



SHIRE OF BEVERLEY NOTICE OF MEETING

Notice is hereby given that the next Ordinary Meeting of Council will be held in the Council Chambers, 136 Vincent Street Beverley, on Tuesday 18 December 2018. Please arrive at the Shire Office by 2.50pm if you wish to attend the meeting.

Program

3.00pm – 5.00pm Ordinary Meeting

A handwritten signature in black ink, appearing to read "S. Gollan", written over a horizontal line.

Stephen Gollan
Chief Executive Officer

14 December 2018

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.



18 December 2018

ORDINARY MEETING

AGENDA

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1. OPENING

The Chairperson to declare the meeting open.

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 Members Present

Cr DJ Ridgway Shire President
Cr CJ Pepper Deputy President
Cr DL Brown
Cr DW Davis
Cr P Gogol
Cr SW Martin
Cr TWT Seed
Cr LC Shaw
Cr DC White

2.2 Staff In Attendance

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

2.3 Observers And Visitors

2.4 Apologies and Approved Leave of Absence

2.5 Condolences

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

BROWN	Judith Anne	30 November 2018
CORBETT	Lois Mary	11 December 2018

3. DECLARATIONS OF INTEREST

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. CONFIRMATION OF MINUTES

7.1 Minutes Of The Ordinary Council Meeting Held 27 November 2018

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held Tuesday 27 November 2018 be confirmed.

8. TECHNICAL SERVICES

Nil

9. PLANNING SERVICES

9.1 Proposed Amendment to Building Envelope, Construction of a New Dwelling & Shed – Lot 201 (53) Simmons Road, Beverley

SUBMISSION TO: Ordinary Council Meeting 18 December 2018
REPORT DATE: 4 December 2018
APPLICANT: Coveney Browne Design on behalf of C & K Horrocks
FILE REFERENCE: SIM 51542 / DA2018/26
AUTHOR: J. Jurmann, A/Shire Planner
ATTACHMENTS: Application Documents (under separate cover)

SUMMARY

An application for development approval has been received to amend the building envelope on the subject property, which will facilitate the construction of a new single dwelling, shed and associated rainwater tanks.

The application has been assessed and advertised in accordance with the provisions of the Beverley Town Planning Scheme No. 2 (TPS2) and is being recommended for conditional approval.

BACKGROUND

The subject site is located at Lot 201 (53) Simmons Road, Beverley, has an area of 20,017m² and is currently vacant.

It is proposed to construct a new single storey dwelling, shed and 2 rainwater tanks within the proposed amended building envelope area as depicted in the submitted plans attached to this Report.

The new building envelope will have an expanded area of 2,000m², when compared to the existing area of 1,575m² in a similar location at the rear of the property parallel to the northern boundary.

The property is zoned Rural Residential under the provisions of TPS2 and is located within Rural Residential Area No. 5, accordingly, the provisions of Schedule 3 apply.

In support of the application, the Applicant has advised that the owners would like to amend the building envelope because they did not realise when they purchased the property that all development, including sheds and tanks had to be located within the envelope. Additionally, the amendments will enable them to maximise views, privacy and passive solar gain.

COMMENT

Relative to the consideration of the request to amend the building envelope on the subject property, Council at its Ordinary Meeting held on 19 December 2017 conditionally approved an amendment to the building envelope on the neighbouring property (Lot 202).

The amendments were substantially more significant than proposed, resulting in the building envelope being relocated from the rear of the property to the front, being

setback 46 metres from the front boundary and 30 metres from the western side boundary.

The area of the building envelope on Lot 202, as proposed in this application, has an area of 2,000m² in which all buildings and associated infrastructure have been located.

STATUTORY ENVIRONMENT

Beverley Town Planning Scheme No.2

The subject property is zoned Rural Residential under the provisions of TPS2. It is located in the Rural Residential No. 5 area and therefore the provisions of Schedule No. 3 also apply in addition to the general scheme provisions.

A single dwelling is an 'AA' (discretionary) use in the zone, which means that the use is not permitted unless Council has exercised its discretion in granting development approval. The construction of a shed and rainwater tanks is incidental to the predominant residential use of the property (i.e. permitted following the construction of a dwelling).

Clause 4.6 of TPS2 sets out the site building requirements for land in various zones and in the Rural Residential the setbacks are – 15 metres from the street boundary and 10 metres from the side and rear boundaries. Due to the subject property having a building envelope imposed, the setback requirements do not apply.

Clause 4.10 sets out the provisions for development in the Rural Residential zone. The relevant provisions have been considered as follows:

Provision	Planning Assessment
4.10.1(a) – Planning approval required in addition to a building permit.	Complies. An application for development approval has been submitted.
4.10.1(b) – No more than one dwelling per lot.	Complies. Only one dwelling is proposed.
4.10.1(c) – All trees to be retained except with approval.	No significant tree removal is proposed
4.10.1(d) – may require tree planting if deficient in cover	No additional tree planting is considered necessary.
4.10.2(a) – regard to colour and texture of external materials	Although zincume is proposed as external cladding on the dwelling, the contemporary design of the building is considered appropriate for the rural setting.
4.10.2(b) – regard to building size, height, bulk, roof pitch.	The size, height, bulk and design of the dwelling and shed is considered appropriate for the rural setting and its location at the rear of the property.
4.10.2(c) – regard to setback and location on its lot	The dwelling will be situated at the rear of the property to maximise views and solar access. The amended location of the building envelope will be discussed later in this Report.

Provision	Planning Assessment
4.10.2(d) – regard to architectural style and design details	The architectural style and design is described by the Applicant as “being inspired from the Australian vernacular architecture with traditional lightweight materials”, and is considered appropriate for the rural setting.
4.10.2(e) – regard to relationship to surrounding buildings	Design responds to the location of the building envelope on the site and is considered in context with the surrounding development.
4.10.2(f) – other characteristics relevant	Design responds to topography of the site.

Clause 4.13 relates to the appearance of buildings and the relevant provisions have been considered as follows:

Provision	Planning Assessment
4.13.1 – No person to erect a building that is out of harmony with the exterior designs of existing buildings or amenity of locality.	The design is considered in harmony with the locality and rural setting. The neighbouring dwelling is a converted ‘donga’ that has metal cladding and a flat roof. Dwellings in the amenity can be described as rural-type single storey buildings.
4.13.2 – Use of second-hand materials requires approval.	No second-hand materials are proposed.

Clause 4.14 addresses water supply where a dwelling is not connected to a reticulated water system. Schedule 3, applicable to the RR5 area, requires 92,000 litres of storage for potable water supply purposes. It is proposed to install 2 rainwater tanks in conjunction with the construction of the dwelling and shed. A condition is recommended to ensure that a minimum of 92,000 litres storage is established prior to occupation of the dwelling.

The applicable matters of consideration outlined in clause 67 of Schedule 1 of the *Planning and Development (Local planning Schemes) Regulations 2015* (known as the Deemed Provisions) have also been considered in the assessment of this application as follows:

Provision	Planning Assessment
(a) the aims and provisions of TPS2	The application is consistent with the aims and provisions of TPS2.
(b) the requirements of orderly and proper planning including any proposed local planning scheme	LPS3 is imminent and therefore a seriously entertained planning document. The application is consistent with the aims and provisions of LPS3.
(c) any approved State planning policy	There are no policies applicable.
(d) any environmental protection policy approved under the <i>Environmental Protection Act 1986</i> section 31(d)	There are no policies applicable.

Provision	Planning Assessment
(e) any policy of the Commission	There are no policies applicable.
(f) any policy of the State	There are no other policies of the State applicable.
(g) any local planning policy for the Scheme area	The Shire's Local Planning Policy for Outbuildings applies to the proposed shed, which stipulates a maximum area of 150m ² ; wall height of 3.0m and roof height of 4.0m. The proposed shed will have an area of 54m ² , a wall height of 2.55m and a roof pitch of 10°, which complies with the LPP.
(h) any structure plan, activity centre plan or local development plan that relates to the development	The ODP approved with the subdivision has been considered in the assessment of the application. The building exclusion zones in the ODP were overridden by the building envelopes, which is proposed to be varied. The proposed amended building envelope is consistent with the ODP.
(i) any report of the review of the local planning scheme that has been published under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>	The review of TPS2 has resulted in a new scheme (i.e. draft LPS3). As indicated above, the application is consistent with the provisions of draft LPS3.
(j) in the case of land reserved under this Scheme	Not applicable. The land is not reserved under TPS2 or proposed in LPS3.
(k) the built heritage conservation of any place that is of cultural significance	Not applicable. The site is not heritage listed.
(l) the effect of the proposal on the cultural heritage significance of the area in which the development is located	There are no places affected by the proposal.
(m) the compatibility of the development with its setting including, height, bulk, scale, orientation and appearance	The design and location of the proposed single dwelling and shed are considered compatible with the setting including, the height, bulk, scale, orientation and appearance.
(n) impacts on the amenity of the locality including environmental; character; and social	There are no impacts on the amenity of the locality.
(o) likely effect on the natural environment or water resources	There are no impacts on the natural environment or water resources.
(p) adequate provision has been made for the landscaping and any trees that should be preserved	There is no proposed significant tree removal associated with the development.
(q) the suitability of the land considering risks such as flooding and bush fire	The land is not affected by any natural risks, such as bushfire, that would affect the development.

Provision	Planning Assessment
(r) the suitability of the land taking into account risk to human health or safety	The land is considered suitable for the development, which has been previously assessed as part of the rezoning and subdivision applications.
(s) adequacy of access and egress, loading and unloading of vehicles	Access to and egress from the site can be established to a suitable standard for the proposed residential use.
(t) traffic generation and impacts on local road network	Residential traffic generated by the development is consistent with the intended capacity of the road network.
(u) availability and adequacy of utility services	Water, power and telecommunication services are available to the site with a potable water supply being provided by the installation of rainwater tanks.
(v) potential loss or benefit on community services	No impacts identified.
(w) history of site	The lot was established for the intended purpose of establishing a rural residential lifestyle.
(x) impact of development on community not individuals	No impacts identified.
(y) any submissions received on the application	Two submissions of no objection were received.
(za) submissions from other authorities consulted under clause 66	No consultation required.
(zb) any other planning consideration the local government considers appropriate.	No other matters for consideration identified.

Draft Beverley Local Planning Scheme No. 3 (LPS3)

The gazettal of LPS3 is certain and imminent and accordingly, the document is deemed to be a 'seriously entertained' planning proposal and must be considered in the assessment of this application.

Single dwellings in the Rural Residential zone will remain as a 'discretionary' use and it is not proposed to change the zoning or introduce any other provisions that would affect the ability of this application to be approved as recommended.

FINANCIAL IMPLICATIONS

The relevant application fees have been paid by the Applicant. There are no financial implications for the Shire associated with this Report, unless the Applicant is dissatisfied by the determination of the application and chooses to commence appeal proceedings in the State Administrative Tribunal.

STRATEGIC IMPLICATIONS

Goal 3 of the Shire of Beverley's Strategic Community Plan (2017-2027) is "To have land available for domestic and commercial growth". The approval of this application, as recommended, will result in the construction of a new dwelling, which is consistent with the goals of the SCP.

POLICY IMPLICATIONS

There are no policy implications associated with this proposal.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

“That Council APPROVE the application for development approval to amend the building envelope, construct a single dwelling, shed and rainwater tanks at Lot 201 (53) Simmons Road, Beverley in accordance with the provisions of the Shire of Beverley Town Planning Scheme No. 2, subject to the following conditions:

1. This decision constitutes development approval only and is valid for a period of two years from the date of approval. If the subject development is not substantially commenced within the two-year period, the approval shall lapse and be of no further effect.
2. All development shall be in accordance with the approved development plans (attached) which form part of this development approval.
3. Prior to occupation of the dwelling, a minimum of 92,000 litres water storage for potable water supply shall be established on site to the satisfaction of the Shire of Beverley.
4. Prior to occupation of the dwelling, a suitable sewerage disposal system shall be installed to the satisfaction of the Shire of Beverley.
5. All stormwater shall be contained and disposed of on-site at all times, to the satisfaction of the Shire of Beverley.
6. The shed shall not be used for habitable, commercial or industrial purposes.”

10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES

Nil

11. FINANCE

11.1 Monthly Financial Report

SUBMISSION TO: Ordinary Council Meeting 18 December 2018
REPORT DATE: 11 December 2018
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: November 2018 Financial Reports

SUMMARY

Council to consider accepting the financial report for the period ending 30 November 2018.

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 2018 Ordinary Meeting, item 11.4.

COMMENT

The monthly financial report for the period ending 30 November 2018 has been provided and includes:

- Financial Activity Statement;
- Statement of Net Current Assets;
- Statement of Financial Position; and
- Supplementary information, including;
 - Operating Statement by Nature and Type;
 - Road Maintenance Report; 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 2018/19 Budget.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

AF004 – Investing Surplus Funds

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the monthly financial report for the month of November 2018 be accepted and material variances be noted.

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING
30 November 2018**

Description	Budget 2018/19	YTD Budget 2018/19	YTD Actual 2018/19	YTD Variance	Notes To Material Variances
Operating Revenue					
General Purpose Funding	3,238,570.00	2,960,337.00	2,966,588.78	6,251.78	
Governance	21,600.00	8,600.00	7,793.46	(806.54)	
Law, Order & Public Safety	195,361.00	68,470.00	69,735.92	1,265.92	
Health	100.00	0.00	200.00	200.00	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	108,454.00	49,174.00	52,954.26	3,780.26	
Community Amenities	208,624.00	196,131.00	197,152.93	1,021.93	
Recreation & Culture	417,941.00	332,202.00	335,345.66	3,143.66	
Transport	6,289,277.00	2,779,816.00	2,894,495.29	114,679.29	MRWA Direct Grant \$44,794 and LGGC Special Bridge Funding \$67,033 greater than anticipated.
Economic Activities	141,750.00	73,205.00	72,485.89	(719.11)	
Other Property & Services	43,100.00	22,330.00	26,897.83	4,567.83	
Total Operating Revenue	10,664,777.00	6,490,265.00	6,623,650.02	133,385.02	
Operating Expenditure					
General Purpose Funding	(171,297.00)	(58,485.00)	(58,251.99)	233.01	
Governance	(246,521.00)	(119,582.00)	(127,705.16)	(8,123.16)	
Law, Order & Public Safety	(418,479.00)	(150,101.00)	(154,945.64)	(4,844.64)	
Health	(154,808.00)	(71,197.00)	(66,528.64)	4,668.36	
Education & Welfare	(85,143.00)	(35,540.00)	(34,349.49)	1,190.51	
Housing	(213,299.00)	(141,326.00)	(134,248.00)	7,078.00	
Community Amenities	(668,992.00)	(272,537.00)	(273,591.13)	(1,054.13)	
Recreation & Culture	(1,429,716.00)	(540,268.00)	(542,794.45)	(2,526.45)	
Transport	(2,704,666.00)	(1,130,529.00)	(1,126,113.41)	4,415.59	
Economic Activities	(509,340.00)	(172,314.00)	(167,358.18)	4,955.82	
Other Property & Services	(15,106.00)	12,817.00	(5,338.67)	(18,155.67)	PWOH/POC Adjustments.
Total Operating Expenditure	(6,617,367.00)	(2,679,062.00)	(2,691,224.76)	(12,162.76)	
Net Operating	4,047,410.00	3,811,203.00	3,932,425.26	121,222.26	
Capital Income					
Self Supporting Loan - Principal Repayment	15,313.00	0.00	0.00	0.00	
Proceeds from Sale of Assets	162,000.00	83,000.00	82,920.00	(80.00)	
Total Capital Income	177,313.00	83,000.00	82,920.00	(80.00)	

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING
30 November 2018**

Description	Budget 2018/19	YTD Budget 2018/19	YTD Actual 2018/19	YTD Variance	Notes To Material Variances
Capital Expenditure					
Land and Buildings	(852,201.00)	(422,250.00)	(404,437.30)	17,812.70	Caravan Park Power Upgrade savings \$13,000.
Plant and Equipment	(265,000.00)	(80,000.00)	(78,095.67)	1,904.33	
Office Furniture and Equipment	(60,000.00)	(17,000.00)	(17,169.00)	(169.00)	
Road Construction	(2,714,578.00)	(181,300.00)	(185,531.56)	(4,231.56)	
Other Infrastructure	(4,015,208.00)	(10,000.00)	(9,998.00)	2.00	
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(129,929.00)	(47,737.00)	(47,737.75)	(0.75)	
Total Capital Expenditure	(8,036,916.00)	(758,287.00)	(742,969.28)	15,317.72	
Net Capital	(7,859,603.00)	(675,287.00)	(660,049.28)	15,237.72	
Adjustments					
Depreciation Written Back	2,401,952.00	1,006,070.00	1,005,372.92	(697.08)	
Movement in Leave Reserve Cash Balance	0.00	0.00	1,307.00	1,307.00	
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 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	22,000.00	16,000.00	12,432.42	(3,567.58)	
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	518,065.00	(15,171.00)	(15,170.68)	0.32	
New Loan Funds	0.00	0.00	0.00	0.00	
Opening Surplus/(Deficit)	870,176.00	870,176.00	870,176.05	0.05	
Total Adjustments	3,812,193.00	1,877,075.00	1,874,117.71	(2,957.29)	
CLOSING SURPLUS/(DEFICIT)	0.00	5,012,991.00	5,146,493.69	133,502.69	

SHIRE OF BEVERLEY STATEMENT OF NET CURRENT ASSETS FOR THE PERIOD ENDING 30 November 2018	
Description	YTD Actual 2018/19
Current Assets	
Cash at Bank	343,829.66
Cash - Unrestricted Investments	4,310,836.83
Cash - Restricted Reserves	2,286,416.31
Cash on Hand	300.00
Accounts Receivable	874,550.70
Prepaid Expenses	0.00
Self Supporting Loan - Current	15,312.82
Inventory - Fuel	15,877.41
Total Current Assets	7,847,123.73
Current Liabilities	
Accounts Payable	(181,204.36)
Loan Liability - Current	(82,191.74)
Annual Leave Liability - Current	(168,900.17)
Long Service Leave Liability - Current	(137,233.57)
Doubtful Debts	(108,545.88)
Total Current Liabilities	(678,075.72)
Adjustments	
Less Restricted Reserves	(2,286,416.31)
Less Self Supporting Loan Income	(15,312.82)
Add Leave Reserves - Cash Backed	196,983.07
Add Loan Principal Expense	82,191.74
Total Adjustments	(2,022,554.32)
NET CURRENT ASSETS	5,146,493.69

**SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING
30 November 2018**

Description	Actual 2017/18	YTD Actual 2018/19	Movement
Current Assets			
Cash and Cash Equivalents	4,161,346.24	6,941,382.80	2,780,036.56
Accounts Receivable	768,606.93	874,550.70	105,943.77
Prepaid Expenses	39,629.21	0.00	(39,629.21)
Self Supporting Loan - Current	15,312.82	15,312.82	0.00
Inventory	9,938.85	15,877.41	5,938.56
Total Current Assets	4,994,834.05	7,847,123.73	2,852,289.68
Current Liabilities			
Accounts Payable	(1,619,096.00)	(181,204.36)	1,437,891.64
Loan Liability - Current	(129,929.49)	(82,191.74)	47,737.75
Annual Leave Liability - Current	(168,900.17)	(168,900.17)	0.00
Long Service Leave Liability - Current	(137,233.57)	(137,233.57)	0.00
Doubtful Debts	(108,545.88)	(108,545.88)	0.00
Total Current Liabilities	(2,163,705.11)	(678,075.72)	1,485,629.39
Non-Current Assets			
Non-Current Debtors	115,203.39	115,203.39	0.00
Land and Buildings	21,346,251.95	21,452,618.89	106,366.94
Plant and Equipment	1,989,439.36	1,849,490.37	(139,948.99)
Furniture and Equipment	151,597.06	154,865.74	3,268.68
Infrastructure	56,115,882.67	55,740,702.23	(375,180.44)
Self Supporting Loan - Non Current	58,812.12	58,812.12	0.00
Total Non-Current Assets	79,777,186.55	79,371,692.74	(405,493.81)
Non-Current Liabilities			
Loan Liability - Non Current	(1,670,592.01)	(1,670,592.01)	0.00
Annual Leave - Non Current	0.00	0.00	0.00
Long Service Leave Liability - Non Current	(21,574.75)	(21,574.75)	0.00
Total Non Current Liabilities	(1,692,166.76)	(1,692,166.76)	0.00
Net Assets	80,916,148.73	84,848,573.99	3,932,425.26
Equity			
Accumulated Surplus	(38,881,645.54)	(42,798,900.12)	(3,917,254.58)
Reserves - Cash Backed	(2,271,245.63)	(2,286,416.31)	(15,170.68)
Reserve - Revaluations	(39,763,257.56)	(39,763,257.56)	0.00
Total Equity	(80,916,148.73)	(84,848,573.99)	(3,932,425.26)

SHIRE OF BEVERLEY OPERATING STATEMENT BY NATURE & TYPE FOR THE PERIOD ENDING 30 November 2018		
Description	Budget 2018/19	YTD Actual 2018/19
Income		
Rates	2,669,880.00	2,723,658.06
Operating Grants, Subsidies and Contributions	2,271,419.00	765,393.54
Profit On Asset Disposal	12,000.00	4,203.57
Service Charges	0.00	0.00
Fees & Charges	523,761.00	351,001.77
Interest Earnings	103,888.00	26,663.53
Other Revenue	60,500.00	27,820.70
Non-Operating Grants, Subsidies and Contributions	9,238,188.00	2,731,341.91
Total Income by Nature & Type	14,879,636.00	6,630,083.08
Expenditure		
Employee Costs	(2,134,739.00)	(830,978.50)
Materials & Contracts	(1,840,463.00)	(591,766.34)
Utilities	(208,638.00)	(70,416.42)
Depreciation On Non-Current Assets	(1,691,589.00)	(1,005,372.92)
Interest Expenses	(34,504.00)	(12,801.45)
Insurance Expenses	(168,227.00)	(184,220.82)
Other Expenditure	(81,975.00)	(58,021.19)
Loss On Asset Disposal	(8,000.00)	(16,635.99)
Loss on Revaluation of Non-Current Assets	0.00	0.00
Total Expenditure by Nature & Type	(6,168,135.00)	(2,770,213.63)
Allocations		
Reallocation Codes Expenditure	421,192.00	72,555.81
Reallocation Codes Income	0.00	0.00
Total Allocations	421,192.00	72,555.81
Net Operating by Nature & Type	9,132,693.00	3,932,425.26

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
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Job #	Job Description	YTD Actual 2018/19
	Rural Road Maintenance	
RR001	Aikens Rd (RoadID: 51) (Maintenance)	3,791.60
RR002	Athol Rd (RoadID: 26) (Maintenance)	3,452.03
RR003	Avoca Rd (RoadID: 98) (Maintenance)	731.05
RR004	Balkuling Rd (RoadID: 32) (Maintenance)	6,251.94
RR005	Balkuling North Rd (RoadID: 177) (Maintenance)	0.00
RR006	Bally-Bally Countypeak Rd (RoadID: 25) (Maintenance)	3,421.82
RR007	Bally-Bally Rd (RoadID: 9) (Maintenance)	6,965.75
RR008	Barrington Rd (RoadID: 13) (Maintenance)	3,464.09
RR009	Batemans Rd (RoadID: 78) (Maintenance)	0.00
RR010	Batys Rd (RoadID: 60) (Maintenance)	2,899.66
RR011	Bellrock Rd (RoadID: 158) (Maintenance)	461.88
RR012	Bennetts Rd (RoadID: 91) (Maintenance)	1,073.71
RR013	Beringer Rd (RoadID: 29) (Maintenance)	9,417.27
RR014	Bethany Rd (RoadID: 148) (Maintenance)	833.19
RR015	Billabong Rd (RoadID: 179) (Maintenance)	0.00
RR016	Blackburn Rd (RoadID: 46) (Maintenance)	0.00
RR017	Bremner Rd (RoadID: 6) (Maintenance)	4,744.86
RR018	Buckinghams Rd (RoadID: 94) (Maintenance)	742.23
RR019	Bushhill Road (RoadID: 183) (Maintenance)	170.00
RR020	Butchers Rd (RoadID: 20) (Maintenance)	3,111.77
RR021	Cannon Hill Rd (RoadID: 176) (Maintenance)	177.25
RR022	Carrs Rd (RoadID: 47) (Maintenance)	1,390.39
RR023	Cattle Station Road (RoadID: 181) (Maintenance)	177.25
RR024	Caudle Rd (RoadID: 140) (Maintenance)	806.60
RR025	Chocolate Hills Rd (RoadID: 138) (Maintenance)	354.41
RR026	Clulows Rd (RoadID: 16) (Maintenance)	15,792.88
RR027	Collins Rd (RoadID: 66) (Maintenance)	1,498.50
RR028	Cookes Rd (RoadID: 61) (Maintenance)	945.31
RR029	Corberding Rd (RoadID: 43) (Maintenance)	3,575.08
RR030	County Peak Rd (RoadID: 96) (Maintenance)	0.00
RR031	Dale Kokeby Rd (RoadID: 10) (Maintenance)	4,022.05
RR032	Dalebin North Rd (RoadID: 24) (Maintenance)	3,146.05
RR033	Deep Pool Rd (RoadID: 82) (Maintenance)	1,145.71
RR034	Dobaderry Rd (RoadID: 102) (Maintenance)	7,955.27
RR035	Dongadilling Rd (RoadID: 18) (Maintenance)	7,843.67
RR036	Drapers Rd (RoadID: 79) (Maintenance)	955.41
RR037	East Lynne Rd (RoadID: 52) (Maintenance)	1,791.69
RR038	Edison Mill Rd (RoadID: 5) (Maintenance)	24,512.84
RR039	Ewert Rd (RoadID: 27) (Maintenance)	3,383.01

**SHIRE OF BEVERLEY
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Job #	Job Description	YTD Actual 2018/19
RR040	Fergusons Rd (RoadID: 64) (Maintenance)	1,516.74
RR041	Fishers Rd (RoadID: 75) (Maintenance)	580.45
RR042	Glencoe Rd (RoadID: 33) (Maintenance)	2,767.38
RR043	Gors Rd (RoadID: 30) (Maintenance)	0.00
RR044	Greenhills South Rd (RoadID: 36) (Maintenance)	857.16
RR045	Heals Rd (RoadID: 95) (Maintenance)	3,313.16
RR046	Hills Rd (RoadID: 76) (Maintenance)	1,372.62
RR047	Hobbs Rd (RoadID: 40) (Maintenance)	1,583.29
RR048	Jacksons Rd (RoadID: 57) (Maintenance)	149.58
RR049	Jacobs Well Rd (RoadID: 15) (Maintenance)	13,499.76
RR050	Jas Rd (Maintenance)	393.96
RR051	Johnsons Rd (RoadID: 73) (Maintenance)	718.70
RR052	Jones Rd (RoadID: 48) (Maintenance)	2,012.30
RR053	K1 Rd (RoadID: 85) (Maintenance)	2,486.07
RR054	Kennedys Rd (RoadID: 92) (Maintenance)	0.00
RR055	Kevills Rd (RoadID: 69) (Maintenance)	0.00
RR056	Kieara Rd (RoadID: 55) (Maintenance)	2,899.69
RR057	Kilpatricks Rd (RoadID: 74) (Maintenance)	901.07
RR058	Kokeby East Rd (RoadID: 4) (Maintenance)	11,716.23
RR059	Kokendin Rd (RoadID: 11) (Maintenance)	15,091.48
RR060	Lennard Rd (RoadID: 58) (Maintenance)	17,597.32
RR061	Little Hill Rd (RoadID: 180) (Maintenance)	209.90
RR062	Luptons Rd (RoadID: 22) (Maintenance)	5,971.30
RR063	Maitland Rd (RoadID: 39) (Maintenance)	3,194.65
RR064	Mandiakon Rd (RoadID: 87) (Maintenance)	1,351.93
RR065	Manns Rd (RoadID: 59) (Maintenance)	582.83
RR066	Manuels Rd (RoadID: 37) (Maintenance)	3,824.66
RR067	Mawson Rd (RoadID: 100) (Maintenance)	2,829.16
RR068	Mawson North Rd (RoadID: 167) (Maintenance)	797.52
RR069	Mcdonalds Rd (RoadID: 54) (Maintenance)	4,040.48
RR070	Mckellars Rd (RoadID: 93) (Maintenance)	695.37
RR071	Mclean Rd (RoadID: 84) (Maintenance)	240.45
RR072	Millers Rd (RoadID: 49) (Maintenance)	11,022.81
RR073	Mills Rd (RoadID: 80) (Maintenance)	876.09
RR074	Morbinning Rd (RoadID: 1) (Maintenance)	16,384.36
RR075	Murrays Rd (RoadID: 71) (Maintenance)	2,019.17
RR076	Negus Rd (RoadID: 50) (Maintenance)	1,163.82
RR077	Northbourne Rd (RoadID: 28) (Maintenance)	326.79
RR078	Oakdale Rd (RoadID: 17) (Maintenance)	4,438.35
RR079	Patten Rd (RoadID: 53) (Maintenance)	1,058.43

**SHIRE OF BEVERLEY
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Job #	Job Description	YTD Actual 2018/19
RR080	Petchells Rd (RoadID: 38) (Maintenance)	2,616.96
RR081	Piccadilly Rd (RoadID: 70) (Maintenance)	0.00
RR082	Pike Rd (RoadID: 45) (Maintenance)	2,370.06
RR083	Potts Rd (RoadID: 14) (Maintenance)	1,005.20
RR084	Qualandary Rd (RoadID: 19) (Maintenance)	1,935.52
RR085	Rickeys Rd (RoadID: 35) (Maintenance)	0.00
RR086	Rickeys Siding Rd (RoadID: 137) (Maintenance)	0.00
RR087	Rifle Range Rd (RoadID: 56) (Maintenance)	200.40
RR088	Rigoll Rd (RoadID: 157) (Maintenance)	1,431.52
RR089	Rogers Rd (RoadID: 62) (Maintenance)	1,107.42
RR090	Rossi Rd (RoadID: 156) (Maintenance)	468.93
RR091	Rumble Rd (Maintenance)	660.61
RR092	Schillings Rd (RoadID: 65) (Maintenance)	645.38
RR093	Shaw Rd (RoadID: 184) (Maintenance)	1,528.14
RR094	Sheahans Rd (RoadID: 90) (Maintenance)	660.61
RR095	Simmons Rd (RoadID: 101) (Maintenance)	1,855.13
RR096	Sims Rd (RoadID: 155) (Maintenance)	0.00
RR097	Ski Rd (RoadID: 83) (Maintenance)	424.91
RR098	Smith Rd (RoadID: 72) (Maintenance)	3,198.06
RR099	Southern Branch Rd (RoadID: 41) (Maintenance)	1,180.23
RR100	Spavens Rd (RoadID: 44) (Maintenance)	563.58
RR101	Springhill Rd (RoadID: 23) (Maintenance)	2,444.31
RR102	Steve Edwards Drv (RoadID: 173) (Maintenance)	330.30
RR103	St Jacks Rd (RoadID: 34) (Maintenance)	0.00
RR104	Talbot West Rd (RoadID: 12) (Maintenance)	2,138.35
RR105	Thomas Rd (RoadID: 31) (Maintenance)	276.92
RR106	Top Beverley York Rd (RoadID: 8) (Maintenance)	2,703.37
RR107	Turner Gully Rd (RoadID: 169) (Maintenance)	257.58
RR108	Vallentine Rd (RoadID: 21) (Maintenance)	5,067.29
RR109	Walgy Rd (RoadID: 42) (Maintenance)	6,436.77
RR110	Walkers Rd (RoadID: 86) (Maintenance)	170.00
RR111	Wansbrough Rd (RoadID: 77) (Maintenance)	904.86
RR112	Warradale Rd (RoadID: 67) (Maintenance)	2,857.03
RR113	Waterhatch Rd (RoadID: 2) (Maintenance)	7,757.63
RR114	Westdale Rd (RoadID: 166) (Maintenance)	13,923.92
RR115	Williamsons Rd (RoadID: 63) (Maintenance)	655.12
RR116	Woods Rd (RoadID: 68) (Maintenance)	0.00
RR117	Woonderlin Rd (RoadID: 175) (Maintenance)	659.42
RR118	Wyalgima Rd (RoadID: 154) (Maintenance)	0.00
RR119	Yenyening Lakes Rd (RoadID: 7) (Maintenance)	10,093.00

**SHIRE OF BEVERLEY
ROAD MAINTENANCE REPORT
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30 November 2018**

Job #	Job Description	YTD Actual 2018/19
RR120	York-Williams Rd (RoadID: 3) (Maintenance)	4,627.67
RR121	Young Rd (RoadID: 81) (Maintenance)	0.00
RR777	Contract Road Side Spraying	24,340.91
RR888	Tree Lopping - Rural Roads (Maintenance)	6,120.00
RR999	Rural Roads Various (Maintenance)	44,885.59
WANDRRA	Disaster Recovery Works	0.00
Sub Total	Rural Road Maintenance	429,993.95
	Town Street Maintenance	
TS001	Barnsley St (RoadID: 162) (Maintenance)	0.00
TS002	Bartram St (RoadID: 114) (Maintenance)	247.83
TS003	Brockman St (RoadID: 129) (Maintenance)	0.00
TS004	Brooking St (RoadID: 122) (Maintenance)	96.31
TS005	Broun St (RoadID: 144) (Maintenance)	0.00
TS006	Chestillion Ct (RoadID: 139) (Maintenance)	0.00
TS007	Chipper St (RoadID: 126) (Maintenance)	0.00
TS008	Council Rd (RoadID: 149) (Maintenance)	1,600.45
TS009	Courtney St (RoadID: 153) (Maintenance)	0.00
TS010	Dawson St (RoadID: 106) (Maintenance)	687.24
TS011	Delisle St (RoadID: 120) (Maintenance)	979.22
TS012	Dempster St (RoadID: 111) (Maintenance)	0.00
TS013	Duffield St (RoadID: 160) (Maintenance)	442.84
TS014	Edward St (RoadID: 107) (Maintenance)	93.20
TS015	Elizabeth St (RoadID: 131) (Maintenance)	0.00
TS016	Ernest Drv (RoadID: 135) (Maintenance)	0.00
TS017	Forrest St (RoadID: 103) (Maintenance)	3,394.06
TS018	George St North (RoadID: 161) (Maintenance)	0.00
TS019	George St South (RoadID: 145) (Maintenance)	0.00
TS020	Grigson St (RoadID: 172) (Maintenance)	0.00
TS021	Hamersley St (RoadID: 130) (Maintenance)	0.00
TS022	Harper St (RoadID: 109) (Maintenance)	981.32
TS023	Hope St (RoadID: 115) (Maintenance)	229.50
TS024	Hopkin St (RoadID: 128) (Maintenance)	96.31
TS025	Horley St (RoadID: 127) (Maintenance)	0.00
TS026	Hunt Rd (Maintenance)	2,608.46
TS027	Husking St (RoadID: 117) (Maintenance)	0.00
TS028	Hutchinson St (RoadID: 168) (Maintenance)	0.00
TS029	John St (RoadID: 105) (Maintenance)	970.67
TS030	Langsford St (RoadID: 152) (Maintenance)	0.00

SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 30 November 2018		
Job #	Job Description	YTD Actual 2018/19
TS031	Lennard St (RoadID: 113) (Maintenance)	0.00
TS032	Ludgate St (RoadID: 143) (Maintenance)	0.00
TS033	Lukin St (RoadID: 104) (Maintenance)	1,234.46
TS034	Mcneil St (RoadID: 141) (Maintenance)	112.94
TS035	Monger St (RoadID: 116) (Maintenance)	228.55
TS036	Morrison St (RoadID: 112) (Maintenance)	93.20
TS037	Nicholas St (RoadID: 123) (Maintenance)	0.00
TS038	Prior Pl (RoadID: 174) (Maintenance)	0.00
TS039	Queen St (RoadID: 110) (Maintenance)	222.62
TS040	Railway Pde (RoadID: 147) (Maintenance)	0.00
TS041	Railway St (RoadID: 146) (Maintenance)	0.00
TS042	Richardson St (RoadID: 124) (Maintenance)	102.24
TS043	Seabrook St (RoadID: 118) (Maintenance)	0.00
TS044	Sewell St (RoadID: 119) (Maintenance)	726.20
TS045	Shed St (RoadID: 136) (Maintenance)	39.16
TS046	Short St (RoadID: 121) (Maintenance)	433.41
TS047	Smith St (RoadID: 108) (Maintenance)	216.71
TS048	Taylor St (RoadID: 165) (Maintenance)	0.00
TS049	Vincent St (RoadID: 125) (Maintenance)	9,167.27
TS050	Wright St (RoadID: 150) (Maintenance)	0.00
TS051	Great Southern Hwy (Maintenance)	2,578.56
TS888	Tree Lopping - Town Streets (Maintenance)	0.00
TS999	Town Streets Various (Maintenance)	5,293.37
Sub Total	Town Streets Maintenance	32,876.10
Total	Road Maintenance	462,870.05

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 30 November 2018						
Account #	Account Name	Amount Invested (\$)	Total	Term	Interest Rate	Maturity
2654398	Reserve Funds Bendigo					
	Long Service Leave	63,026.75				
	Office Equipment	21,493.59				
	Airfield Emergency	38,428.56				
	Plant	478,834.80				
	Bush Fire Fighters	123,967.22				
	Building	414,604.07				
	Recreation Ground	406,891.08				
	Cropping Committee	102,217.73				
	Avon River Development	24,916.67				
	Annual Leave	133,956.32				
	Community Bus	32,870.38				
	Road Construction	377,304.37				
	Senior Housing	67,904.77	2,286,416.31	4 mnths	2.60%	21/01/2019
9778-24193	Term Deposit ANZ	210,836.83		3 mnths	2.20%	22/02/2019
9191-01253	Term Deposit ANZ	400,000.00		3 mnths	2.40%	10/12/2018
2737987	Term Deposit Bendigo	400,000.00		4 mnths	2.60%	11/01/2019
2737988	Term Deposit Bendigo	400,000.00		5 mnths	2.60%	12/02/2019
2737989	Term Deposit Bendigo	500,000.00		6 mnths	2.65%	12/03/2019
2747166	Term Deposit Bendigo	400,000.00		6 mnths	2.65%	20/03/2019
2747166	Term Deposit Bendigo	2,000,000.00	4,310,836.83	3 mnths	2.55%	28/02/2019
	Total		6,597,253.14			

11.2 Accounts Paid by Authority

SUBMISSION TO: Ordinary Council Meeting 18 December 2018
REPORT DATE: 11 December 2018
APPLICANT: N/A
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: November 2018 – List of Accounts

SUMMARY

Council to consider authorising the payment of accounts.

BACKGROUND

The following list represents accounts paid by authority for the month of November 2018

COMMENT

Unless otherwise identified, all payments have been made in accordance with Council's 2018/19 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 2018/19 Budget.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the List of Accounts as presented, be received:

November 2018:

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

Cheque vouchers

16 November 18	1696-1700	(5)	\$	27,156.27	(authorised by CEO S Gollan and D/Pres C Pepper)
30 November 18	1701-1701	(1)	\$	3,450.00	(authorised by DCEO S Marshall and Cr D White)
Total of cheque vouchers for November 2018 incl				\$	30,606.27 previously paid

EFT vouchers

01 November 18	EFT 1-40	(40)	\$	53,402.49	(authorised by CEO S Gollan and and Cr D White)
02 November 18	EFT 4129-4131	(3)	\$	8,189.05	(authorised by CEO S Gollan and Cr D Davis)
06 November 18	EFT 4132-4152	(21)	\$	72,301.82	(authorised by CEO S Gollan and and Cr D White)
15 November 18	EFT 1-39	(39)	\$	55,036.79	(authorised by CEO S Gollan and D/Pres C Pepper)
16 November 18	EFT 4154-4189	(36)	\$	64,089.23	(authorised by CEO S Gollan and D/Pres C Pepper)
27 November 18	EFT 4191-4192	(2)	\$	199,342.24	(authorised by DCEO S Marshall and Cr D White)
29 November 18	EFT 1-40	(40)	\$	52,989.42	(authorised by DCEO S Marshall and Cr D White)
30 November 18	EFT 4193-4214	(22)	\$	89,692.40	(authorised by DCEO S Marshall and Cr D White)
Total of EFT vouchers for November 2018 incl				\$	595,043.44 previously paid.

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

Cheque vouchers

27 November 18	1502-1502	(1)	\$	200.00	(authorised by DCEO S Marshall and Cr D White)
Total of cheque vouchers for November 2018 incl				\$	200.0 previously paid.

EFT vouchers

02 November 18	EFT 4127-4128	(2)	\$	400.00	(authorised by CEO S Gollan and Cr D Davis)
16 November 18	EFT 4153-4153	(1)	\$	5,994.00	(authorised by CEO S Gollan and D/Pres C Pepper)
27 November 18	EFT 4190-4190	(1)	\$	50.00	(authorised by DCEO S Marshall and Cr D White)
Total of EFT vouchers for November 2018 incl				\$	6,444.00 previously paid.

(3) **Direct Debit** Payments totalling \$ 81,703.19 previously paid.

(4) **Credit Card** Payments totalling \$ 0.00 previously paid.

NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
1696	16-Nov-2018	ACMA - Australian Comm & Media Authority	Bev North East Brigade: Land Mobile Appart Lic 252879/1, exp 10 Dec 2019	(958.00)	
1697	16-Nov-2018	ATO - Australian Tax Office	2018-10 Oct BAS Obligation	(22,574.00)	
1698	16-Nov-2018	Beverley Returned Services League Sub Branch (RSL)	Heroic Ride - 14 Oct 2018: Catering	(2,000.00)	
1699	16-Nov-2018	Telstra	2018-11 Nov Telephone Accounts	(1,579.91)	
1700	16-Nov-2018	Water Corporation	Water use - Mens Shed (Vincent St) - Service Fees: Nov - Dec 18	(44.36)	(27,156.27)
1701	30-Nov-2018	Beverley Frail Aged Lodge Inc	Community Grant: Outdoor/Gazebo Area	(3,450.00)	(3,450.00)
EFT 4129	02-Nov-2018	Beverley Dome Fuel & Hire (BDF)	4,009 L Diesel @ \$1.5388/L GST incl	(6,169.05)	
EFT 4130	02-Nov-2018	LGPA - Local Government Professionals Aust WA (LGMA)	State Conference: 7 - 9 Nov 2018 : CEO S Gollan	(1,770.00)	
EFT 4131	02-Nov-2018	Michael Wilson	2018-11 Nov: Photocopying & Delivery of the Blarney	(250.00)	(8,189.05)
EFT 4132	06-Nov-2018	AMD Chartered Accountants	Final Audit of financial statements for year ending 30 Jun 2018	(7,719.16)	
EFT 4133	06-Nov-2018	Avon Waste	2,001 Bin Collection FE 26 Oct 18 inc Recycling Bins & 1 x Recycling Collection	(8,879.40)	
EFT 4134	06-Nov-2018	Beverley Bakehouse & Cafe	Avondale Morning Tea - 25 Oct 18: Refreshments	(38.50)	
EFT 4135	06-Nov-2018	Beverley Community Resource Centre (CRC)	Visitor Centre Management Quarterly Fee	(1,250.00)	
EFT 4136	06-Nov-2018	Beverley Country Kitchen (BCK)	Council Meet - 23 Oct 2018: Catering	(530.00)	
EFT 4137	06-Nov-2018	Beverley Farm Services (BFS)	Weed Control: Chemicals	(325.05)	
EFT 4138	06-Nov-2018	Circa Contemporary Circus Ltd	Town Hall 80th Anniversary - Reclaimed Piano Performance: 2nd instalment	(3,300.00)	
EFT 4139	06-Nov-2018	Dept of Fire & Emergency Services (DFES)	2018/19 ESL fee on Shire of Beverley Properties	(3,130.08)	
EFT 4140	06-Nov-2018	Focus Networks	Computer Support: Sep & Oct 2018 Managed Services	(3,100.43)	
EFT 4141	06-Nov-2018	Hollie Smith Photography	2018 Council Photograph	(275.00)	
EFT 4142	06-Nov-2018	Hungry Sky P/L	AS12014 (LB1601) Cornerstone Bldg: Museum Displays	(32,879.00)	
EFT 4143	06-Nov-2018	In Tune Piano Service	Town Hall: Tuning of Piano, 05 Nov 2018	(250.00)	
EFT 4144	06-Nov-2018	McLeods Barristers and Solicitors	Billabong Rd (Access gate across reserve): Professional services	(1,980.55)	
EFT 4145	06-Nov-2018	PCS - Perfect Computer Solutions	Computer Support (Medical Pract): 24 - 25 Oct 17	(170.00)	
EFT 4146	06-Nov-2018	RJ Jas - All Mechanical & Electronics (Richard Jas)	Various: Repairs & Parts	(822.60)	

NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT 4147	06-Nov-2018	S & S Morrell	Airfield: Weed spraying	(892.04)	
EFT 4148	06-Nov-2018	Shazmac Plumbing	AS12001 (LBN1904) - Unit 8 Refurb: Plumbing work	(326.00)	
EFT 4149	06-Nov-2018	Toll Ipec P/L (Courier Aust)	Freight Charges: 29 Oct 2018	(10.73)	
EFT 4150	06-Nov-2018	Total Eden P/L	Rec Ground: Materials	(41.28)	
EFT 4151	06-Nov-2018	Urbis P/L	Consultancy: County Peak & Bev Pioneer Trail	(4,675.00)	
EFT 4152	06-Nov-2018	Valley Air - Valley Airconditioning & Refrigeration	Various bldgs: Summer Open Up Services	(1,707.00)	(72,301.82)
EFT 4154	16-Nov-2018	ADC Projects	AS12014 (LB1601) - Cornerstone Bldg: Liaisons with Contractor & Interior Fit Out	(5,392.20)	
EFT 4155	16-Nov-2018	AITS Specialists P/L	2018-10 Oct Fuel Tax Credits	(221.54)	
EFT 4156	16-Nov-2018	Australia Post	2018-10 OCT Postage	(512.68)	
EFT 4157	16-Nov-2018	Avon Trading Pty Ltd	2018-10 Oct Hardware purchases	(1,663.53)	
EFT 4158	16-Nov-2018	BOC Limited	2018-010 Oct - Cylinder Rental: Medical oxygen C size	(6.02)	
EFT 4159	16-Nov-2018	Beverley Dome Fuel & Hire (BDF)	4,000 L Diesel @ \$1.453/L GST incl	(5,812.00)	
EFT 4160	16-Nov-2018	Beverley Historical Society	2018/19 Donation	(1,000.00)	
EFT 4161	16-Nov-2018	Beverley Post News and Gifts	2018-10 Oct Newsagency Purchases	(676.88)	
EFT 4162	16-Nov-2018	Beverley Supermarket & Liquor (IGA)	2018-10 Oct 18 Purchases	(883.89)	
EFT 4163	16-Nov-2018	Beverley Tyre Service (BTS)	2018-10 Oct Tyre Purchases	(406.50)	
EFT 4164	16-Nov-2018	Beverley WIFE (Women in Farming Enterprises)	Community Grant: Grant Writing Workshop	(1,000.00)	
EFT 4165	16-Nov-2018	Building Commission (BSL)	Oct 18 Collections x 5 (Lics 18/19: 18, 19, 20, 21, 24)	(296.95)	
EFT 4166	16-Nov-2018	Bunnings Building Supplies P/L	Various: Hardware purchases	(648.13)	
EFT 4167	16-Nov-2018	CTA (WA) Pty Ltd	Cornerstone Bldg: Skate board deterrents	(165.00)	
EFT 4168	16-Nov-2018	CTF - Construction Training Fund (BCTIF)	Oct 18 Collections x 3 (Lics 18/19: 19, 20, 24)	(205.25)	
EFT 4169	16-Nov-2018	Country Copiers Northam	Copy Charges - iRA 8595: 04 Oct - 8 Nov 2018	(287.84)	
EFT 4170	16-Nov-2018	Digga West & Earthparts WA	Sundry Plant (PSP99): Materials	(284.24)	
EFT 4171	16-Nov-2018	Focus Networks	CEO & Exec Assist: Laptops, docking stations & dual screens	(5,113.28)	
EFT 4172	16-Nov-2018	Landgate	Valuation Fees (RUV Chargeable): 23 Jun - 14 Sep 18	(82.10)	

NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT 4173	16-Nov-2018	Merchandising Libraries Pty Ltd	Cornerstone Library: Samples of bookcase markers	(38.40)	
EFT 4174	16-Nov-2018	Merredin Telephone Services	AS12014 (LB1601) - Cornerstone Bldg: Set up for VOIP calls	(1,213.30)	
EFT 4175	16-Nov-2018	Mescal Elizabeth Stephens	Rates refund (overpayment) for Ass 1095 - 51 John Street Beverley 6304	(170.45)	
EFT 4176	16-Nov-2018	Northam & Districts Glass Service	Dead Finish Museum: Replace broken glass window	(290.40)	
EFT 4177	16-Nov-2018	Officeworks Ltd	Computer hardware	(712.00)	
EFT 4178	16-Nov-2018	Orrcon Steel	Cornerstone Bldg: Materials	(632.39)	
EFT 4179	16-Nov-2018	Perth Safety Products (PSP) P/L	Various Roads: 500 x Guide Posts	(4,950.00)	
EFT 4180	16-Nov-2018	Quairading Earthmoving	Various Roads: Gravel Pushing	(11,847.00)	
EFT 4181	16-Nov-2018	RJ Jas - All Mechanical & Electronics (Richard Jas)	Various plant: Parts & Repairs	(1,125.40)	
EFT 4182	16-Nov-2018	Staff - Daniel John Gibson	Various Bldgs: Reimbursement for materials purchased	(186.80)	
EFT 4183	16-Nov-2018	Staff - Troy R Granville	Reimbursement for Catering for BFB Training Exercise	(170.03)	
EFT 4184	16-Nov-2018	Synergy	2018-11 Nov Power Accounts	(12,701.05)	
EFT 4185	16-Nov-2018	Toll Ipec P/L (Courier Aust)	Freight Charges: 06 - 08 Nov 2018	(23.05)	
EFT 4186	16-Nov-2018	WA Contract Ranger Services	Ranger Services: 09 - 23 Oct 2018	(3,506.25)	
EFT 4187	16-Nov-2018	WALGA - WA Loc Gov Assoc	2018 Transport & Roads Forum, 16 Oct 2018: CEO S Gollan	(150.00)	
EFT 4188	16-Nov-2018	Workhouse Advertising Pty Ltd	2017/18 Annual Report: Prep for publication	(1,650.00)	
EFT 4189	16-Nov-2018	ZircoData Pty Ltd	2018-10 Oct: Storage of Archives - 141 x A1 boxes	(64.68)	(64,089.23)
EFT 4191	27-Nov-2018	RHG Contractors P/L	AS12014 (LB1601) - Cornerstone Bldg: Cabnetwork	(159,531.90)	
EFT 4192	27-Nov-2018	Shacks Holden	Asset 27013 (VP1903): 2018 Holden Colorado C/Cab CESM utility - BE000	(39,810.34)	(199,342.24)
EFT 4193	30-Nov-2018	AAA Asphalt Surfaces	Various Rural Rds: 1 Tonne Bulkabag	(1,738.00)	
EFT 4194	30-Nov-2018	AMD Chartered Accountants	Total fee for Final Audit year ending 30 Jun 2018 as per quote	(5,038.00)	
EFT 4195	30-Nov-2018	Avon Waste	2,003 Bin Collection FE 09 Nov 18 inc Recycling Bins & 1 x Recycling Collection	(4,444.55)	
EFT 4196	30-Nov-2018	Beverley Country Kitchen (BCK)	Catering: Council Meet - 27 Nov & Electors Meet - 15 Nov 2018	(528.00)	
EFT 4197	30-Nov-2018	Beverley Electrical Services (BES)	30B Dawson St: Install ceiling fans	(1,147.01)	
EFT 4198	30-Nov-2018	Beverley Gas & Plumbing	6 Barnsley St: Plumbing for kitchen renovations	(1,560.59)	

NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT 4199	30-Nov-2018	CTA (WA) Pty Ltd	Cornerstone Bldg: Skate board deterrents	(22.00)	
EFT 4200	30-Nov-2018	Felton Industries P/L	Avon River Foreshore: Replacement seating	(3,157.00)	
EFT 4201	30-Nov-2018	Flys 'R' Gone	Various Bldgs: Spraying of flies, spiders, cockroaches etc	(3,531.00)	
EFT 4202	30-Nov-2018	Focus Networks	Computer Support: 2018-11 Nov Managed Services	(1,447.77)	
EFT 4203	30-Nov-2018	Gronbek Security	AS12014 (LB1601) Cornerstone Bldg: Master Key System	(8,130.49)	
EFT 4204	30-Nov-2018	Hanson Construction Materials Pty Ltd	RRG1903 (Mawson Rd): 10mm Washed Granite	(3,445.49)	
EFT 4205	30-Nov-2018	JR & A Hersey P/L	Various Jobs: Various materials	(780.72)	
EFT 4206	30-Nov-2018	Jason Signmakers	AS12014 (LB1601) - Cornerstone Bldg: In/Out Board	(463.10)	
EFT 4207	30-Nov-2018	LGSA - Local Gov Supervisors Assoc WA Inc	2018/19 Membership (MOW - S Vincent)	(55.00)	
EFT 4208	30-Nov-2018	MAL Automotives P/L	BE594 (PBFT03): Pre Season Service & Function Check	(2,742.51)	
EFT 4209	30-Nov-2018	Shire of Brookton	18/19 Annual Honorarium - Chairperson for Wheatbelt South Regional Road Group	(100.00)	
EFT 4210	30-Nov-2018	Staff - Stefan de Beer	Reimbursement: Oct - Nov 2018 Landline and internet costs	(80.44)	
EFT 4211	30-Nov-2018	Staff - Troy R Granville	Reimbursement: BE000 (PUTE12) - Flooring materials	(91.35)	
EFT 4212	30-Nov-2018	The Two J Group P/L	Footpath Renewal - Vincent St: Paving - 1st instalment	(4,950.00)	
EFT 4213	30-Nov-2018	Toll Ipec P/L (Courier Aust)	Freight Charges: 16 Nov 2018	(10.78)	
EFT 4214	30-Nov-2018	Western Stabilisers P/L	RRG1903 (Mawson Rd): Cement Stabilisation	(46,228.60)	(89,692.40)
DD 1957.1	13-Nov-2018	Superwrap - Personal Super Plan	Superannuation contributions	(967.59)	
DD 1957.2	13-Nov-2018	WA Super	Payroll deductions	(6,765.62)	
DD 1957.3	13-Nov-2018	BT Super For Life	Superannuation contributions	(358.99)	
DD 1957.4	13-Nov-2018	MLC MasterKey Personal Super	Superannuation contributions	(91.20)	
DD 1957.5	13-Nov-2018	REST	Superannuation contributions	(180.90)	
DD 1957.6	13-Nov-2018	Colonial First State Super (Gibson Daniel)	Superannuation contributions	(215.39)	
DD 1957.7	13-Nov-2018	Cbus Super Fund	Superannuation contributions	(195.84)	
DD 1957.8	13-Nov-2018	AMP Lifetime Super	Superannuation contributions	(55.27)	(8,830.80)
DD 1974.1	27-Nov-2018	Superwrap - Personal Super Plan	Superannuation contributions	(912.49)	
DD 1974.2	27-Nov-2018	WA Super	Payroll deductions	(6,273.13)	

NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
DD 1974.3	27-Nov-2018	BT Super For Life	Superannuation contributions	(358.99)	
DD 1974.4	27-Nov-2018	MLC MasterKey Personal Super	Superannuation contributions	(91.20)	
DD 1974.5	27-Nov-2018	REST	Superannuation contributions	(171.87)	
DD 1974.6	27-Nov-2018	Colonial First State Super (Gibson Daniel)	Superannuation contributions	(215.39)	
DD 1974.7	27-Nov-2018	Cbus Super Fund	Superannuation contributions	(181.66)	
DD 1974.8	27-Nov-2018	AMP Lifetime Super	Superannuation contributions	(40.85)	(8,245.58)
39	01-Nov-2018	6 - Westnet Payments	Westnet Payments	(66.00)	(66.00)
39	05-Nov-2018	7 - CBA Merchant Fee	CBA Merchant Fee	(289.91)	(289.91)
39	07-Nov-2018	8 - ANZ Transactive Fee	ANZ Transactive Fee	(77.40)	(77.40)
39	01-Nov-2018	3 - Payments for DOT	Payments for DOT	(11,296.35)	
39	02-Nov-2018	3 - Payments for DOT	Payments for DOT	(3,998.10)	
39	05-Nov-2018	3 - Payments for DOT	Payments for DOT	(3,588.60)	
39	06-Nov-2018	3 - Payments for DOT	Payments for DOT	(5,041.40)	
39	07-Nov-2018	3 - Payments for DOT	Payments for DOT	(2,172.35)	
39	08-Nov-2018	3 - Payments for DOT	Payments for DOT	(6,575.70)	
39	09-Nov-2018	3 - Payments for DOT	Payments for DOT	(1,667.75)	
39	12-Nov-2018	3 - Payments for DOT	Payments for DOT	(4,562.40)	
39	13-Nov-2018	3 - Payments for DOT	Payments for DOT	(2,094.00)	
39	14-Nov-2018	3 - Payments for DOT	Payments for DOT	(798.85)	
39	15-Nov-2018	3 - Payments for DOT	Payments for DOT	(1,628.35)	
39	16-Nov-2018	3 - Payments for DOT	Payments for DOT	(1,097.15)	
39	19-Nov-2018	3 - Payments for DOT	Payments for DOT	(2,857.05)	
39	20-Nov-2018	3 - Payments for DOT	Payments for DOT	(1,053.90)	
39	21-Nov-2018	3 - Payments for DOT	Payments for DOT	(2,338.90)	
39	22-Nov-2018	3 - Payments for DOT	Payments for DOT	(1,401.50)	
39	23-Nov-2018	3 - Payments for DOT	Payments for DOT	(4,238.25)	
39	26-Nov-2018	3 - Payments for DOT	Payments for DOT	(1,797.20)	

NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
39	27-Nov-2018	3 - Payments for DOT	Payments for DOT	(1,234.85)	
39	28-Nov-2018	3 - Payments for DOT	Payments for DOT	(1,991.85)	
39	29-Nov-2018	3 - Payments for DOT	Payments for DOT	(2,317.80)	
39	30-Nov-2018	3 - Payments for DOT	Payments for DOT	(441.20)	(64,193.50)
PAYMENTS RAISED IN CURRENT MONTH				(545,924.20)	(545,924.20)
	01-Nov-2018	Wages & Salaries	FE - 30 Oct 2018	(53,402.49)	
	15-Nov-2018	Wages & Salaries	FE - 13 Nov 2018	(55,036.79)	
	29-Nov-2018	Wages & Salaries	FE - 27 Nov 2018	(52,989.42)	
WAGES & SALARIES				(161,428.70)	(161,428.70)
1701	30-Nov-2018	Beverley Frail Aged Lodge Inc	Community Grant: Outdoor/Gazebo Area	3,450.00	3,450.00
UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT				3,450.00	3,450.00
1693	31-Oct-2018	Cr Donald William Davis	17/18 Cr Year Remuneration: Apr - Sep 2018 (2 of 2 pymts)	(2,300.00)	
1695	31-Oct-2018	Water Corporation	2018-10 Oct Water Accounts	(7,772.60)	
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS				(10,072.60)	(10,072.60)
TRANSFERS to TRUST				0.00	0.00
OTHER AMENDMENTS/GENERAL JOURNALS				0.00	0.00

NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
	29-Nov-2018	ANZ Term Deposit	Funds transfer for investment	(2,000,000.00)	
			INVESTMENTS	(2,000,000.00)	(2,000,000.00)
TOTAL EXPENDITURE for MUNICIPAL ACCOUNT					(2,713,975.50)
CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT				0.00	
1502	27-Nov-2018	Richard Barrett-Lennard	Refund of Key & Cleaning Bond - Rec Centre Hire, Booking 15 Nov 2018 (Rec 18981)	(200.00)	
EFT 4127	02-Nov-2018	Anne Theresa Schuoler	Refund of Key & Cleaning Bond - Rec Centre Hire, Booking 27 Oct 2018 (Rec 18675)	(200.00)	
EFT 4128	02-Nov-2018	WAPF - West Australian Photographic Federation Inc	Refund of Key & Cleaning Bond - Hall Hire, Booking 31 Aug - 2 Sep 2018 (Rec 16265)	(200.00)	
EFT 4153	16-Nov-2018	Shire of Beverley	Transfer: 4 of 10 draw down ILU 49A Dawson St (D & J Paull)	(5,994.00)	
EFT 4190	27-Nov-2018	Kelsey Thompson	Refund of Gym Key Bond (Rec 13970)	(50.00)	
PAYMENTS RAISED IN CURRENT MONTH				(6,644.00)	(6,644.00)
1502	27-Nov-2018	Richard Barrett-Lennard	Refund of Key & Cleaning Bond - Rec Centre Hire, Booking 15 Nov 2018 (Rec 18981)	200.00	
PAYMENTS UNPRESENTED IN CURRENT BANK #				200.00	200.00
PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS				0.00	0.00
OTHER AMENDMENTS/GENERAL JOURNALS				0.00	0.00
TOTAL EXPENDITURE for TRUST ACCOUNT					(6,444.00)

NUM	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
TOTAL EXPENDITURE as reconciled to the NOVEMBER 2018 BANK STATEMENTS					
			Municipal Account Expenditure		(2,713,975.50)
			Trust Account Expenditure		(6,444.00)
			TOTAL EXPENDITURE for NOVEMBER 2018		(2,720,419.50)

11.3 Cornerstone Digital Display Policy

SUBMISSION TO: Ordinary Council Meeting
REPORT DATE: 29 November 2018
APPLICANT: N/A
FILE REFERENCE: ADM 0468
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Draft Cornerstone Digital Display Policy

SUMMARY

Council to consider adopting a Cornerstone Digital Display Policy to govern use of the digital display situated on Vincent Street.

BACKGROUND

As part of the Cornerstone Community Centre development a two screen digital display board was installed as a means of informing visitors and residents on district related matters and events.

An additional part of the justification of installing the sign was that it may act as another revenue stream for Council by way of selling advertising space.

COMMENT

A draft Policy regarding the use of the Cornerstone Digital Display is attached for consideration.

Encouragingly, Staff have been approached by a local business who are keen to pay for advertising on the Digital Display.

If Council is agreeable to the Cornerstone Digital Display Policy, the proposed advertising fee will need to be endorsed by absolute majority and advertised as per the *Section 6.19* of the *Local Government Act 1995*.

STATUTORY ENVIRONMENT

The *Local Government Act 1995* provides the following regarding fees and charges:

6.16 Imposition of fees and charges

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

* *Absolute majority required.*

- (2) A fee or charge may be imposed for the following —
- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
 - (b) supplying a service or carrying out work at the request of a person;
 - (c) subject to section 5.94, providing information from local government records;
 - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;

- (e) supplying goods;
 - (f) such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
- (a) imposed* during a financial year; and
 - (b) amended* from time to time during a financial year.
- * *Absolute majority required.*

6.17 Setting level of fees and charges

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —
- (a) the cost to the local government of providing the service or goods; and
 - (b) the importance of the service or goods to the community; and
 - (c) the price at which the service or goods could be provided by an alternative provider.
- (2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.
- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —
- (a) under section 5.96; or
 - (b) under section 6.16(2)(d); or
 - (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.
- (4) Regulations may —
- (a) prohibit the imposition of a fee or charge in prescribed circumstances; or
 - (b) limit the amount of a fee or charge in prescribed circumstances.

6.18 Effect of other written laws

- (1) If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —
- (a) determine an amount that is inconsistent with the amount determined under the other written law; or
 - (b) charge a fee or charge in addition to the amount determined by or under the other written law.
- (2) A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.

6.19 Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges be imposed.

FINANCIAL IMPLICATIONS

Unbudgeted Revenue

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

New Policy – Cornerstone Digital Signage

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That

1. the Cornerstone Digital Display Policy be adopted;
2. the fee for digital advertising be set at \$50 for once off set up cost and \$50 per month for one 10 second display in a four minute cycle as a minimum.
3. The imposition of the Digital Display Advertising Fee be advertised in the Beverley Blarney and on the Shire of Beverley website as per Section 6.19 of the *Local Government Act 1995*.

Attachment 11.3

3.15 Cornerstone Digital Display

Policy Type:	Community
Date Adopted:	

Policy No:	C018
Date Last Reviewed:	

Legal (Parent):
1.

Legal (Subsidiary):
1.

ADOPTED POLICY	
Title:	USE OF THE CORNERSTONE DIGITAL DISPLAY
Objective:	To provide guidance regarding the utilisation of the Cornerstone Digital Display facing Vincent Street.

Policy

The intended use of the Cornerstone Digital Display is that it be used as a communication tool to inform visitors and residents of relevant local information and details of local events.

Only information relevant to the Beverley district is to be displayed on the Cornerstone Digital Display.

Information allowable to be displayed is as follows:

- The date and time;
- Local temperature;
- Shire Of Beverley Information Notices;
- Community Resource Centre Information Notices;
- Total Fire Ban/Harvest Ban Alerts;
- Holiday wishes limited to Easter and Christmas; and
- Information regarding Community Not For Profit Events.

Further, advertising on the Cornerstone Digital Display is allowable pursuant to the following conditions:

- The Advertising is of a local business; or
- The Advertising for a local profit generating Event; and
- A fee of \$50 ex GST for set up and maintenance and \$50 ex GST per calendar month (paid in advance) to display is paid.

Community information and paid advertising display will run on a continuous loop between 6.00am and 8.00pm, being the operating period (total 14 hours).

A display will run for a maximum of 10 seconds.

Attachment 11.3

A loop will be for a maximum of 4 minutes or 24 10 second displays per screen.

The minimum exposure per display over the operating time will be 210 times shown during the operating period.

No alteration or discount will be applied to the fee chargeable for paid advertising in the event of reduced exposure from short term (less than 24 hour) power outages or equipment failure.

For outages lasting longer than 24 hours a pro rata refund will be applied to each additional outage hour over 24 hours based on a 28 day month (392 operating hours).

Refund calculation = $\$50/392 = \0.13 ex GST per outage hour over 24 hours.

The Shire of Beverley will be responsible for managing, updating and programming the Cornerstone Digital Display.

The Chief Executive Officer is to determine suitability of display items and approve displays at their discretion.

11.4 Fun 2 B Kids Lease Agreement

SUBMISSION TO: 18 December 2018 Ordinary Council Meeting
REPORT DATE: 13 December 2018
APPLICANT: Fun 2 B Kids (Mrs Mari Tita)
FILE REFERENCE: N/A
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to consider approving the change of effective date of the commercial space lease agreement between the Shire of Beverley and Fun 2 B Kids.

BACKGROUND

In November 2018 Mrs Mari Tita and Mrs Maryka De Beer on behalf of Fun 2 B Kids entered into a lease agreement with the Shire of Beverley to secure commercial space in the Cornerstone building.

Prior to this, concern regarding Council's asking lease rate from Fun 2 B Kids was raised, it was agreed that a discount of 50% for the first three months of the lease would be applied.

This has consequently been passed on to the other commercial tenants of the Cornerstone building.

COMMENT

At the 28 November Ordinary Council meeting there was informal discussion regarding allowing flexible use and charge arrangements of \$70 per day for Fun 2 B Kids to begin operating before the effective date of the lease agreement being 20 December 2018 and for this flexible arrangement to continue until Mrs De Beer's return from holidays in early January 2019.

Agreed dates at \$70 per day are as follows:

Monday 17 December 2018;
Thursday 20 December 2018;
Friday 21 December 2018;
Thursday 27 December 2018;
Friday 28 December 2018; and
Friday 4 January 2019.

With the consensus being in favour of allowing the flexible arrangement, staff undertook to forward permission to Fun 2 B Kids to operate outside of their lease agreement on a flexible basis until Mrs De Beer's return. The revised effective date of the lease agreement was to be 7 January 2018 from which date the lease payments for the Fun 2 B Kids area would progress.

Following receipt of this advice Mrs Tita requested that the effective date of the lease agreement be made 4 February 2018.

Further Mrs Tita has requested that Fun 2 B Kids have use of the adjoining outdoor area when that space is not being used by others.

The current outdoor play area, which will be used by Fun 2 B Kids, was modified at Council's expense to "make safe" for children to occupy, however it is claimed by Mrs Tita that no additional work would need to be undertaken in the additional adjoining area if Fun 2 B Kids was to utilise this space as well.

Use of the adjoining area is not currently included in the existing executed lease agreement.

STATUTORY ENVIRONMENT

Subdivision 2 – Fees and Charges of the *Local Government Act 1995*.

FINANCIAL IMPLICATIONS

No income from lease charges for the designated Fun 2 B Kids area for the month of January 2019 that would otherwise total \$700.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That;

1. Fun 2 B Kids be allowed to operate under a flexible lease arrangement of \$70 inc GST per day for the following days:

Monday 17 December 2018;
Thursday 20 December 2018;
Friday 21 December 2018;
Thursday 27 December 2018;
Friday 28 December 2018; and
Friday 4 January 2019.
2. the request to include the use of the adjoining outdoor area, being the conference outdoor area, for the use by Fun 2 B Kids in the conduct of their operations, be declined.
3. the existing lease agreement between the Shire of Beverley and Fun 2 B Kids with an effective date of 20 December 2018 be cancelled and a revised agreement with an effective date of 4 February 2019 be entered into.

11.5 BPAY for Payments

SUBMISSION TO: Ordinary Council Meeting 18 December 2018
REPORT DATE: 12 December 2018
APPLICANT: N/A
FILE REFERENCE: ADM 0275
AUTHOR: N.J. Ashworth, Finance Officer
ATTACHMENTS: BPAY Quotes (under separate cover)

SUMMARY

Council to consider providing a BPAY payment option for Ratepayers and Debtors.

BACKGROUND

At present the options to receive payments are; payment over the counter (Cash/Cheque/EFTPOS), credit card payments over the phone; payment by mail (Cheque) and Electronic Fund Transfer (EFT Internet Banking).

COMMENT

Staff have investigated the costs involved with initiating the BPAY service. The costs are as follows –

BPAY Fees:

\$90 Setup Fee;

0.75c per transaction;

Minimum Monthly Merchant Service Fee \$29.00 (per month);

Merchant Service Fee (credit card transactions only) 1% per transaction.

The current fees we are paying for EFTPOS and Credit Transactions from Commonwealth Bank range between \$0.48 to \$1.10 per transaction. The monthly merchant fee is \$29.50.

ITVISION Costs:

SynergySoft BPAY Unit	\$1,092.00
Set up and Assistance - Rates	\$472.00
Set up and Assistance Debtors	\$236.00
Total	\$1,737.00 ex GST

Given feedback from other Local Governments, it would seem that following implementation, the BPAY method of payment seems to become the most popular.

The benefit of the BPAY method is that staff time will be saved as the Rates Officer will only have to carry out one process daily where as currently all EFT receipts need to be receipted and allocated into the system individually. If Council is agreeable to the BPAY option, the EFT option will be removed from notices and invoices.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

\$90.00 Set up fee, \$29.00 per month + \$0.75 per transaction

\$1,737.00 Module and Set Up Costs for Rates and Debtors payment systems.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That the BPAY payment system be implemented as an additional payment method for rate and debtor accounts.

12. ADMINISTRATION

12.1 Disability Access and Inclusion Plan 2018-2023

SUBMISSION TO: Ordinary Council Meeting 18 December 2018
REPORT DATE: 4 December 2018
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0048
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Draft Disability Access and Inclusion Plan 2018-2023
(under separate cover)

SUMMARY

Council to adopt the Disability Access and Inclusion Plan 2018-2023 as attached.

BACKGROUND

In July 2013 Council adopted the 2013-2018 Disability Access and Inclusion Plan (DAIP). The *Disability Services Act 1993* requires that DAIP's are to be reviewed every 5 years.

COMMENT

A desk top review of the 2013-2018 DAIP was completed in July 2018. The review included analysis of which tasks in the 2013-2018 DAIP were completed, incomplete, achieved and successful or achieved but unsuccessful.

Staff then prepared a Community Questionnaire Survey based on the seven desired outcome areas of the Disability Services Act. The survey was available online and mailed out to households with the annual rates. The survey ran from 6 August to 28 September 2018, with a total of 46 responses received.

Many of the results and comments from the survey were placed in the final draft 2018-2023 DAIP. The draft DAIP was available for public comment and was also reviewed one last time at a Community Forum on 16 November 2018.

After the last changes were made at the Community Forum, the draft DAIP was sent to Disability Services for comment. Disability Services were pleased with the draft DAIP and suggested some minor date changes.

Council were provided the draft DAIP at the 27 November 2018 Council Briefing, no further changes or amendments were requested.

STATUTORY ENVIRONMENT

The *Disability Services Act 1993* (amended 2004). Requires that West Australian public authorities develop and implement a Disability Access and Inclusion Plan. The Act makes these plans mandatory and prescribes their development, implementation and reporting.

FINANCIAL IMPLICATIONS

The DAIP identifies that any major tasks will need to be planned and costed through the Long Term Financial Plan and annual budgeting process.

STRATEGIC IMPLICATIONS

Goal 8: Beverley continues to be an inclusive, friendly and caring community
Goal 9: We have a healthy and safe community
Strategy 9.3 Continue to improve our facilities and assets for inclusive access

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopt the Disability Access and Inclusion Plan 2018-2023 as presented.

12.2 Use of the Common Seal

SUBMISSION TO: Ordinary Council Meeting 18 December 2018
REPORT DATE: 11 December 2018
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0256
AUTHOR: S.P. Gollan, Chief Executive Officer
ATTACHMENTS: Nil

SUMMARY

Council to endorse the use of the Common Seal.

BACKGROUND

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

COMMENT

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

1. Resolution pages of the Shire of Beverley Local Planning Scheme No.3 for the Department of Planning, Lands and Heritage.

STATUTORY ENVIRONMENT

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

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

- (6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.
- (7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Delegation EO-D010

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

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

1. Resolution pages of the Shire of Beverley Local Planning Scheme No.3 for the Department of Planning, Lands and Heritage.

12.3 Beverley CRC Building Agreement

SUBMISSION TO: Ordinary Council Meeting 18 December 2018
REPORT DATE: 13 December 2018
APPLICANT: Shire of Beverley
FILE REFERENCE: ADM 0532
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: Original CRC Building Agreement
Proposed Amended CRC Building Agreement

SUMMARY

Council to consider endorsing several amendments to the Building Agreement between the Shire of Beverley and the Beverley Community Resource Centre for the Cornerstone Building.

BACKGROUND

At a Special Meeting 17 October 2017, Council adopted the attached Management Agreement between the Shire of Beverley and Beverley Community Resource Centre for the management and operation of the Cornerstone Building.

The Agreement was signed by both parties and was to come into effect on 1 July 2018. Due to delays with the building and fit out, the CRC were unable to move in until late October 2018 and the 1 July 2018 date was not executed.

At an informal meeting at the Cornerstone Building on 3 October 2018 between Shire Staff and the CRC Management Committee, both parties agreed, subject to Council approval and endorsement, to make the new date 1 November 2018. This was endorsed by Council at the October 2018, but due to other commitments the CEO and CRC Chair were unable to meet prior to 1 November 2018.

COMMENT

The Beverley CRC has now been operational in the Cornerstone Building for just over a month and an informal meeting between Shire Staff and CRC Staff was agreed to on Wednesday 5 December 2018 to iron out a few issues with the Agreement and practicalities of the day to day running.

The suggested amendments to the agreement after the 5 December meeting (see attachment):

- Staff from both the CRC and Shire agreed that the CRC will take booking for the function room, but the hirer will be invoiced direct by the Shire of Beverley.
- The CRC will be responsible for the cleaning of the exclusive and shared zones, including exterior windows and may hire or contract who they wish.
- The agreement to state that all costs mentioned are ex GST.
- The new start date of the agreement to be 1 January 2019 and the agreement will continue to be reviewed annually by both parties.

The amended agreement was sent to the Beverley CRC Committee who met Wednesday 12 December. Their suggested amendments:

~~3.5 be responsible for the cleaning of the exclusive and shared spaces including external windows.~~

3.5 be responsible for cleaning the interior of the building with the costs associated based on the ratios detailed in Annexure 'B' being:

- a) CRC 50%; and,
- b) the Shire 50%.

~~4.6 d) All gardening and external maintenance associated with the Building.~~

4.6 d) All gardening and external maintenance associated with the Building and the cleaning of all windows.

~~5.4 The Shire shall pay the CRC an amount of \$25,000 pa ex GST in monthly instalments in arrears to assist with the employment of a suitable person to act as librarian.~~

5.4 The Shire shall pay the CRC an amount of \$25,000 pa ex GST in monthly instalments in arrears **advance** to assist with the employment of a suitable person to act as librarian.

~~6.3 The initial fee payable to the CRC at 6.2 shall be \$5,000 pa ex GST payable quarterly in arrears.~~

6.3 The initial fee payable to the CRC at 6.2 shall be \$5,000 pa ex GST payable quarterly in arrears **advance**.

Council are requested to advise if the suggested amendments are acceptable.

STATUTORY ENVIRONMENT

N/A

FINANCIAL IMPLICATIONS

As per the attached agreement.

STRATEGIC IMPLICATIONS

Goal 5: Existing businesses can grow in Beverley and new businesses are attracted.
Strategy 5.2: Together with the Community Resource Centre we engage with businesses across the Shire to achieve common strategic goals.

POLICY IMPLICATIONS

N/A

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council;

1. endorse the amended Building Agreement between the Shire of Beverley and the Beverley Community Resource Centre as presented by Shire Staff;
2. include the suggested amendments by the CRC Committee into the amended Building Agreement; and
3. authorise the Chief Executive Officer to execute the agreement with a commencement date of 1 January 2019

Attachment 12.3 – Original Agreement

BUILDING AGREEMENT

For

THE CORNERSTONE BUILDING

Between

The Shire of Beverley

And

The Beverley Community Resource Centre Inc.

Attachment 12.3 – Original Agreement

This agreement between the Shire of Beverley ("the Shire") and the Beverley Community Resource Centre Inc ("the CRC"), described as the Building Agreement, is for the lease of certain parts of the Building to the CRC, and for the arrangement of the CRC to manage the Building on behalf of the Shire.

1. DEFINITIONS.

- 1.1 The Building** means the building known as Cornerstone being the building located on the corner of Vincent Street and Dawson Street, Beverley, Western Australia.
- 1.2 The Shire** means the Shire of Beverley.
- 1.3 The CRC** means the Beverley Community Resource Centre Incorporated; a not-for-profit body incorporated under the *Associations Incorporation Act 2015 (WA)* and is a Tier 1 association.
- 1.4 The Agreement** means the Building Agreement between the Shire and the CRC which shall include the leasing and management of the Building.
- 1.5 Anniversary Date** means the date on which the Agreement is signed by the Shire and CRC and comes into effect as per Clause 7.
- 1.6 Hire** means the use of a facility within the Building on a daily basis.
- 1.7 Lease** means the use of a facility within the Building for periods longer than a daily basis.

2. THE AGREEMENT.

The Shire will construct the Building and agrees to enter into an agreement with the CRC to enter into the Building as a Lessee and to manage the Building on behalf of the Shire.

3. LEASE.

The CRC shall:

- 3.1** have exclusive use of certain space (the areas shaded yellow in the view of the Building in annexure 'A') of the Building totalling approximately **136** square metres.
- 3.2** have use of the shared space (the areas shaded green in the view of the Building in annexure 'B').
- 3.3** pay the Shire a lease fee of \$12,000.00 pa to be paid monthly in advance and such fee shall be reviewed annually at the Anniversary Date and shall be increased by no more than CPI Perth.
- 3.4** pay utility charges for electricity and water and cleaning charges based upon the area the CRC occupy as to the total area of the Building under the roof area. The Shire shall bill the CRC quarterly in arrears.

Attachment 12.3 – Original Agreement

4. MANAGEMENT.

- 4.1 The Shire shall pay the CRC a fee to manage the Building on behalf of the Shire and the fee shall be \$8,500.00 pa to be paid quarterly in arrears and such management fee shall be reviewed annually at the Anniversary Date and shall be increased by no more than CPI Perth.
- 4.2 The CRC will take bookings from parties for the hire of the offices, meeting/conference rooms and collect all monies which shall be reconciled to the Shire on a monthly basis.
- 4.3 The CRC will take enquiries from parties desiring to lease the offices and crèche within the Building (barring the offices within the CRC dedicated use area) and pass the details to Shire who shall finalise any arrangement and collect all monies.
- 4.4 The CRC shall offer such reasonable assistance as required by parties hiring or using offices or meeting rooms but not so as to impinge upon their right to charge fees for any of the normal services the CRC provides in their normal course of business.
- 4.5 The CRC shall promote the use of the building and its features on its website and such other material used to advertise the CRC's services.
- 4.6 The Shire shall be responsible for:
 - a) The insurance of the Building and all contents except those the property of the CRC;
 - b) Insurance associated with public risk as per Local Government requirements; the CRC will be required to maintain public risk insurance for conduct of their own business;
 - c) All repairs and maintenance associated with the Building incurred through normal use;
 - d) All gardening associated with the Building;
 - e) All reasonable refuse management expenses associated with the Building.

5. LIBRARY

- 5.1 The CRC shall be responsible to manage the Library and employ such suitable people as required, maintaining current library opening hours as a minimum.
- 5.2 The management of the Library includes the recording of loaning out of materials and recording the return of same.
- 5.3 The CRC shall liaise with the State Library on the requirements for the Library from time to time.
- 5.4 The Shire shall pay the CRC an amount of \$25,000 pa in monthly instalments in arrears to assist with the employment of a suitable person to act as librarian.

Attachment 12.3 – Original Agreement

- 5.5 The payment to assist with the employment of a suitable person to act as librarian shall be reviewed annually on the Anniversary Date and such fee shall be increased by no more than CPI Perth.

6. Beverley Visitor Centre.



- 6.1 The CRC shall manage the area dedicated as the Beverley Visitor Centre which the CRC will keep open during the working hours of the CRC being 8:30am to 4:00pm five days a week from Monday to Friday except for Public Holidays.
- 6.2 The Shire shall pay to the CRC a financial contribution to assist the management of the Beverley Visitor Centre.
- 6.3 The initial fee payable to the CRC at 6.2 shall be \$5,000 pa payable quarterly in arrears.
- 6.4 The contribution at 6.3 shall be reviewed annually on the Anniversary Date and such contribution shall be increased by no more than CPI Perth.
- 6.5 The CRC are encouraged to enable a process to have the Visitor Centre remain open on weekends and public holidays which aligns with the Beverley Tourism Framework.
- 6.6 The sale of merchandise in the Beverley Visitor Centre is at the discretion of the Beverley CRC.

7. EFFECTIVE DATE OF AGREEMENT.

This Agreement shall not come into effect until the Shire notifies the CRC in writing that it has received the rights to the occupancy and exclusive use of the Building from the builder and such other parties to the construction as may be, but commencement date shall not be later than 1 July 2018 and shall remain in force for 10 years from this date. It is understood by both parties that this document be reviewed annually.

**Signed for and on behalf of The Shire
of Beverley:**

**Signed for and on behalf of Beverley
Community Resource Centre Inc:**

	
Chief Executive Officer	Chairman
<u>18.10.17</u>	<u>13.10.2017</u>
DATE	DATE

Attachment 12.3 – Proposed amended Agreement after informal meeting

BUILDING AGREEMENT

For

THE CORNERSTONE BUILDING

Between

The Shire of Beverley

And

The Beverley Community Resource Centre Inc.

Attachment 12.3 – Proposed amended Agreement after informal meeting

This agreement between the Shire of Beverley ("the Shire") and the Beverley Community Resource Centre Inc ("the CRC"), described as the Building Agreement, is for the lease of certain parts of the Building to the CRC, and for the arrangement of the CRC to manage the Building on behalf of the Shire.

1. DEFINITIONS.

- 1.1 **The Building** means the building known as Cornerstone being the building located on the corner of Vincent Street and Dawson Street, Beverley, Western Australia.
- 1.2 **The Shire** means the Shire of Beverley.
- 1.3 **The CRC** means the Beverley Community Resource Centre Incorporated; a not-for-profit body incorporated under the *Associations Incorporation Act 2015 (WA)* and is a Tier 1 association.
- 1.4 **The Agreement** means the Building Agreement between the Shire and the CRC which shall include the leasing and management of the Building.
- 1.5 **Anniversary Date** means the date on which the Agreement is signed by the Shire and CRC and comes into effect as per Clause 7.
- 1.6 **Hire** means the use of a facility within the Building on a daily basis.
- 1.7 **Lease** means the use of a facility within the Building for periods longer than a daily basis.

2. THE AGREEMENT.

The Shire will construct the Building and agrees to enter into an agreement with the CRC to enter into the Building as a Lessee and to manage the Building on behalf of the Shire.

3. LEASE.

The CRC shall:

- 3.1 have exclusive use of certain space (the areas shaded yellow in annexure 'A') of the Building totalling approximately 122 square metres.
- 3.2 have use of the shared space (the areas shaded green in annexure 'A').
- 3.3 pay the Shire a lease fee of \$12,000.00 pa **ex GST** to be paid monthly in advance and such fee shall be reviewed annually at the Anniversary Date and shall be increased by no more than CPI Perth.
- 3.4 pay utility charges for **electricity and water based** upon the area the CRC occupy as to the total area of the Building under the roof area. The Shire shall bill the CRC quarterly in arrears.

Attachment 12.3 – Proposed amended Agreement after informal meeting

- 3.5 be responsible for the cleaning of the exclusive and shared spaces including external windows.

4. MANAGEMENT.

- 4.1 The Shire shall pay the CRC a fee to manage the Building on behalf of the Shire and the fee shall be \$8,500.00 pa ex GST to be paid quarterly in arrears and such management fee shall be reviewed annually at the Anniversary Date and shall be increased by no more than CPI Perth.
- 4.2 The CRC will take bookings from parties for the hire meeting/conference rooms.
- 4.3 The CRC will fill out a booking form for the Shire to directly invoice the hirer.
- 4.4 The CRC will take enquiries from parties desiring to lease the commercial areas within the Building and pass the details to Shire who shall finalise any arrangement and collect all monies.
- 4.4 The CRC shall offer such reasonable assistance as required by parties hiring or using offices or meeting rooms but not so as to impinge upon their right to charge fees for any of the normal services the CRC provides in their normal course of business.
- 4.5 The CRC shall promote the use of the building and its features on its website and such other material used to advertise the CRC's services.
- 4.6 The Shire shall be responsible for:
- a) The insurance of the Building and all contents except those the property of the CRC;
 - b) Insurance associated with public risk as per Local Government requirements; the CRC will be required to maintain public risk insurance for conduct of their own business;
 - c) All repairs and maintenance associated with the Building incurred through normal use;
 - d) All gardening and external maintenance associated with the Building;
 - e) All reasonable refuse management expenses associated with the Building.

5. LIBRARY

- 5.1 The CRC shall be responsible to manage the Library and employ such suitable people as required, maintaining current library opening hours as a minimum.
- 5.2 The management of the Library includes the recording of loaning out of materials and recording the return of same.
- 5.3 The CRC shall liaise with the State Library on the requirements for the Library from time to time.

Attachment 12.3 – Proposed amended Agreement after informal meeting

- 5.4 The Shire shall pay the CRC an amount of \$25,000 pa **ex GST** in monthly instalments in arrears to assist with the employment of a suitable person to act as librarian.
- 5.5 The payment to assist with the employment of a suitable person to act as librarian shall be reviewed annually on the Anniversary Date and such fee shall be increased by no more than CPI Perth.

6. Beverley Visitor Centre.

- 6.1 The CRC shall manage the area dedicated as the Beverley Visitor Centre which the CRC will keep open during the working hours of the CRC being 8:30am to 4:00pm five days a week from Monday to Friday except for Public Holidays.
- 6.2 The Shire shall pay to the CRC a financial contribution to assist the management of the Beverley Visitor Centre.
- 6.3 The initial fee payable to the CRC at 6.2 shall be \$5,000 pa **ex GST** payable quarterly in arrears.
- 6.4 The contribution at 6.3 shall be reviewed annually on the Anniversary Date and such contribution shall be increased by no more than CPI Perth.
- 6.5 The CRC are encouraged to enable a process to have the Visitor Centre remain open on weekends and public holidays which aligns with the Beverley Tourism Framework.
- 6.6 The sale of merchandise in the Beverley Visitor Centre is at the discretion of the Beverley CRC.

7. EFFECTIVE DATE OF AGREEMENT.

This Agreement shall not come into effect until the Shire notifies the CRC in writing that it has received the rights to the occupancy and exclusive use of the Building from the builder and such other parties to the construction as may be, but commencement date shall not be later than **1 January 2019** and shall remain in force for 10 years from this date. It is understood by both parties that this document be reviewed annually.

**Signed for and on behalf of The Shire
of Beverley:**

**Signed for and on behalf of Beverley
Community Resource Centre Inc:**

Chief Executive Officer

Chairman

DATE

DATE

Attachment 12.3 – Proposed amended Agreement after informal meeting



Attachment 12.3 – Proposed amended Agreement with CRC amendments

BUILDING AGREEMENT

For

THE CORNERSTONE BUILDING

Between

The Shire of Beverley

And

The Beverley Community Resource Centre Inc.

Attachment 12.3 – Proposed amended Agreement with CRC amendments

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- 1.3 **The CRC** means the Beverley Community Resource Centre Incorporated; a not-for-profit body incorporated under the *Associations Incorporation Act 2015 (WA)* and is a Tier 1 association.
- 1.4 **The Agreement** means the Building Agreement between the Shire and the CRC which shall include the leasing and management of the Building.
- 1.5 **Anniversary Date** means the date on which the Agreement is signed by the Shire and CRC and comes into effect as per Clause 7.
- 1.6 **Hire** means the use of a facility within the Building on a daily basis.
- 1.7 **Lease** means the use of a facility within the Building for periods longer than a daily basis.

2. THE AGREEMENT.

The Shire will construct the Building and agrees to enter into an agreement with the CRC to enter into the Building as a Lessee and to manage the Building on behalf of the Shire.

3. LEASE.

The CRC shall:

- 3.1 have exclusive use of certain space (the areas shaded yellow in annexure ‘A’) of the Building totalling approximately 122 square metres.
- 3.2 have use of the shared space (the areas shaded green in annexure ‘B’).
- 3.3 pay the Shire a lease fee of \$12,000.00 pa **ex GST** to be paid monthly in advance and such fee shall be reviewed annually at the Anniversary Date and shall be increased by no more than CPI Perth.
- 3.4 pay utility charges for **electricity and water based** upon the area the CRC occupy as to the total area of the Building under the roof area. The Shire shall bill the CRC quarterly in arrears.

Attachment 12.3 – Proposed amended Agreement with CRC amendments

- 3.5 be responsible for cleaning the interior of the building with the costs associated based on the ratios detailed in Annexure 'B' being:
- a) CRC 50%; and
 - b) the Shire 50%.

4. MANAGEMENT.

- 4.1 The Shire shall pay the CRC a fee to manage the Building on behalf of the Shire and the fee shall be \$8,500.00 pa ex GST to be paid quarterly in arrears and such management fee shall be reviewed annually at the Anniversary Date and shall be increased by no more than CPI Perth.
- 4.2 The CRC will take bookings from parties for the hire meeting/conference rooms.
- 4.3 The CRC will fill out a booking form for the Shire to directly invoice the hirer.
- 4.4 The CRC will take enquiries from parties desiring to lease the commercial areas within the Building and pass the details to Shire who shall finalise any arrangement and collect all monies.
- 4.4 The CRC shall offer such reasonable assistance as required by parties hiring or using offices or meeting rooms but not so as to impinge upon their right to charge fees for any of the normal services the CRC provides in their normal course of business.
- 4.5 The CRC shall promote the use of the building and its features on its website and such other material used to advertise the CRC's services.
- 4.6 The Shire shall be responsible for:
- a) The insurance of the Building and all contents except those the property of the CRC;
 - b) Insurance associated with public risk as per Local Government requirements; the CRC will be required to maintain public risk insurance for conduct of their own business;
 - c) All repairs and maintenance associated with the Building incurred through normal use;
 - d) All gardening and external maintenance associated with the Building and the cleaning of all windows;
 - e) All reasonable refuse management expenses associated with the Building.

Attachment 12.3 – Proposed amended Agreement with CRC amendments

5. LIBRARY

- 5.1 The CRC shall be responsible to manage the Library and employ such suitable people as required, maintaining current library opening hours as a minimum.
- 5.2 The management of the Library includes the recording of loaning out of materials and recording the return of same.
- 5.3 The CRC shall liaise with the State Library on the requirements for the Library from time to time.
- 5.4 The Shire shall pay the CRC an amount of \$25,000 pa **ex GST** in monthly instalments in **advance** to assist with the employment of a suitable person to act as librarian.
- 5.5 The payment to assist with the employment of a suitable person to act as librarian shall be reviewed annually on the Anniversary Date and such fee shall be increased by no more than CPI Perth.

6. Beverley Visitor Centre.

- 6.1 The CRC shall manage the area dedicated as the Beverley Visitor Centre which the CRC will keep open during the working hours of the CRC being 8:30am to 4:00pm five days a week from Monday to Friday except for Public Holidays.
- 6.2 The Shire shall pay to the CRC a financial contribution to assist the management of the Beverley Visitor Centre.
- 6.3 The initial fee payable to the CRC at **6.2** shall be \$5,000 pa **ex GST** payable quarterly in **advance**.
- 6.4 The contribution at **6.3** shall be reviewed annually on the Anniversary Date and such contribution shall be increased by no more than CPI Perth.
- 6.5 The CRC are encouraged to enable a process to have the Visitor Centre remain open on weekends and public holidays which aligns with the Beverley Tourism Framework.
- 6.6 The sale of merchandise in the Beverley Visitor Centre is at the discretion of the Beverley CRC.

Attachment 12.3 – Proposed amended Agreement with CRC amendments

7. EFFECTIVE DATE OF AGREEMENT.

This Agreement shall not come into effect until the Shire notifies the CRC in writing that it has received the rights to the occupancy and exclusive use of the Building from the builder and such other parties to the construction as may be, but commencement date shall not be later than 1 January 2019 and shall remain in force for 10 years from this date. It is understood by both parties that this document be reviewed annually.

**Signed for and on behalf of The Shire
of Beverley:**

**Signed for and on behalf of Beverley
Community Resource Centre Inc:**

Chief Executive Officer

Chairman

DATE

DATE

13. NEW BUSINESS ARISING BY ORDER OF THE MEETING

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

14. CLOSURE

The Chairman to declare the meeting closed.



COVENEY
BROWNE
DESIGN

RESIDENTIAL - COMMERCIAL - INTERIORS

p 08 9295 0358 m 0415 828 183
e irene@coveneybrowne.com.au
w www.coveneybrowne.com.au

Attn: Stefan de Beer
Planning Department
Shire of Beverley
136 Vincent Street
Beverley, WA 6304

19-11-18

Re: Application for Development Approval for proposed new house, new septic system, new shed, 2 new rainwater tanks and amended building envelope.

Dear Stefan,

Please find enclosed the following documentation in support of our Application for Development Approval for the above project. Our client will make payment for this application by arrangement.

1. Completed Application for Planning Consent Form
2. Feature and Contour Survey of the proposed site
3. 3D rendered image of the proposed new house
4. Proposed new shed details from Shed Boss
5. 3 copies of the following drawings:
 - A01.00 - Proposed Site Plan
 - A02.00 - Proposed Floor Plan
 - A02.01 - Proposed Roof Plan
 - A03.00 - Proposed Elevations
 - A04.00 - Proposed Sections

Proposal

The proposed development includes the construction of a new single storey house, a new shed & 2 new rainwater tanks. The proposed tanks will be CT30's from Heritage Tanks Tank measuring 2.27m high x 8.6m diameter. The new shed & tanks will both have sheet metal cladding in Colorbond Monument colour.

Site Information

The site is zoned Rural Residential with a lot area of 5 acres. There is an existing building envelope on the site. It is not located within a Bushfire Prone Area.

New house

The Shire of Beverley's "Development Approval Procedure & Requirements" document states that Development Approval is not required for a single dwelling in Rural Residential Zones that complies with the requirements of Town Planning Scheme 2 & the Residential Design Codes. All work has been designed in accordance with the Scheme and the Residential Design Codes of Western Australia & there are no proposed variations.

In response to our previous conversation regarding your concern about the use of zincalume cladding for part of the exterior of the house I refer to the enclosed 3D rendered image of the house which has been prepared to illustrate the high quality of design & finish intended. The materials & finishes proposed are similar to our Passive Solar House in Stoneville which won the 2017 BDAWA Design Award for *Best Residential Design under \$500,000*. We believe the use of zincalume cladding is a very appropriate aesthetic for the location, drawing inspiration from the Australian vernacular architecture with traditional lightweight sheet materials offset against the richness of natural timber & rustic brickwork. Numerous examples of zincalume cladding & roofing can be seen throughout the town & the proposed house would contribute most positively to the amenity of the locality.

There is specific reference in your Outbuildings Policy that structures shall not be finished with zincalume however we can find no reference to the use of zincalume as an external finish for housing in the Shire's Town Planning Scheme text therefore we respectfully request that you consider this application favourably without the need to present to council to avoid additional delays & expense to our client.

Amended Envelope

The existing envelope was proposed by the land owner & measures 35m x 45m with a total area of 1575m² which is smaller than envelopes on neighbouring properties. The original envelope was amended & reduced to this size by our client at the time of the land was purchased as they did not realise that all development; including shed & tanks; had to be situated within the envelope. They would like to modify & increase this envelope so that it can accommodate the house, shed & tanks comfortably & so that they can be situated to maximise views, privacy & passive solar gain.

The proposed amended envelope has an area of 2000m² with a minimum setback of 10m from any lot boundary. The proposed amendments will have no impact on existing vegetation or the amenity of neighbouring properties.

I trust the enclosed information is all you require but if you have any queries please don't hesitate to call.

Best regards,

Irene Coveney

Dip Arch B Arch Sc AccMBDWA

Director

COVENEY BROWNE DESIGN

PLAN OF FEATURE SURVEY

53 Simmons Road
Beverley 5304

OR and KM Horrocks

NOTATIONS

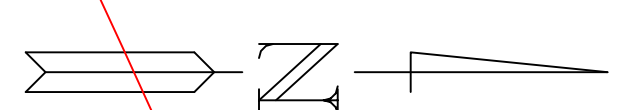
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CGRS services on 15-11-2017. Heights have not been calibrated onto Permanent Merks.
Levels shown thus: 0.2m
Contour Interval: 0.2m

Approximate depth of excavation
from natural surface
Temporary Street Mark (TSM)

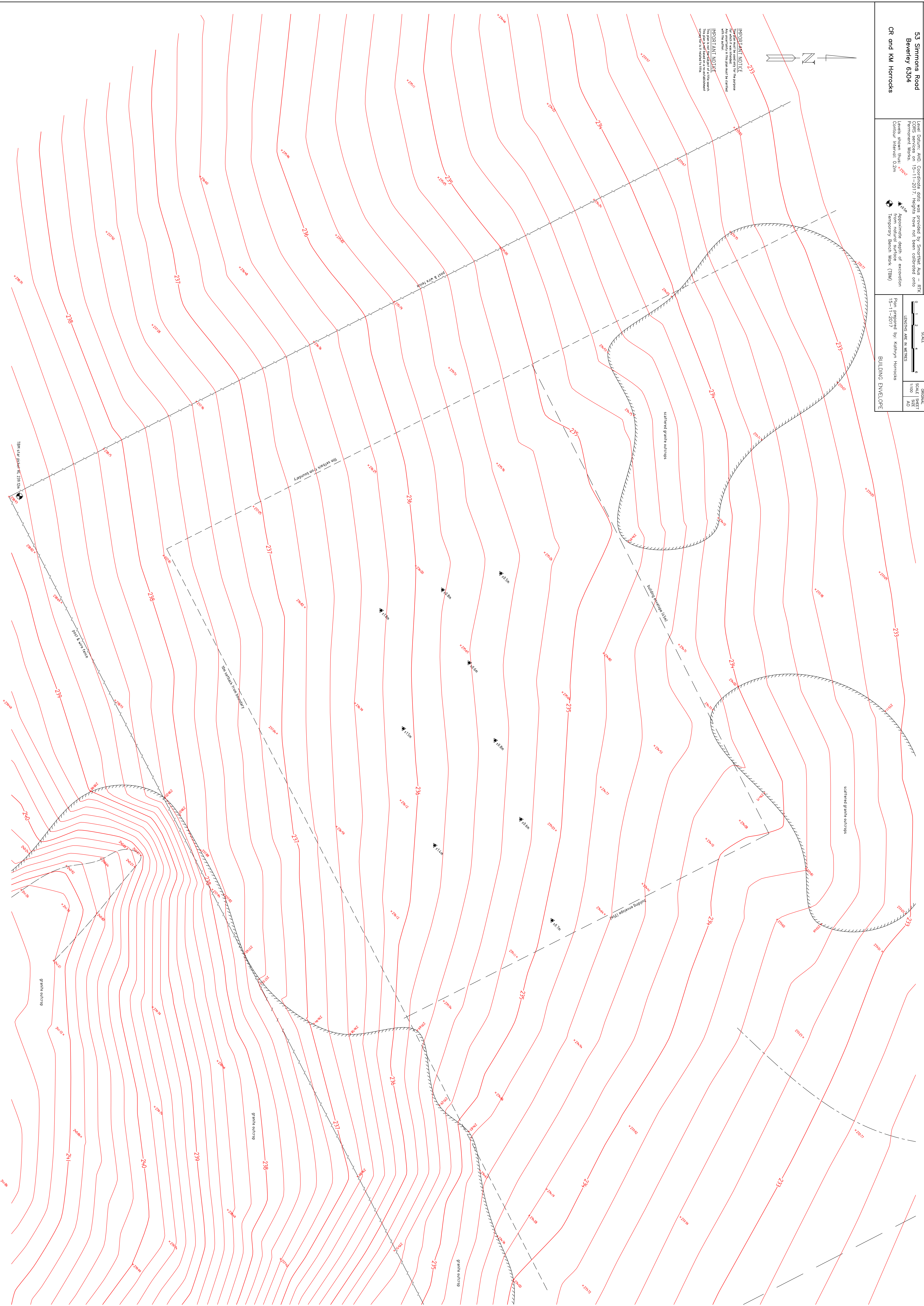
NO. OF SHEETS IN PLAN	SCALE	NO. OF THIS SHEET	ORIGINAL
2	1:100	2	SCALE SHEET
	1:100		AD

Plan prepared by: Kathlyn Horrocks
15-11-2017

BUILDING ENVELOPE



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PLAN OF FEATURE SURVEY

53 Simmons Road
Beverley 6304

CR and KM Horrocks

NOTATIONS

Level Datum: AHD. Coordinate data was provided by SmartNet Aus - RTK CORS services on 15-11-2017. Heights have not been calibrated onto Permanent Marks.

Levels shown thus: \blacktriangle 220.1
Contour interval: 0.2m

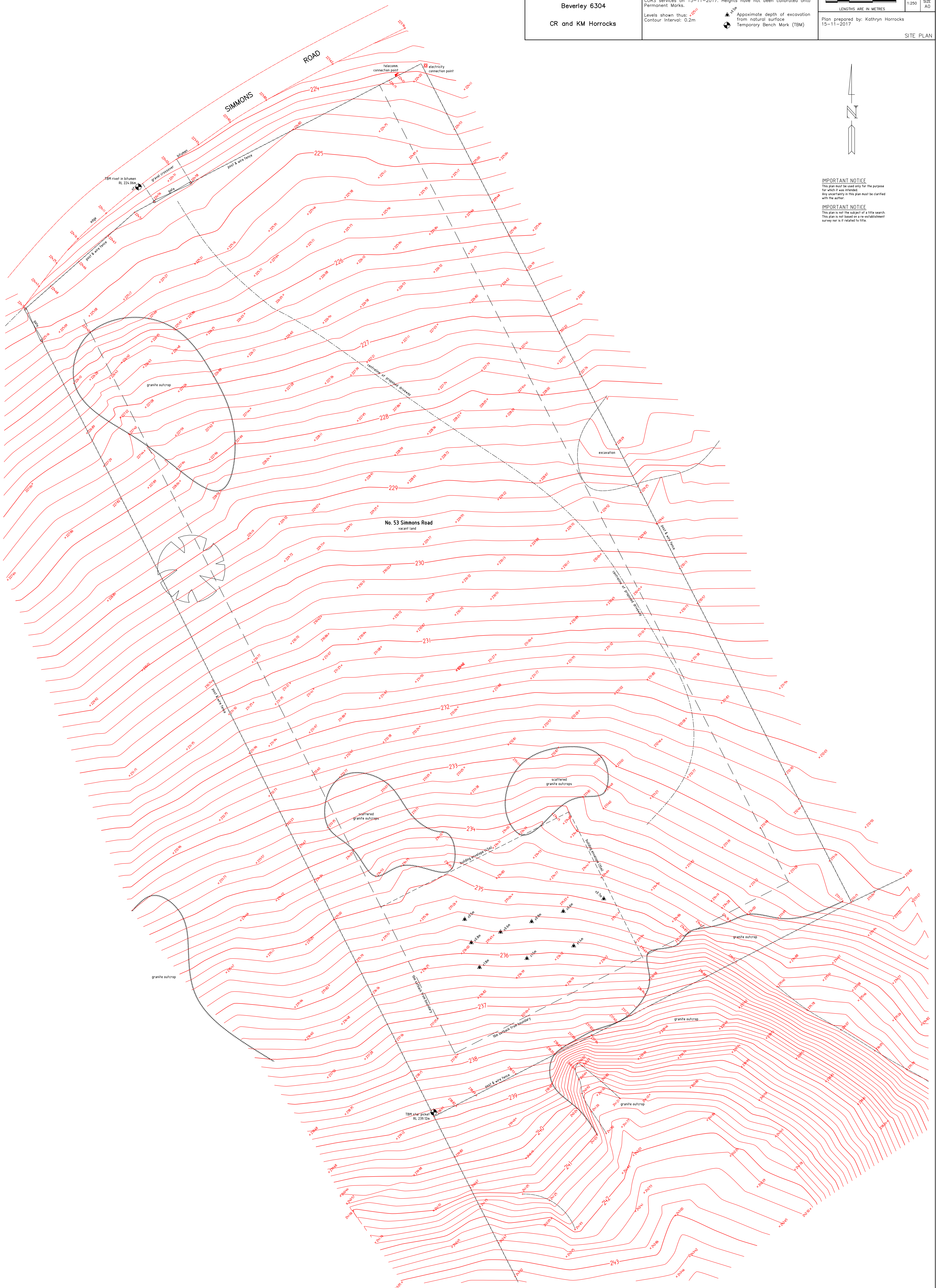
\blacktriangle Approximate depth of excavation from natural surface
 \blacktriangle Temporary Bench Mark (TBM)

No. OF SHEETS IN PLAN 2 No. OF THIS SHEET 1

SCALE ORIGINAL SHEET SIZE A0
0 2.5 5 10 15
LENGTHS ARE IN METRES

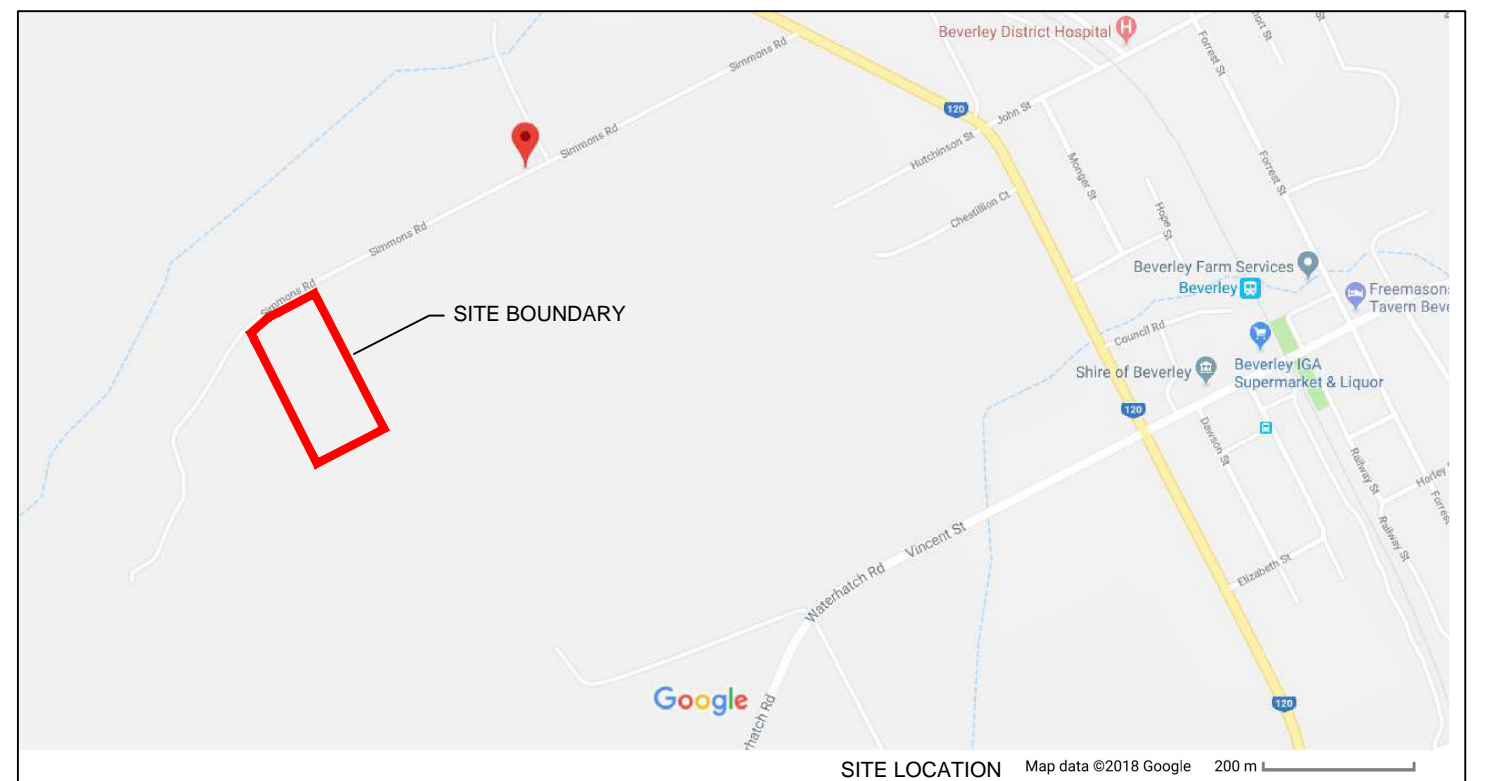
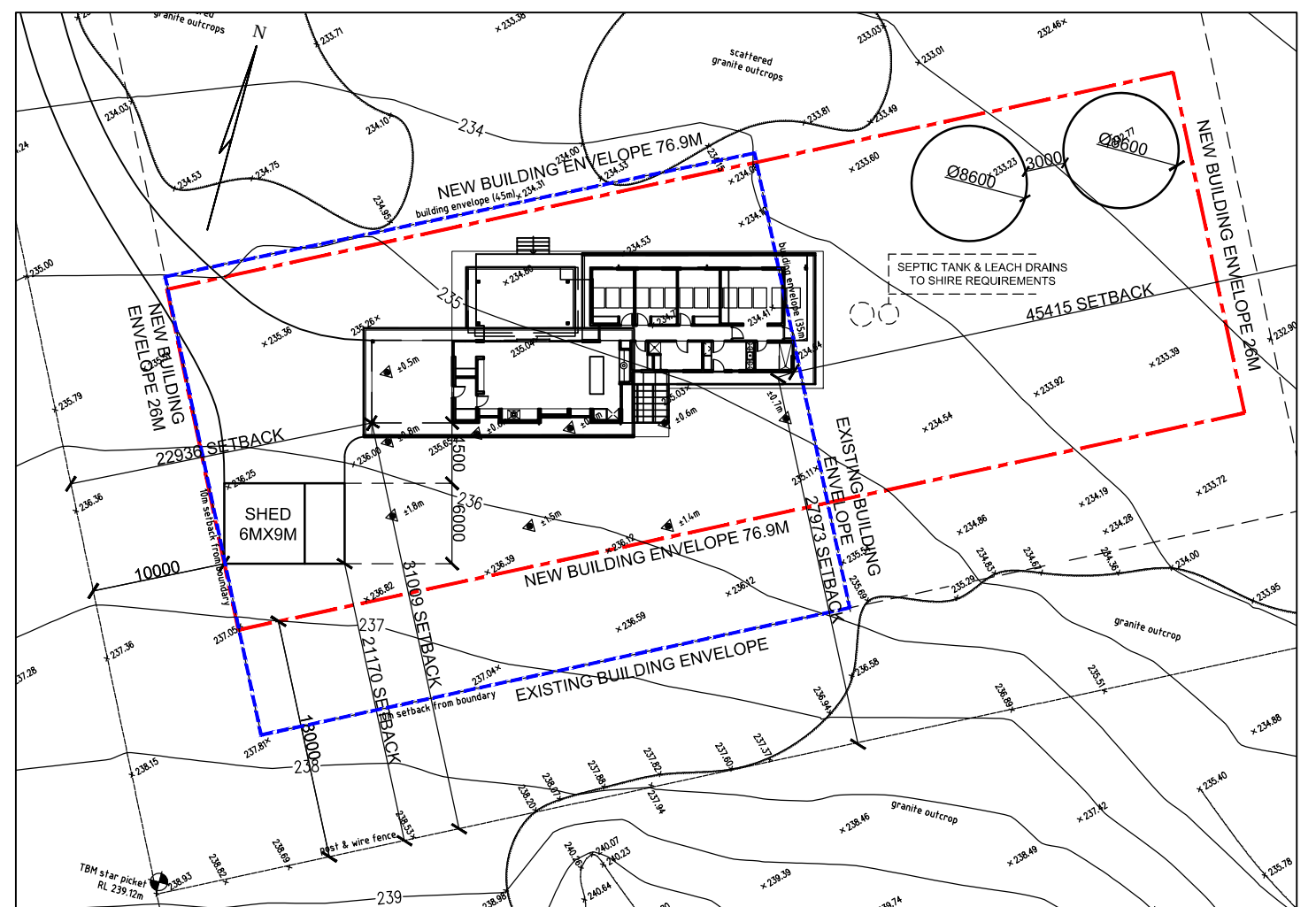
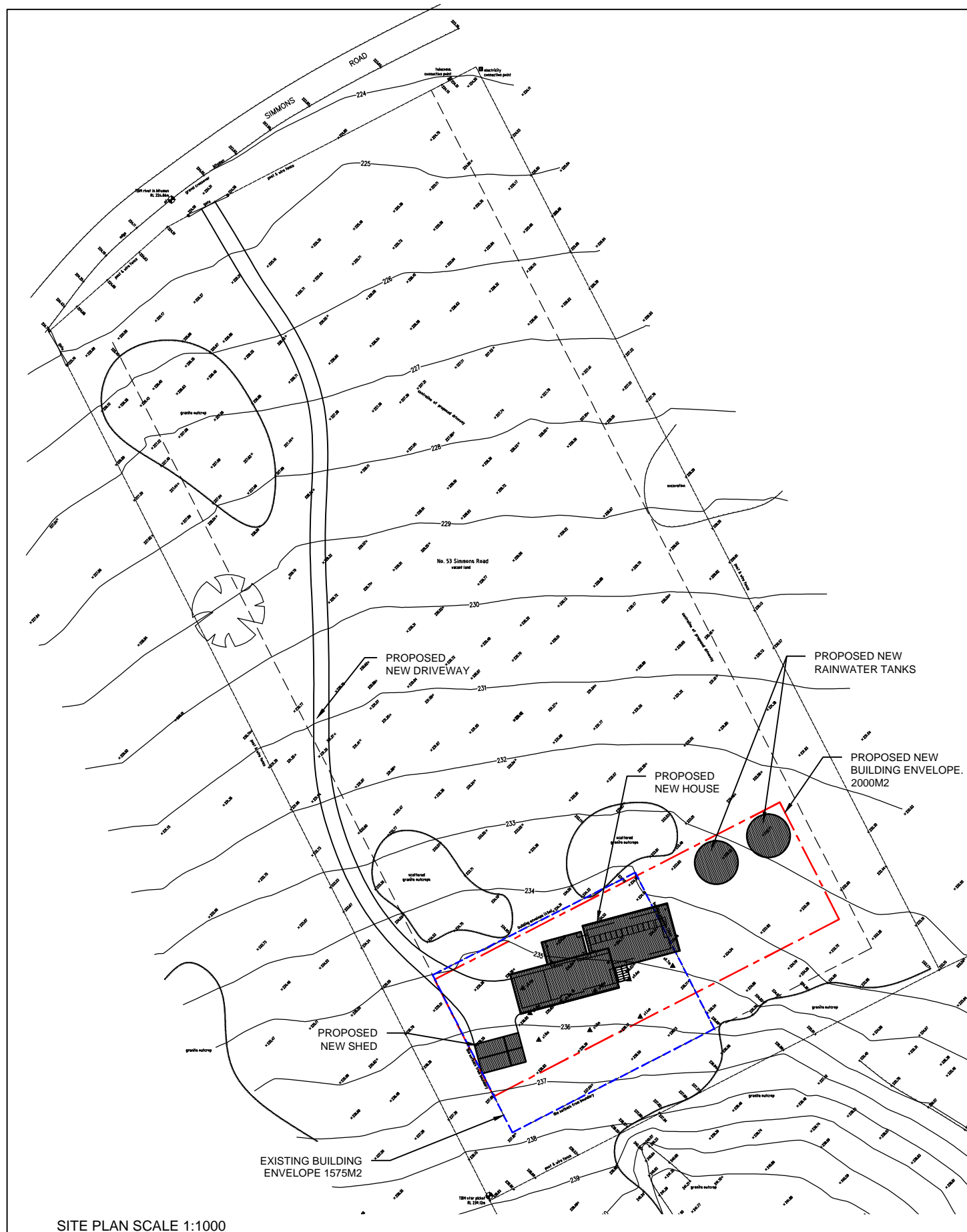
Plan prepared by: Kathryn Horrocks
15-11-2017

SITE PLAN



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E	ISSUED FOR INFORMATION	08-10-18
F	ISSUED FOR APPROVAL	10-11-18
G	ISSUED FOR DEVELOPMENT APPROVAL	19-11-18

PROJECT NAME:
HORROCKS RESIDENCE

PROJECT DESCRIPTION:
PROPOSED NEW PASSIVE SOLAR HOME

CLIENT: KATHRYN & CHARLIE HORROCKS

SITE ADDRESS: 53 SIMMONS RD, BEVERLEY

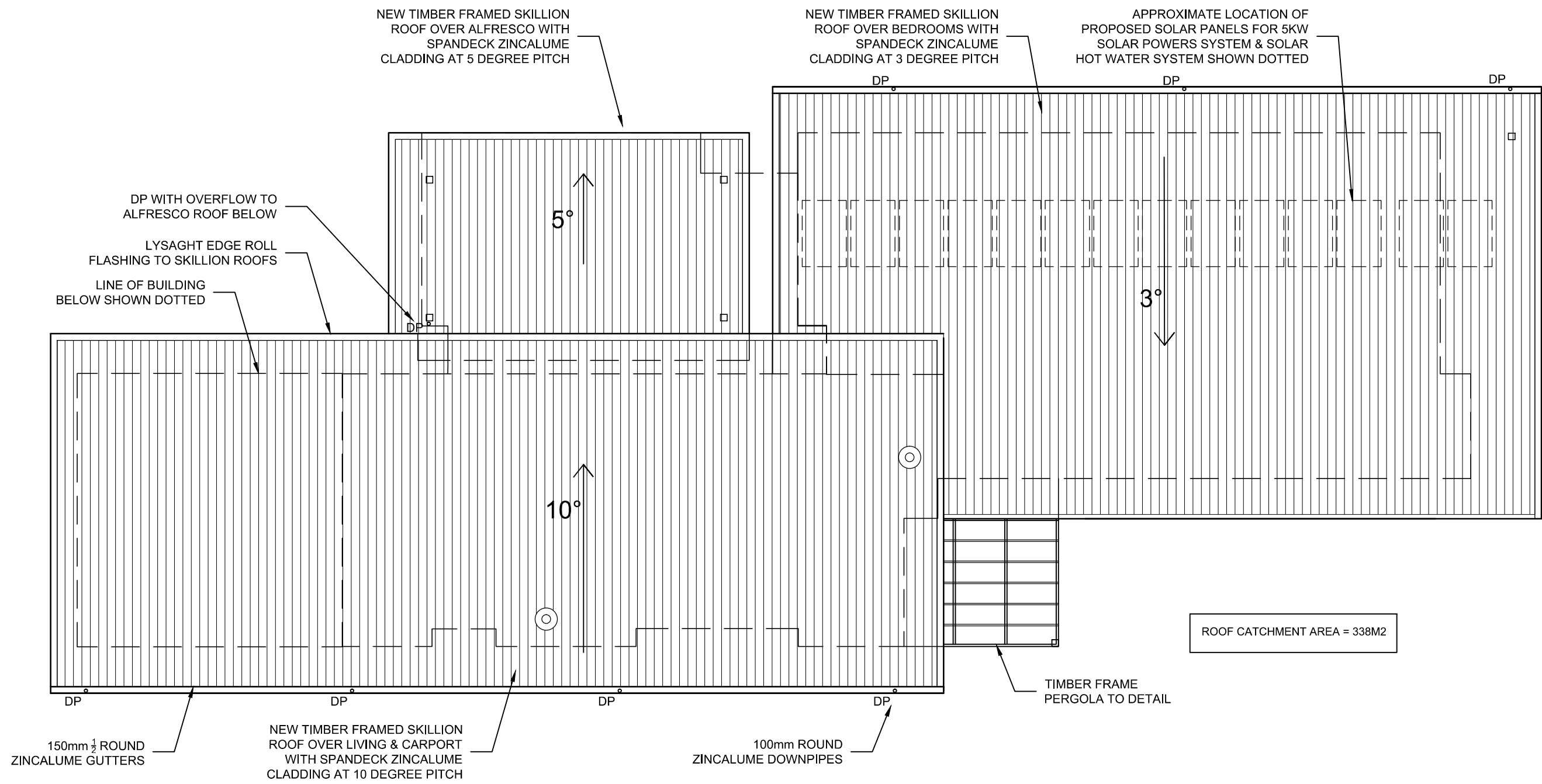
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DRAWING NO
A-01.00

REVISION
G

SCALE
AS NOTED @A3

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PROPOSED ROOF PLAN

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HORROCKS RESIDENCE

PROJECT DESCRIPTION:
PROPOSED NEW PASSIVE SOLAR HOME

CLIENT: KATHRYN & CHARLIE HORROCKS

SITE ADDRESS: 53 SIMMONS RD, BEVERLEY

DRAWING: PROPOSED ROOF PLAN

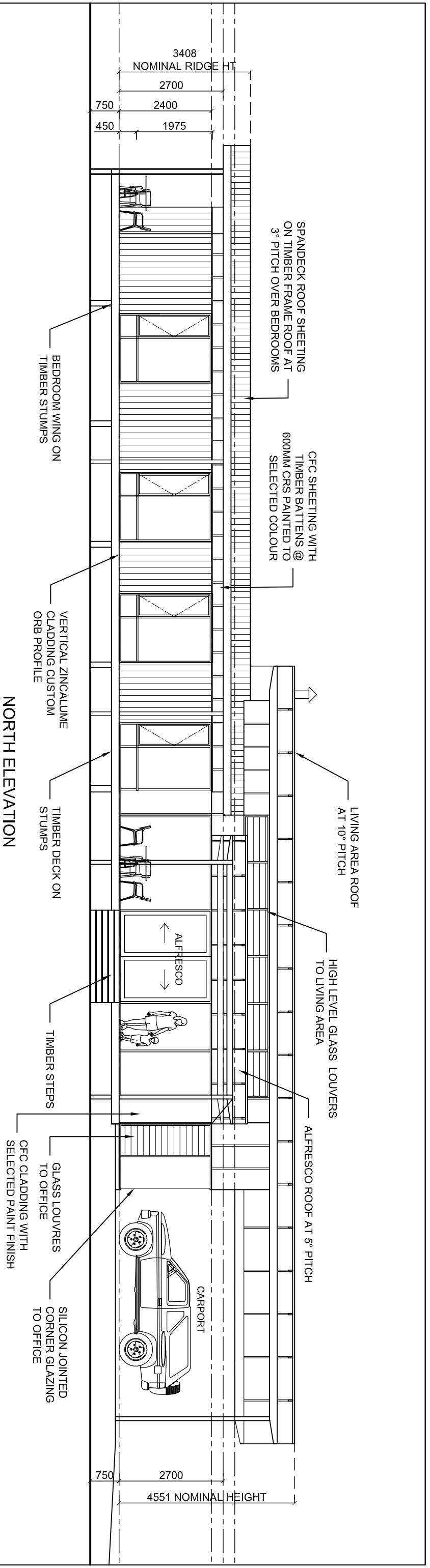
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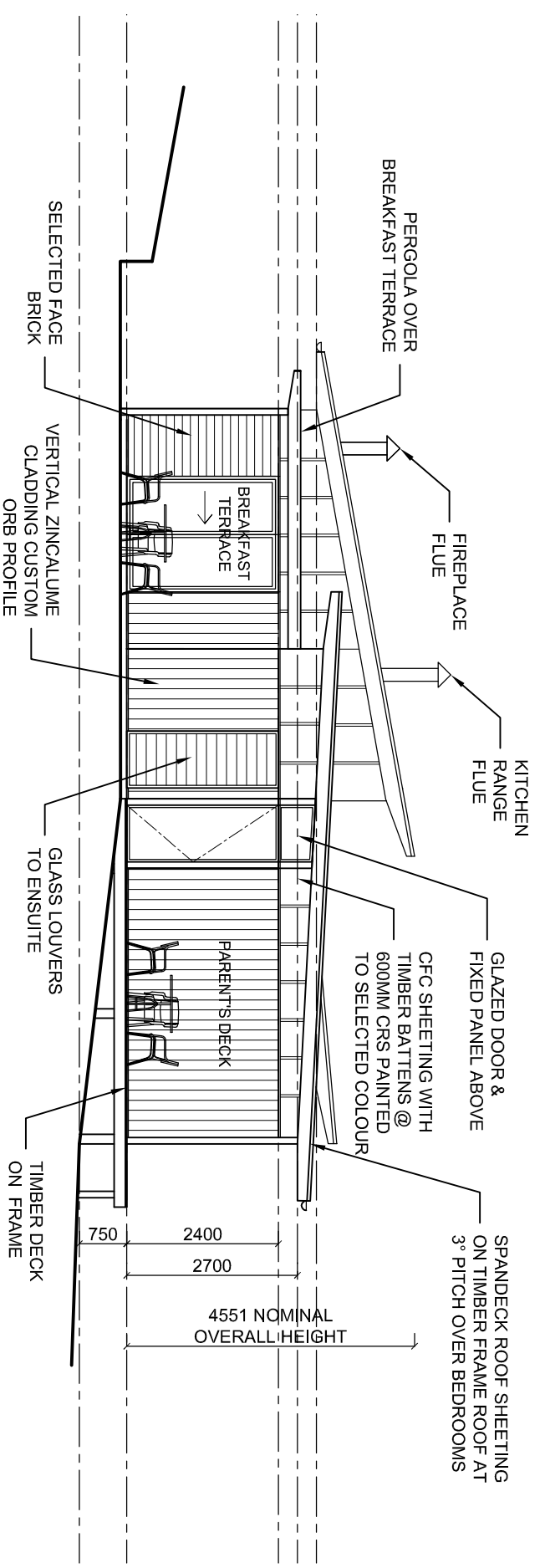
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NORTH ELEVATION



EAST ELEVATION

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G	ISSUED FOR DEVELOPMENT APPROVAL	19-11-18

PROJECT NAME:
HORROCKS RESIDENCE

PROJECT DESCRIPTION:
PROPOSED NEW PASSIVE SOLAR HOME

CLIENT: KATHRYN & CHARLIE HORROCKS

SITE ADDRESS: 53 SIMMONS RD, BEVERLEY

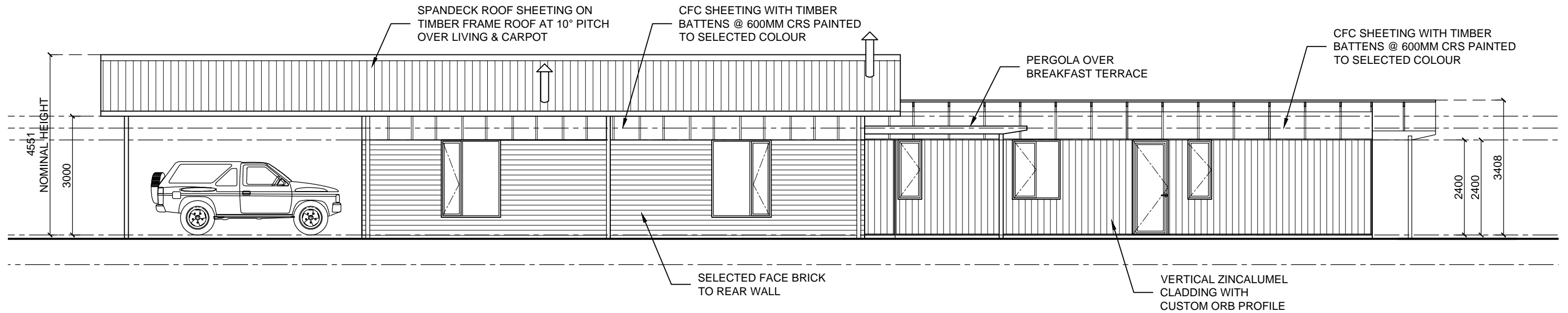
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DRAWING NO A-03.00

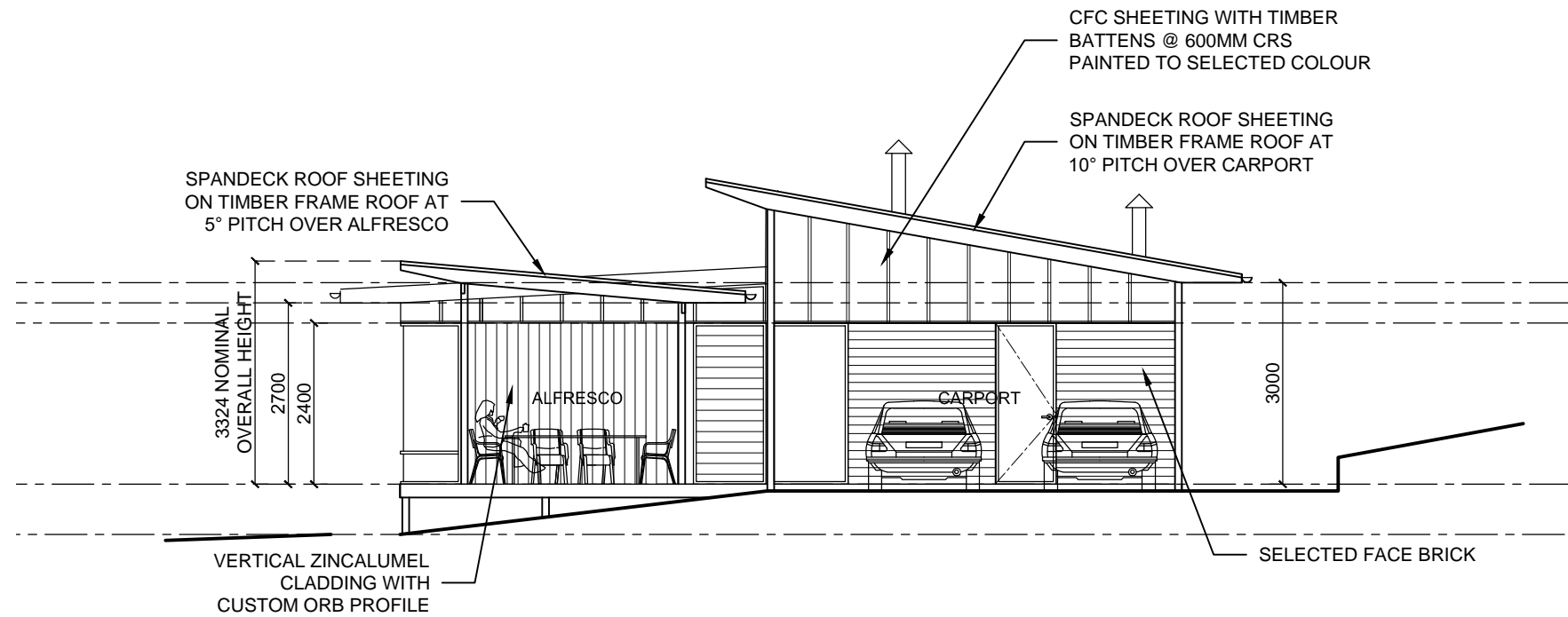
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SOUTH ELEVATION



WEST ELEVATION

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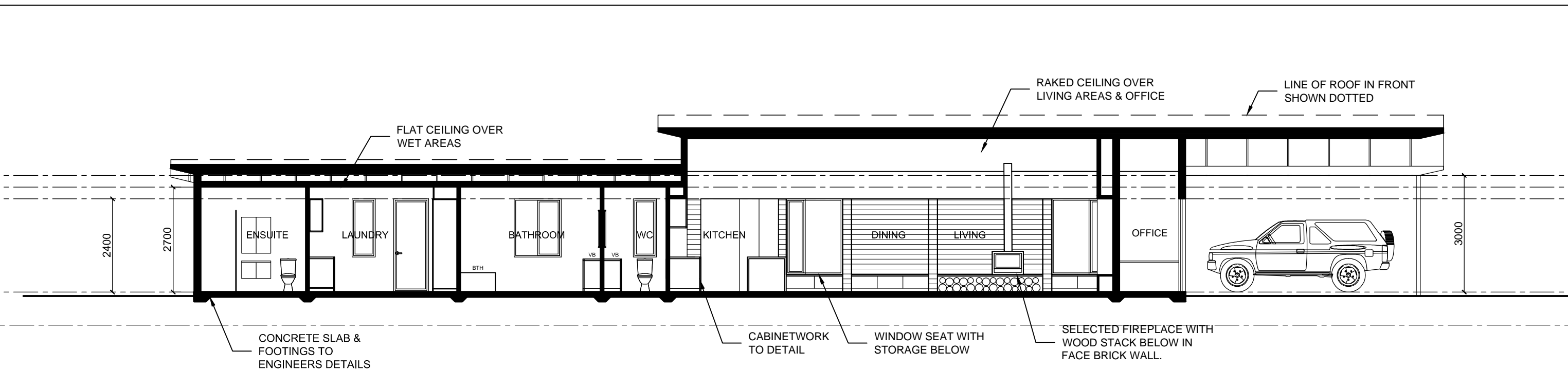
PROJECT NAME:
HORROCKS RESIDENCE

PROJECT DESCRIPTION:
PROPOSED NEW PASSIVE SOLAR HOME

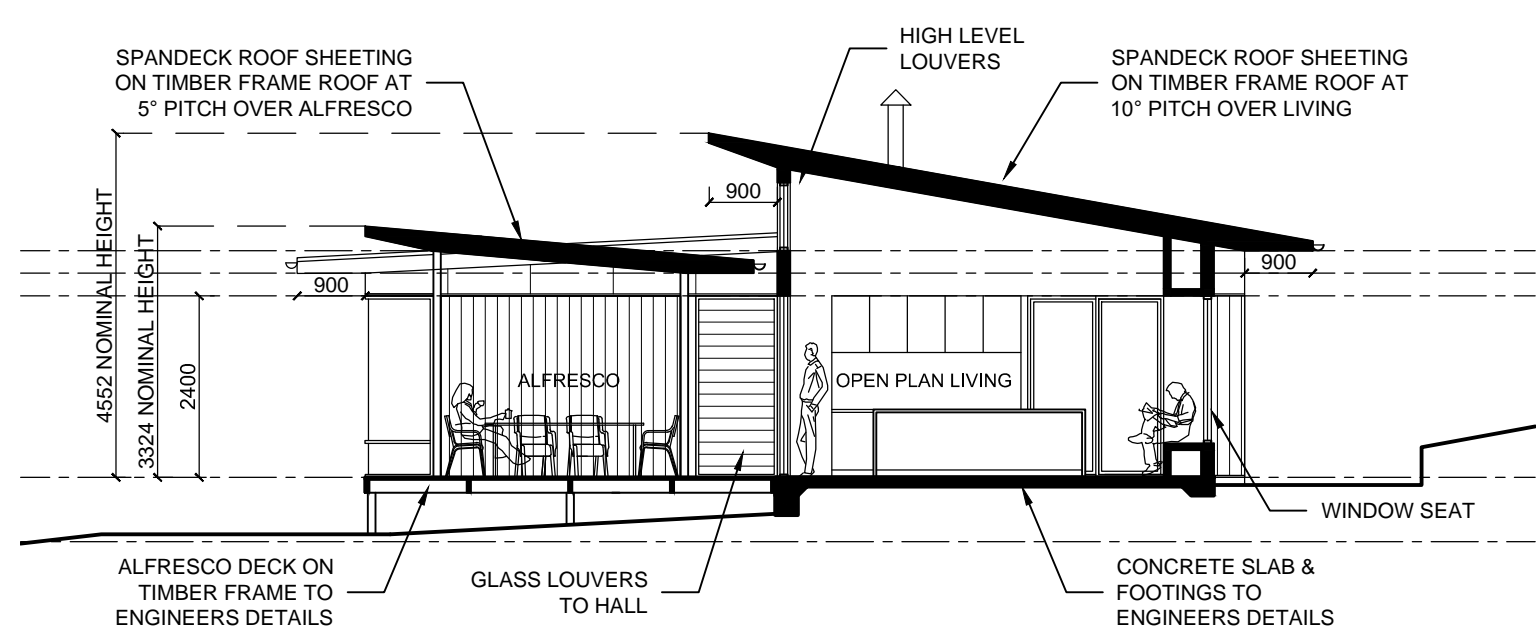
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SITE ADDRESS: 53 SIMMONS RD, BEVERLEY		
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DRAWING NO A-03.01	REVISION G	SCALE 1:100 @A3

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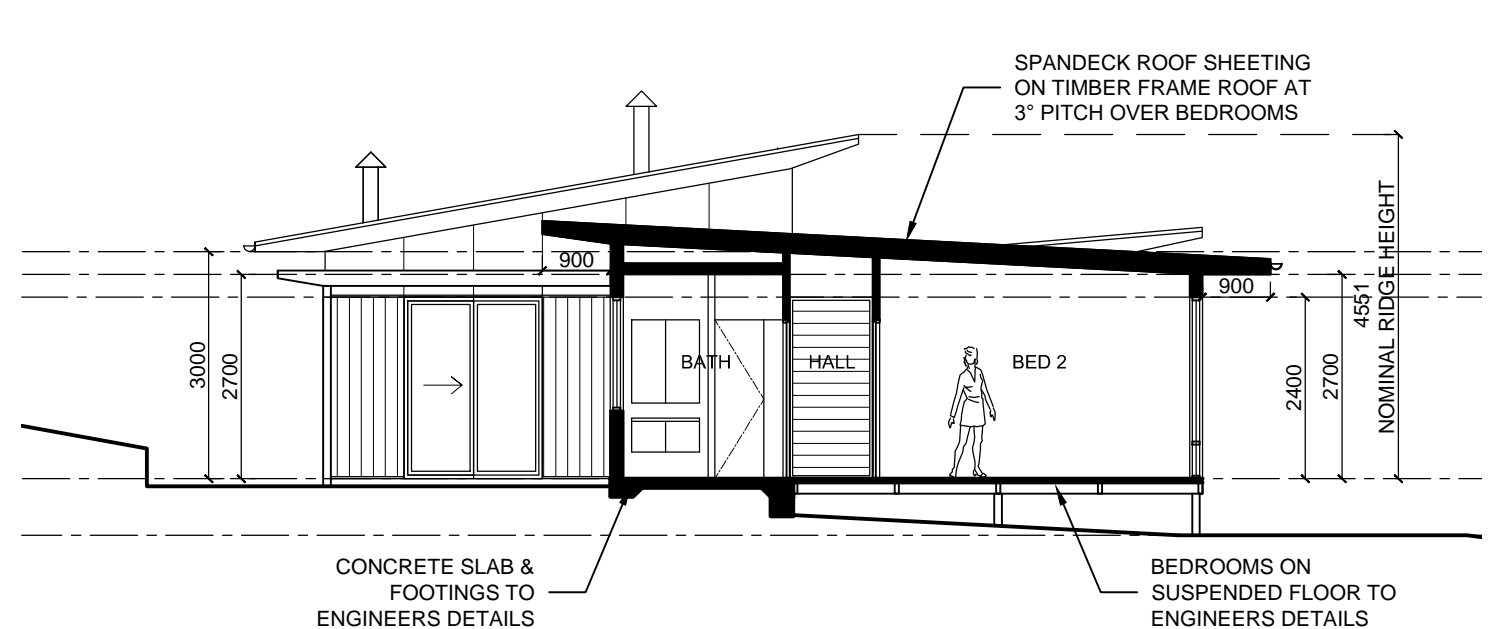
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SECTION A-A



SECTION B-B



SECTION C-C

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PROJECT NAME:
HORROCKS RESIDENCE

PROJECT DESCRIPTION:
PROPOSED NEW PASSIVE SOLAR HOME

CLIENT: KATHRYN & CHARLIE HORROCKS

SITE ADDRESS: 53 SIMMONS RD, BEVERLEY

DRAWING: PROPOSED SECTIONS

DRAWING NO A-04.00	REVISION G	SCALE 1:100 @A3
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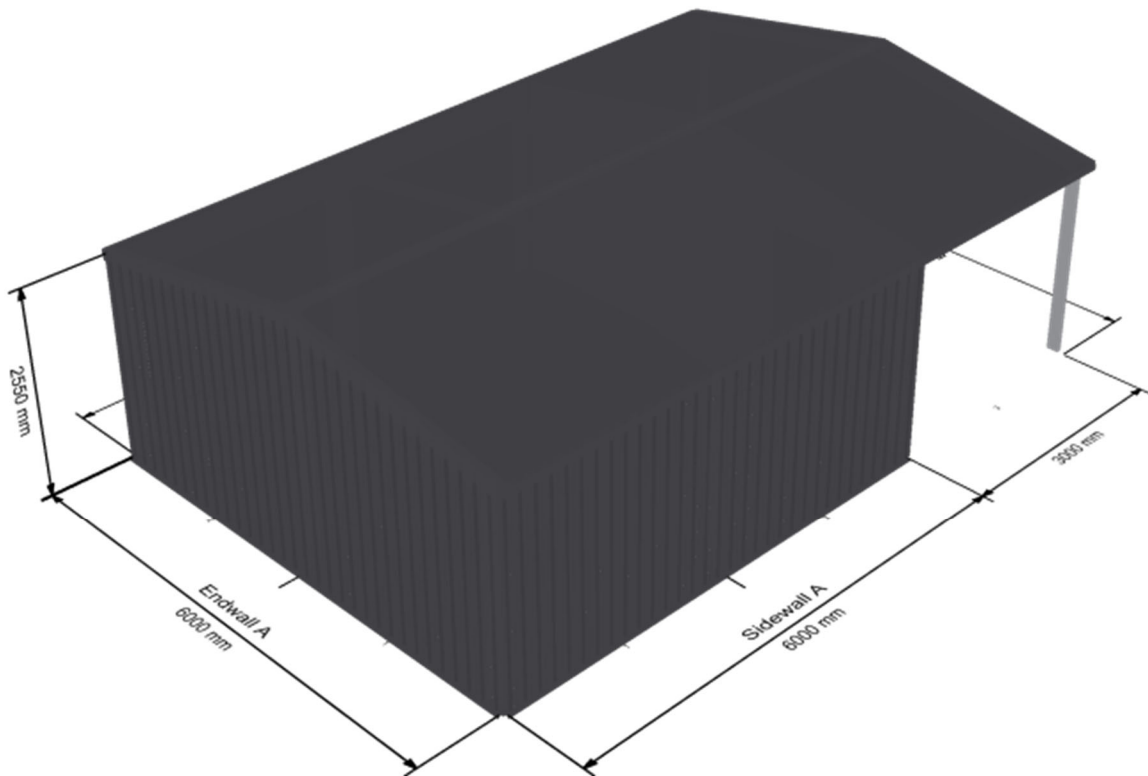
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08 9295 0358 0415 826 183
 irene@coveneybrowne.com.au
 www.coveneybrowne.com.au

Project Quotation

Date 8/11/2018

Quote Reference # 76684702.



Customer Name	KATHRYN HORROCK
Site Address	53 SIMMONS ROAD
Suburb	BEVERLEY
State	WA

Post Code 6304

Shed Boss West
J&A Building PTY LTD
ABN 68954804501
U4 12 Yilgarn Ave, Northam WA
T: 08 9622 5535
E: sales@shedbosswest.com.au
shedbosswest.com.au
Builders Licence Number: 100403

8/11/2018

KATHRYN HORROCK
53 SIMMONS ROAD
BEVERLEY WA 6304

Dear KATHRYN ,

Thank you for the opportunity to provide a proposal to supply a shed to be located at 53 SIMMONS ROAD, BEVERLEY WA 6304. This proposal is based on the information discussed to date.

YOUR PROJECT SUMMARY

Building Description 6010 mm wide x 9010 mm long x 2550 mm high building with roof pitch of 10 deg

A detailed outline of your project can be found on the following pages.

For more than 15 years, Shed Boss has turned customers' big plans into stylish, dependable steel structures that stand up to the Australian environment and look great while doing it. From start to finish, we build quality and professionalism into every detail. Proudly Australian, we support local businesses and work with reputable tradespeople using premium materials and reliable workmanship. That's why your Shed Boss shed will be built to add stand-out value to your property and space to your life, for a very long time to come.

If you have any questions, or would like to update your proposal details, please do not hesitate to contact the office on (08) 9622 5535.

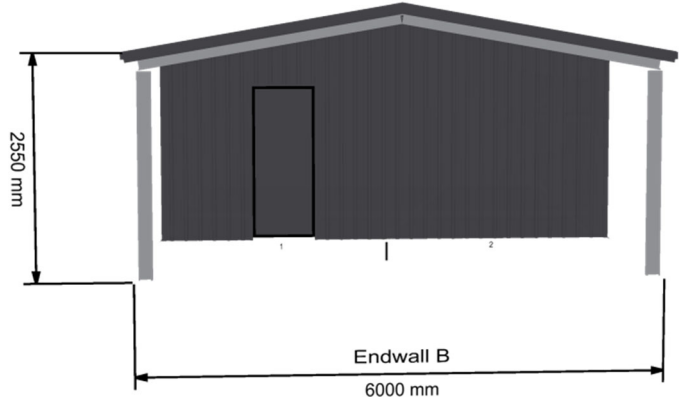
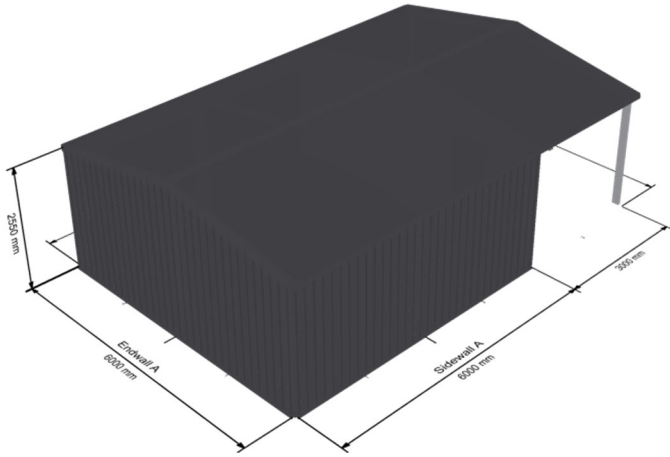
Yours Sincerely,

Shed Boss West

Shed Boss Project – Project Quotation for KATHRYN HORROCK

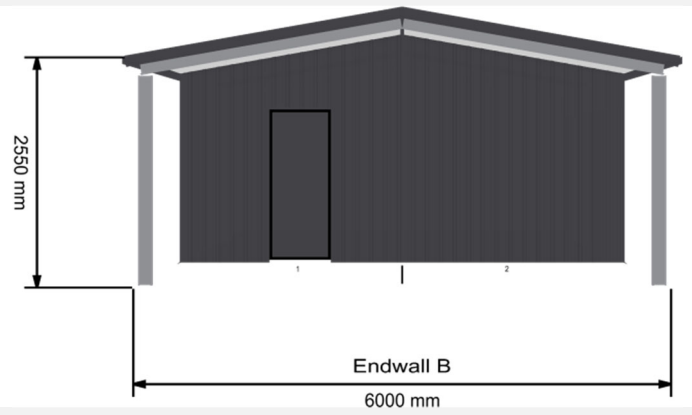
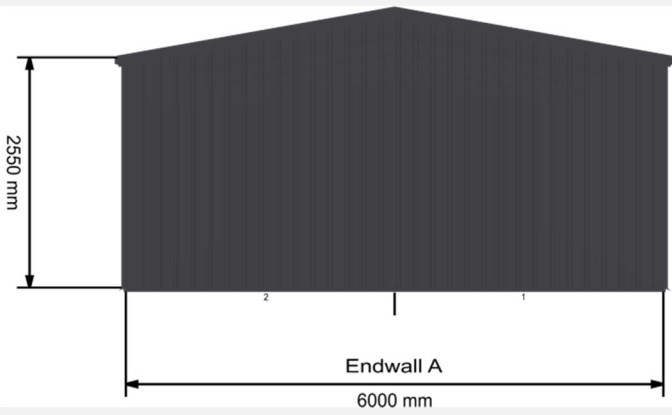
Customer Name	KATHRYN HORROCK		
Site Address	53 SIMMONS ROAD		
Suburb	BEVERLEY		
State	WA	Post Code	6304

Proposal	
No#	76684702
Prepared By	Shed Boss West
Date	8/11/2018
Valid for	30 days



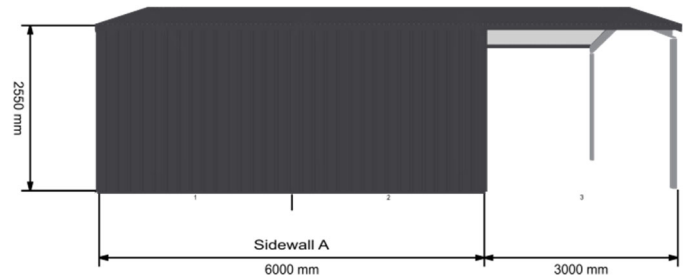
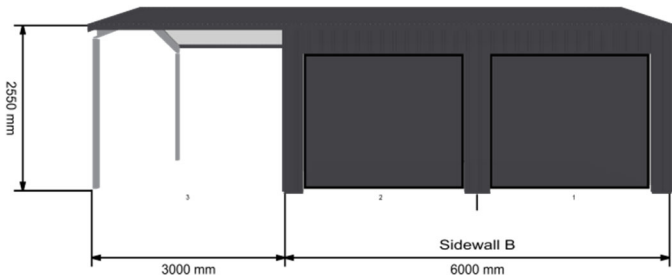
Front

Rear



Left Side

Right Side



Whilst the colours above are reasonably accurate, they might vary from the colours chosen, as such they should not be relied upon as an accurate representation, rather, genuine COLORBOND® colour swatches should be used for colour representations.

Site Specification

Site Address	53 SIMMONS ROAD, BEVERLEY WA 6304		
Wind Design Speed	37.35 m/s		
Wind Region	A	Building Class	10a
Importance Level	2	Shielding	1
Terrain Category	3	Topography	1

Shed Boss is proudly ShedSafe® Accredited

ShedSafe® is the industry benchmark for Australian manufactured steel sheds. Shed Boss is recognised by ShedSafe®, which is a unit of the Australian Steel Institute, as a provider of fully engineered prefabricated steel buildings that are fully compliant with all relevant Australian Standards and Building Codes and is designed to assist shed buyers in making an informed purchase decision. All Shed Boss buildings are individually designed and certified for your peace of mind.

Design Specification

Building Length	9.000 m	Roof Pitch	10 deg
Building Width	6.000 m	Bay Width	Varies
Building Height	2.550 m		
Number of Bays	3		
	Lean-to A	Lean-to B	
Lean-to Length	N/A	N/A	
Lean-to Span	N/A	N/A	
Lean-to Height	N/A	N/A	
Lean-to Bays	N/A	N/A	
Lean-to Roof Pitch	N/A	N/A	
Lean-to Drop	N/A	N/A	
Footings & Slab	100mm Slab with Bored footing		
Wall Cladding	STRAMIT Monoclad 0.42 Cladding CB	Colour	Monument
Roof Cladding	STRAMIT Corrugated 0.42 CB	Colour	Monument



Shire of Beverley Disability Access & Inclusion Plan 2018-2023 DRAFT



This plan is available online www.beverley.wa.gov.au or upon request in alternative formats such as large print, electronic format, audio or Braille.

DISABILITY ACCESS & INCLUSION PLAN

2018-2023

Document Status	Draft
Revision No.	1
Revision Date	28 September 2018
Prepared By	Alison Lewis Executive Assistant
Endorsed By	Stephen Gollan Chief Executive Officer
Adopted By Council	
Submitted to DS	19 November 2018
Accepted by DSC	

Version	Issue Date	Author	Reason for Change
1	28/09/2018	A Lewis	Draft for CEO
2	26/10/2018	A Lewis	Draft for Public Workshop
3	20/11/2018	A Lewis	Changes from Public Workshop

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Acknowledgements

The Shire of Beverley acknowledges and appreciates the contribution received from community members, Shire staff and Shire Councillors which has been invaluable in the review process and preparation of this Disability Access Inclusion Plan.

Background

The Shire of Beverley

The Shire of Beverley is a stable and viable farming community located to the east of Perth and covers an area of approximately 2,310 square kilometers.

The Beverley Town site is located in a shallow basin with the Avon River running north-south and an intersected valley east-west. It is the rural service centre to the farming community which produces wheat and course grains as well as livestock. The resident population of Beverley is approximately 1,724.

Tourist Attractions: Cornerstone Community Centre, Beverley Station Arts and Platform Theatre, Avondale Museum, Gliding, Dead Finish Museum, Yenyening Lakes and County Peak.

Beverley was one of the first areas in Western Australia opened for agriculture after a glowing report to Governor Stirling by Ensign Dale. Beverley was first settled in 1838 and was named after a town in Yorkshire, Northern England. The Beverley town site was established around 1868.

Functions, facilities and services provided by the Shire of Beverley

The Shire of Beverley is, and will remain responsible for a range of functions, facilities and services including:

Services to property:

- construction and maintenance of roads and footpaths;
- construction and maintenance of community buildings and facilities;
- land drainage and development;
- waste collection and disposal;
- planting and caring for street trees;
- numbering of buildings and lots; and
- bush fire control.

Services to the community:

- provision and maintenance of playing areas, parks, gardens, reserves;
- community grants;
- citizenship ceremonies;
- facilities for sporting and community groups;
- facilities and management of caravan park;
- management of cemeteries;
- management of pool, public library, community bus; and
- advocates of health and aged care services.

Regulatory services:

- planning of road systems and town planning schemes;
- building approvals for construction, additions or alterations to buildings; and
- environmental health services and ranger services.

General administration:

- the provision of general information to the public;
- the lodging of complaints and maintenance reports; and
- payment of fees including rates, dog licences, cat licences and Department of Transport licensing.

Processes of government:

- Providing Local Government to the Shire of Beverley;
- ordinary and special Council and committee meetings;
- electors' meetings and election of Council Members;
- public meetings, community consultation;
- monthly update from the Shire President in the Beverley Blarney; and
- Integrated Planning – Long Term Financial Plan, Workforce Plan, Strategic Community Plan, Asset Management and Corporate Business Plans.

People with Disability in the Shire of Beverley

It is estimated that there are approximately 113 people of the permanent population of 1,724 with disability living within the Shire of Beverley (Australian Bureau of Statistics 2016 Census of Population and Housing).

Planning for better access

The Western Australia Disability Services Act (1993) requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disability have equal access to its facilities and services.

Other legislation underpinning access and inclusion includes the Western Australia Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act 1992 (DDA), both of which make discrimination on the basis of a person's disability unlawful.

The Council, management and staff promote a proactive approach to Disability Access and Inclusion into the culture and daily routine of the Shire of Beverley.

Achievements from DAIP 2013-18

The Shire of Beverley is committed to facilitating the inclusion of people with disability through the improvement of access to its information, facilities and services.

Since the adoption of the DAIP 2013-18 the Shire has implemented initiatives and made progress towards better understanding, communication, consultation and access.

Outcome Area	Achievements
<p>1. People with disability have the same opportunities as other people to access the services of, and any events organised by, the Shire of Beverley.</p>	<ul style="list-style-type: none"> ▪ Incorporated DAIP Strategies into Strategic Community Plan ▪ Developed Event Planning Tool ▪ Conducted reviews of accessibility services ▪ Joined Companion Card Program
<p>2. People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Beverley.</p>	<ul style="list-style-type: none"> ▪ New accessible Cornerstone Multipurpose Community Centre. ▪ New accessible toilets at the Beverley Platform Theatre. ▪ New accessible 24hour open toilet at the Beverley Recreation Ground. ▪ Construction of footpath from Medical Centre to the Main Street.

	<ul style="list-style-type: none"> ▪ Introduction of a 10 Year Footpath upgrade/repair or replacement program. ▪ Strategic placement of 3 ACROD parking bays at the Cornerstone Building.
<p>3. People with disability receive information from the Shire of Beverley in a format that will enable them to access the information as readily as other people are able to access it.</p>	<ul style="list-style-type: none"> ▪ Evaluation of Shire website. ▪ Upgrade of Shire website. ▪ Beverley Blarney available electronically.
<p>4. People with disability receive the same level and quality of service from the staff of the Shire of Beverley.</p>	<ul style="list-style-type: none"> ▪ Councillor Elect packs distributed to potential Councillors to be aware of the Shire's DAIP and expectations. ▪ Staff undertook customer service training as required.
<p>5. People with disability have the same opportunities as other people to make complaints to the Shire of Beverley.</p>	<ul style="list-style-type: none"> ▪ The Shire developed a complaint register which is audited monthly to ensure any necessary action is taken and completed.
<p>6. People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Beverley.</p>	<ul style="list-style-type: none"> ▪ Council has its surveys, meeting invitations and documents available online and in print. ▪ Agendas, minutes and public documents are able to be distributed in alternative formats on request.
<p>7. People with disability have the same opportunities as other people to obtain and maintain employment within the Shire of Beverley.</p>	<ul style="list-style-type: none"> ▪ The Shire practices Equal Opportunity in its recruitment processes. ▪ Shire staff are actively invited to give notice of their disability to ensure their workplace and equipment meets their needs annually.

Access and Inclusion Policy Statement

The Shire of Beverley is committed to ensuring that the community is accessible for and inclusive of people with disability, their families and carers.

The Shire of Beverley interprets an accessible and inclusive community as one in which all Council functions, facilities and services (in-house and contracted) are open, available and accessible to people with disability, providing all people with the same opportunities, rights and responsibilities as other people in the community.

The Shire of Beverley:

- recognises that people with disability are valued members of the community who contribute to social, economic and cultural life;
- believes that a community that recognises its diversity and supports the participation and inclusion of all of its members makes for a richer community;
- believes that people with disability, their families and carers should be supported to be able to remain in the community of their choice;
- is committed to consulting with people with disability, their families and carers and disability organisations in addressing barriers to access and inclusion;
- will ensure its staff, agents and contractors work towards the desired outcomes in the DAIP; and
- is committed to supporting local community groups and businesses to provide access and inclusion of people with disability.

The Shire of Beverley is committed to achieving the seven outcomes of its Disability Access and Inclusion Plan, which are:

1. People with disability have the same opportunities as other people to access the services of, and any events organised by, the Shire of Beverley.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Beverley.
3. People with disability receive information from the Shire of Beverley in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disability receive the same level and quality of service from the staff of the Shire of Beverley.
5. People with disability have the same opportunities as other people to make complaints to the Shire of Beverley.
6. People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Beverley.
7. People with disability have the same opportunities as other people to obtain and maintain employment within the Shire of Beverley.

Development of the Disability Access and Inclusion Plan

Community consultation process

The Disability Services Act Regulations (2004) set out the minimum consultation requirements for public authorities in relation to Disability Access and Inclusion Plans (DAIPs). Local Governments must call for submissions (either general or specific) by notice in a newspaper circulating in the Local Government area or on any website maintained by or on behalf of the Local Government. Other mechanisms may also be used.

In 2018, the Shire consulted with the Beverley Community to undertake a full and open review of the Council's Disability Access and Inclusion Plan (DAIP). This has included:

- Desktop review of the Disability Access and Inclusion Plan 2013 – 2018 including achievements and required improvements.
- Inviting the Community to participate in a DAIP survey, which was distributed in hardcopy to every ratepayer within the Shire Rates, posted online and emailed.
- Beverley Blarney newspaper advertising, Beverley Bulletin advertising, Front Counter and Notice Board information at the Shire Office about the review and an invitation to comment or make a submission.
- Public Workshop with community members and stakeholders.
- Discussions with Councillors.
- A 'town tour' to physically assess connecting routes and facilities around town.
- Drafting a revised and updated DAIP which includes feedback and suggestions received throughout the consultation process.
- Consultation with all Shire staff and an invitation for input.
- The draft plan will be sent to the Disability Services, Department of Communities.

Findings of the consultation

The review and consultation found that many of the strategies and tasks within with 2013-18 DAIP had been achieved, however a small number were unsuccessful, ongoing or incomplete. The new 2018-2023 plan will continue to strengthen the overall Shire and community culture and aim to address access barriers at the local level. It will also recognise legislative requirements and strive for inclusion and access beyond the minimum compliance of the standards.

The consultation assisted to identify any additional initiatives to access and inclusion, to be addressed in the DAIP Action Plan.

Barriers

The barriers identified in the consultation process:

- Footpath upgrades and repairs are still required in areas around the town. Issues with footpaths include uneven surfaces, lifted pavers, gravel and incorrect gradients.
- The Community Bus does not have wheelchair access.
- Access issues for people with disability to toilets located in old Shire owned buildings, namely the Town Hall, Swimming Pool and function room of the Amenities Building.
- Door entrance access issues for people with disability in old Shire owned buildings including the Town Hall and Function Room at the Amenities.
- Staff inductions to be modified to include entire DAIP information.
- Difficulty crossing the highway on gophers.
- Continued maintenance and better signage of ACROD parking.
- The main street has high kerbs which is unsuitable for wheelchairs, seniors and prams.
- Acoustics in the Town Hall.
- Issues related to private local businesses including access and toilet access.

These findings will guide the development of strategies in this DAIP.

The findings also assist in setting timeframes for the completion of implementation strategies.

Responsibility for implementing the DAIP

Implementation of the DAIP is the responsibility of every staff member and all operational areas of the Shire. The Disability Services Act (1993) requires all public authorities to take practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

Communicating the plan to staff and people with Disability

Following adoption, the Disability Access and Inclusion Plan will be sent to all those who contributed to the planning process.

The community will be informed of the Plan through all Shire outlets and through the local media. Copies of the plan will be made available upon request and in alternative formats, including hard copy in standard and large print, electronic format, audio format, by email and on the Shire's website.

Staff and community will be advised of any updates to the DAIP using these same methods.

Review and evaluation mechanisms

The Disability Services Act requires that DAIPs be reviewed at least every five years. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Disability Services. The Implementation Plan can be updated more frequently if desired.

The Shire is also required to report on progress in the prescribed format to Disability Services by July 31 each year.

Employees with responsibility for the DAIP will analyse progress in implementing the DAIP and provide a report to management and Council on progress and recommended changes to the implementation plan annually.

Evaluation

- An evaluation will occur as part of the five-yearly review of the DAIP.
- The community, staff and Elected Members will be consulted as per the endorsed consultation strategies, as part of any evaluation.

Reporting on the DAIP

The Disability Services Act requires the Shire to report on the implementation of its DAIP in its annual report outlining:

- progress towards the desired outcomes of its DAIP;
- progress of its agents and contractors towards meeting the seven desired outcomes; and
- the strategies used to inform agents and contractors of its DAIP. Agents and Contractors will be made aware of the Shire of Beverley's DAIP in writing within contracts and via the Shire of Beverley website.

The Shire is required to report on progress in the prescribed format to Disability Services by July 31 each year.

Strategies to improve access and inclusion

The following overarching strategies have been developed to address each of the seven desired outcome areas of the Disability Services Act from feedback gained in the consultation process. These will form the basis of the Implementation Plan.

Outcome 1

People with disability have the same opportunities as other people to access the services of, and any events organised by the Shire of Beverley.

Strategy
Ensure that people with Disability are consulted on their needs for services and the accessibility of current services.
Monitor Shire services to ensure equitable access and inclusion.
Develop links between the DAIP and other Shire Integrated plans.
Shire organised or funded events are accessible to people with Disability.
Promote Disability Services and programs available within our Shire and neighbouring Shires.

Outcome 2

People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Beverley.

Strategy
Ensure that all Shire buildings and facilities are physically accessible to people with Disability.
Ensure that all new or redevelopment work to public buildings and applications incorporates universal access and meets BCA standards.
Improvements to the accessibility and safe crossing on the main roads (Vincent Street) in Beverley.
Advocate to local businesses the requirements for and benefits flowing from the provision of accessible venues.
Ensure that all recreational areas are accessible.
Ensure that ACROD parking meets the needs of people with disability in terms of visibility, quantity and location.

Outcome 3

People with disability receive information from the Shire of Beverley in a format that will enable them to access the information as readily as other people are able to access it.

Strategy
Improve community awareness of Shire information being available in alternative formats.
Improve employee awareness of accessible information needs and how to provide information in other formats.
Ensure that the Shire’s website meets accessibility guidelines.

Outcome 4

People with disability receive the same level and quality of service from the employees of a public authority as other people receive from the employees of the Shire of Beverley.

Strategy
Ensure that all employees, current and new, are aware of disability and access issues and have the skills to provide appropriate service and information.
Ensure that all elected members are aware of the Disability Access and Inclusion Plan and Shire’s commitment to it.

Outcome 5

People with disability have the same opportunities as other people to make complaints to a public authority.

Strategy
Ensure that feedback and grievance mechanisms are known and accessible for people with Disability and are acted upon.

Outcome 6

People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Strategy
Ensure that people with disability are actively consulted about the DAIP and any other significant Shire planning processes.
Ensure that all Shire public consultations, forums, workshops and meetings are inclusive and accessible and people with disability are aware of them.

Outcome 7

People with disability have the same opportunities as other people to maintain employment with the Shire of Beverley.

Strategy
Ensure that inclusive recruitment practices are undertaken when advertising all employment positions.
Improve methods of attracting, recruiting and retaining people with disability.

Shire of Beverley

Disability Access and Inclusion Plan Implementation Plan 2018 – 2023

The Implementation Plan details the task, timelines and responsibilities for each broad strategy to be implemented in 2018-2023 to progress the strategies of the DAIP.

It is intended that the Implementation Plan will be updated annually to progress the achievement of all the strategies over the duration of the five year plan.

Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised, by the Shire of Beverley.			
Strategy	Task	Task Timeline	Responsibility
Ensure that people with Disability are consulted on their need for services and the accessibility of current services.	<ul style="list-style-type: none"> ▪ Discuss access and inclusion where appropriate at all meetings with the public. ▪ Increase awareness of the importance of getting feedback from people with Disability. 	Annually	Chief Executive Officer (CEO)
Monitor Shire services to ensure equitable access and inclusion.	<ul style="list-style-type: none"> ▪ Conduct systematic reviews of the accessibility of services. ▪ Inform Council of identified barriers and provide feedback to customers 	Annually	Deputy Chief Executive Officer (DCEO)
Develop links between the DAIP and other Shire Integrated Plans.	<ul style="list-style-type: none"> ▪ Incorporate the objectives and strategies of the DAIP into the Shire's integrated planning processes. 	Ongoing	CEO DCEO
Shire organised or funded events are accessible to people with Disability.	<ul style="list-style-type: none"> ▪ Ensure that all events are planned using the event planning tool. ▪ Add a condition to the Community Grants ensuring all events are accessible. 	Ongoing	Executive Assistant (EA)
Promote Disability Services and programs available within our Shire and neighbouring Shires.	<ul style="list-style-type: none"> ▪ Liaise with DSC and other Local Governments for notice of any suitable programs or events to advertise and promote in the Beverley Blarney and Shire Website. 	Bi-annually	Customer Service Officer (CSO)

Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Beverley.			
Strategy	Task	Task Timeline	Responsibility
Ensure that all Shire buildings and facilities are physically accessible to people with Disability.	<ul style="list-style-type: none"> ▪ Council to cost and plan through the long-term financial planning process a systematic approach to make electronic door conversions to the Town Hall and Function Centre at the Amenities Building. ▪ Council to cost and plan through the long-term financial planning process a systematic approach to make improvements to the toilets at the Town Hall and Function Centre at the Amenities Building. ▪ Investigation of Community Bus with wheel chair access at time of old bus renewal. ▪ Investigation of improvement to the acoustics in the Beverley Town Hall. ▪ Ensure Swimming Pool Redevelopment Feasibility studies includes accessibility considerations. ▪ Ensure any future Administration development includes accessibility considerations. 	February 2019	CEO
Ensure that all new or redevelopment work to public buildings and applications incorporates universal access and meets BCA standards.	<ul style="list-style-type: none"> ▪ Ensure that the legal requirements for access are met in all plans for new or redeveloped buildings and facilities. ▪ Ensure that development applications meet the legal requirements, and building or planning permits are not issued before doing so. 	2018-2023	Shire Planner (SP) Building Surveyor

Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Beverley.			
Strategy	Task	Task Timeline	Responsibility
Improvements to the accessibility and safe crossing on the main roads (Vincent Street and Hunt Road) in Beverley.	<ul style="list-style-type: none"> ▪ Advocate to Local, State and Federal funding groups the Vincent Street - Streetscape Project. ▪ Budget allocation for inclusion in grant funding applications for the Vincent Street – Streetscape Project. ▪ Annual audit of footpaths, with a person with disability to prioritise paths to be repaired through 10yr path program. ▪ Advocate to MRWA safe crossing and accessibility requirements of gopher and wheel chair uses on roads and paths. 	2019-2021	<p>CEO DCEO SP</p> <p>MOW</p>
Advocate to local businesses the requirements for and benefits flowing from, the provision of accessible venues.	<ul style="list-style-type: none"> ▪ Provide readily available information on the legal requirements and needs of people with disability. ▪ Inform each business of 2018 survey and 2018 DAIP review outcomes. ▪ Assist Business to locate grant funding for access improvements. ▪ Investigate a new Community Grant for access improvements to local business. 	Ongoing	<p>CEO EA</p> <p>Tourism Officer (TO)</p>
Ensure that all recreational areas are accessible.	<ul style="list-style-type: none"> ▪ Ensure any redevelopment in recreational areas includes universal access, including the proposed new youth space. ▪ Develop an accessible viewing platform for everyone to use at County Peak. ▪ Audit existing recreational areas for accessibility and identify barriers to be improved upon. 	Ongoing	CEO BS
Ensure that ACROD parking meets the needs of people with Disability in terms of visibility quantity and location.	<ul style="list-style-type: none"> ▪ Evaluate ACROD bays and signs in the vicinity of the main street (Vincent Street). 	Annually	MOW

Outcome 3: People with disability receive information from the Shire of Beverley in a format that will enable them to access the information as readily as other people are able to access it.			
Strategy	Task	Task Timeline	Responsibility
Improve community awareness of Shire information being available in alternative formats.	<ul style="list-style-type: none"> ▪ Advertise the availability of other formats in the Beverley Blarney. ▪ Check all documents that require Community consultation carry a notation that the document is available in alternative format. 	Ongoing	EA
Improve employee awareness of accessible information needs and how to provide information in other formats.	<ul style="list-style-type: none"> ▪ Provide all new employees a copy of the DAIP in the induction process. ▪ Provide staff updated and ongoing training in providing accessible information. 	Ongoing	Human Resources Officer (HRO)
Ensure that the Shire's website meets accessibility guidelines.	<ul style="list-style-type: none"> ▪ Continue to evaluate the website to ensure it complies with the accessible web content guidelines and meets local needs. 	Ongoing	EA

Outcome 4: People with disability receive the same level and quality of service from the employees of the Shire of Beverley as other people receive.			
Strategy	Task	Task Timeline	Responsibility
Ensure that all employees, current and new are aware of disability and access issues and have the skills to provide appropriate service and information.	<ul style="list-style-type: none"> ▪ Provide access and inclusion updates at staff meetings. ▪ Assess Staff training needs at each performance review. ▪ Provide all new employees a copy of the DAIP in the induction process 	Ongoing	CEO DCEO HRO
Ensure that all elected members are aware of the DAIP and Shire's commitment to it.	<ul style="list-style-type: none"> ▪ Provide all potential Election Candidates a copy of the Shire's DAIP in the Election Pack. ▪ Provide all potential election candidates the DSC Fact Sheet. 	Ongoing	CEO

Outcome 5: People with disability have the same opportunities as other people to make complaints to the Shire of Beverley.			
Strategy	Task	Task Timeline	Responsibility
Ensure that feedback and grievance mechanisms are known and accessible for people with disability and are acted upon.	<ul style="list-style-type: none"> ▪ Continue with current grievance mechanisms and continue to audit and review monthly. ▪ Investigate alternative methods of giving feedback such as smart phone apps or web-forms. 	Ongoing	DCEO

Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.			
Strategy	Task	Task Timeline	Responsibility
Ensure that people with disability are actively consulted about the DAIP and any other significant planning processes.	<ul style="list-style-type: none"> ▪ Ensure the needs of people with different communication needs are met. ▪ Update the register of people to provide comment on access and inclusion issues, as a focus group is considered very effective. 	Ongoing	EA
Ensure that all Shire public consultations, forums, workshops and meetings are inclusive and accessible and people with Disability are aware of them.	<ul style="list-style-type: none"> ▪ Ensure consultation can take form in different mediums, including in person, phone or electronically. ▪ Ensure the consultation documentation is available in different formats. 	Ongoing	All Staff

Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Beverley.			
Strategy	Task	Task Timeline	Responsibility
Ensure that inclusive recruitment practices are applied when advertising all employment positions.	<ul style="list-style-type: none"> ▪ Review all draft advertisements and ensure the Equal Employment Opportunity statement is applied. ▪ Advertise in different mediums. ▪ Hold interviews in an accessible venue. ▪ Promote equity and diversity in the work place and with volunteers. 	Ongoing	HRO CEO DCEO
Improve methods of attracting, recruiting and retaining people with Disability.	<ul style="list-style-type: none"> ▪ Invite staff to give notice of their disability to HR. ▪ Review suitability of workstation, plant and equipment based on feedback from staff. ▪ Examine current methods of recruitment. ▪ Engage with Disability Employment support providers as required. 	Ongoing	HRO CEO DCEO