program from St George Mining Limited 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.



Legend:

- BV_prelim AC lines
- Proposed-AclassReserve
- Tenements
- ST GEORGE MINING LIMITED

10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES

Nil

11. FINANCE

11.1 Monthly Financial Report

Submission To:	Ordinary Council Meeting 28 September 2023
Report Date:	14 September 2023
Applicant:	N/A
File Reference:	N/A
Author and Position:	S.K. Marshall, Acting Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	August 2023 Financial Reports

SUMMARY

Council to consider accepting the financial report for the period ending 31 August 2023.

BACKGROUND

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

Council adopted a budget variance reporting parameter of 10% on budgeted items of \$10,000 or greater at the July 2023 Ordinary Meeting, item 11.4.

COMMENT

The monthly financial reports for the period ending 31 August 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 2023/24 Budget.

ELECTORAL CARETAKER PERIOD POLICY STATEMENT

The Officer’s Recommendation has been reviewed in context of the Shire’s Electoral Caretaker Period Policy and the Acting CEO has determined that it does not constitute a Major Policy Decision as defined by Policy EM 009. The Acting CEO therefore approves this report for Council’s consideration.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

AF004 – Investing Surplus Funds

RISK IMPLICATIONS

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

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER’S RECOMMENDATION

That the monthly financial report for the month of August 2023 be accepted and material variances be noted.

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY BY NATURE
FOR THE PERIOD ENDING
31 August 2023**

Description	Budget 2023/24	YTD Budget 2023/24	YTD Actual 2023/24	YTD Variance	Notes To Material Variances
Operating Revenue					
Rates	3,241,771.00	3,237,271.00	3,252,112.04	14,841.04	Rates Discount expense \$16,823 lower than anticipated. Rates raised (\$1,976) lower than anticipated.
Operating Grants, Subsidies and Contributions	569,235.00	186,266.00	185,582.91	(683.09)	
Profit On Asset Disposal	27,900.00	10,900.00	6,386.71	(4,513.29)	
Service Charges	0.00	0.00	0.00	0.00	
Fees & Charges	798,854.00	314,051.00	316,554.18	2,503.18	
Interest Earnings	166,267.00	6,832.00	4,332.56	(2,499.44)	
Other Revenue	592,112.00	17,440.00	14,423.90	(3,016.10)	
Non-Operating Grants, Subsidies and Contributions	6,597,684.00	181,936.00	179,098.00	(2,838.00)	
Total Operating Revenue	11,993,823.00	3,954,696.00	3,958,490.30	3,794.30	
Operating Expenditure					
Employee Costs	(2,448,524.00)	(396,168.00)	(425,264.81)	(29,096.81)	Workers Compensation expense \$28,738 greater than expected offset by insurance reimbursement.
Materials & Contracts	(2,275,089.00)	(281,743.00)	(284,475.30)	(2,732.30)	
Utilities	(222,075.00)	(29,470.00)	(23,708.96)	5,761.04	
Depreciation On Non-Current Assets	(2,455,402.00)	(409,220.00)	(450,513.24)	(41,293.24)	Depreciation expense higher than anticipated due to 22/23 Infrastructure revaluation.
Interest Expenses	(67,594.00)	(7,212.00)	2,435.75	9,647.75	22/23 Accrual Reversals.
Insurance Expenses	(286,484.00)	(140,383.00)	(145,300.86)	(4,917.86)	
Other Expenditure	(84,001.00)	(11,748.00)	(9,031.44)	2,716.56	
Loss On Asset Disposal	(6,300.00)	(914.00)	0.00	914.00	
Loss on Revaluation of Non-Current Assets	0.00	0.00	0.00	0.00	
Total Operating Expenditure	(7,845,469.00)	(1,276,858.00)	(1,335,858.86)	(59,000.86)	
Net Operating	4,148,354.00	2,677,838.00	2,622,631.44	(55,206.56)	
Capital Income					
Self Supporting Loan - Principal Repayment	0.00	0.00	0.00	0.00	
Proceeds from Sale of Assets	264,400.00	45,400.00	40,454.54	(4,945.46)	
New Loan Raised	1,000,000.00	0.00	0.00	0.00	
Total Capital Income	1,264,400.00	45,400.00	40,454.54	(4,945.46)	

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY BY NATURE
FOR THE PERIOD ENDING
31 August 2023**

Description	Budget 2023/24	YTD Budget 2023/24	YTD Actual 2023/24	YTD Variance	Notes To Material Variances
Capital Expenditure					
Land and Buildings	(3,343,000.00)	0.00	0.00	0.00	
Plant and Equipment	(637,500.00)	(92,000.00)	(91,315.02)	684.98	
Office Furniture and Equipment	(33,000.00)	(25,000.00)	(20,109.33)	4,890.67	
Road Construction	(5,382,773.00)	0.00	(52,980.00)	(52,980.00)	AGRN1061 Project Management expenses.
Other Infrastructure	(2,041,855.00)	0.00	0.00	0.00	
Land Under Control	0.00	0.00	0.00	0.00	
Leases	(6,837.00)	(6,837.00)	(6,836.60)	0.40	
Loans - Principal Repayments	(117,135.00)	(21,093.00)	(21,093.10)	(0.10)	
Total Capital Expenditure	(11,562,100.00)	(144,930.00)	(192,334.05)	(47,404.05)	
Net Capital	(10,297,700.00)	(99,530.00)	(151,879.51)	(52,349.51)	
Adjustments					
Depreciation Written Back	2,455,402.00	409,220.00	450,513.24	41,293.24	Depreciation expense higher than anticipated due to 22/23 Infrastructure revaluation.
Movement in Leave Reserve Cash Balance	0.00	0.00	0.00	0.00	
Movement in Non-Current Loan Repayments	0.00	0.00	0.00	0.00	
Movement in Non-Current SSL Income	0.00	0.00	0.00	0.00	
Movement in Non-Current Lease Repayments	0.00	0.00	0.00	0.00	
Movement in Non-Current Investments	0.00	0.00	0.00	0.00	
Movement in Non-Current LSL Provision	0.00	0.00	0.00	0.00	
Movement in Non-Current Deferred Pensioner Rates	0.00	0.00	0.00	0.00	
(Profit)/Loss on Disposal of Assets Written Back	(21,600.00)	(10,900.00)	(6,386.71)	4,513.29	
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	1,089,240.00	0.00	0.00	0.00	
Opening Surplus/(Deficit)	2,626,304.00	2,626,304.00	2,626,304.21	0.21	
Total Adjustments	6,149,346.00	3,024,624.00	3,070,430.74	45,806.74	
CLOSING SURPLUS/(DEFICIT)	0.00	5,602,932.00	5,541,182.67	(61,749.33)	

SHIRE OF BEVERLEY STATEMENT OF NET CURRENT ASSETS FOR THE PERIOD ENDING 31 August 2023		
Description	Actual 2022/23	YTD Actual 2023/24
Current Assets		
Cash at Bank	1,627,645.56	2,071,102.98
Cash - Unrestricted Investments	1,271,666.73	3,008,401.01
Cash - Restricted Reserves	2,280,553.31	2,280,553.31
Cash on Hand	700.00	700.00
Accounts Receivable	663,428.06	1,521,627.73
Prepaid Expenses	0.00	0.00
Self Supporting Loan - Current	0.00	0.00
Inventory - Fuel	9,932.34	16,186.21
Total Current Assets	5,853,926.00	8,898,571.24
Current Liabilities		
Accounts Payable	(652,689.79)	(782,456.57)
Loan Liability - Current	(117,135.16)	(96,042.06)
Lease Liability - Current	(6,836.60)	(6,836.60)
Annual Leave Liability - Current	(234,280.71)	(234,280.71)
Long Service Leave Liability - Current	(197,874.12)	(197,874.12)
Doubtful Debts	0.00	0.00
Total Current Liabilities	(1,208,816.38)	(1,317,490.06)
Adjustments		
Less Restricted Reserves	(2,280,553.31)	(2,280,553.31)
Less Self Supporting Loan Income	0.00	0.00
Add Leave Reserves - Cash Backed	144,612.74	144,612.74
Add Loan Principal Expense	117,135.16	96,042.06
Total Adjustments	(2,018,805.41)	(2,039,898.51)
NET CURRENT ASSETS	2,626,304.21	5,541,182.67

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
AS AT
31 August 2023**

Description	Actual 2022/23	YTD Actual 2023/24	Movement
Current Assets			
Cash and Cash Equivalents	5,180,565.60	7,360,757.30	2,180,191.70
Accounts Receivable	465,875.06	1,351,393.73	885,518.67
Contract Asset - Current	197,553.00	170,234.00	(27,319.00)
Prepaid Expenses	0.00	0.00	0.00
Self Supporting Loan - Current	0.00	0.00	0.00
Inventory	9,932.34	16,186.21	6,253.87
Total Current Assets	5,853,926.00	8,898,571.24	3,044,645.24
Current Liabilities			
Accounts Payable	(527,898.79)	(657,665.57)	(129,766.78)
Contract Liability - Current	(124,791.00)	(124,791.00)	0.00
Loan Liability - Current	(117,135.16)	(96,042.06)	21,093.10
Lease Liability - Current	(6,836.60)	0.00	6,836.60
Annual Leave Liability - Current	(234,280.71)	(234,280.71)	0.00
Long Service Leave Liability - Current	(197,874.12)	(197,874.12)	0.00
Doubtful Debts	0.00	0.00	0.00
Total Current Liabilities	(1,208,816.38)	(1,310,653.46)	(101,837.08)
Non-Current Assets			
Non-Current Debtors	161,234.90	161,234.90	0.00
Non-Current Investments	61,117.14	61,117.14	0.00
Land and Buildings	29,149,181.97	29,024,864.35	(124,317.62)
Plant and Equipment	2,369,732.12	2,382,764.43	13,032.31
Furniture and Equipment	98,756.30	114,280.89	15,524.59
Infrastructure	140,931,963.00	140,707,547.00	(224,416.00)
Self Supporting Loan - Non Current	0.00	0.00	0.00
Total Non-Current Assets	172,771,985.43	172,451,808.71	(320,176.72)
Non-Current Liabilities			
Loan Liability - Non Current	(2,001,137.54)	(2,001,137.54)	0.00
Lease Liability - Non Current	0.00	0.00	0.00
Annual Leave - Non Current	0.00	0.00	0.00
Long Service Leave Liability - Non Current	(52,492.51)	(52,492.51)	0.00
Total Non Current Liabilities	(2,053,630.05)	(2,053,630.05)	0.00
Net Assets	175,363,465.00	177,986,096.44	2,622,631.44

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
AS AT
31 August 2023**

Description	Actual 2022/23	YTD Actual 2023/24	Movement
Equity			
Accumulated Surplus	(47,528,324.75)	(50,150,956.19)	(2,622,631.44)
Reserves - Cash Backed	(2,280,553.31)	(2,280,553.31)	0.00
Reserve - Revaluations	(125,554,586.94)	(125,554,586.94)	0.00
Total Equity	(175,363,465.00)	(177,986,096.44)	(2,622,631.44)

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 31 August 2023						
Account #	Account Name	Amount Invested (\$)		Term	Interest Rate	Maturation
4320546	Reserve Funds Bendigo					
	Long Service Leave	144,612.74				
	Airfield Emergency	41,544.88				
	Plant	101,234.66				
	Emergency Services	29,712.58				
	Building	583,632.52				
	Recreation Ground	604,663.23				
	Cropping Committee	176,018.62				
	Community Bus	40,904.45				
	Infrastructure	222,866.61				
	Senior Housing	231,682.16				
	Avondale Mach Museum	62,399.38				
	ITC Renewal Reserve	41,281.48	2,280,553.31	3 mnths	4.95%	22/09/2023
4465609	Term Deposit Bendigo	252,864.02		4 mnths	5.00%	8/12/2023
4473950	Term Deposit Bendigo	500,000.00		5 mnths	5.10%	17/01/2024
4446835	Term Deposit Bendigo	500,000.00		3 mnths	5.00%	24/10/2023
4417002	Term Deposit Bendigo	505,536.99		3 mnths	4.95%	26/09/2023
4481942	Term Deposit Bendigo	500,000.00		6 mnths	5.15%	23/02/2024
4481943	Term Deposit Bendigo	500,000.00		7 mnths	5.15%	25/03/2024
4481944	Term Deposit Bendigo	250,000.00	3,008,401.01	8 mnths	5.15%	24/04/2024
	Total		5,288,954.32			

11.2 Accounts Paid by Authority

Submission To:	Ordinary Council Meeting 28 September 2023
Report Date:	20 September 2023
Applicant:	N/A
File Reference:	N/A
Author and Position:	S.K. Marshall, Acting Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	August 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 August 2023.

COMMENT

Unless otherwise identified, all payments have been made in accordance with Council's 2023/24 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 2023/24 Budget.

ELECTORAL CARETAKER PERIOD POLICY STATEMENT

The Officer's Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the Acting CEO has determined that it does not constitute a Major Policy Decision as defined by Policy EM 009. The Acting CEO therefore approves this report for Council's consideration.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the List of Accounts as presented, be received:

August 2023:

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

Cheque vouchers

15 August 2023	1894-1895	(2)	\$	2,369.83	(authorised by CEO S Gollan and Pres D White)
17 August 2023	1896-1896	(1)	\$	36.30	(authorised by CEO S Gollan and DCEO S Marshall)
				Total of cheque vouchers for August 2023 incl	\$ 2,406.13 previously paid.

EFT vouchers

01 August 2023	EFT 9572-9575	(4)	\$	12,307.17	(authorised by CEO S Gollan and Pres D White)
02 August 2023	EFT 1-39	(39)	\$	63,882.40	(authorised by CEO S Gollan and Pres D White)
04 August 2023	EFT 9576-9577	(2)	\$	2,642.80	(authorised by CEO S Gollan and Pres D White)
09 August 2023	EFT 9578-9578	(1)	\$	30,428.14	(authorised by CEO S Gollan and Pres D White)
11 August 2023	EFT 9579-9579	(1)	\$	11,348.72	(authorised by CEO S Gollan and Cr D Davis)
15 August 2023	EFT 9580-9616	(37)	\$	46,525.17	(authorised by CEO S Gollan and Pres D White)
16 August 2023	EFT 1-37	(37)	\$	66,506.93	(authorised by CEO S Gollan and DCEO S Marshall)
17 August 2023	EFT 9617-9619	(3)	\$	243,956.75	(authorised by CEO S Gollan and DCEO S Marshall)
21 August 2023	EFT 9620-9621	(2)	\$	11,744.41	(authorised by CEO S Gollan and DCEO S Marshall)
22 August 2023	EFT 9622-9622	(1)	\$	25,960.00	(authorised by CEO S Gollan and DCEO S Marshall)
24 August 2023	EFT 9623-9628	(6)	\$	46,961.23	(authorised by CEO S Gollan and DCEO S Marshall)
25 August 2023	EFT 9629-9629	(1)	\$	1,250,000.00	(authorised by CEO S Gollan and DCEO S Marshall)
30 August 2023	EFT 1-36	(36)	\$	63,464.63	(authorised by CEO S Gollan and DCEO S Marshall)
31 August 2023	EFT 1-2	(2)	\$	1,900.32	(authorised by CEO S Gollan and DCEO S Marshall)
				Total of EFT vouchers for August 2023 incl	\$ 1,877,628.67 previously paid

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

Cheque vouchers

Nil vouchers

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

EFT vouchers

Nil vouchers

Total of EFT vouchers for August 2023 incl \$ 0.00 previously paid.

(3) Direct Debit Payments totalling \$ 94,365.47 previously paid.

(4) Credit Card Payments totalling \$ 3,309.69 previously paid.

11.3 CSRFF Application – Beverley Swimming Pool Upgrade

Submission To:	Ordinary Council Meeting 28 September 2023
Report Date:	14 August 2023
Applicant:	Shire of Beverley
File Reference:	ADM 0124
Author and Position:	Ashleigh Fleay, Project Officer
Previously Before Council:	July 2023 OCM through 2023-24 Budget process
Disclosure(s) Of Interest:	Nil
Attachments:	Nil

SUMMARY

Council to consider the submission of a Community Sport & Recreation Facilities Fund (Forward Planning) application seeking funding towards the upgrade of Beverley Swimming Pool.

BACKGROUND

The Community Sport and Recreation Facilities Fund (CSRFF) managed by the Department of Local Government, Sport and Cultural Industries (DLGSC) provides \$20 million annually to community groups and local government authorities. Projects must aim to increase participation in sport and recreation with an emphasis on physical activity, through rational development of sustainable, good quality, well-designed and well-utilised facilities. CSRFF will fund up to a third of the total eligible project costs, with the potential for up to 50% of eligible project costs to be funded, should a request for a Development Bonus be approved. Projects are to occur between 2024/25 and 2026/27.

Local government authorities are tasked with ranking CSRFF applications in their area using the following structure. The Shire has one CSRFF (Forward Planning) grant application for the September 2023 round being to upgrade the Beverley Swimming Pool.

A	Well planned and needed by municipality
B	Well planned and needed by applicant
C	Needed by municipality, more planning required
D	Needed by applicant, more planning required
E	Idea has merit, more planning work needed
F	Not recommended

It is recommended to give this Project a priority ranking of 1 and rate it as “A - Well planned and needed by municipality” and submit this application to the DLGSC for consideration in the CSRFF grant round.

COMMENT

Consultation has occurred with user groups, peak bodies and the general community whom are all supportive of the upgrade to the pool to deliver an inclusive, accessible and safe facility. This project is the first stage of a two-stage larger program of works

which intends to also upgrade the changerooms, kiosk, storage and other supporting infrastructure.

Planning for this Project has occurred since 2018 with the development of needs analysis, feasibility study, management plan and cost estimate. Recent cost estimates have also been obtained due to the lapse in time since the original cost estimate.

It is recommended to allocate the Beverley Swimming Pool Upgrade Project a priority ranking of 1 and rate it as “A – Well planned and needed by municipality”; and to submit this application to the Department of Local Government, Sport & Cultural Industries for consideration in the CSRFF in the September 2023 funding round.

A development bonus was ineligible for this project.

ELECTORAL CARETAKER PERIOD POLICY STATEMENT

The Officer’s Recommendation has been reviewed in context of the Shire’s Electoral Caretaker Period Policy and the Acting CEO has determined that it does not constitute a Major Policy Decision, as the project has been considered by Council prior to the Caretaker Period and sufficient funds are allocated in the 2023/24 Annual Budget.

The project is listed in the Capital Program and aligns with the Strategic Community Plan. To be able to meet specific grant timings for this project, the Acting CEO therefore provides this report for Council’s consideration.

STATUTORY ENVIRONMENT

Local Government Act 1995

CONSULTATION

- Samantha Cornthwaite, DLGSC
- Beverley Amateur Swim Club
- Beverley District High School

FINANCIAL IMPLICATIONS

The Swimming Pool Upgrade project has a cost estimate of \$2,001,539 (ex gst), inclusive of design and contract contingencies. Applicants can seek up to one third of total eligible project costs, with the option of requesting 50% of total eligible project costs via a Development Bonus. The remaining costs are to be contributed by the applicant or another third party. Without the Development Bonus, the Shire’s two-thirds contribution equates to \$1,334,360 (ex gst).

STRATEGIC IMPLICATIONS

Goal 9: We have a healthy and safe community:

Strategy 9.1 Encourage the provision of quality health services, facilities and programs in the Shire.

Strategy 9.2 Encourage ageing in place.

Strategy 9.3 Continue to improve our facilities and assets for inclusive access through the review and implementation of the Disability Access & Inclusion Plan.

POLICY IMPLICATIONS

Nil

RISK IMPLICATIONS

High (12) - There is a possible risk that the CSRFF application will be unsuccessful, leaving a large financial gap and impinging on the progress of the larger program of works to upgrade the Beverley Swimming Centre.

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council;

1. Gives the Beverley Swimming Pool Upgrade project a priority ranking of 1.
2. Rates the Beverley Swimming Pool Upgrade proposal as "A - Well planned and needed by municipality".
3. Submits an application seeking a one third contribution for eligible project costs of the Beverley Swimming Pool Upgrade project to the Department of Local Government, Sport and Cultural Industries for consideration for a Community Sport & Recreation Facilities Fund in the September 2023 grant round.
4. Endorses a cash contribution of \$1,334,360 (ex gst) towards the Beverley Swimming Pool Upgrade Project to occur in 2024/25.

11.4 Request for Rates Discount – Assessments 51186 and 51248

Submission To:	Ordinary Council Meeting 28 September 2023
Report Date:	7 September 2023
Applicant:	Assessment 51186 and 51248
File Reference:	ADM 0439
Author and Position:	Natalie Ashworth, Finance Officer
Previously Before Council:	No
Disclosure(s) Of Interest:	None
Attachments:	Nil

SUMMARY

Council to consider allowing the discount on Assessments 51186 & 51248.

BACKGROUND

The annual rate notice was sent 7 August 2023, and the discount due date was the 28 August 2023. The ratepayer paid by BPAY on the 7 September 2023.

Rates on this property have historically been paid in the discount period with the discount being applied.

Historically Council has not approved any requests for discount to be allowed if paid after the cut-off date.

COMMENT

The ratepayer has asked for an allowance of the discount due to a family matter:

“Good evening council members,

I have been a rate payer in Beverley since 2016.

Lot 2877 and Lot 2266 [REDACTED] Road. Rates have always been paid in full and on time.

Due to a sudden family emergency relating to my 93 year old father, I mis-read the rates notices and missed the discount date on the notice which is 28/8/2023.

I mistakenly only noticed the date in the bold print at the top of the notice which is 11/9/2023.

I paid in full the rates on both properties on the 7/9/2023.

As this is a genuine mistake relating to a family matter, I am seeking to have the discount applied.

Your consideration is greatly appreciated.”

ELECTORAL CARETAKER PERIOD POLICY STATEMENT

The Office's Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the Acting CEO has determined that it does not constitute a Major Policy Decision as defined by Policy EM 009. The Acting CEO therefore approves this report for Council's consideration.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 6.46:

Discounts

Subject to the *Rates and Charges (Rebates and Deferments) Act 1992*, a local government may, when imposing a rate or service charge, resolve* to grant a discount or other incentive for the early payment of any rate or service charge.

* Absolute majority required.

CONSULTATION

Council

FINANCIAL IMPLICATIONS

\$197.60 Discount Amount Not Allowed.

STRATEGIC IMPLICATIONS

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

POLICY IMPLICATIONS

N/A

RISK IMPLICATIONS

Allowing the discount after the cut-off date opens the door for discount claims and negates the incentive. It is also highly likely to aggrieve all previous applicants whose discount application was declined.

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

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

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council do not allow the discount on Assessments 51186 & 51248.

11.5 Request for Rates Discount – Assessments 416,417 and 733

Submission To:	Ordinary Council Meeting 28 September 2023
Report Date:	7 September 2023
Applicant:	Assessment 416, 417 and 733
File Reference:	ADM 0439
Author and Position:	Natalie Ashworth, Finance Officer
Previously Before Council:	No
Disclosure(s) Of Interest:	None
Attachments:	Nil

SUMMARY

Council to consider allowing the discount on Assessments 416, 417 and 733.

BACKGROUND

The annual rate notice was sent 7 August 2023, and the discount due date was the 28 August 2023. The ratepayer paid by BPAY on the 29 August 2023.

Rates on this property have historically been paid in the discount period with the discount being applied.

Historically Council has not approved any requests for discount to be allowed if paid after the cut-off date.

COMMENT

The ratepayer has asked for an allowance of the discount due to a family matter:

"I write to request a compassionate consideration for the extension of the 10% rates deduction for our 2023 Beverley Shire Rates Assessments: A416; A417 and A733 from yesterday 28 August 2023.

I make this as a one off request due to exceptional circumstances and the death of my husband [REDACTED]. Unfortunately they were overlooked in amongst the Estate administrative and farming commitments. We have for may year paid our rates in full prior to the due date because of the deduction available for doing so.

I realised this morning that they had been overlooked and should've been paid by yesterday 28 August to get the special deduction. I have paid all of the above assessments in full this morning.

I hope that Council can give favourable consideration to my request."

ELECTORAL CARETAKER PERIOD POLICY STATEMENT

The Officer's Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the Acting CEO has determined that it does not constitute a Major Policy Decision as defined by Policy EM 009. The Acting CEO therefore approves this report for Council's consideration.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 6.46:

Discounts

Subject to the *Rates and Charges (Rebates and Deferments) Act 1992*, a local government may, when imposing a rate or service charge, resolve* to grant a discount or other incentive for the early payment of any rate or service charge.

* Absolute majority required.

CONSULTATION

Council

FINANCIAL IMPLICATIONS

\$3,306.84 Discount Amount Not Allowed.

STRATEGIC IMPLICATIONS

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

POLICY IMPLICATIONS

N/A

RISK IMPLICATIONS

Allowing the discount after the cut-off date opens the door for discount claims and negates the incentive. It is also highly likely to aggrieve all previous applicants whose discount application was declined.

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

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

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council do not allow the discount on Assessments 416, 417 and 733.

12. ADMINISTRATION

Nil

13. ELECTED MEMBERS' MOTIONS WHERE NOTICE HAS BEEN GIVEN

Nil - Not permitted during Electoral Caretaker Period

14. NEW BUSINESS ARISING BY ORDER OF THE MEETING

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

15. CLOSURE

The Chairman to declare the meeting closed.