



## 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 27 June 2023. If attending the meeting, please arrive by 2:55pm to register.

### **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

23 June 2023

### **DISCLAIMER**

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



**27 June 2023**

**ORDINARY MEETING**

**AGENDA**

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## **1. OPENING**

The Presiding Member to declare the meeting open.

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

## **2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE**

### **2.1 Members**

Cr DC White	Shire President
Cr CJ Lawlor	Deputy President
Cr DW Davis	
Cr PJ Gogol	
Cr SW Martin	
Cr JR Maxwell	
Cr MH Norman	
Cr AFC Sattler	
Cr TWT Seed	

### **2.2 Staff**

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

### **2.3 Observers And Visitors**

### **2.4 Apologies and Approved Leave of Absence**

### **2.5 Applications for Leave of Absence**

## **3. DECLARATIONS OF INTEREST**

## **4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

## **5. PUBLIC QUESTION TIME**

## **6. CONDOLENCES**

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

GUNSCH

Valerie

30 May 2023

## **7. CONFIRMATION OF MINUTES**

### **7.1 Minutes Of The Ordinary Council Meeting Held 23 May 2023**

#### **OFFICER'S RECOMMENDATION**

That the Minutes of the Ordinary Council Meeting held Tuesday 23 May 2023 be confirmed.

## **8. TECHNICAL SERVICES**

### **8.1 Disaster Recovery – Appointment of HC Construction Services Pty Ltd**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 27 June 2023</b>
<b>Report Date:</b>	<b>1 June 2023</b>
<b>Applicant:</b>	<b>Shire of Beverley</b>
<b>File Reference:</b>	<b>ADM 0331</b>
<b>Author and Position:</b>	<b>Stephen Gollan, Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>No</b>
<b>Disclosure(s) Of Interest:</b>	<b>No</b>
<b>Attachments:</b>	<b>Confidential Proposal</b>

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#### **SUMMARY**

Council to approve the appointment of HC Construction Services Pty Ltd to manage the Disaster Recovery Funding Arrangements and authorise the associated unbudgeted expenditure.

#### **BACKGROUND**

Between 23 and 26 March 2023 the Shire of Beverley received severe rainfall from an intense storm resulting in significant flooding and culvert damage. The damage was widespread throughout the Shire. The damage consisted of: road carriageway and road shoulder scours; areas where unsealed gravel road pavements have been washed away; destroyed or block culverts; total destruction of culvert headwalls; bridge props washed away; and silting of table and cut-off drains.

The Manager of Works has documented 130 areas of damage and estimates the damage to be approximately \$3 million.

The Shire made application through DFES to declare the event a disaster and make emergency funding available.

On 28 April 2023, the event was proclaimed an eligible disaster under Disaster Recovery Funding Arrangements, Western Australia (DRFAWA).

#### **COMMENT**

Council viewed the most serious damaged locations and agreed it is imperative that work begin as soon as possible. The Deputy Chief Executive Officer, Manager of Works and myself met with HC Construction Services to initiate an understanding of the scope of works and cost estimate.

Based on 130 locations of various damage:

Stage 1 – Essential Public Asset (EPA) Repair Works Cost Estimate development and Evidence collection as per DRFAWA requirements is considered the most crucial stage and will take approximately 60 days.

Stage 2 – Tender Specification development and Tender process management including Contractor appointment will be an approximate 8 week process.

Stage 3 – EPA Repair Works Project Management and Supervision including DRFAWA Reporting as required. Estimated to take 130 days.

The cost estimate to manage the program is approximately \$240,000.00. Under the funding arrangements, these fees are recoverable. Attached under confidential cover is the full proposal from HC Construction Services. If Council wish to invite further quotes to manage the funding and arrangements, the repair works will be delayed by a further 8 weeks.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*, section 6.8:

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
  - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.

*Local Government (Functions and General) Regulations 1996*

Division 2 — Tenders for providing goods or services (s. 3.57)

11. When tenders have to be publicly invited

(1A) In this regulation —

**COVID-19 declaration** has the meaning given in the *Emergency Management Act 2005* section 77C(1);

**state of emergency declaration** has the meaning given in the *Emergency Management Act 2005* section 3.

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



## CONSULTATION

Council  
Manager of Works

## FINANCIAL IMPLICATIONS

2023/24 Budget

## STRATEGIC IMPLICATIONS

Goal 1 – Shire infrastructure is prepared for economic gains and an increase in our population.

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

## POLICY IMPLICATION

AF 007 (Policy manual)

## RISK IMPLICATIONS

High (12) - There is a high risk that not carrying out repair works as soon (and as safely) as possible, may lead to further damage to the roads.

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

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

## VOTING REQUIREMENTS

Absolute Majority

## OFFICER'S RECOMMENDATION

That Council approve the appointment of HC Construction Services Pty Ltd to manage the Disaster Recovery Funding Arrangements.

## **8.2 E-Quotes – RFT 05/2223, 06/2223 and 07/2223 Road Construction**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 27 June 2023</b>
<b>Report Date:</b>	<b>20 June 2023</b>
<b>Applicant:</b>	<b>Shire of Beverley</b>
<b>File Reference:</b>	<b>ADM 0542</b>
<b>Author and Position:</b>	<b>Stephen Vincent, Manager of Works</b>
<b>Previously Before Council:</b>	<b>No</b>
<b>Disclosure(s) Of Interest:</b>	<b>No</b>
<b>Attachments:</b>	<b>Nil</b>

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### **SUMMARY**

Council to consider three E-Quotes for Road Construction Services.

### **BACKGROUND**

At the February 2023 Information Briefing Session Council agreed to contract out full construction works for Waterhatch, Mawson and Morbinning Roads in the 23/24 road program. The following three projects were advertised using WALGA E-Quotes:

#### **RFT 05/2223 – Waterhatch Road Construction**

Upgrade Waterhatch Road from a 5.8 metre seal to a 7-metre seal. This section is starting at SLK 4.02 and headlining west to SLK 6.03. This will include widening culverts where required, importing approximately 1500m<sup>3</sup> of gravel to the existing road, reconstructing and cement stabilise full width, and seal to 7metres. Preferred start date Mid-January 2024, after harvest.

### **SCOPE OF WORKS**

#### ***LOPPING***

Lopping where required, trees to be removed at SLK 4.34 to allow for culvert extension.

#### ***CULVERTS***

SLK 4.33 extend 2.4m, Ø375 both sides  
SLK 4.81 extend 2.4m, Ø600 both sides

#### ***EARTHWORKS***

Install pegs to maintain the current alignment.  
Reform drains to suit widened culverts.  
Import gravel approx. 1500m<sup>3</sup> to widen shoulders prior to stabilising.  
Reconstruct and cement stabilise pavement to 250mm deep and 9 metres wide, using 1.5% cement.

#### ***BITUMEN***

Seal 7m, with 95/5 primer seal and 10mm stone.

#### ***GENERAL***

Gravel Pit is located within 15km.  
Water is at a soak at the start of the job, back up water if required 4km from the start of works, no charge.  
Dump site for trees is 2.5km from start of job.

Guideposts supplied, contractor to install.  
All insurances must be up to date and a Shire of Beverley induction is to be carried out prior to any works commencing.

### **RFT 06/2223 – Morbinning Road Re-Construction, Widen & Seal**

Upgrade Morbinning Road from a 4 metre seal to a 7 metre seal from SLK 11.53 to SLK 13.50. This will include replacing and widening a culvert at SLK 11.72. This section of road had the shoulders reconstructed and gravel imported 6 months ago, any additional gravel required for the culvert replacement will be made available by the Shire. Full width reconstructing and cement stabilising to 8 metres, and seal to 7metres. Preferred start date Mid-January 2024, after harvest.

#### **SCOPE OF WORKS**

##### ***CULVERTS***

SLK 11.72 replace existing Ø750 with ø 900mm to 14.4metres. Pipe to be cement slurry and stabilised. Shire only to supply pipes and gravel.

##### ***EARTHWORKS***

Install pegs to maintain the current alignment.  
Reform drains to suit widened road and culverts.  
Reconstruct and cement stabilise to 250mm deep and 8 metres wide, using 1.5% cement.

##### ***BITUMEN***

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

##### ***GENERAL***

Water 12.5km metres from the start of works at no charge.  
Guideposts supplied, contractor to install.  
All insurances must be up to date and a Shire of Beverley induction is to be carried out prior to any works commencing.

### **RFT 07/2223 – Mawson Road Widen and Seal**

Upgrade Mawson Road from a 6 metre seal to a 7 metre seal from SLK 15.17 to SLK 17.10. Approximately 1000 m<sup>3</sup> of gravel will need to be imported for the widenings. This is then to be cement stabilised on each side of the road with the cut to be 1.5m from the centre line and seal 1.3 from the centre line.  
Widening only on the inside of the curve from SLK15.90 to 16.10  
This will also include sealing the intersection of Balkuling Road for 40 metres and extending the ø300 culvert at this intersection.  
Preferred start date Mid-October 2023, prior to the harvest season.

#### **SCOPE OF WORKS**

##### ***CULVERTS***

SLK 16.78 extend 2.4m, Ø300 left hand side only, pipe supplied.

##### ***EARTHWORKS***

Reform drains to suit widenings.  
Import gravel approx. 1000m<sup>3</sup> to widen shoulders prior to stabilising.  
Cement stabilise to 250mm deep using 1.5% cement.

**BITUMEN**

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

**GENERAL**

Gravel Pit is located 7 km from start of job.

Water 2km from the start of works no charge.

Guide posts supplied, contractor to install

All insurances must be up to date and a Shire of Beverley induction is to be carried out prior to any works commencing.

**COMMENT**

The quotes were requested through WALGA's E-Quote program, closing on 18 April 2023. Due to the Manager of Works being on annual leave they were not opened until 16 May 2023.

Seven companies provided quotes, with five providing a costing for all three jobs (see table next page).

The least expensive is Earthstyle Contracting at \$ 916,130.00. Earthstyle Contracting are also the cheapest on each job.

Earthstyle Contracting have completed several jobs in the Wheatbelt and have indicated they are able to complete the jobs by our requested dates as set out in the specification.

While reviewing the quotes it was discovered that 1km was left off the Mawson Rd quote. As it will be recommended that Earthstyle Contracting be awarded all three jobs, they have been contacted for an estimate of the extra kilometre and is included in the following table.

	Preliminaries	Waterhatch Rd SLK 4.02 to 6.03	Morbinning Rd SLK 11.53- 13.50	Mawson Road SLK 15.17 -17.10	Mawson Road Additional 1km	Totals
MCC Contractors		\$ 744,539	\$ 703,303	\$ 528,620		\$ 1,976,463
DM Roads		\$ 612,619	\$ 390,356	Nothing received		\$ 1,002,975
Earthstyle Contracting		\$ 385,980	\$ 315,000	\$ 215,150	\$ 95,950	\$ 1,012,080
Fulton Hogan	\$1,083,943	\$ 616,759	\$ 437,462	\$ 426,063		\$ 2,564,226
Service Stream Maintenance		\$ 830,883	\$ 722,801	Nothing received		\$ 1,553,684
Western Stabilisers		\$ 642,224	\$ 431,187	\$ 399,921		\$ 1,473,333
WCP Civil		\$ 495,864	\$ 349,828	\$ 334,881		\$ 1,180,573

## STATUTORY ENVIRONMENT

### *Local Government Act 1995:*

#### 3.57 Tenders for providing goods or services

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

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

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

#### 20. Variation of requirements before entry into contract

- (1) If, after it has invited tenders for the supply of goods or services and chosen a successful tenderer but before it has entered into a contract for the supply of the goods or services required, the local government wishes to make a minor variation in the goods or services required, it may, without again inviting tenders, enter into a contract with the chosen tenderer for the supply of the varied requirement subject to such variations in the tender as may be agreed with the tenderer.
- (2) If —
  - (a) the chosen tenderer is unable or unwilling to enter into a contract to supply the varied requirement; or
  - (b) the local government and the chosen tenderer cannot agree on any other variation to be included in the contract as a result of the varied requirement,

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

- (3) In subregulation (1) —

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

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

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

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

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

### CONSULTATION

Manager of Works  
Council

### FINANCIAL IMPLICATIONS

\$1,012,080.00 2023/24 Budget

### STRATEGIC IMPLICATIONS

Goal 1 – Shire infrastructure is prepared for economic gains and an increase in our population.

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

### POLICY IMPLICATIONS

AF 007 (Policy manual)

### RISK IMPLICATIONS

Medium (9) – There is a considered medium risk of awarding full contract road work jobs to a contractor not previously associated with the Shire of Beverley.

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

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

## **VOTING REQUIREMENTS**

Absolute Majority

## **OFFICER'S RECOMMENDATION**

That Council award;

1. RFT 05/2223 Waterhatch Road to Earthstyle Contracting for quoted amount of \$385,980.00;
2. RFT 06/2223 Morbinning Road to Earthstyle Contracting for the quoted amount of \$315,000.00; and
3. RFT 07/2223 Mawson Road to Earthstyle Contracting for the quoted amount of \$215,150.00 and as per Regulation 20 of the *Local Government (Functions and General) Regulations 1996*, authorise the Manager of Works to negotiate the required extra kilometre of construction work.



### **8.3 Tender – Airfield Lighting**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 27 June 2023</b>
<b>Report Date:</b>	<b>19 June 2023</b>
<b>Applicant:</b>	<b>Shire of Beverley</b>
<b>File Reference:</b>	<b>ADM 0186</b>
<b>Author and Position:</b>	<b>Ashleigh Fleay, Projects Officer</b>
<b>Previously Before Council:</b>	<b>2022/23 Budget Consideration</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>

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#### **SUMMARY**

Council to consider Tender submission received for the supply and installation of fixed electrical reticulated airfield lighting.

#### **BACKGROUND**

Tenders were called for the supply and installation of fixed electrical reticulated airfield lighting at the Beverley Airfield.

Council has received \$151,430.00 worth of funding through the Regional Airports Program Round 3 and Council has an allocation in the 2023/24 budget to support the project.

#### **COMMENT**

5 Tender packages were issued to relevant parties, with only one Tender being received at the close of Tender.

<b>Tenderer</b>	<b>Tendered Price</b>
Airport Alliance Contracting	Option 1: \$418,369.44 Option 2: \$438,113.56 Option 3: \$455,265.09

The Tender submission received presents costs and options outside of the original budget scope, however it is recommended that Council accept the Tender received and allow for the project team to negotiate with the Tender on the options presented.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

3.57 Tenders for providing goods or services

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

*Local Government (Functions and General) Regulations 1996*

11. Tenders to be invited for certain contracts

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$100 000 unless

subregulation (2) states otherwise.

- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
  - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act;
  - (b) the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA;
  - (ba) the local government intends to enter into a contract arrangement for the supply of goods or services where —
    - (i) the supplier is either —
      - (I) an individual whose last employer was the local government; or
      - (II) a group, partnership or company comprising at least 75% of persons whose last employer was that local government;
    - (ii) the contract —
      - (I) is the first contract of that nature with that individual or group; and
      - (II) is not to operate for more than 3 years; and
    - (iii) the goods or services are —
      - (I) goods or services of a type; or
      - (II) (in the opinion of the local government) substantially similar to, or closely related to, goods or services of a type, that were provided by the individual (or persons) whilst employed by the local government;
  - (c) within the last 6 months —
    - (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications; or
    - (ii) the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;
  - (d) the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government;
  - (e) the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government;
  - (ea) the goods or services are to be supplied —
    - (i) in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and
    - (ii) by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;
  - (f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or

- (g) the goods to be supplied under the contract are —
  - (i) petrol or oil; or
  - (ii) any other liquid, or any gas, used for internal combustion engines.

#### 14. Requirements for publicly inviting tenders

- (1) When regulation 11(1), 12 or 13 requires tenders to be publicly invited, State-wide public notice of the invitation is to be given.
- (2) If the CEO has, under regulation 23(4), prepared a list of acceptable tenderers, instead of giving State-wide public notice the CEO is required to give notice of the invitation to each acceptable tenderer listed.
- (2a) If a local government —
  - (a) is required to invite a tender; or
  - (b) not being required to invite a tender, decides to invite a tender, the local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.
- (3) The notice, whether under subregulation (1) or (2), is required to include —
  - (a) a brief description of the goods or services required;
  - (b) particulars identifying a person from whom more detailed information as to tendering may be obtained;
  - (c) information as to where and how tenders may be submitted; and
  - (d) the date and time after which tenders cannot be submitted.
- (4) In subregulation (3)(b) a reference to detailed information includes a reference to —
  - (a) such information as the local government decides should be disclosed to those interested in submitting a tender;
  - (b) detailed specifications of the goods or services required;
  - (c) the criteria for deciding which tender should be accepted;
  - (d) whether or not the local government has decided to submit a tender; and
  - (e) whether or not the CEO has decided to allow tenders to be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.
- (5) After a notice has been given under subregulation (1) or (2), a local government may vary the information referred to in subregulation (3) by taking reasonable steps to give each person who has sought copies of the tender documents or each acceptable tenderer, as the case may be, notice of the variation.

#### 15. Minimum time to be allowed for submitting tenders

- (1) If the notice is published in the newspaper as part of giving State-wide public notice, the time specified in the notice as the time after which tenders cannot be submitted has to be at least 14 days after the notice is first published in the newspaper as part of giving State-wide public notice.
- (2) If the notice is given to a person listed as an acceptable tenderer, the time specified in the notice as the time after which tenders cannot be submitted has to be at least 14 days after the notice is given.

#### 16. Receiving and opening tenders

- (1) The CEO is responsible for keeping any tender submitted including a tender submitted by facsimile or other electronic means in safe custody, and for ensuring that it remains confidential.
- (2) Tenders are not to be opened, examined, or assessed until the time after which further tenders cannot be submitted.
- (3) When tenders are opened —
  - (a) at least one and, if practicable, more than one employee of the local government or one person authorised by the CEO to open tenders and, if practicable, one or more other persons, is required to be present;
  - (b) members of the public are entitled to be present; and
  - (c) details of the tenders (other than the consideration sought in the tender) are to be immediately recorded in a register to be known as the tenders register.

#### 18. Choice of tender

- (1) A tender is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for tenders.
- (2) A tender that is submitted at a place, and within the time, specified in the invitation for tenders but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the tender.
- (3) If, under regulation 23(4), the CEO has prepared a list of acceptable tenderers for the supply of goods or services, a tender submitted by a person who is not listed as an acceptable tenderer is to be rejected.
- (4) Tenders that have not been rejected under subregulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them it thinks it would be most advantageous to the local government to accept.
- (4a) To assist the local government in deciding which tender would be the most advantageous to it to accept, a tenderer may be requested to clarify the information provided in the tender.
- (5) The local government may decline to accept any tender.
- (6) If a local government has accepted a tender but acceptance of the tender does not create a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree not to enter into a contract in relation to the tender, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.
- (7) If a local government has accepted a tender and acceptance of the tender creates a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree to terminate the contract, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.

## 20. Variation of requirements before entry into contract

- (1) If, after it has invited tenders for the supply of goods or services and chosen a successful tenderer but before it has entered into a contract for the supply of the goods or services required, the local government wishes to make a minor variation in the goods or services required, it may, without again inviting tenders, enter into a contract with the chosen tenderer for the supply of the varied requirement subject to such variations in the tender as may be agreed with the tenderer.
- (2) If —
  - (a) the chosen tenderer is unable or unwilling to enter into a contract to supply the varied requirement; or
  - (b) the local government and the chosen tenderer cannot agree on any other variation to be included in the contract as a result of the varied requirement,

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

- (3) In subregulation (1) —  
*minor variation* means a variation that the local government is satisfied is minor having regard to the total goods or services that tenderers were invited to supply.

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

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

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

### **CONSULTATION**

S Gollan – Chief Executive Officer  
A Fleay - Project Officer

### **FINANCIAL IMPLICATIONS**

2023/24 Budget Allocation

\$151,430.00 – Department of Industry, Science, Energy and Resources Funding

### **STRATEGIC IMPLICATIONS**

Goal 9 – We have a healthy and safe community.

### **POLICY IMPLICATIONS**

Policy AF007 – Purchasing and Procurement

## RISK IMPLICATIONS

There is a high risk implication that not renewing the lights at the airfield may reduce the ability of emergency services aircraft to land at the Beverley airstrip.

The awarding of the tender is considered to be low risk.

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

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

## VOTING REQUIREMENTS

Absolute Majority

## OFFICER'S RECOMMENDATION

1. That Council accept the Tender submitted by Airport Alliance Contracting; and
2. As per Regulation 20 of the *Local Government (Functions and General) Regulations 1996*, staff commence negotiations with Airport Alliance Contracting to deliver the project under contract for the supply and installation of fixed electrical reticulated airfield lighting.

## **9. PLANNING SERVICES**

### **9.1 Draft Local Planning Policy – Beverley Airfield Precinct**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 27 June 2023</b>
<b>Report Date:</b>	<b>8 June 2023</b>
<b>Applicant:</b>	<b>Shire of Beverley</b>
<b>File Reference:</b>	<b>ADM 0219</b>
<b>Author and Position:</b>	<b>Stefan de Beer, Manager of Planning</b>
<b>Previously Before Council:</b>	<b>No</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Draft Planning Policy – Beverley Airfield Precinct</b>

---

#### **SUMMARY**

It is requested that Council resolve to initiate public notification of the attached *Draft Local Planning Policy – Beverley Airfield Precinct*, in terms of the *Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015*.

#### **BACKGROUND**

A strategic framework is proposed to direct and manage future spatial development at the Beverley Airfield Precinct.

In close consultation with the Beverley Soaring Society a draft Planning Policy was developed.

The self-explanatory *Draft Local Planning Policy – Beverley Airfield Precinct* is attached to this report for Council's consideration.

#### **COMMENT**

The objectives of the Local Planning Policy are as follows:

- The Beverley Airfield Precinct Local Planning Policy aims to set the strategic framework for future spatial development of land uses within the Beverley Airfield Precinct;
- To provide for orderly and proper development within the Beverley Airfield Precinct;
- To provide guidance and development provisions for applicants seeking to construct aviation related infrastructure like hangars, etc;
- To provide guidance to Council and Council's officers when considering applications made under this policy.

Clause 4 of Schedule 2, Part 2, of the *Planning and Development (Local Planning Schemes) Regulations 2015*, reads as follows (*Procedure for making local planning policy*):

*'(1) If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows —*

*(a) publish in accordance with clause 87 the proposed policy and a notice giving details of —*

*(i) the subject and nature of the proposed policy; and*

- (ii) the objectives of the proposed policy; and*
- (iii) how the proposed policy is made available to the public in accordance with clause 87; and*
- (iv) the manner and form in which submissions may be made; and*
- (v) the period for making submissions and the last day of that period;*
- (b) if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;*
- (c) give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate’.*

Clause 87 of Schedule 2, Part 12, of the *Planning and Development (Local Planning Schemes) Regulations 2015*, reads as follows:

***‘Requirements for making documents available to public***

- (1) This clause applies if under a provision of this Scheme the local government is required to publish in accordance with this clause a notice, plan, application or other document (the document).*
- (2) The local government must make the document available in accordance with the applicable requirements of subclauses (3) to (5).*

*Note for this subclause:*

*Under clause 88, the Commission may approve varied requirements that apply if it is not practicable for the local government to publish documents in accordance with subclauses (3) to (5).*

- (3) For all documents, the local government must —*
  - (a) publish on the website of the local government —*
    - (i) the document; or*
    - (ii) a hyperlink to a webpage on which the document is published;*
  - and*
  - (b) if it is reasonably practicable to do so — make a copy of the document available for public inspection at a place in the district of the local government during normal business hours.*
- (4) If the document is a notice and the local government considers that it is appropriate in the circumstances for the notice to be published in a newspaper, the local government must also ensure that the notice is published in a newspaper circulating in the relevant locality in the local government district.*
- (5) The local government must ensure that the document remains published under subclause (3)(a) and (if applicable) available for public inspection under subclause (3)(b) —*
  - (a) if the document is published in compliance with a requirement that is expressed to be an ongoing publication requirement — at all times that the document is in effect; or*
  - (b) if the document is published in compliance with a requirement to advertise for submissions under this Scheme — during the whole of the period within which submissions may be made; or*
  - (c) if paragraphs (a) and (b) do not apply — during a period that the local government considers is reasonable’.*

**CONSULTATION**

Consultation was had with the Beverley Soaring Society. Further consultation will be by public notification pursuant to above quoted Clause 87 should Council resolve to initiate such.



## STATUTORY ENVIRONMENT

Council has the power to make a Local Planning Policy pursuant to Clause 4 of Schedule 2, Part 2, of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

## FINANCIAL IMPLICATIONS

Council will be required to pay the required advertising costs.

## STRATEGIC IMPLICATIONS

Goal 1 – Shire infrastructure is prepared for economic gains and an increase in our population.

Goal 7 – Increase all forms of club participation.

## POLICY IMPLICATIONS

The outcome of this exercise will result in a new Local Planning Policy – *Beverley Airfield Precinct*.

## RISK IMPLICATIONS

It is considered that the proposal has insignificant risks.

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

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

## VOTING REQUIREMENTS

Simple Majority

## OFFICER'S RECOMMENDATION

That Council resolve to proceed to advertising of the *Draft Local Planning Policy – Beverley Airfield Precinct* pursuant to Clause 4 of Schedule 2, Part 2, of the *Planning and Development (Local Planning Schemes) Regulations 2015*.



## LOCAL PLANNING POLICY: BEVERLEY AIRFIELD PRECINCT

### PURPOSE

- The Beverley Airfield Precinct Local Planning Policy aims to set the strategic framework for future spatial development of land uses within the Beverley Airfield Precinct;
- To provide for orderly and proper development within the Beverley Airfield Precinct;
- To provide guidance and development provisions for applicants seeking to construct aviation related infrastructure like hangars, etc;
- To provide guidance to Council and Council's officers when considering applications made under this policy.

### 1. AUTHORITY TO PREPARE AND ADOPT A LOCAL PLANNING POLICY

This Policy has been prepared in accordance with Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* which allows the local government to prepare local planning policies relating to planning and development within the Scheme area.

### 2. APPLICATION

This policy applies to the Beverley Airfield Precinct, described by the following land parcels:

- Reserve 32745 (Lot 29705) – in extent 33.3021 Ha
- Lot 16 on D79708 – in extent 11.4723 Ha

### 3. STRATEGIC PLANNING CONTEXT

The present *Shire of Beverley Local Planning Strategy* designates the Beverley Airfield Precinct as a 'Noisy Activity Precinct'.

The contribution to economic development and tourism opportunities presented by the Beverley Airfield Precinct are acknowledged and should form a primary focus when considering applications for development approval.

### 4. PRESENT LEASE AGREEMENT

This Planning Policy is intended to inform and acknowledges the ongoing Lease Agreement between the Shire of Beverley and the Beverley Soaring Society Inc.



## 5. POLICY STATEMENT

### 5.1 Hangar Development

#### Siting

Located only within the *Development Zones* as notated in the attached mapping, or as approved by Council.

#### Building materials, colour scheme and height

All hangars are to be clad in Colorbond in a colour which is in harmony with the established development in the Airfield Precinct, in the opinion of the Council, with the following default type, colour and style preferred:

Wall sheeting and doors: Colourbond Pale Eucalypt;

Roof: Gabled roof in Colourbond Pale Eucalypt or Colourbond Surfsmist.

Maximum Height: Walls – 4m, Roof at Apex 4.5m

#### Car Parking

All vehicles are to be parked entirely within the Airfield Precinct only and in such fashion as to not be detrimental to Airfield operations.

#### Fuel Storage

Aviation fuel and combustible chemicals are to be stored in accordance with established relevant guidelines and regulations.

#### Storage of Equipment

Storage of all equipment used in the operation of the hangars is to be contained within the hangars at all times.

#### Maintenance of Buildings and Surrounds

The owners of hangars shall maintain the hangar in a neat and tidy manner and ensure the surrounding lease area is kept free of disused materials and rubbish.

#### Signage

Prior to any signage being erected a signage application is to be submitted to and approved by the Shire.

### 5.2 Other Development Proposals

All other development proposals within the Beverley Airfield Precinct will be considered by Council on a case-by-case basis having due regard to the purpose of this Policy.

### 5.3 Consideration for all development proposals

Amongst others, the following matters should be considered when assessing development applications in the Airfield Precinct:

- Unless otherwise approved, no structure shall be used for human habitation, commercial or industrial use;
- No trees are to be removed without the prior approval of the Shire and other appropriate Authorities;



- All development shall comply with all other relevant written laws;
- All development shall have due regard of the location of the Range Danger Area of the adjacent Beverley Rifle Club located at 75 (Lot 15) Nicholas Street;
- Ensuring that proposed development does not detrimentally impact environmental assets, where applicable;
- Ensure fire management is appropriately addressed in development proposals.

Annexures to this Policy:

- Beverley Soaring Society lease area;
- Beverley Soaring Society additional lease area;
- Beverley Soaring Society Strategic Plan extracts;
- Beverley Airfield Northern Development Area;
- Beverley Airfield Southern Development Area;
- Beverley Airfield Central Development Area;
- Beverley Rifle Club Range Danger Areas



SCALE: 1:5000 (A3)	DATE DRAWN: 06/02/2013
V DATUM: AHD	DRAWN BY: DGP CHECKED BY: DP
H DATUM: MGAz50	
SURVEY DATE:	
SURVEYOR: COMPLETED	DATA FILE:
JOB No: 16228	CAD FILE:
PATH: S:\Projects\16\16228\survey\airfield	



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**BEVERLEY AIRFIELD**  
**LOT 29705**  
**ON RESERVE 32745**

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CLIENT: SHIRE OF BEVERLEY

REV 0	BSI ISO 9001:2008 FS 521002
PLAN 16228-003	
SHEET 1 OF 1	

**EXTENSION TO LEASE AREA**



# Beaverly Airfield Agency Item 9.1 Buildings Area

**Point Features**

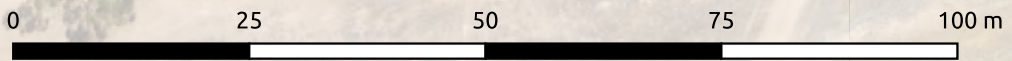
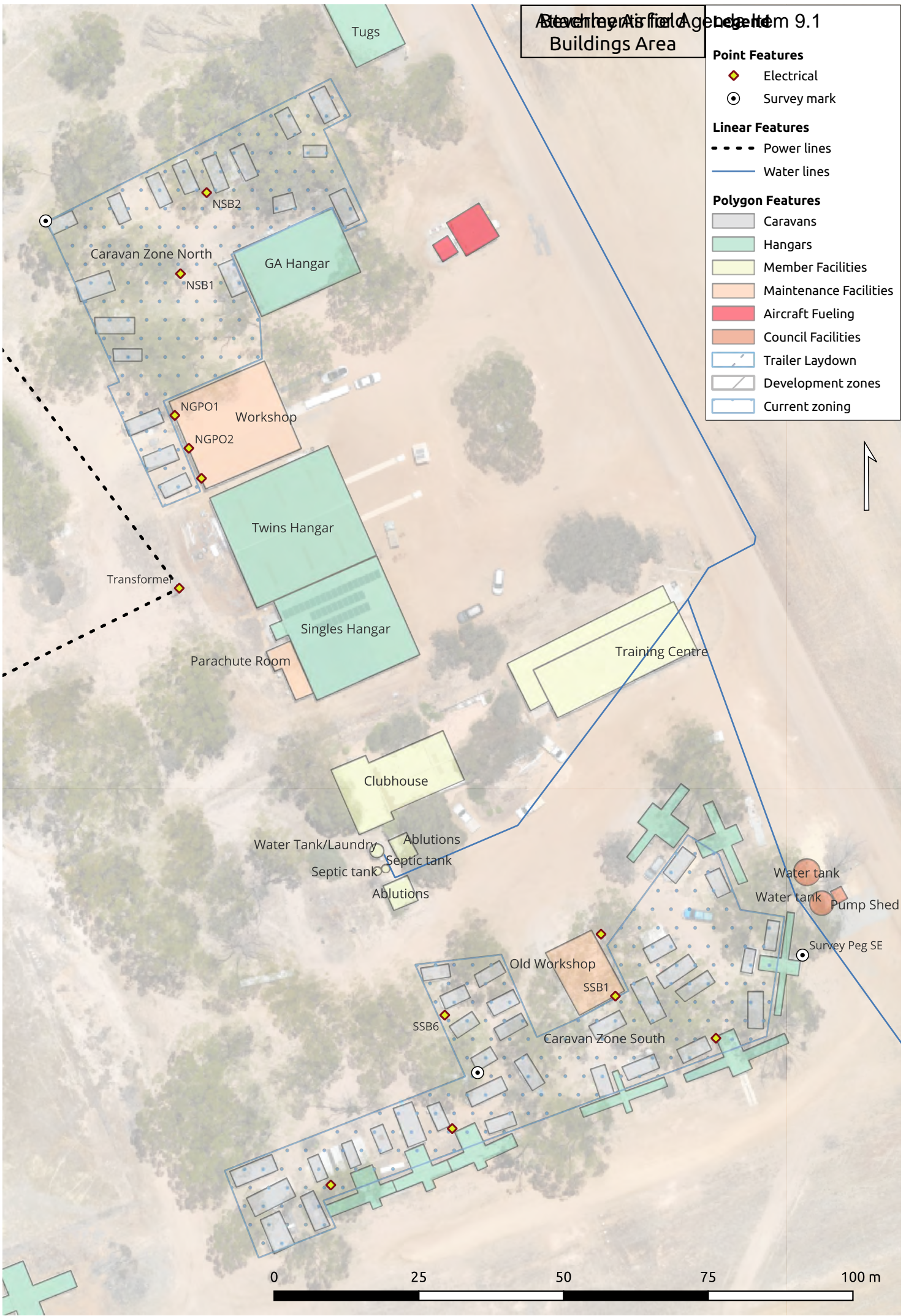
- Electrical
- Survey mark

**Linear Features**

- Power lines
- Water lines



**Polygon Features**

- Caravans
- Hangars
- Member Facilities
- Maintenance Facilities
- Aircraft Fueling
- Council Facilities
- Trailer Laydown
- Development zones
- Current zoning





**Legend**

**Point Features**

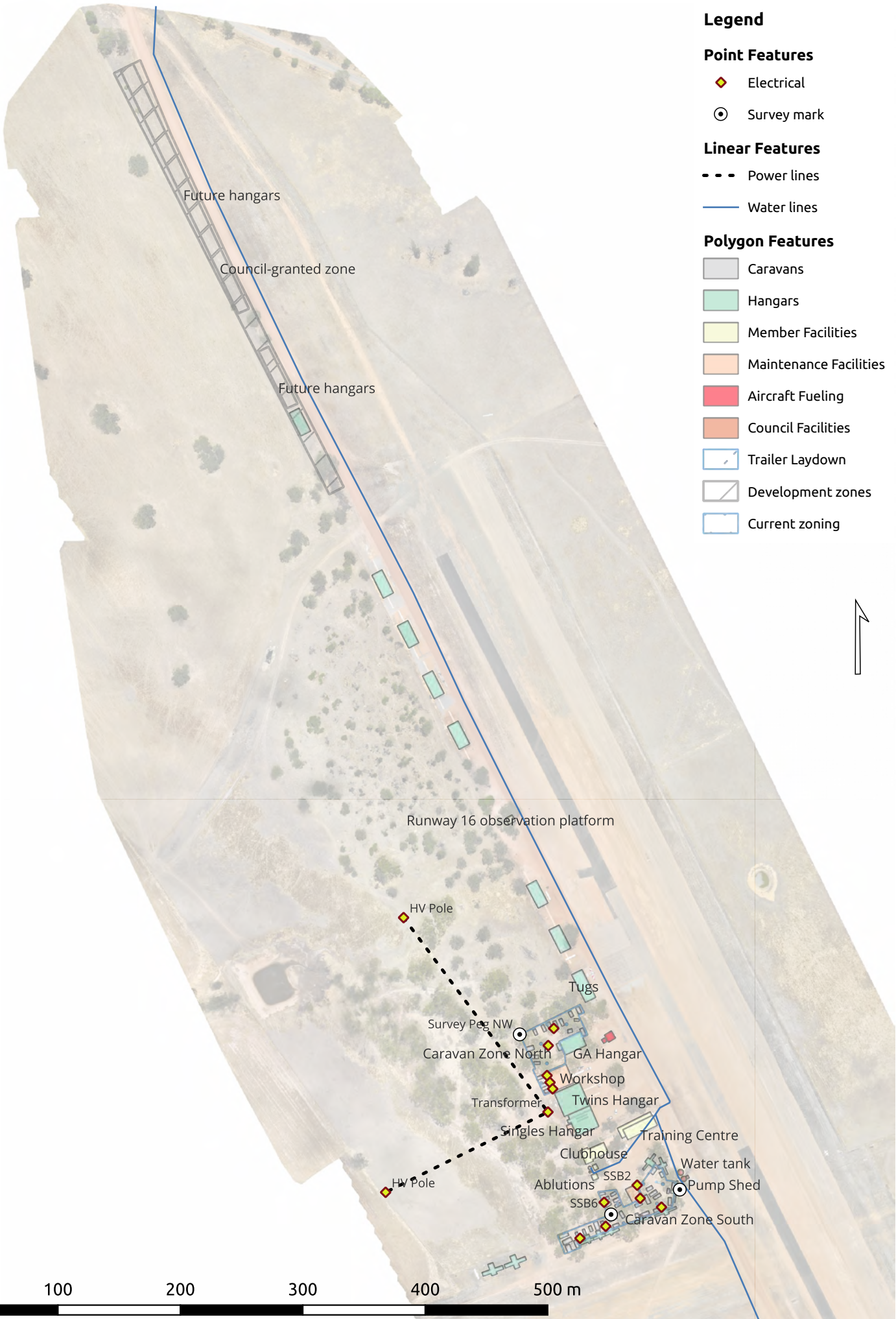
-  Electrical
-  Survey mark

**Linear Features**

-  Power lines
-  Water lines

**Polygon Features**

-  Caravans
-  Hangars
-  Member Facilities
-  Maintenance Facilities
-  Aircraft Fueling
-  Council Facilities
-  Trailer Laydown
-  Development zones
-  Current zoning



0 100 200 300 400 500 m



**Legend**

**Point Features**

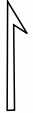
- ◆ Electrical
- ⊙ Survey mark

**Linear Features**

- - - Power lines
- Water lines

**Polygon Features**

- Caravans
- Hangars
- Member Facilities
- Maintenance Facilities
- Aircraft Fueling
- Council Facilities
- Trailer Laydown
- Development zones
- Current zoning



BEVERLEY  
TOWNSITE

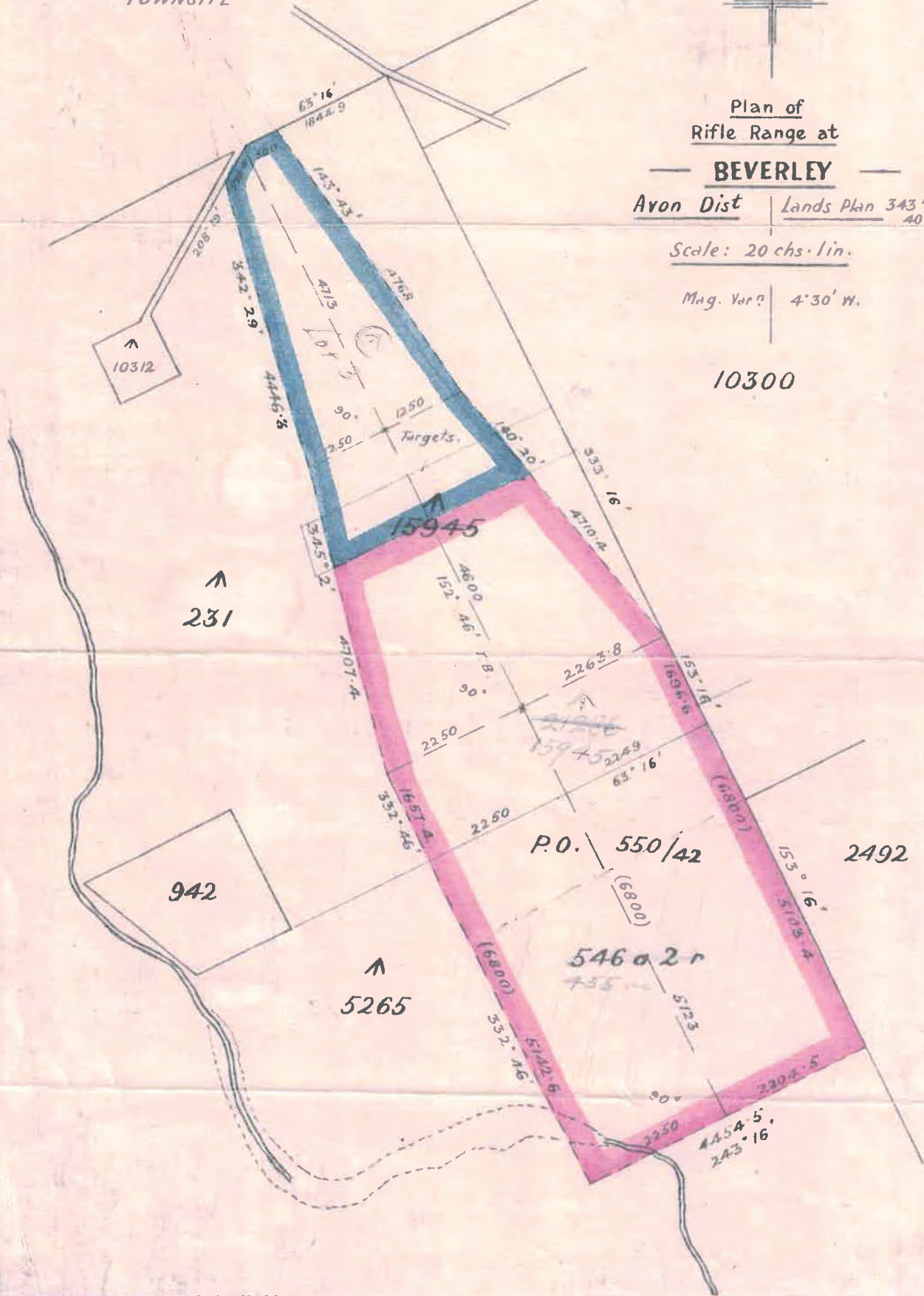
BEVERLEY RIFLE CLUB - RANGE DANGER AREA

Plan of  
Rifle Range at  
**BEVERLEY**  
Avon Dist | Lands Plan 343<sup>A</sup>  
40

Scale: 20 chs. lin.

Mag. Var? 4°30' W.

10300



Reb. Ahjornson  
Inspector of Rifle Ranges  
5th. Mil. Dist.



# **The Beverley Soaring Society**

## **Strategic Business Plan**

**2023 to 2028**

**SUPPLEMENTARY**

**INFORMATION**

# Table of Contents

- 1: Introduction
- 2: Site Survey
- 3: Base Mapping
- 4: Future Redevelopment Opportunities
- 5: Future development Areas
- 6: Design Guidelines for future structures
- 7: Review of ablution facilities
- 8: Review of Water supply facilities
- 9: Review of Electrical supply facilities
- 10: Future Accommodation proposals
- 11: Future Runway requirements
- 12: CASA Classification of the Airfield

## **1: INTRODUCTION**

The information included in this document is in addition to and complementary with the Strategic Business Plan presented to Council on 16<sup>th</sup> February 2023.

It supplies the additional information requested by the Manager of Planning and Development Services, Stefan de Beer in an email to Immediate Past President Geoff Overheu dated 16 February 2023.

## **2: SITE SURVEY**

The Site Survey has identified the following existing structures which are shown on the Base maps presented in Section 2

- 1974 Single seat glider hangar 22m x 22m capable of storing seven single seat gliders
- 1981 The Clubhouse 15m x 15m consisting of two demountable units separated by an additional central section  
This Clubhouse replaced the Nissan Hut which served the Club from 1974 to 1981
- 1975 The original ablution block consisting of two separate facilities for males and females
- 1989 Twin seat glider hangar 22m x 22m capable of storing four twin seat gliders
- 1994 The first Workshop
- 1998 The 1300L fuel tank installation
- 1998 The new ablution facility consisting of two separate units with wheelchair access
- 2013 The new Towplane Hangar capable of holding three Piper Pawnee Towplanes 30 m x 15m replaced an earlier towplane hangar located north of the twin seat glider hangar
- 2022 The new Workshop 18m x 12m
- 2023 The new Training Facility 27m x 8.4 m plus 4m veranda
- One overhead water tank and reticulation facilities
- 34 privately owned hangars
- 50 privately owned accommodation caravans
- Two Launch Area shelters at RWY 18 and RWY 34
- Two 30,000 L water tanks and pumping facilities owned and maintained by FESA/Parks and Wildlife
- One privately owned power hangar on the south side of RWY 08/26
- A glider trailer parking area

## **3: BASE MAPPING**

Three Base maps have been compiled.

Attachment 1 The southern section is presented at a scale of 4000:1

Attachment 2 Similarly the northern section is also presented at a scale of 4000:1

Attachment 3 The Buildings area shows more detail at a scale of 800:1

## **4: FUTURE REDEVELOPMENT OPPORTUNITIES**

The main area of possible redevelopment is the former Clubhouse which might be developed to provide additional accommodation.

The Club is currently restricted to 50 caravans on site under the terms of the 21 year Lease signed in 2011 and now has a full complement of 50 caravans on site.

This generates the need for additional accommodation some of which may be available in the former Clubhouse.

The Club does not foresee the replacement on any of the current structures in the decade.

The sealing of the floors in the two Club glider hangars and the installation of doors to provide protection and security has been on the Wish List for many years.

The collection and re-use of rainwater has been identified as an area for future development.

The Club is now severely restricted in available area for redevelopment and the construction of any future cabins similar to those recently built by the Shire would be contingent on the Club gaining access to the privately owned land west of the former clubhouse. Council may be able to facilitate this at some time in the future.

## **5: FUTURE DEVELOPMENT AREAS**

Three areas of future development have been identified on the Base Maps.

On the Northern Region the area shows the area recently added to the Lease by council which could allow the construction of around eight new Shed type hangars of which only two are currently being built or planned and there are no more envisaged at this time.

On the Southern Region base map two areas of possible development have been identified, one for 4 to 6 Tee hangars and another for a large Club hangar on the former Neptune hangar site. However, it is important to note that no Tee hangars have been built in the last decade as the trend has been towards Shed type hangars with two gliders sharing the cost.

Further the construction of a new large hangar on the former Neptune hangar site has never progressed due to the prohibitive cost and access problems.

## **6: GUIDELINES FOR FUTURE STRUCTURES**

The Committee has implemented the following Guidelines for future Shed Type hangars to hold two 18 metre gliders:

Dimensions: 21 m x 9 m x 3 m

Wall sheeting and Doors: Colourbond Pale Eucalypt

Roof: Gabled roof in Colourbond Eucalypt or Colourbond Surfmist

There have been no Tee hangars built in the last decade, thus no Guidelines exist.

Not all Club members can afford these large Shed Type hangars with an expensive concrete floor, insulation and complex doors.

Consequently there could be an interest in a lower cost unsealed tee hangar with a gravel floor at some time in the future.

## **7: REVIEW OF ABLUTION FACILITIES**

The original 1975 ablution block was supplemented by a new ablution block built in 1978:

The facilities include:

Four seated toilets one of which has wheelchair access

One Urinal

Four separate showers

Two large septic tanks and associated leach drains

One of the shower/toilet facilities is dedicated to female only use.

It is also important to note that over the past decade there have been a number of new or near new caravans brought on site to replace older vans and at least 20% now have their own showers which has reduced the usage of the Club facilities.

## **8: REVIEW OF WATER SUPPLY FACILITIES.**

Scheme water is supplied by the Water Corporation passing through a meter at the northern boundary. The meter is invoiced through the Shire of Beverley.

The water is piped through a Blueline DN25 PN16 polyethylene which is buried about 5 metres east of the eastern edge of the roadway and leads to a float in the overhead tank near the ablution blocks.

There is a Tee off the incoming line to fill the two 30,000 L tanks used by the Water Bombers and a number of tees to the hangars in the northern area.

There is also a Tee off to the southern hangars passing under RWY 08/26.

Water from the overhead tank is fed to a pressure pump which reticulates the kitchens, the ablution blocks and the caravans.

The water supply is adequate for the Club's needs and there are no plans to upgrade the water supply.

There are short term problems during the three yearly State Competitions when many gliders need to fill their gliders with water ballast but this is overcome nowadays by using water tanks, pumps and manifolds.

## **9: REVIEW OF ELECTRICAL SUPPLIES**

In contrast to the water supplies which are adequate, the Club has found that the 100 amps maximum that was provided in the 1970s is far from adequate in the 2020s with more members, more gliders and more caravans. At times of high occupancy and especially during the three yearly State Competitions power rationing and blackouts have been suffered.

At least six club members now own Electric or Hybrid vehicles and this number is likely to increase in the future. Expanding the club's power will also allow future on-site charging of EVs which is not currently possible or permitted given the current power limitations. EV owners now rely on the single high capacity outlet at the showgrounds to charge their vehicles.

The Club has an incoming 12.7 kV single phase line feeding a 25 kVa single phase transformer with a capacity of only 100 amps. The line continues on to supply the motorcycle facility and possibly the Water Authority treatment pumps.



The Club has two banks of 5 kW of solar panels feeding into the grid (upto 5kW max). Some excess energy is exported mid-week but totally consumed on site when the club is operating (which is at least Friday, Saturday and Sunday each week).

Discussions are currently being held with Western Power to determine the options and costs to double the power supply capacity. We will keep the Shire informed of our progress in this regard.

The Shire might be able to help in some way, yet to be determined.

## **10: FUTURE ACCOMMODATION PROPOSALS**

As mentioned in Section 4 above “The Club is now severely restricted in available area for redevelopment and the construction of any future cabins, similar to those recently built by the Shire, would be contingent on the Club gaining access to the privately owned land west of the former clubhouse. Council may be able to facilitate this at some time in the future.”

In the absence of that land it is hard to see where the Club might locate additional cabins on the site currently Leased.

## **11: FUTURE RUNWAY REQUIREMENTS**

The Club had access to the main runway RWY 16/34 and both arms of the RWY 08/26 for 31 years from its formation in 1974 until September 2005 when the eastern arm of RWY 08/26 was fenced off.

Loss of the eastern arm has meant that the Club is unable to launch gliders when strong westerly winds prevails and reduces the options for safe landings when westerly winds prevail.

Access to the eastern arm would improve operations and safety.

The RFDS lights which were first activated in 2015, being above ground fixed lights, have been an ongoing area of concern. Damage to glider wings has been substantial and the lights have to be removed every operational day. The Club understands that funding has been approved to replace the lights with hard wired flush to the ground lights.

The Shire increased the area of sealed runway in 2022. At some time in the future the rest of the runway might be sealed to parallel the airstrips used by the gliding clubs at Cunderdin and Narogin.

## **12: CASA CLASSIFICATION OF THE AIRFIELD**

CASA has only two Aerodrome categories specified in Part 139 of CASR

Certified aerodromes and Aircraft landing areas (uncertified aerodromes)

YBEV is in the latter category, Aircraft landing areas (uncertified aerodromes)

There is no requirement for an Aerodrome Manual nor a Safety Management System

There is no requirement for a technical inspection nor a trained reporting officer.

The Club has elected to have the aerodrome details published in ERSA in 2022 to improve safe operations at YBEV.

The operator is not required to monitor obstacles, it is the responsibility of the pilot.

Compiled by Owen Jones and Kevin Shackleton

On behalf of the Beverley Soaring Society

## **9.2 Proposed Management Order – Nurses’ Old Quarters, Part Lot 405 on DP194285, Forrest Street**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 27 June 2023</b>
<b>Report Date:</b>	<b>8 June 2023</b>
<b>Applicant:</b>	<b>Shire of Beverley</b>
<b>File Reference:</b>	<b>ADM 0256</b>
<b>Author and Position:</b>	<b>Stefan de Beer, Manager of Planning</b>
<b>Previously Before Council:</b>	<b>Information Bulletin, July 2019 – June 2023</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Locality map, Letter to WACHS, Deposited Plan</b>

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### **SUMMARY**

It is requested that Council resolve to agree to request a Management Order over a part of Lot 405 on DP 194285 to enable usage of the Nurses’ Old Quarter site.

### **BACKGROUND**

The Shire has been in consultation with the *WA Country Health Service* (WACHS) and the *Department of Planning, Lands and Heritage* (DPLH) since around November 2019 in regards to possible acquisition of the subject land.

The subject land is described as part lot 405 on DP 194285 Forrest Street and contains the Nurses’ Old Quarters. This part of the lot is approx. 4,673m<sup>2</sup> in size.

In a letter to WACHS dated 11 June 2020 the Shire offered the following proposed usage of the land as justification to obtain such – please also see attachment letter:

*The Shire proposes the following use for the buildings:*

- *Extension of Frail Care facilities of adjacent lodge; and/or*
- *Establishing a one stop Medical Centre for contracted Locum Services, e.g. Dentist, Optometrist, etc, and other specialist professional medical services as required by local market demand, including associated accommodation facilities.*

The process then progressed with the DPLH issuing Survey Instructions to Scanlan Surveys to define the cadastral entities being dealt with, in anticipation of a green title land transfer to the Shire.

Subsequent to the above drafting of the new Deposited Plan (now *In Order for Dealings*) a purchase price was established by DPLH which amounted to \$100,000.

Shire staff in consultation with DPLH explored alternative avenues so as to enable the Shire to have management and control of the subject land without having to pay this amount, as was always the impression when the process commenced.

### **COMMENT**

Further consultation with Tristan Miller (DPLH) detailed in the below email:

*Please be advised that I have had a further discussion with my manager in regards to your request. Please find the options below in progressing your request further:*

**1) Create a new reserve for the proposed purpose with a Management Order to the Shire or;**

**2) Create a conditional Freehold Title under Section 75 of the Land Administration Act (LAA) 1997 which would require the Minister's consent for a nominal purchase price.**

**3) To lease the area from the Department of Health (DOH) or WA Country Health Service (WACHS).**

*Can the Shire please confirm how it wishes to proceed? Please note that there will still be survey costs included to create the new Reserve or Freehold Lot, if this is the chosen option that the Shire would like to progress with.*

*Please also note that it is not for DOH or WACHS to determine the conditions for the disposal and transfer of Crown Land, as it relates to the LAA and to the Department of Planning, Land and Heritage role.*

*Please find the attached Aerial Photography and Tenure Map outlining the necessary information for your reference.*

Shire staff submits that the most cost-effective option to obtain tenure of the subject land seems to be a Management Order in favour of the Shire (option 1 above), for the purposes of a Community Facility and/or Medical Related Services. A further need was identified as being Childcare Facilities, which will be framed as such in the recommendation to Council.

## **CONSULTATION**

Consultation was had with the WACHS and DPLH.

## **STATUTORY ENVIRONMENT**

Land Administration Act, 1997.

## **FINANCIAL IMPLICATIONS**

Council will be required to pay for any outstanding Surveying Costs. It is unknown at this stage if there will be any such additional costs as the new Deposited Plan created by Scanlan Surveys are already *In Order for Dealings*.

Should the Management Order eventuate, the Shire will be responsible for the continued maintenance of the subject lot, inclusive of the Nurses' Old Quarters building until such time as the Management Order is surrendered.

It is expected that some arrangement will follow as to the usage of water, sewerage and power. This might require application and installation costs for separate metering infrastructure to the newly created cadastral entity.

## **STRATEGIC IMPLICATIONS**

Goal 8 – Beverley continues to be an inclusive, friendly and caring community

Goal 9 – We have a healthy and safe community

## **POLICY IMPLICATIONS**

There are no Policy Implications relative to this issue.

## RISK IMPLICATIONS

It is considered that the proposal has insignificant risks.

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

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

## VOTING REQUIREMENTS

Simple Majority

## OFFICER'S RECOMMENDATION

That Council resolve to inform the Department of Planning, Lands and Heritage that the Shire's preferred option in dealing with tenure of part lot 405 on DP194285, Forrest Street, is to create a new reserve for the purpose of a Management Order in favour of the Shire, for the following proposed purposes:

- Community Facilities (including Childcare Facilities) and/or Medical Facilities and associated accommodation.



FILE NO: ADM 0256  
YOUR REF: ED-WB-19-44023  
ENQUIRIES/CONTACT STEVE GOLLAN  
9646 1200  
[ceo@beverley.wa.gov.au](mailto:ceo@beverley.wa.gov.au)

Mr Graeme Leverington  
Senior Project Manager Infrastructure & Planning  
WA Country Health Service  
PO Box 6680  
East Perth Business Centre  
WA 6892

**PROPOSED USE OF NURSES' OLD QUARTERS – PART LOT 405 ON  
DP 194285 – FORREST STREET, BEVERLEY**

I refer to my previous letter dated 29 November 2019 and our meeting on 16 January 2020 in the above regard.

The Shire proposes the following use for the buildings:

- Extension of Frail Care facilities of adjacent lodge; and/or
- Establishing a one stop Medical Centre for contracted Locum Services, e.g. Dentist, Optometrist, etc, and other specialist professional medical services as required by local market demand, including associated accommodation facilities.

We trust that this would carry your approval and look forward to your response in this regard.

Should you have any enquiries relating to this matter, please feel free to contact me on 9646 1200 or [ceo@beverley.wa.gov.au](mailto:ceo@beverley.wa.gov.au).

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Stephen Gollan', written over a blue horizontal line.

Stephen Gollan  
Chief Executive Officer

11 June 2020



**Legend**

- Cadastral (View 1)
- Roads**
  - Minor
  - Track

**Notes:**

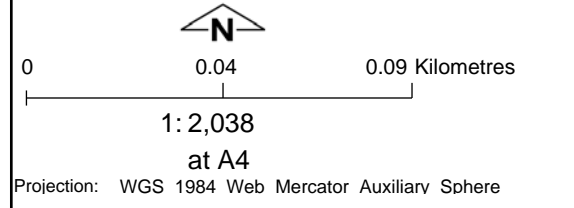
- \* The data that appears on the map may be out of date, not intended to be used at the scale displayed, or subject to license agreements. The map should only be used in matters related to Department of Planning, Lands and Heritage business.
- \* This map is not intended for measurement purposes.

Map was produced using DPLH's InQuery.

**Aerial Map proposed excision area of Reserve 4620 (area outlined in red)**

***DPLH BUSINESS USE ONLY***

Internal Spatial Viewer



Date produced: **27-May-2022**

**Plan Information**

Tenure Type	Crown
Plan Type	Deposited Plan
Plan Purpose	Subdivision

**Plan Heading**

LOTS 500, 501 & ROAD WIDENING (LOT 503)

**Locality & Local Government**

Locality	BEVERLEY
Local Government	SHIRE OF BEVERLEY

**Department of Planning, Lands and Heritage**

File Number	06112 - 1897
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**Examination**

R.LIST	2-8-2022
Examined	Date

**Planning Approval**

Planning Authority	EXEMPT FROM WAPC APPROVAL
--------------------	---------------------------

Reference

Delegated under S. 16 P&D Act 2005	Date
------------------------------------	------

**In Order For Dealings**

Subject To  
Reserve Action  
Sec 28 LAA Automatic Dedication

	2-8-2022
For Inspector of Plans and Surveys	Date

**Plan Approved**

Inspector of Plans and Surveys / Authorised Land Officer	Date
--	------

**Survey Details**


Field Records	158657
---------------	--------

Declared as Special Survey Area	NO
---------------------------------	----

**Survey and Plan Notation**

**Survey Certificate - Regulation 54**

I, W. M. SCANLAN  
hereby certify that this plan is accurate and is a correct representation of the -  
(a) survey; and  
(b) calculations from measurements recorded in the field records,  
undertaken for the purposes of this plan and that it complies with the relevant  
written law(s) in relation to which it is lodged.

 2022.07.28 15:18:10  
+08'00'

Licensed Surveyor	Date
-------------------	------

**Survey Organisation**

Name	SCANLAN SURVEYS
Address	P.O. BOX 429 MIDLAND 6936
Phone	9250 2261
Fax	
Email	reception@scanlansurveys.com.au
Reference	8679/22

**Former Tenure**

New Lot / Land	Parent Plan Number	Parent Lot Number	Title Reference	Subject Land Description
500	DP 194285	PT LOT 405	LR 3113 - 738	
501	DP 194285	PT LOT 405	LR 3113 - 738	
ROAD WIDENING (503)	DP 194285	PT LOT 405	LR 3113 - 738	



23 SPRING PARK ROAD  
MIDLAND, WA, 6056  
PO BOX 429, MIDLAND, 6936

PH: 08 9250 2261  
www.scanlansurveys.com.au  
reception@scanlansurveys.com.au

DRAWING NUMBER:  
8679/22/1 LF

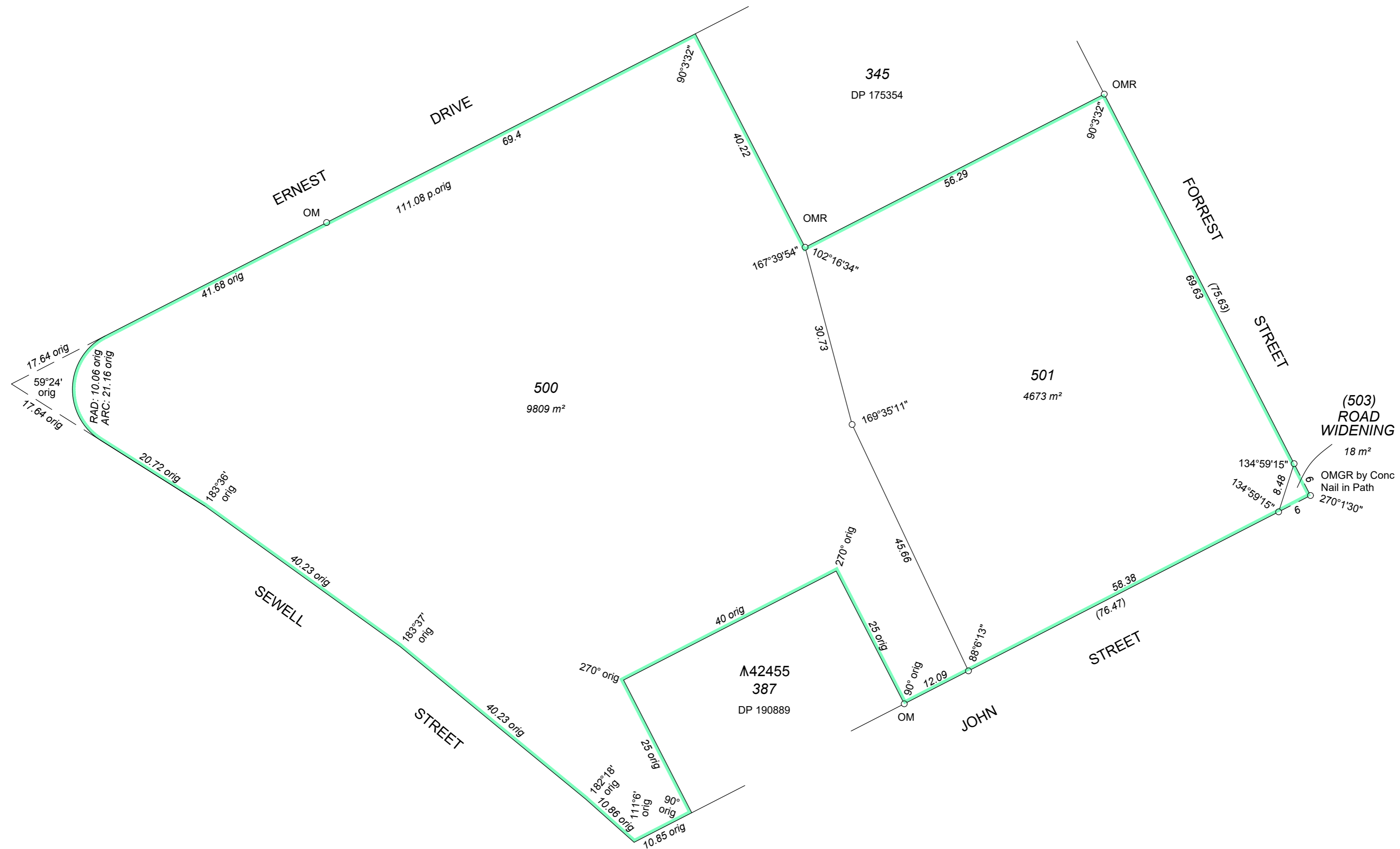
ADDITIONAL SHEETS

SHEET SHEETS  
1 OF 2

VERSION NUMBER  
1

DEPOSITED PLAN  
**424222**





SCALE: 1:500 @ A2  
 ALL DISTANCES ARE IN METRES  
 0m 5m 10m 20m 30m



23 SPRING PARK ROAD  
 MIDLAND, WA, 6056  
 PO BOX 429, MIDLAND, 6936

PH: 08 9250 2261  
 www.scanlansurveys.com.au  
 reception@scanlansurveys.com.au

DRAWING NUMBER:  
 8679/22/2 LF

ADDITIONAL SHEETS

SHEET SHEETS  
 2 OF 2

VERSION NUMBER  
 1

DEPOSITED PLAN  
 424222

### **9.3 Development Application: Single House and Bed & Breakfast – Lot 8709 on DP125434 Maitland Road, Beverley**

---

<b>Submission To:</b>	<b>Ordinary Council Meeting 27 June 2023</b>
<b>Report Date:</b>	<b>12 June 2023</b>
<b>Applicant:</b>	<b>Rural Building Company &amp; Altus Planning for L. Elliot</b>
<b>File Reference:</b>	<b>MAI 51516</b>
<b>Author and Position:</b>	<b>Stefan de Beer, Manager of Planning</b>
<b>Previously Before Council:</b>	<b>No</b>
<b>Disclosure(s) Of Interest:</b>	<b>None</b>
<b>Attachments:</b>	<b>Locality Map, Plans, Justification, Management Plan and Bushfire Management Plan</b>

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#### **SUMMARY**

An application was received for development of a new Single House and conversion of an existing cottage into a Bed & Breakfast facility at Lot 8709 on DP 125434 Maitland Road. The application will be recommended for approval.

#### **BACKGROUND**

The subject lot is described as Lot 8709 on DP 125434 Maitland Road, Beverley, is 64,7446ha in extent and zoned *Rural* in terms of the *Shire of Beverley Local Planning Scheme No. 3* (LPS3). It contains an existing single dwelling (cottage) and an outbuilding.

The applicant proposes to change the use of the existing cottage to a Bed & Breakfast facility, as well as develop a new Single House for permanent occupation in close proximity. Refer to the attached application documentation for details of the proposal.

A *Bed & Breakfast*, as well as *Single House* land uses are 'D' uses in Zoning Table 3 of LPS 3, which means that the uses are not permitted unless the local government has exercised its discretion by granting development approval.

#### **COMMENT**

It is considered that the proposal accords with the aims of the Shire of Beverley Local Planning Strategy, LPS3, Local Planning Policy on Short Term Accommodation, as well as the following State Planning Policies, where applicable:

- State Planning Policy 2.5 – Rural Planning;
- State Planning Policy 3.7 – Planning in Bushfire Prone Areas

The provision of additional tourist accommodation from private enterprise should be encouraged as these are presently limited within the Shire. The proposal includes a *Management Plan* which accords with the requirements of the Council's *Local Planning Policy on Short Term Accommodation*.

It is not considered that the proposed use will have any negative impact on the amenity of the surrounds. The extent of the lot provides for ample on-site parking.

The provision of an additional Single House dwelling on the property is supported as this will be used by the owners as their permanent dwelling.

Seeing that the proposed siting of the new Single House is within a Bushfire Prone Area, a BAL report was commissioned. A BAL rating of 12.5 was determined for the site. Should Council resolve to approve the application it will be recommended a condition of planning approval be imposed that will require adherence of the new single house construction standard to Australian Standard AS3959 for a BAL of 12.5.

In addition to a BAL report, a Bushfire Management Plan (BMP) and a Bushfire Emergency Evacuation Plan were also submitted. It will be recommended to Council that continued adherence to this BMP and Emergency Evacuation Plan be made a condition of planning approval.

The landowner and applicant, through the services of a professional planning consultant (Altus Planning) submitted a thorough and complete planning application with proper justification for the proposal.

### **PUBLIC NOTIFICATION**

LPS3 does not require public notification of the proposed *Bed & Breakfast* or *Single House* Land Uses.

### **STATUTORY ENVIRONMENT**

Shire of Beverley Local Planning Scheme No. 3.

### **FINANCIAL IMPLICATIONS**

There are no financial implications relative to this application.

### **STRATEGIC IMPLICATIONS**

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

### **POLICY IMPLICATIONS**

There are no policy implications relative to this application.

### **RISK IMPLICATIONS**

It is considered that the proposal has insignificant risks.

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

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

### **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council resolve to grant planning approval for a Bed & Breakfast and a Single House at Lot 8709 Maitland Road, Beverley, subject to the following conditions and advice notes:

### **Conditions:**

1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.
2. The submitted short term accommodation *Operations Management Plan* is to be complied with at all times during the operation of the Bed & Breakfast facility.
3. The submitted *Bushfire Management Plan* inclusive of the *Bushfire Emergency Evacuation Plan* are to be complied with at all times.
4. As the Water Corporation reticulated sewer is not available the premises are to be connected to an approved wastewater treatment system, which complies with the requirements of the Treatment of Sewage and Disposal of Effluent and Liquid Waste Regulations. The approved system is not to be used for disposal of industrial liquid waste or other non-ablution wastes (refer to Advice Note 5).
5. Suitable arrangements are to be made for connection to a potable water supply for domestic use.
6. The new single house construction standard shall adhere to Australian Standard AS3959 for a determined Bushfire Attack Level of 12.5 (refer to Advice Note 6).

### **Advice Notes:**

- Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- Note 2: Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.
- Note 3: Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
- Note 4: The applicant is advised a building permit is required prior to commencement of any building works.
- Note 5: With regard to Condition 4, an application is to be submitted to the Council's Environmental Health Section in conjunction with the Building Permit application.
- Note 6: Australian Standard AS3959 Sections 3 & 5 apply.
- Note 7: If an applicant is aggrieved by this decision there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.



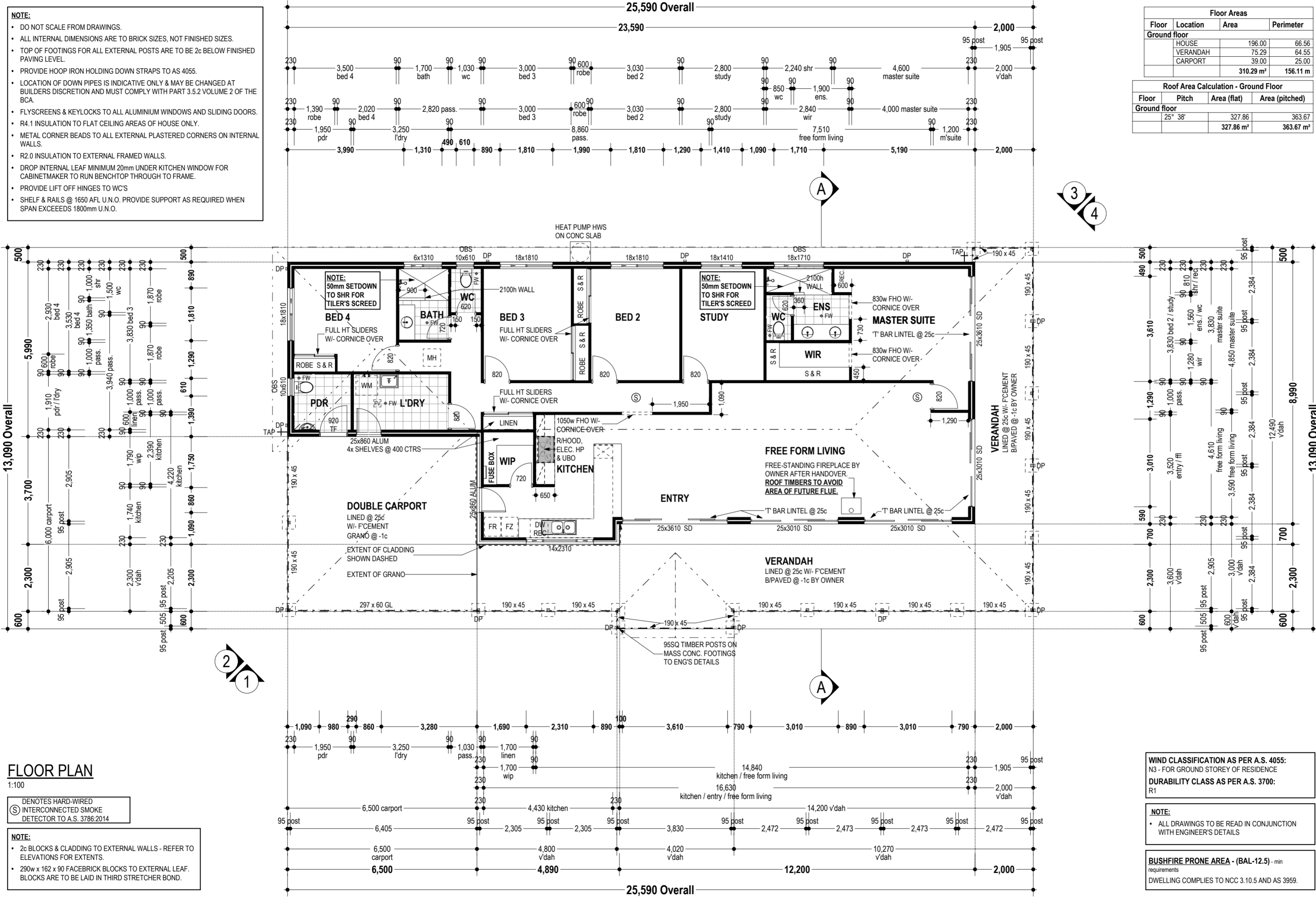
Figure 1: Site Location

- NOTE:**
- DO NOT SCALE FROM DRAWINGS.
  - ALL INTERNAL DIMENSIONS ARE TO BRICK SIZES, NOT FINISHED SIZES.
  - TOP OF FOOTINGS FOR ALL EXTERNAL POSTS ARE TO BE 2c BELOW FINISHED PAVING LEVEL.
  - PROVIDE HOOP IRON HOLDING DOWN STRAPS TO AS 4055.
  - LOCATION OF DOWN PIPES IS INDICATIVE ONLY & MAY BE CHANGED AT BUILDERS DISCRETION AND MUST COMPLY WITH PART 3.5.2 VOLUME 2 OF THE BCA.
  - FLYSCREENS & KEYLOCKS TO ALL ALUMINIUM WINDOWS AND SLIDING DOORS.
  - R4.1 INSULATION TO FLAT CEILING AREAS OF HOUSE ONLY.
  - METAL CORNER BEADS TO ALL EXTERNAL PLASTERED CORNERS ON INTERNAL WALLS.
  - R2.0 INSULATION TO EXTERNAL FRAMED WALLS.
  - DROP INTERNAL LEAF MINIMUM 20mm UNDER KITCHEN WINDOW FOR CABINETMAKER TO RUN BENCHTOP THROUGH TO FRAME.
  - PROVIDE LIFT OFF HINGES TO WC'S
  - SHELF & RAILS @ 1650 AFL U.N.O. PROVIDE SUPPORT AS REQUIRED WHEN SPAN EXCEEDS 1800mm U.N.O.

Floor Areas			
Floor	Location	Area	Perimeter
Ground floor	HOUSE	196.00	66.56
	VERANDAH	75.29	64.55
	CARPORT	39.00	25.00
		<b>310.29 m<sup>2</sup></b>	<b>156.11 m</b>

Roof Area Calculation - Ground Floor			
Floor	Pitch	Area (flat)	Area (pitched)
Ground floor	25° 38'	327.86	363.67
			<b>327.86 m<sup>2</sup></b>



**FLOOR PLAN**

1:100  
 DENOTES HARD-WIRED  
 (S) INTERCONNECTED SMOKE  
 DETECTOR TO A.S. 3786.2014

- NOTE:**
- 2c BLOCKS & CLADDING TO EXTERNAL WALLS - REFER TO ELEVATIONS FOR EXTENTS.
  - 290w x 162 x 90 FACEBRICK BLOCKS TO EXTERNAL LEAF. BLOCKS ARE TO BE LAID IN THIRD STRETCHER BOND.

**WIND CLASSIFICATION AS PER A.S. 4055:**  
 N3 - FOR GROUND STOREY OF RESIDENCE

**DURABILITY CLASS AS PER A.S. 3700:**  
 R1

**NOTE:**

- ALL DRAWINGS TO BE READ IN CONJUNCTION WITH ENGINEER'S DETAILS

**BUSHFIRE PRONE AREA - (BAL-12.5) - min requirements**  
 DWELLING COMPLIES TO NCC 3.10.5 AND AS 3959.

**CUSTOM** E & OE

ELEMENTS SPECIFICATION MODEL N°  
 © COPYRIGHT 5001

Reg. Builder No: 11421 A Division of JNH GROUP Pty Ltd  
 36 Hasler Road, Osborne Park, W.A. 6017  
 Telephone: (08) 6241 7000. Facsimile: (08) 6241 7001.  
 P.O. Box 55, Westfield Shopping Centre, Innaloo, W.A. 6918.  
 A.B.N. 61 05 364 823.

REV	VO #	DRN	DATE	CHK
1	PCV#1 & BAL	RP	29/03/23	JA
		RP	09/05/23	RP

Sub-contractors to verify all dimensions on site.

**THIS IS ONE OF THE DRAWINGS REFERRED TO IN THE CONTRACT.**

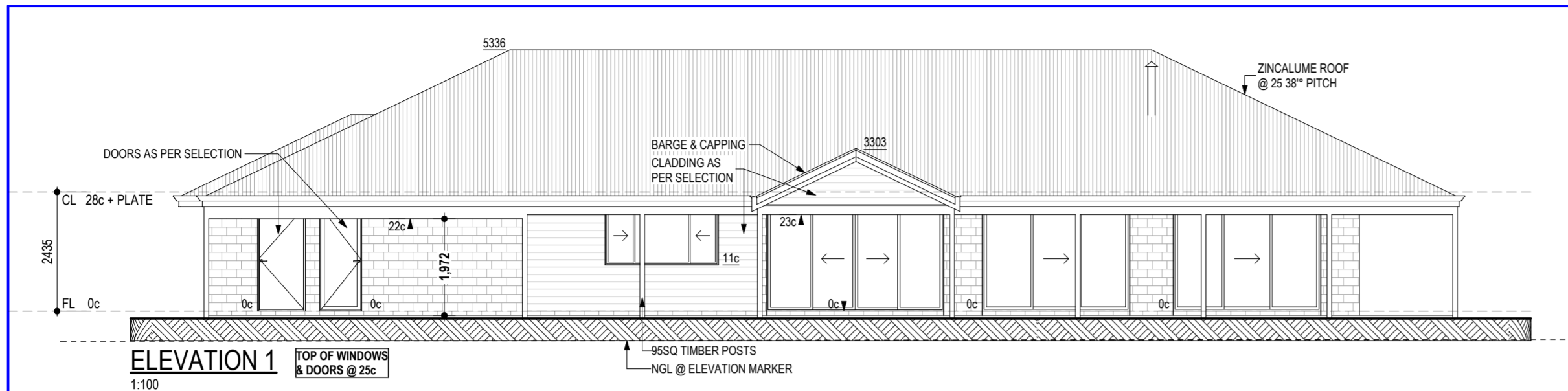
DATED:...../...../.....

OWNER	WITNESS
OWNER	WITNESS
BUILDER	WITNESS

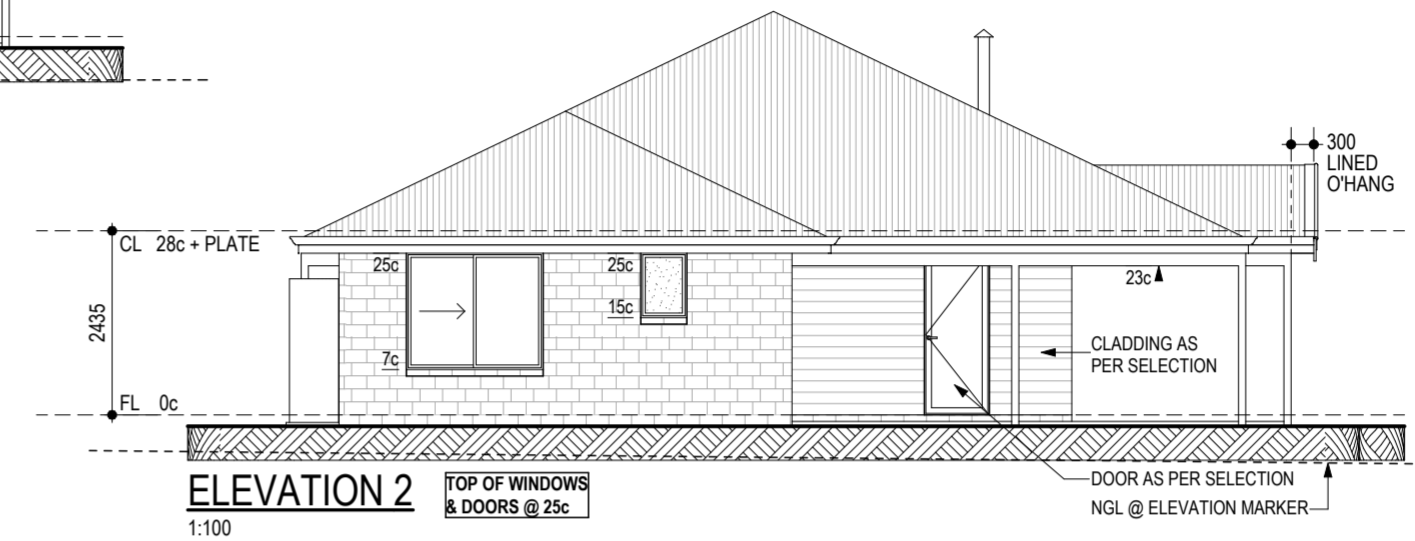
CLIENT:  
**P. ELLIOTT**

ADDRESS:  
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 Maitland Road  
 KOKEBY

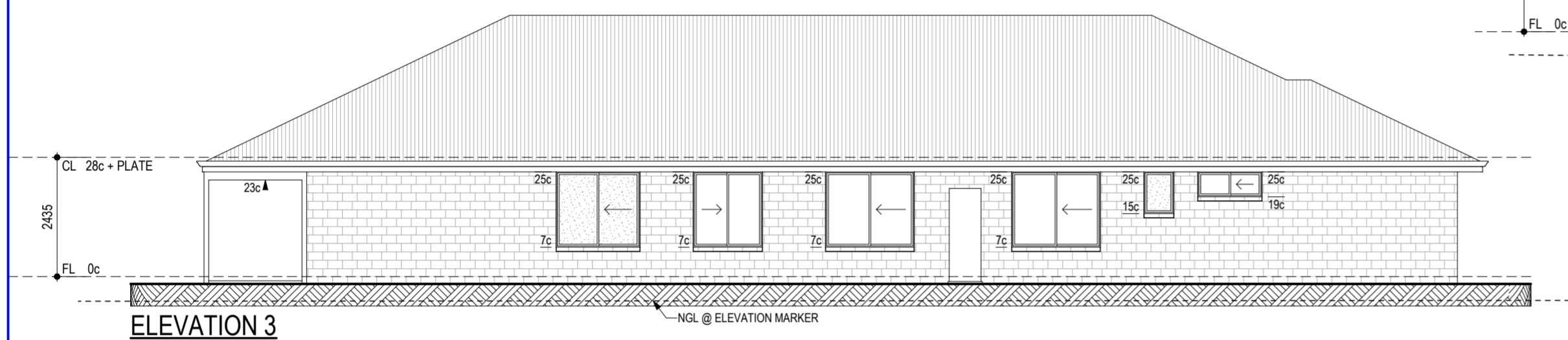
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 JOB N° **305243**  
 REVISION **1** DATE **09/05/23**



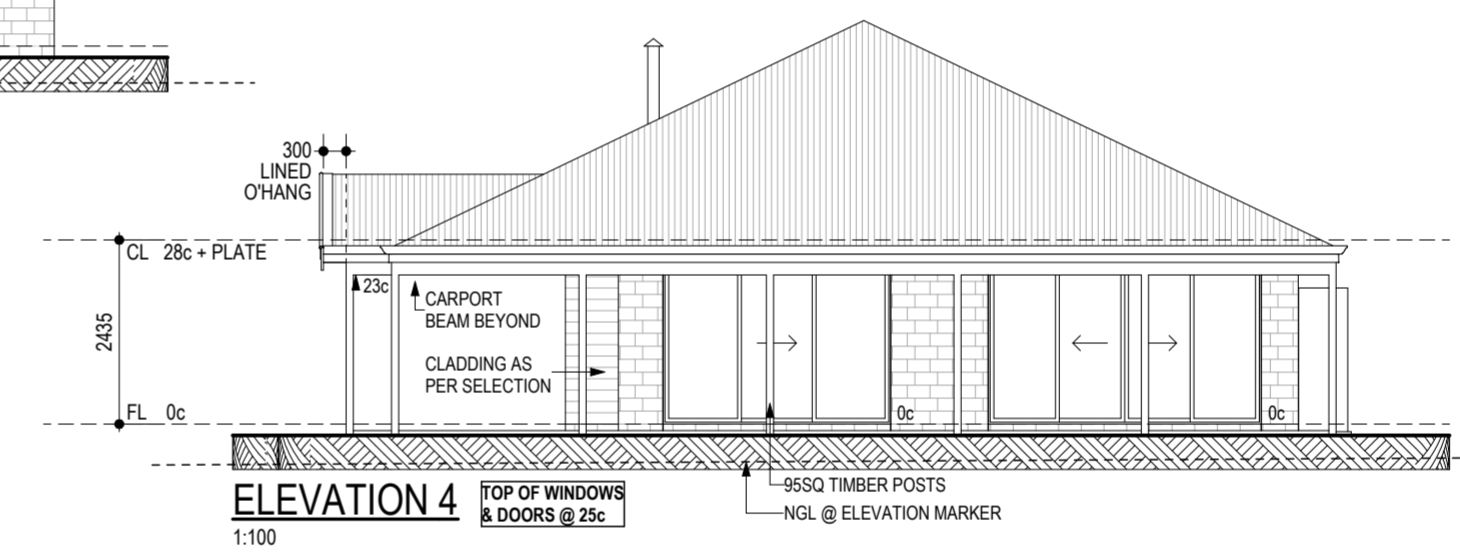
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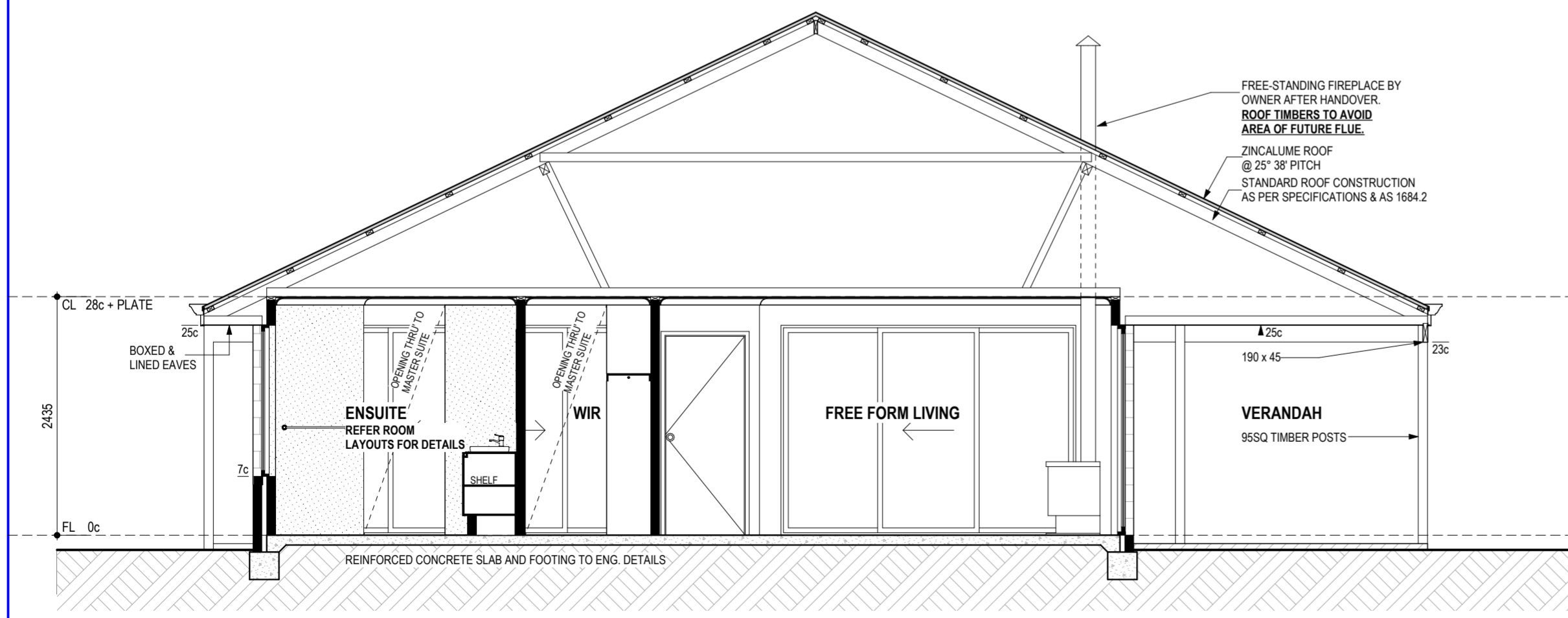
**ELEVATION 2**  
1:100



**ELEVATION 3**  
1:100



**ELEVATION 4**  
1:100



**SECTION A-A**  
1:50

**CUSTOM** E & OE

ELEMENTS SPECIFICATION MODEL N°  
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Reg. Builder N° 11421 A Division of JWH GROUP Pty Ltd  
36 Hasler Road, Osborne Park, W.A. 6017  
Telephone: (08) 6241 7000. Facsimile: (08) 6241 7001.  
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REV	VO #	DRN	DATE	CHK
1	PCV#1 & BAL	RP	29/03/23	JA
		RP	09/05/23	RP

Sub-contractors to verify all dimensions on site.

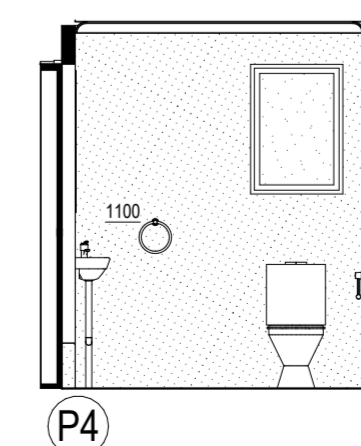
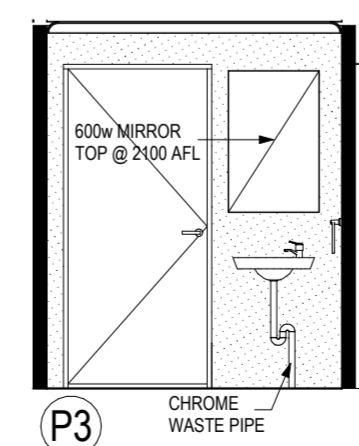
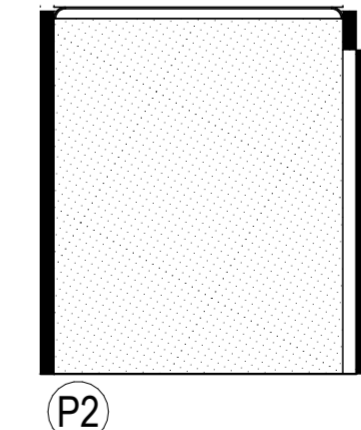
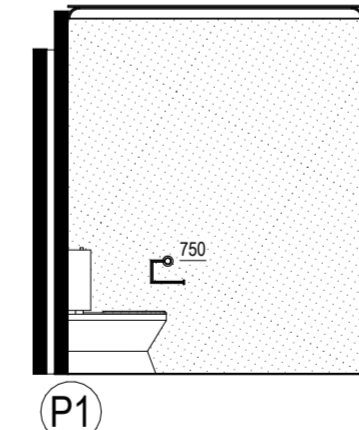
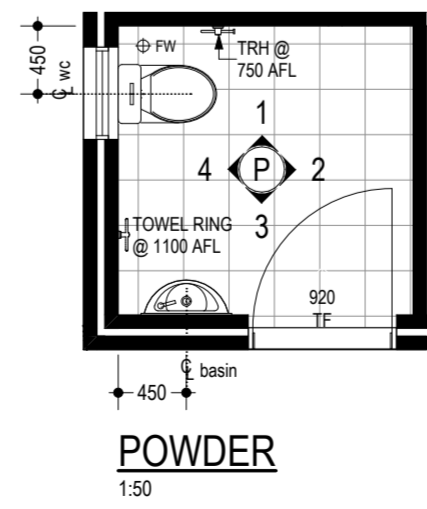
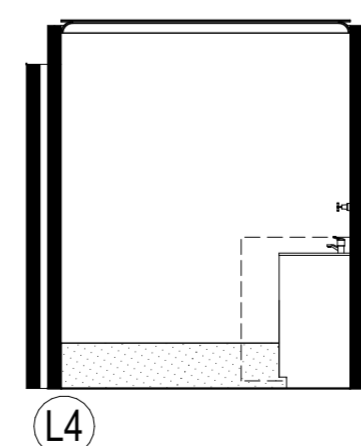
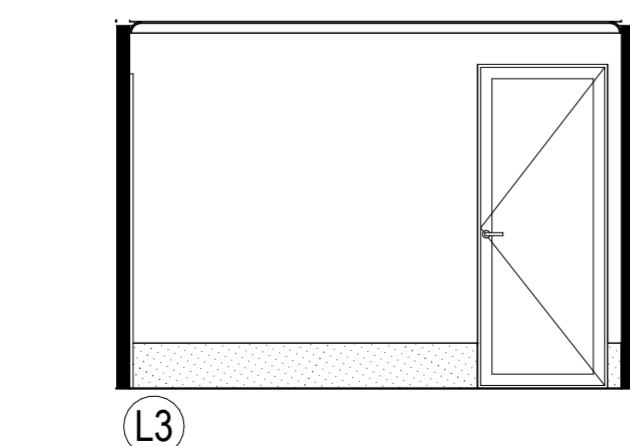
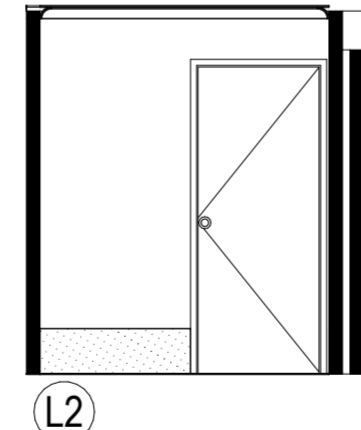
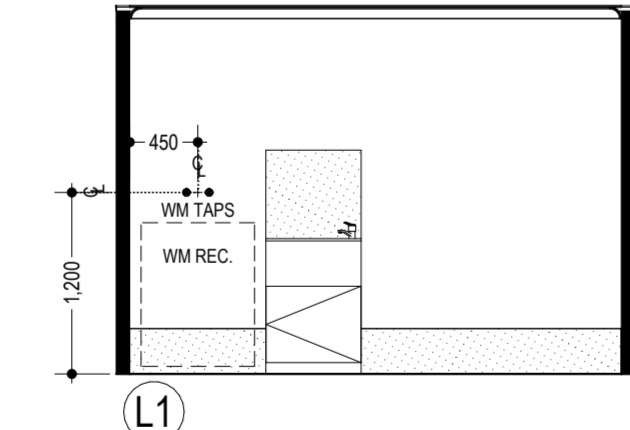
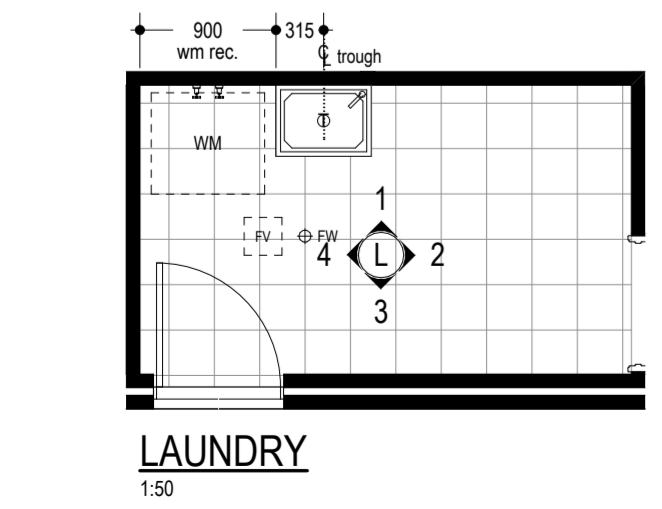
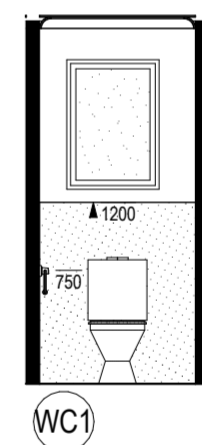
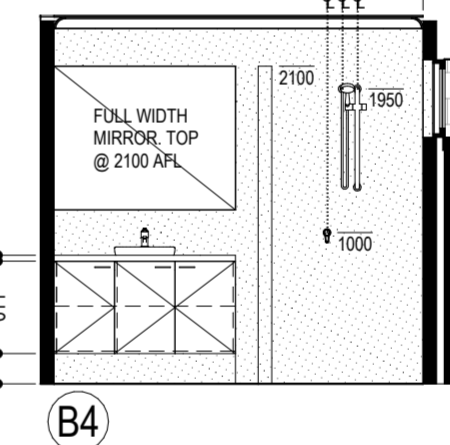
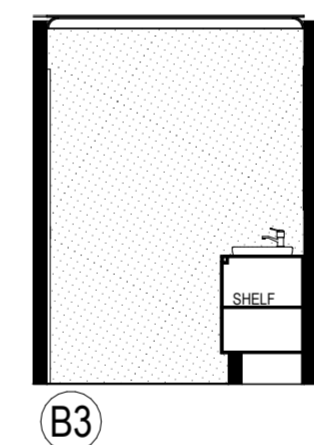
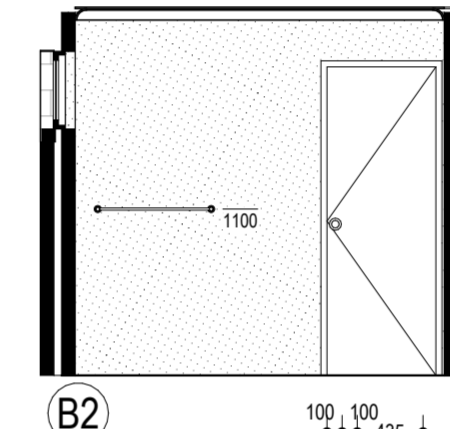
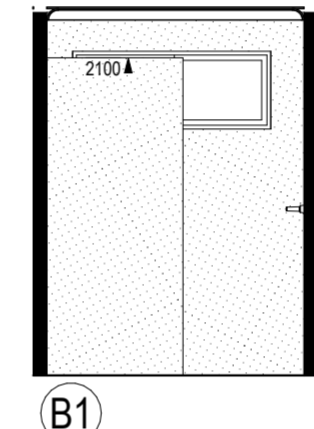
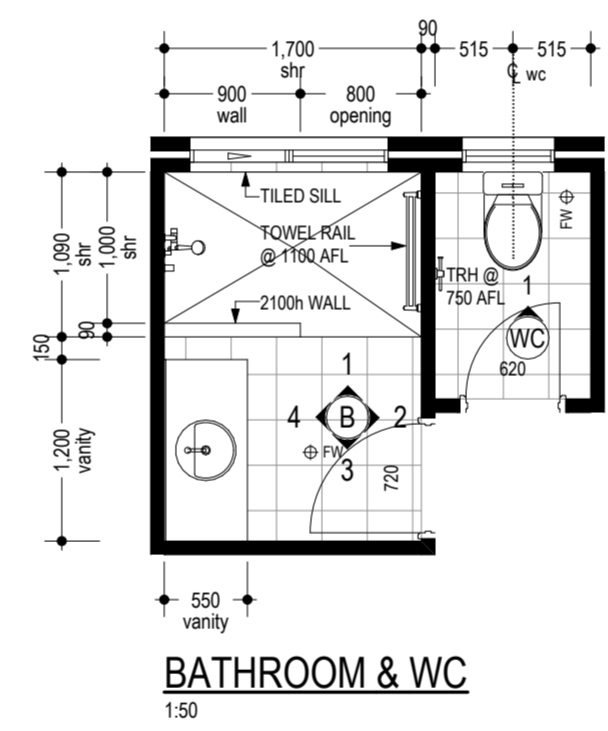
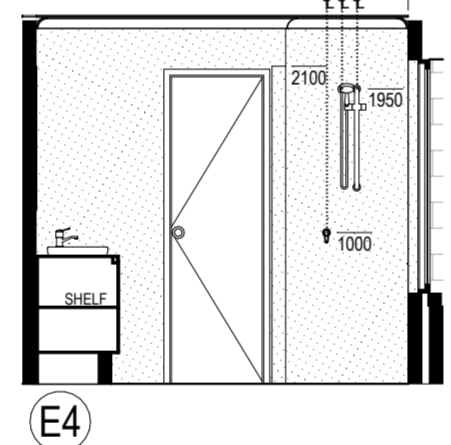
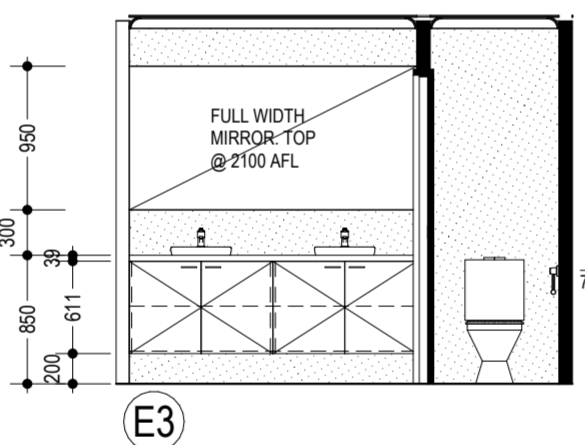
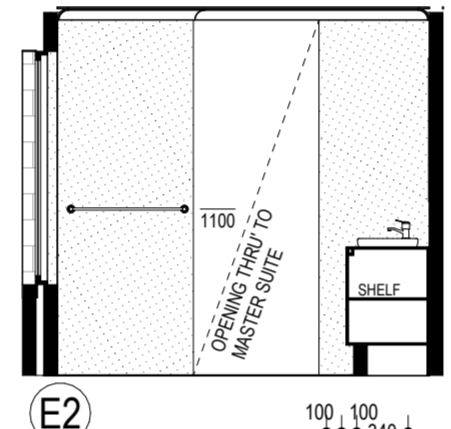
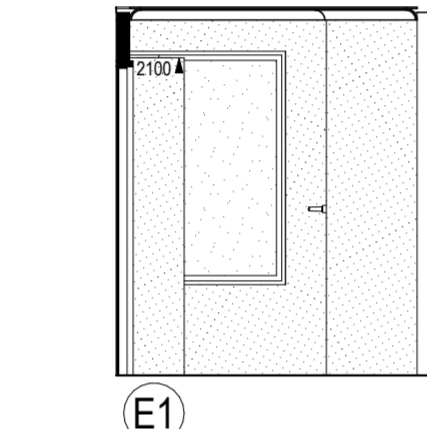
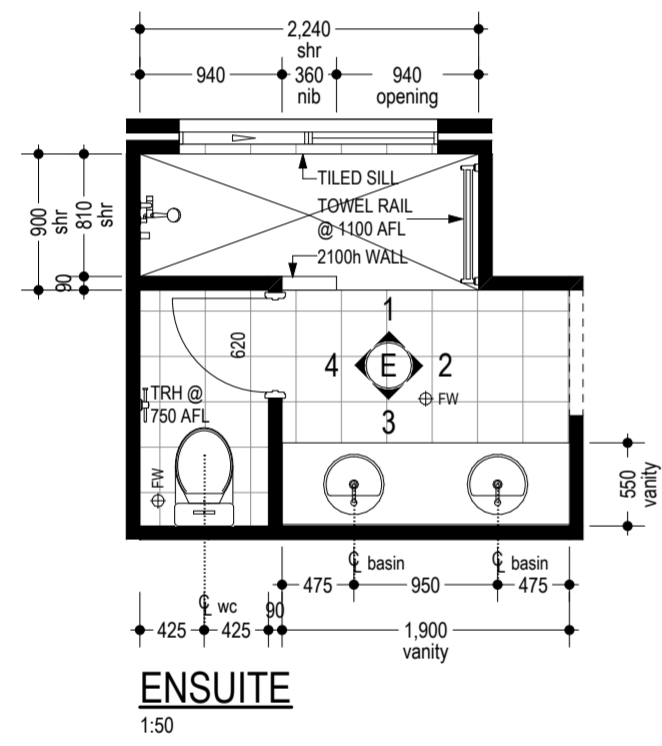
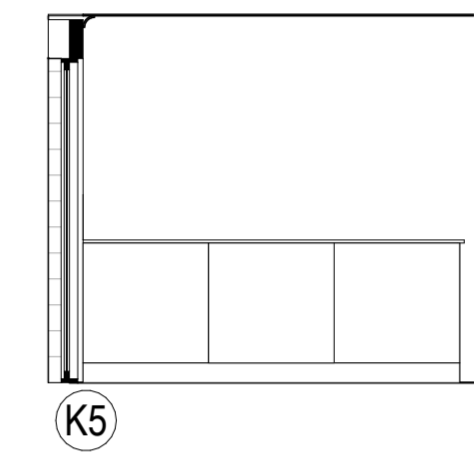
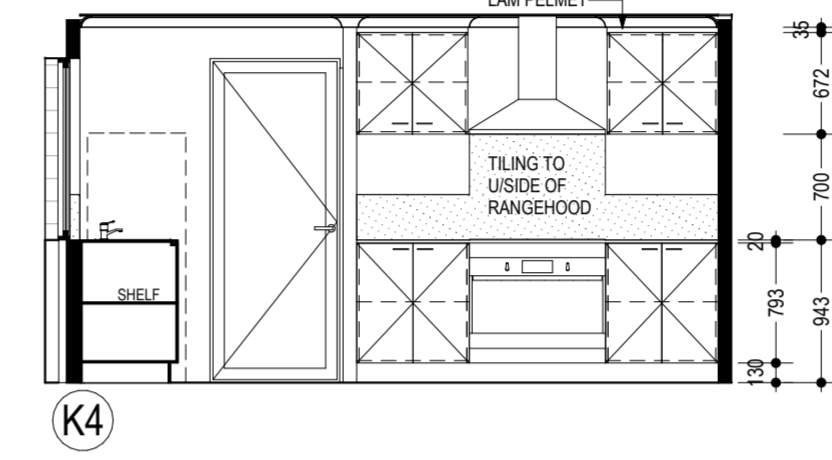
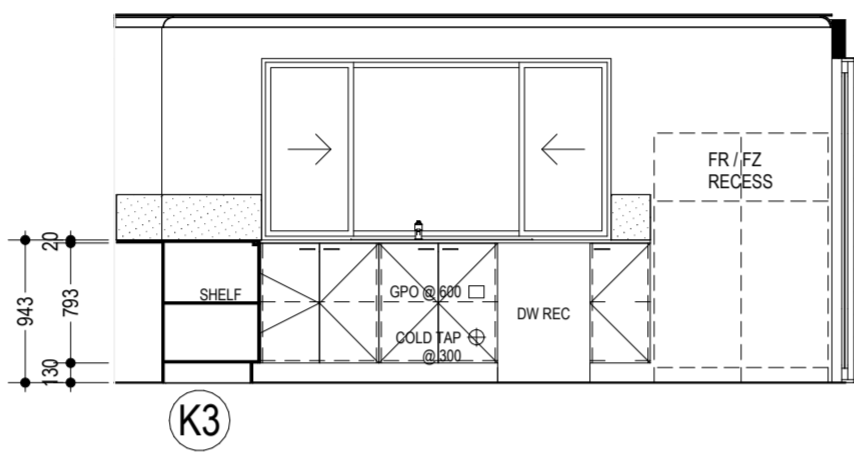
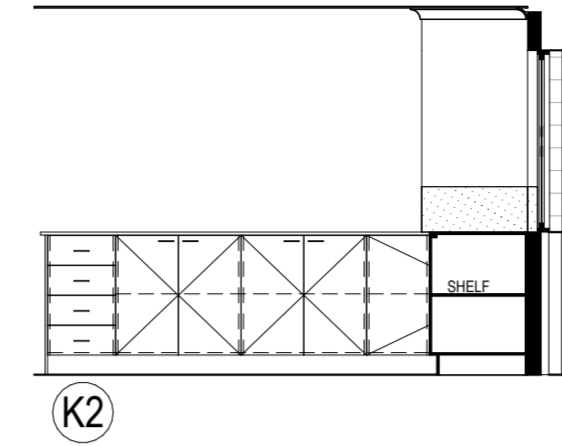
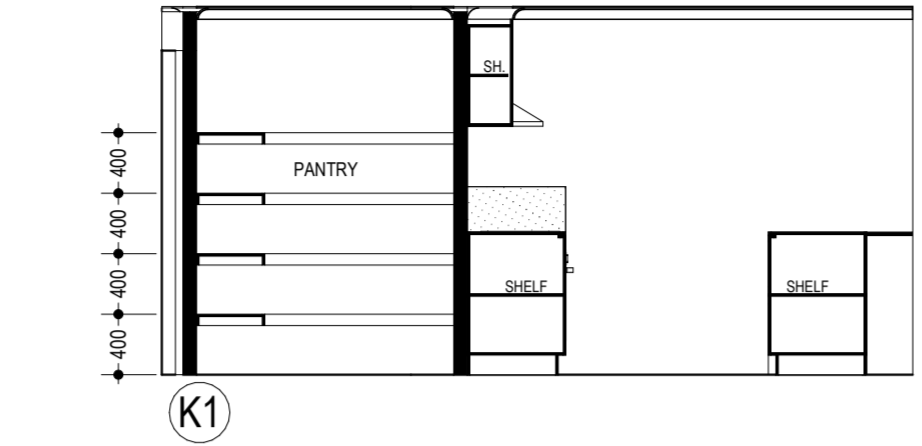
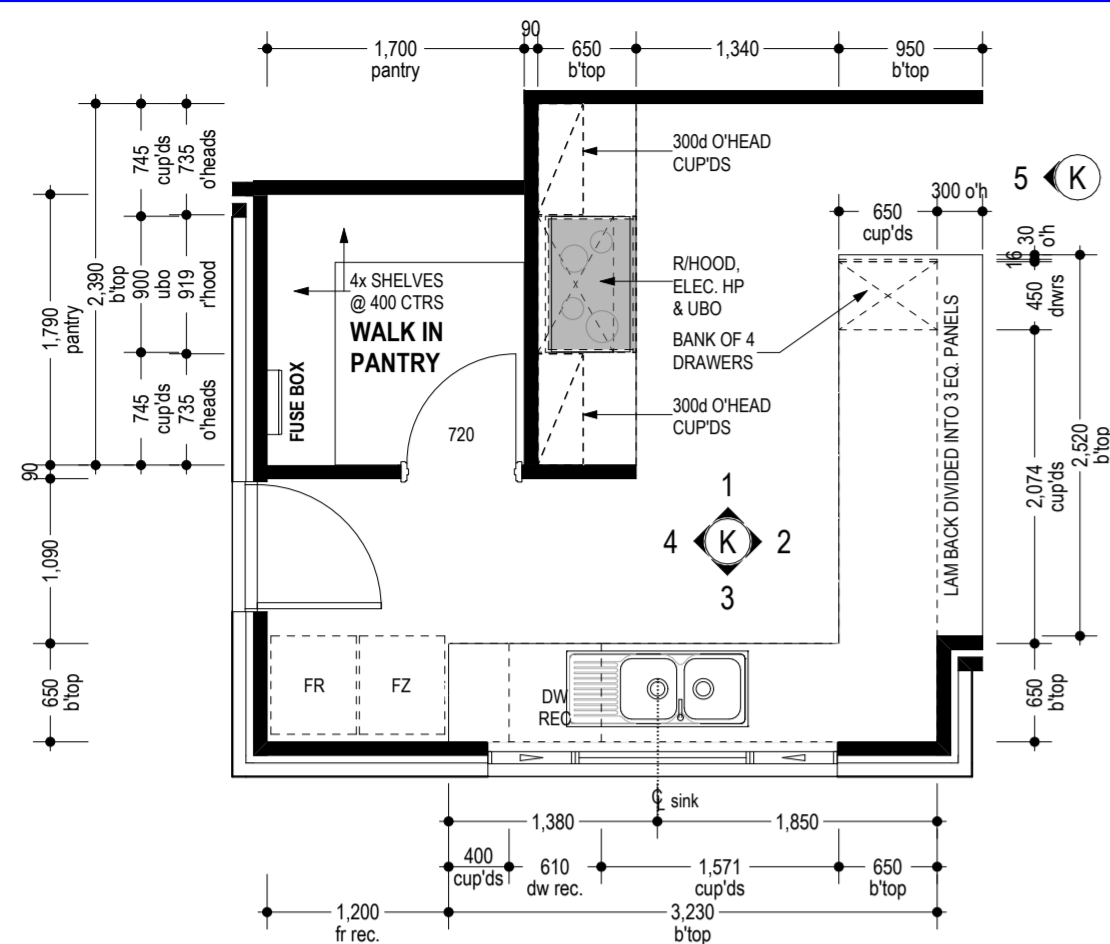
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DATED:...../...../.....

OWNER WITNESS  
OWNER WITNESS  
BUILDER WITNESS

CLIENT:  
**P. ELLIOTT**

ADDRESS:  
Lot 8709  
Maitland Road  
KOKEBY

SHEET N° **2** OF 6  
JOB N° 305243  
REVISION 1 DATE 09/05/23



**APPLIANCE RECESS SIZE NOTE:**  
• IT IS THE RESPONSIBILITY OF THE OWNER TO ENSURE THAT THE APPLIANCE RECESS SIZES AS INDICATED ON THESE PLANS FOR ALL OWNER SUPPLIED APPLIANCES ARE OF ADEQUATE SIZE TO SUIT THEIR APPLIANCE.  
• IF THE SIZES ARE NOT SUITABLE THE BUILDER MUST BE NOTIFIED PRIOR TO CONSTRUCTION, OTHERWISE NO RESPONSIBILITY CAN BE ACCEPTED FOR INCORRECT SIZES.

**CABINETMAKER NOTE:**  
• CUTOUT SIZES ARE SUBJECT TO CHANGE. PLEASE CONFIRM ALL SIZES WITH APPLIANCE MANUFACTURERS PRIOR TO COMMENCEMENT OF WORK.  
• STONE BENCHTOPS TO KITCHEN ONLY. TIGHT-FORM TO REMAINING BENCHTOPS.  
• PROVIDE HANDLES TO ALL CABINET DOORS & DRAWERS (SHOWN DIAGRAMMATICALLY ONLY).  
• PROVIDE SOFT CLOSERS TO ALL CABINETS DOORS AND DRAWERS.  
• ANY DISCREPANCIES IN DOCUMENTATION ARE TO BE REFERRED BACK TO THE SUPERVISOR FOR RESOLUTION PRIOR TO MANUFACTURE OR INSTALLATION OF CABINET WORKS.  
• BIFOLD CORNER HINGES TO ALL INTERNAL CORNERS OF CABINETS WHERE APPLICABLE.

**TILER NOTE:**  
• TILED WINDOW SILLS TO ALL WET AREAS WHERE NOTED.  
• TILED BRICK KICKERS TO VANITIES.  
• 1 ROW OF SKIRTING TILES TO LAUNDRY ONLY.  
• 1 ROW OF TILES ABOVE KITCHEN BENCHTOPS UNLESS NOTED OTHERWISE.  
• 1 ROW OF TILES ABOVE VANITIES UNLESS NOTED OTHERWISE.  
• MITRED EDGES TO ALL EXTERNAL TILED CORNERS.  
• 2 ROWS OF TILES ABOVE LAUNDRY TROUGH UNLESS NOTED OTHERWISE.  
• PROVIDE 1200h TILING TO WC.  
• PROVIDE FULL HEIGHT TILING TO ENSUITE, ENSUITE WC, BATHROOM & POWDER.

**CUSTOM** E & OE

ELEMENTS SPECIFICATION MODEL N°

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A.B.N. 61 05 364 823.

REV	VO #	DRN	DATE	CHK
1	PCV#1 & BAL	RP	29/03/23	JA
		RP	09/05/23	RP

Sub-contractors to verify all dimensions on site.

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OWNER: ..... WITNESS: .....

OWNER: ..... WITNESS: .....

BUILDER: ..... WITNESS: .....

CLIENT:  
**P. ELLIOTT**

ADDRESS:  
Lot 8709  
Maitland Road  
KOKEBY

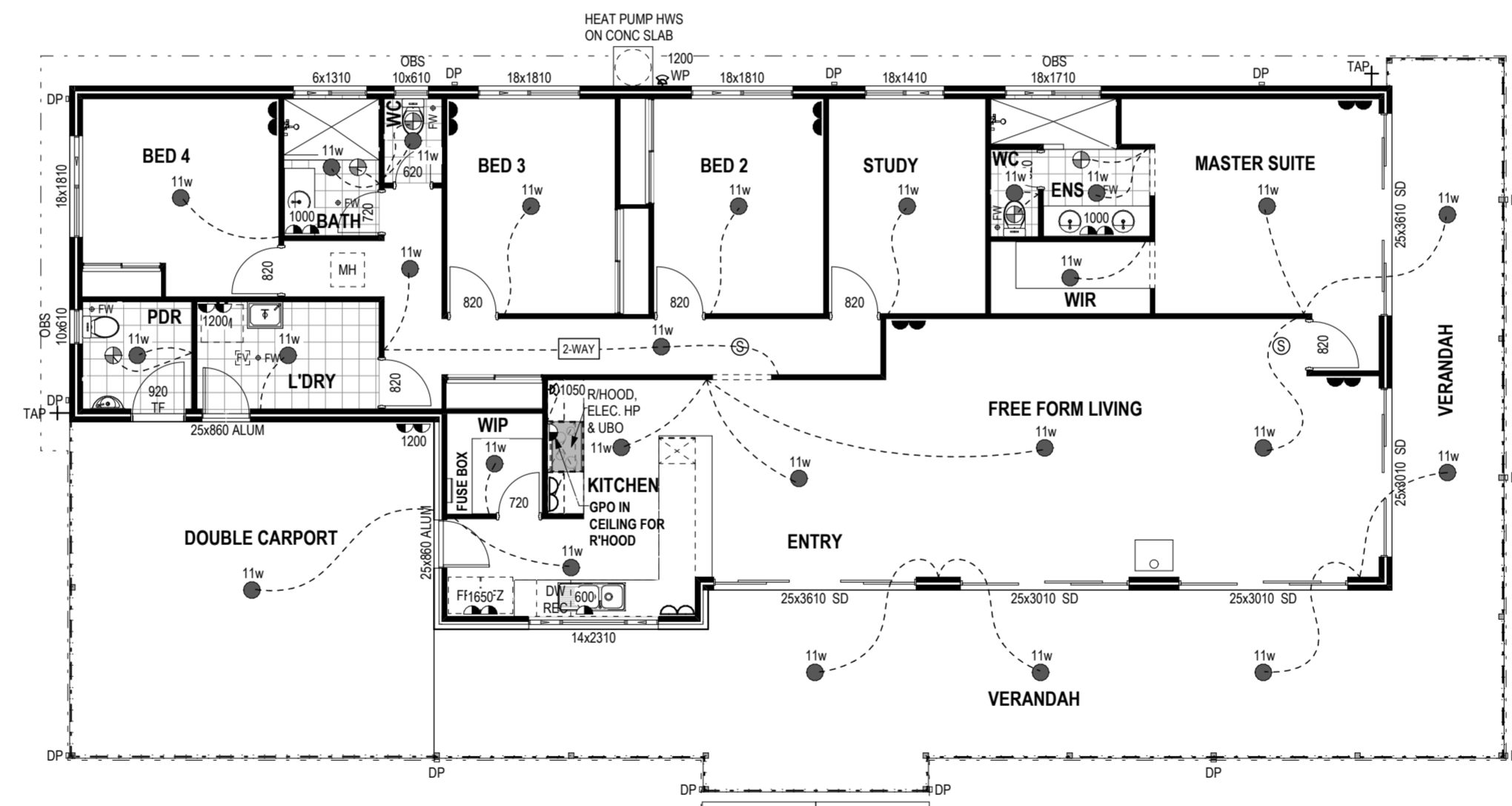
SHEET N° **3** OF 6 - 5/ANG

JOB N° **305243**

REVISION 1 DATE **09/05/23**



ELECTRICAL LEGEND - GROUND FLOOR			
Symbol	Name		Watts
<b>DATA &amp; SECURITY</b>			
Ⓢ	SMOKE DETECTOR (INTERCONNECTED)	2	0
			0
<b>LIGHTING</b>			
● 11w	CEILING LIGHT 11w	26	11
⊕	EXHAUST FAN (FLUMED) - CEILING MOUNTED	5	0
2-WAY	TWO WAY SWITCHING	1	0
			286
<b>POWER</b>			
⌒	GPO DOUBLE @ 1,050 A.F.L.	2	0
⌒	GPO DOUBLE @ 300 A.F.L.	6	0
⌒	GPO DOUBLE @ HEIGHT NOMINATED A.F.L.	5	0
⌒	GPO SINGLE @ HEIGHT NOMINATED A.F.L.	2	0
⌒	ISOLATION SWITCH @ HEIGHT NOMINATED A.F.L.	1	0
WP	ISOLATION SWITCH WEATHERPROOF @ HEIGHT NOMINATED A...	1	0
			0
			286



**ELECTRICAL PLAN**

1:100

- ELECTRICIAN NOTE:**
- TELEPHONE POINT PROVISION ONLY - TELSTRA CONNECTION IS BY OWNER.
  - RANGEHOOD AND EXHAUST FANS ARE TO BE FLUMED EXTERNALLY UNLESS NOTED OTHERWISE.
  - PROVIDE A WP DGPO ON STAND PIPE FOR SEPTIC SYSTEM PUMP & AV ALARM.

<b>CUSTOM</b>		E & OE
ELEMENTS SPECIFICATION	MODEL N°	
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1	PCV#1 & BAL	RP 29/03/23 JA RP 09/05/23 RP
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OWNER	WITNESS	
OWNER	WITNESS	
BUILDER	WITNESS	
CLIENT: <b>P. ELLIOTT</b>		
ADDRESS: Lot 8709 Maitland Road KOKEBY		
SHEET N°	4 OF 6	
JOB N°	305243	
REVISION	DATE	
1	09/05/23	



REV	NO #	DRN	DATE	CHK
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		RP	09/05/23	RP

Sub-contractors to verify all dimensions on site.

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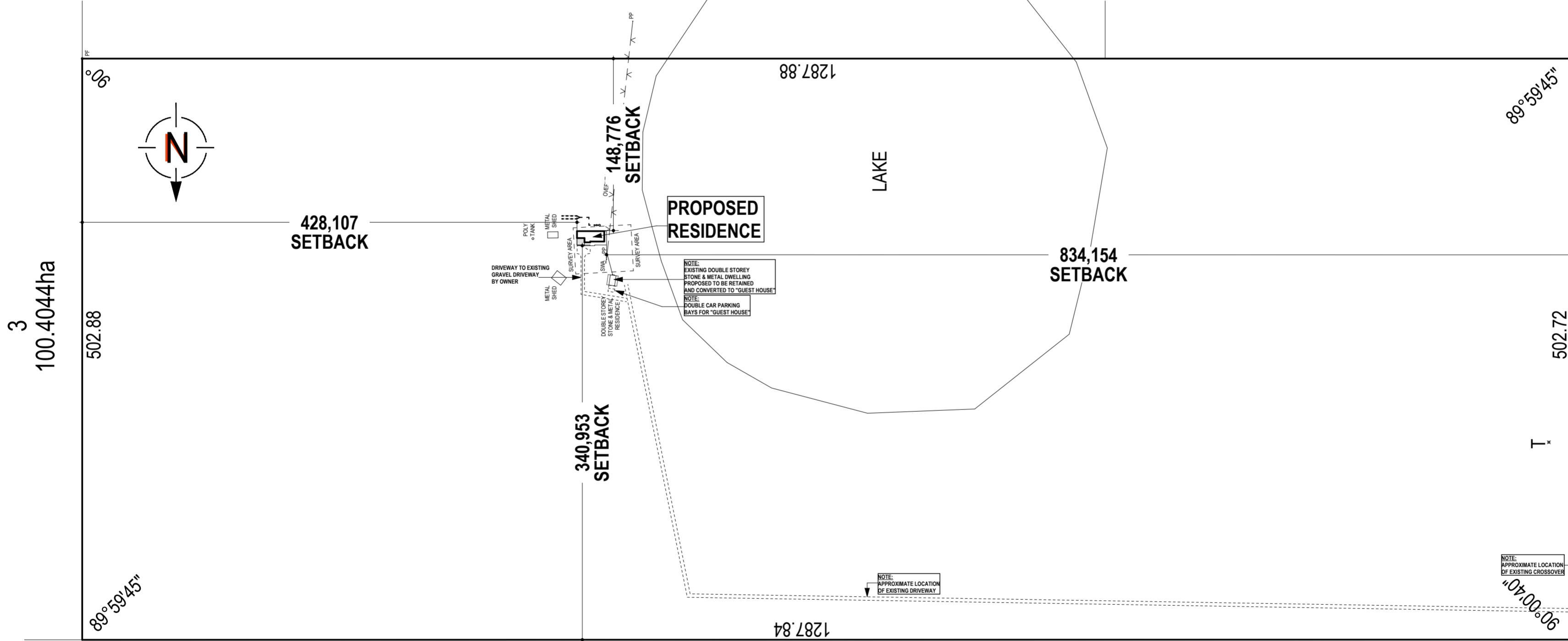
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OWNER: ..... WITNESS: .....

BUILDER: ..... WITNESS: .....

SHEET N° **6 OF 6** + 5.ANC



10120  
80.9307ha

6336  
40.4654ha

6  
361.9918ha

SERVICE LEGEND	
POWER	○ CP
CONSUMER POLE	○ PP
POWER POLE	○ LP
LIGHT POLE	○ SP
STAY POLE	○ SWA
S. WIRE ANCHOR	⊗
UNIT PILLAR	⊗
EXPOSED CABLES	○ EC
GAS	○ GPL
PREF. LAD. CONN.	○ CLM
METER	○
SEWERAGE	○ SMH
MANHOLE	○ S
INSPECT SHAFT	○ IS
INSPECT OPENING	○ IO
HOUSE CONNECTION	○ HC
HOUSE CONN.	○ HCC
INDICATOR	○ ISC
INDICATOR POINT CONNECTION	○ ICP
TELE.	○ TEL
PT.	○ T
LINE MARKER	○ LM
DRAINAGE	○ DP
MANHOLE	○ DM
GULL PIT	○ GP
LOT PIT	○ LP
HOUSE CONN.	○ HC
SIDE ENTRY PIT	○ SEP
COMBINATION ENTRY PIT	○ CEP
WATER	○ WS
STOP VALVE	○ SV
HYDRANT	○ H
FLUSH POINT	○ FP
WATER TAP	○ WT
WATER METER	○ WM
PREF. LAD. CONN.	○ PCL
SURVEY	○ S
ORIGINAL	○ O
RED FOUNDED	○ RF
RED DISTURBED	○ RD
RED ZONE	○ RZ
STAKEPOINT	○ SP
○ ST	

LOT RECORDS	
STATUS	LOCATED
LOT SERVICE	AVAILABLE
WATER	✓
SEWERAGE	✓
GAS	✓
TELE.	✓
DRAINAGE	✓
POWER	✓
OH	✓
AREA: ESTAB. 01/19/07	
COASTAL DISTANCE	>10km
LOT: 8709	
AREA: 64.7445 Ha	

TITLE	: FEATURE SURVEY
CLIENT	: PASQUALINA ELLIOTT
BUILDER	: RURAL BUILDING COMPANY PTY LTD
LOT	: 8709 MATTLAND ROAD
SUBURB	: KOKEBY
AUTHORITY	: SHIRE OF BEVERLEY
UBD REF	: Country
GPS	: S 32.21986° E 116.67569°
SCALE	: 1:3000
SURVEYED	: 17/02/23
BUILDER'S REF	: 305243
SHEET	: 46626-01-100
DWG No	: A
REV	: A

LINKS SURVEYING  
P: (08) 9354 8511  
W: www.linksurveying.com.au  
E: info@linksurveying.com.au

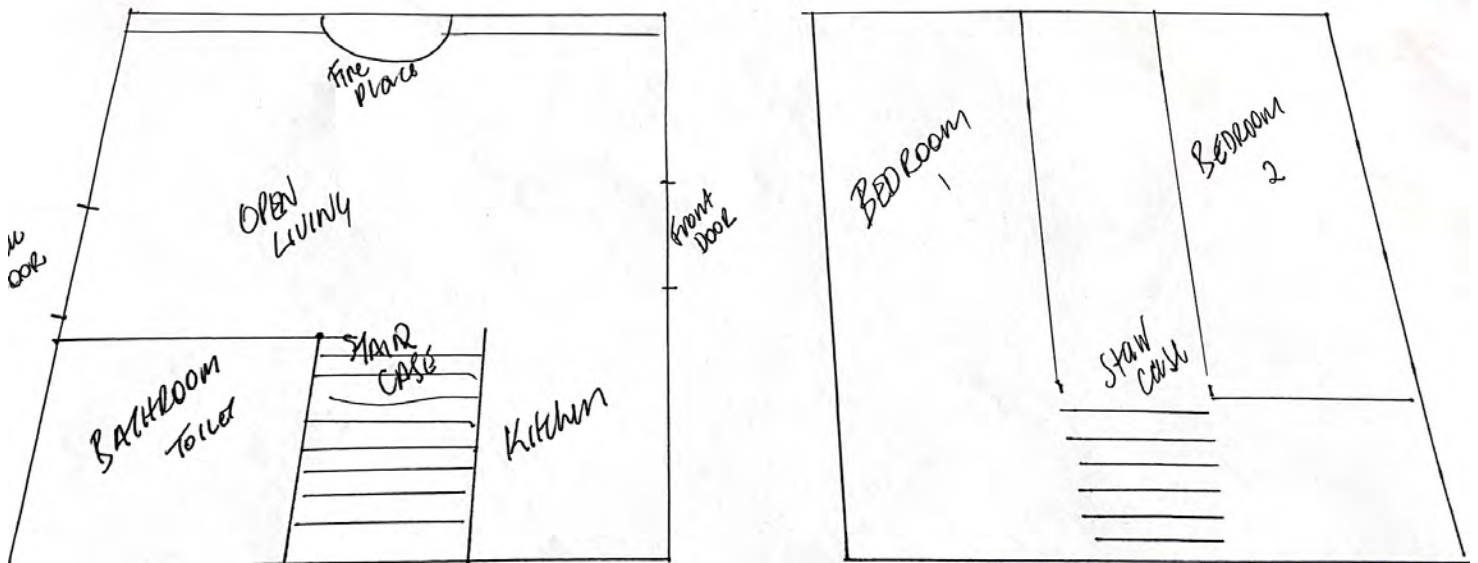
NOTE: This is a preliminary drawing. It is for information only and is not to be used for construction. It is subject to change without notice. All dimensions are approximate and should be checked on site. The client is responsible for obtaining all necessary permissions and approvals. Links Surveying Pty Ltd is not responsible for any errors or omissions in this drawing.

LOCATION PLAN  
SEE DRAWING 46626-01-200  
FOR SURVEY AREA

GROUND COVER  
SANDY/ GRASS/ WOOD/ BUSHES  
GRAVEL/ ROCKS/ SMALL TREES

1:3000

COTTAGE AFRAME STONE WALLS





# **Development Application for Single House Dwelling and Change of Use of Existing Dwelling to Guest House**

**Lot 8709 Maitland Road, Kokeby**

May 2023

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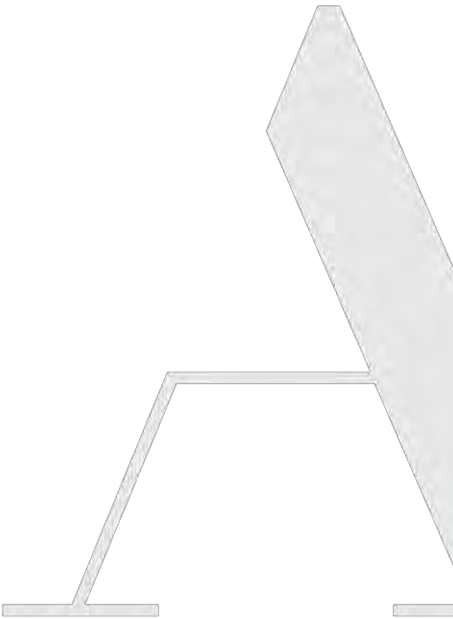
**Document Version Control**

Ver.	Date	Description	Author	Approved
1	11/04/2023	Initial draft for client review	LY	JA
2	29/05/2023	Lodgement Version	LY	JA

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## 1.0 Executive Summary

The Applicant seeks planning approval for the construction of single house dwelling and change of use of existing dwelling to a guest house at Lot 8709 Maitland Road, Kokeby. The subject site is on 'Rural' zoned land and 'Single House' and 'Guest House' are both land uses classified as 'D' discretionary use pursuant to Shire of Beverley's Local Planning Scheme No. 3.

For this proposal, the Applicant wishes to construct a single house dwelling to allow her to retire in place. The existing dwelling, a two-storey stone and metal cottage has a relatively small footprint of 50m<sup>2</sup> with bedrooms located on upper floor making it difficult and costly to extend. Whilst the existing dwelling no longer suits the needs of the Applicant, it is a uniquely constructed dwelling and blends well into the character of rural land. The Applicant wishes to keep the cottage and convert it into a guest house that is operational only during certain period of the year.

Due to the land use permissibility of the proposal, the application is to be considered and discretion exercised. The proposal is considered to be compatible with the character of rural and land its surrounding area and does not introduce any visual or amenity impact. In addition, the proposed land use on subject site does not create conflict with primary production of rural land as the land has relatively small lot size and is no longer suitable for broadacre farming. The scale and location of proposed development is also considered appropriate to its site.

## 2.0 Background

### 2.1 Purpose

This submission has been prepared by Altus Planning on behalf of Lena Pasqualina Elliott (**Applicant**) to provide justification for Development Application (**DA**) (**development** or **proposal**) at Lot 8709 Maitland Road, Kokeby (**subject site** or **site**) under the relevant planning framework. This proposal and justification are discussed in two parts:

- Development of single house dwelling;
- Change of use of existing dwelling to guest house.

In accordance with the Shire of Beverley's (**Shire**) requirements, the following are included with this application:

- Shire's Application for Development Approval Form;
- Certificate of Title;
- Development Plans for Single House Dwelling;
- Floor Plans of Existing Dwelling for Change of Use to Guest House;
- Bushfire Attack Level (**BAL**) Assessment;
- Bushfire Management Plan (**BMP**);
- Emergency Evacuation Plan (**EEP**);
- Operations Management Plan for Guest House (refer **Attachment 1** of this Report);

## 2.2 Property Description

The subject site is of 'Rural' land which measures 64.7445ha and is located approximately 13km south-west from the Beverley Town Centre. Surrounding subject site and within the broader locality are lots similarly zoned 'Rural'. Primary access to the subject site is through Maitland Road, with internal access driveway located alongside the northern boundary. Access through Maitland Road terminate partially outside the western boundary of subject site, with the remainder of road portion reserved but yet to be constructed.

One of the most prominent features on the site is an approximately 12.15ha lake located in the middle of the land and having almost one third of the land being wetland. An existing two-storey stone and metal cottage with a footprint of 50m<sup>2</sup> constructed in the 2002 and serves as the current dwelling for the Applicant located just east of the lake. Two outbuildings for primarily storage purposes are located in close proximity to the existing dwelling.

Since acquisition of subject site in 2013, this is the Applicant's main place of residence and has shown a great amount of care to the land. The Applicant has grown and maintained a garden and lawn area where the existing and proposed dwelling is located.

An aerial image of the subject site and immediate surrounds with cadastral overlay is provided in Figure 1.



Figure 1: Aerial/cadastral of subject site and surrounds (Source: PlanWA)

## 3.0 Proposal

### 3.1 Development of Single House Dwelling

For this application, the Applicant proposes the development of a single-storey single house dwelling on the subject site adjacent to the existing dwelling (two-storey stone and metal cottage). As the Applicant intends to retire on this land, the existing dwelling poses as a safety risk and limitation for future adaptive re-use for aging in place.

Particularly, this is due to the relatively small footprint of the cottage being only 50m<sup>2</sup> which make any additions to accommodate wider internal access difficult. In addition, the bedrooms are located on the upper floor of the cottage which make accessing the bedrooms difficult if and when the Applicant has limited mobility in the future. Further to the above, any addition or alteration to the cottage would deteriorate its present character.

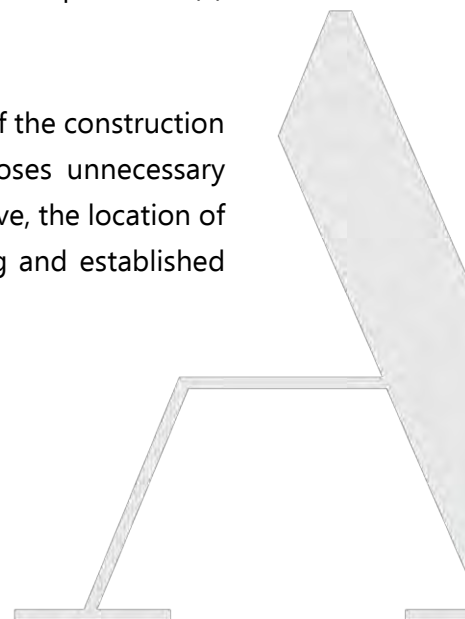
The single house dwelling is proposed to be located within the proximity of the existing dwelling and two outbuildings. Specifically, the location of single house from existing buildings are:

- Approximately 24m south of the cottage;
- Approximately 16m south of existing carport (outbuilding); and
- Approximately 14m west of the existing metal shed (outbuilding).

An established lawn and garden area just west of the lake extends to the broader area of the proposed development and existing buildings. This is one of the primary reasons for locating the proposed dwelling with existing buildings in order to enjoy the visual and rural landscape amenity on the subject site. In addition, the location of proposed dwelling allows for utilities to be shared with the existing dwelling and to have closer proximity to water source for fire and land management purposes. Potable water for the proposed dwelling is supplied by through existing bore.

The footprint of the proposed single house is 310.28m<sup>2</sup> and is considered to be of an appropriate scale to its surrounding area. Materiality of the dwelling is to be of bricks and board cladding which is reflective of the rural character and the existing dwelling on site. A car port adjoins the proposed dwelling can accommodate up to two (2) vehicles.

Whilst two (2) small trees (3m and 4m) have to be removed as part of the construction of dwelling, this is inevitable as any alternative on site would pose unnecessary clearing of larger trees which grows up to 15m. As inferred from above, the location of proposed dwelling is ideal for its proximity to the existing dwelling and established utilities.



## 3.2 Change of Use from Existing Dwelling to Guest House

As a consequence of a new dwelling being constructed on site, it is accepted that the existing cottage cannot remain on site as dwelling.

Accordingly, the Applicant proposes the change of use for existing cottage to be converted to a guest house for short term accommodation. This is mainly driven by the uniqueness of the cottage in its built form and materiality which adds to the rural character within the landscape.

### 3.2.1 Description of Activity

The guest house provides short term accommodation to visitors who intend to stay overnight on subject site. Guests are welcomed to make online bookings in advance through the Applicant's social media platform. While staying on the site, guests are able to enjoy the rural lifestyle and the amenity of the area.

No breakfast will be provided in the guest house. Guests can cook their own food using the fully functional kitchen that is available in the guest house.

### 3.2.2 Operational Period

The Guest House will only operate outside of bushfire season, determined in accordance with the 'prohibited' and 'restricted' burning period mandated by the Shire's Fire Break Order issued under the *Bush Fires Act 1954*.

This will happen initially between 1 April until 2 October inclusive, once the Guest House has been approved and will be subjected to the variation as per advertised on the Shire's Fire Break Notice yearly. Outside of this period of time, the guest house will not be operating.

The guest house will be open for overnight stays and therefore is operational 24 hours within its operational period.

Check-in and check-out of the guest house is anticipated to be 12pm and 10am respectively. However, arrangements can be made with the Applicant if alternative timing is required.

### *3.2.3 Staff and Visitors*

There are no staff permanently employed for the proposed guest house. Any cleaning and servicing of the guest house is done by the Applicant, and where unavoidable circumstances arise and when the Applicant cannot do so, this will be done by a contracted cleaner or helper on a temporary basis.

Maximum guests on the site are to be capped at six (6) persons.

### *3.2.4 Traffic Movement and Access*

All access and traffic movements are considered to be consistent with the rural area. From the operations perspective, it is anticipated that maximum traffic movement will be capped at 6 private car vehicles, but on average this should generally only be between 2– 4 private car movements considering the demographic of potential guests. There is no commercial vehicle required on site for this proposal.

Access and egress are available via Maitland Road, the existing internal driveway and vehicle manoeuvring area allow full access in forward gear on site and the road network. Driveway and manoeuvring area are maintained in accordance with the BMP for emergency and firefighting services.

### *3.2.5 Car Parking*

Car parking will be provided just north of the guest house and will be sign-posted as such. The car parking area will be brick paved and can be accessed directly from the stone and gravel driveway. Due to the subject site being of rural nature with ample of land, there will be no foreseeable issues accommodating car parking on the site.

### *3.2.6 Acoustic Management*

There are no anticipated acoustic or noise complaints as the land use introduced does not contradict and conflict with its existing use as a dwelling.

### *3.2.7 Bushfire Management*

Operations for guest house is limited to outside of recognised bushfire season, as determined by the combined 'prohibited' and 'restricted' burning periods mandated

by the Shire of Beverley Fire Break Order issued under the *Bush Fire Act 1954*. This is initially from 1 April till 2 October inclusive and subject to the annual update by the Shire.

A 20,000L firefighting water tank will be installed and maintained at the location as indicated in Figure 6 of the BMP. The internal access driveway shall be maintained with a minimum clearance of 6m x 4.5m from vegetation and obstacles.

The Asset Protection Zone (**APZ**) for both Single House Dwelling and Guest House is maintained as per the BMP.

Full implementation and management measures can be referred to within Section 15 Table 11 of the Bushfire Management Plan. A Bushfire Emergency Evacuation Plan has also been provided by the same bushfire consultant.

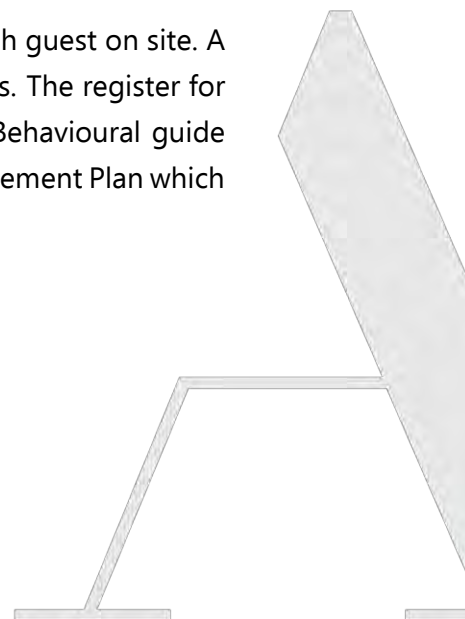
### *3.2.8 Waste and Water Management*

All waste is collected in the Shire's supplied bins for both general and recycled waste. This will be disposed of weekly by the Applicant at the Shire's rubbish tip. Provided that there will not be drastic increase in waste generated, the waste collected will be disposed of as per normal domestic use.

Given that the guest house is on an existing dwelling, wastewater and septic system are already in place and will provide for continued use.

### *3.2.9 Guests and Complaints Register*

Guests have to book in advance and provide personal details for each guest on site. A record will be kept on the date of arrival and departure of the guests. The register for guests will be kept digitally and stored on a cloud-based system. Behavioural guide and complaints management are addressed in the Operations Management Plan which can be found in **Attachment 1**.



## 4.0 Planning Framework

### 4.1 Shire of Beverley Local Planning Scheme No. 3

The subject site is zoned 'Rural' under the Shire's Local Planning Scheme No. 3 (**LPS3** or **Scheme**). The subject site is not located within a structure plan or any other defined planning policy area.

The objectives for 'Rural' zone as set out in Part 3 clause 16 (2) Table 2 of LPS3 are as follows:

- *To provide for the maintenance or enhancement of specific local rural character.*
- *To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use.*
- *To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage.*
- *To provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the Rural zone.*
- *To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.*

The proposal is consistent with the aforementioned objectives as it does not introduce any conflict with primary uses of the land. Since the acquisition of land by the Applicant, the land had been used for rural pursuits purposes and as well as having an existing dwelling on site, and therefore does not introduce any additional conflict with the surrounding rural land uses. In addition, it is submitted that the scale of proposal does not bring adverse impact to the environment and is compatible with its rural surroundings.



#### 4.1.1 Land Use

Pursuant to clause 49 (2) (b) of LPS3, provided that 'Single House' is not defined within LPS3, land use definition has its meaning as given in the State Planning Policy 7.3 Residential Design Codes (**R-Codes**).

'Single House' is defined within R-Codes Volume 1 Appendix 1 – Definitions (emphasis retained) as:

*A **dwelling** standing wholly on its own **green title** or **survey strata lot**, together with any easement over adjoining land for support of a wall or for access or services and excludes dwellings on titles with areas held in **common property**.*

It is noted in respect to the definition above, the proposal intends to convert the existing dwelling into a guest house and therefore the proposed new dwelling meets the definition of a single house.

Pursuant to Table 3 – Zoning Table of LPS3, 'Single House' is a 'D' use within the 'Rural' zone which means that the use is not permitted unless local government has exercised its discretion by granting development approval providing that it complies with the relevant development standards and requirements.

In addition, the proposal intends to change the existing dwelling into a guest house. This is defined within LPS3 Part 6 Division 2 – Land use terms in the Scheme as:

***Guest house** means a dwelling or part of a dwelling occupied by a person but containing rooms used to accommodate short-term guests for hire or reward.*

Pursuant to Table 3 – Zoning Table of LPS3, 'Guest House' is similarly classified as a 'D' use within the 'Rural' zone and is capable of being approved subject to discretion being exercised.

#### 4.1.2 Development Standards and Requirements

The following series of tables provides assessment against the relevant development standards and requirements prescribed by LPS3.

Whilst it is noted that clause 34 (1) (a) of LPS3 states that erection of more than one (1) single house per lot will generally not be supported in 'Rural' zone, it is submitted that the proposal only intends for the construction of one (1) single house dwelling and to convert the existing dwelling into a guest house which does not fall within the definition of a single house dwelling.

Clause 34 (3) further sets out consideration for development approval in Rural zone to have due regard to matters listed in clause 67 of Deemed Provisions which is further set out in **Section 4.3** of this Report. In addition, further considerations under clause 34 are addressed in **Table 1** below.

Table 1: Assessment of proposed development under LPS3 – Clause 34.

<b>LPS3: Clause 34 – Due Regard</b>	
<b>Provisions</b>	<b>Proposed Development</b>
<p>(a) potential impact from sensitive land uses and the requirement for buffers and separation distances, including potential for spray drift and other amenity impacts;</p>	<p>Proposed single house is well setback from neighbouring properties and meets the setback requirement. It is considered to not have any impact on sensitive land use. Refer section – General Site Requirements.</p> <p>Change of use of existing dwelling to guest house does not propose any additions to the structure and therefore does not impact existing separation distance.</p>
<p>(b) potential threat of bushfire to people, property and infrastructure;</p>	<p>The subject site is within bushfire prone area. The 'Single House' dwelling complies to the BAL 12.5 requirement.</p> <p>The proposed 'Guest House' has a BAL29 rating, it is understood that the BAL requirement does not apply retrospectively. Bushfire management and mitigation measures proposed are as set out within the BMP, this includes the clearance for driveway and maintenance of Asset Protection Zone.</p> <p>Additionally, the guest house will only be in operation during certain time of the year according to the Shire's unrestricted burning period. This is proposed as an acceptable solution to minimize exposure to bushfire risks. A copy of</p>

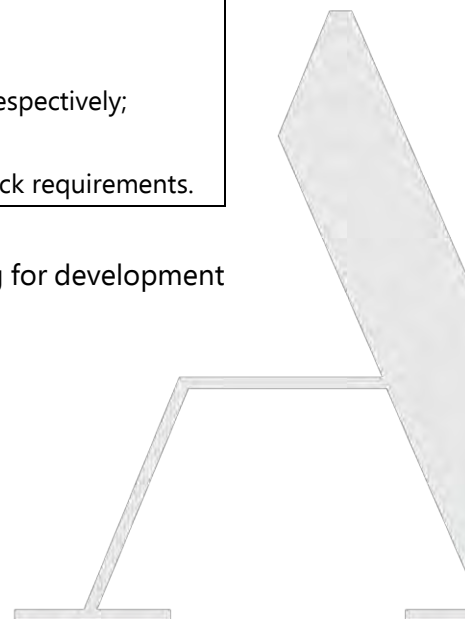
	the BAL assessment, BMP and EEP has been provided with this application.
(c) potential impact on sensitive environmental features including wetlands, waterways and remnant vegetation; and	<p>Whilst there is no identified vegetation protection area, it is acknowledged that subject site has extensive wetlands and waterways. The proposal for single house sits within the proximity of existing dwelling and outbuildings on a lawn area which is relatively clear. Two (2) small trees (3m and 4m) are proposed to be removed to accommodate the single house to avoid building on area where 8m-15m trees are in the surrounding area. Vast remnant of vegetation is left undisturbed on site. The proposal is considered to be suitable for its location and does not introduce further impact on the site.</p> <p>The Guest House does not propose any additions and is considered to have no additional impact on site.</p>
(d) the siting and location of development and its potential impact on visual landscape amenity.	The proposal is well setback from surrounding area and therefore does not have any impact on visual landscape amenity.

General Site Requirements

Table 2: Assessment of proposed development under LPS3 – Table 5 General Site Requirements.

LPS3: Table 5 – General Site Requirements	
Requirement	Proposed Development
<p><b>Minimum Setbacks</b></p> <p>Front: 35m Side: 10m Rear: 10m</p>	<p>For the proposed dwelling:</p> <ul style="list-style-type: none"> <li>• Front setback: 834m;</li> <li>• Side setback: 340m and 148m respectively;</li> <li>• Rear setback 428m.</li> </ul> <p>Therefore, the proposal meets the setback requirements.</p>

There are no requirements for plot ratio, site coverage or landscaping for development in 'Rural' zone.



Access

Table 3: Assessment of proposed development under Clause 39 – Access.

<b>LPS3: Clause 39 – Access</b>	
<b>Provisions</b>	<b>Proposed Development</b>
<p>(1) Development approval of land will generally only be granted where the land has, or can be, provided with direct frontage access to a constructed public road, which is connected to the road system of the locality.</p>	<p>The subject site is directly accessible from Maitland Road which is connected to the road system within the locality.</p>
<p>(2) In considering an application for development approval on land abutting an undedicated and/or unconstructed road or a lot which does not have direct frontage to a dedicated and/or constructed road, the local government shall:</p> <ul style="list-style-type: none"> <li>(a) refuse the application for development approval until the road has been dedicated and/or constructed or access by means of a dedicated and constructed road is provided as the case may be; or</li> <li>(b) impose conditions of development approval requiring the applicant to pay a sum of money for the full and/or partial cost of upgrading and/or construction of the road; or</li> <li>(c) require such other arrangements to be made for permanent legal access to the satisfaction of the local government.</li> </ul>	<p>The subject site has direct access from Maitland Road. Maitland Road terminates partially in front of the western boundary of subject site, with the remaining portion of the road reserved but not yet constructed. It is submitted that the proposal satisfies the requirement for access to subject site.</p>
<p>(3) Vehicular access and circulation areas for development, excluding a single house, ancillary accommodation and associated outbuildings, shall be designed and constructed so as to permit all vehicles of a type that may be reasonably be expected to visit the site on a regular basis, to enter and leave the site in a forward gear.</p>	<p>Existing vehicular access and circulation area are adequate within the subject site which allows for ample manoeuvring area for vehicle to enter and leave subject site in forward gear. Provided the subject site is within relatively large rural lot, there will be no issues accommodating vehicular parking and access in accordance with regular use. The existing driveway runs the span of the property which service</p>

	<p>both the proposed single house dwelling and guest house will be maintained in accordance with the requirements for bushfire management.</p>
--	--

Provision for Car Parking

Whilst Table 6 – Parking Requirements of LPS3 does not detail specific car parking requirements for both ‘Single House’ and ‘Guest House’ land use, clause 40 (3) of the LPS3 sets out the provision for number of car parking spaces to be determined by the local government if it is not listed.

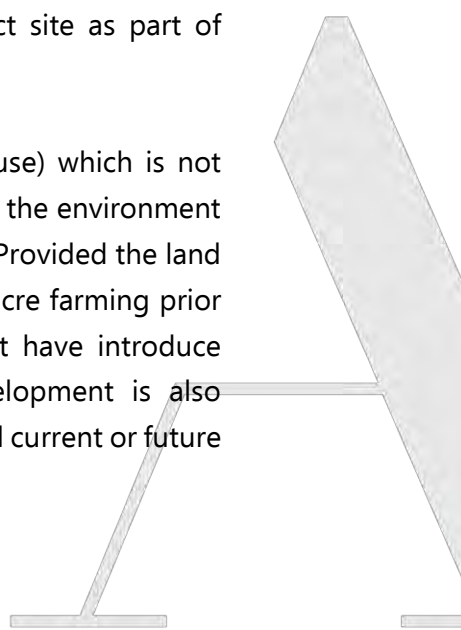
For the Single House, the Applicant proposes a double carport as part of the development. Car parking for Guest House will be provided just north of the building and will be brick paved. Any additional requirements for car parking can be easily accommodated due to the nature of proposal being on rural land.

Clause 40 (4) sets out the provision for car parking and driveway dimensions in accordance with Table 7 of LPS3. Again, it is considered that there will be sufficient space for car parking and manoeuvring and will be able to satisfy car parking and manoeuvring requirements. In addition, driveway and manoeuvring area will be maintained to the standard required as per the BMP.

**4.2 Shire of Beverley Local Planning Strategy**

The Shire of Beverley Local Planning Strategy (**Strategy**) endorsed by Western Australian Planning Commission (**WAPC**) in 2013, identifies subject site as part of ‘General Agriculture’ area.

The proposal submitted introduce a non-rural land use (guest house) which is not detrimental to the primary production activity, natural resources and the environment as highlighted within section 10.1 – *Aim* dot point 4 of the Strategy. Provided the land is relatively small in size and has long ceased to be used for broad acre farming prior to the acquisition by Applicant, the proposal is considered to not have introduce additional conflict to agricultural land uses. The proposed development is also sufficiently set back from surrounding area and there is no anticipated current or future conflict to the land uses of neighbouring sites.



When considering the *Strategy* section under 10.1 dot point 4, it highlights the Shire’s intention to encourage low-key tourist uses. This is introduced by the change of use of existing dwelling into guest house.

Section 10.2 – *Strategy* further highlights the considerations of the Council when assessing development proposal. Considerations have been given and addressed in the previous section.

### 4.3 Planning and Development (Local Planning Schemes) Regulations 2015

In accordance with Schedule 2 (**Deemed Provisions**) of the *Planning and Development (Local Planning Schemes) Regulations 2015 (LPS Regulations)*, the local government is to have due regard to the relevant matters for consideration outlined under Clause 67(2).

The following matters are considered relevant to the proposed development and are addressed in the following table.

Table 4: Assessment of proposed development under Deemed Provisions Clause 67(2).

LPS Regulations Schedule 2: Clause 67(2)	
Provisions	Proposed Development
(a) The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;	The relevant provisions under the Shire’s LPS3 have been addressed under <b>Section 5.1</b> of this Report. The proposal is for a ‘D’ or discretionary use and furthermore, is considered to be consistent with these provisions by virtue of the discretion available at clause 30 (2) and appropriate for the site and the locality.
(b) The requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;	This Report has justified the proposal under the relevant provisions of LPS3 and the relevant objectives of the planning framework.  The proposal is therefore considered to be in accordance with the requirements of orderly and proper planning.

LPS Regulations Schedule 2: Clause 67(2)	
Provisions	Proposed Development
(c) any approved State planning policy;	The proposal is compliant with the provisions of SPP3.7 and the associated Guidelines with respect to minimizing bushfire risk. Refer to <b>Section 4.5</b> of this Report.
(d) any environmental protection policy approved under the <i>Environmental Protection Act 1986</i> section 31(d);	The subject site is not within any declared environmentally sensitive area. Two (2) small trees are proposed to be removed for the construction of single house dwelling. However, the Applicant has established a lawn and garden area is to be expanded over where the proposed single house and guest house is.
(fa) any local planning strategy for this Scheme endorsed by the Commission;	The Shire’s Local Planning Strategy (endorsed by the WAPC in 2013) identify subject site within ‘General Agriculture’ area. The aim for this is to protect agricultural land and to provide for alternative land uses that does not affect agricultural production. In addition, one of the Council strategy is to encourage low-key tourists uses. This have been addressed in <b>Section 4.2</b> above.
(g) any local planning policy for the Scheme area;	LPP – Short Term Accommodation and LPP-- Signage has been considered by the Applicant. This is further set out in <b>Section 4.6</b> and <b>Section 4.7</b> below.
(m) the compatibility of the development with its setting, including — (i) the compatibility of the development with the desired future character of its setting; and (ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;	<p>The site is located in rural land that is no longer used for primary production. The proposal for a single house and guest house does not introduce any additional conflict with the desired character for rural land.</p> <p>In terms of the development, provided that the proposed single house dwelling is well setback from its surrounding lots, there is no foreseeable impact in terms of appearance of the development.</p>

LPS Regulations Schedule 2: Clause 67(2)	
Provisions	Proposed Development
<p>(n) the amenity of the locality including the following —</p> <ul style="list-style-type: none"> <li>(i) environmental impacts of the development;</li> <li>(ii) the character of the locality;</li> <li>(iii) social impacts of the development;</li> </ul>	<p>It is considered that there is no significant environmental impact from the proposal. The Single House dwelling is proposed to be clustered with existing cleared area that consists of an existing dwelling and outbuildings. Two (2) small trees will be removed but as previously submitted, this is relatively minor in nature. The Applicant has grown and maintained an existing garden and is willing to revegetate the area if required.</p> <p>It is submitted that the proposal does not contradict or impact the character of the locality or have any adverse social impact.</p>
<p>(o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;</p>	<p>Two (2) 13m leach drains are located on the south-east direction towards the rear of the proposed single dwelling to capture any storm or wastewater.</p>
<p>(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;</p>	<p>The subject site has a vast remnant vegetation which is not proposed to be removed. In addition, the Applicant grows and landscape her own garden on the lot and is submitted that this is sufficiently addressed.</p>
<p>(s) the adequacy of —</p> <ul style="list-style-type: none"> <li>(i) the proposed means of access to and egress from the site; and</li> <li>(ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;</li> </ul>	<p>The site has direct frontage and access through Maitland Road.</p> <p>Manoeuvring of vehicles occurs within the internal circulation areas, and parking is proposed to be formalized as part of this application. In addition, provided that the guest house only hosts a maximum of six (6) adults, there are minimal foreseeable impact on traffic that will be outside of a typical usage of rural land.</p>
<p>(t) the amount of traffic likely to be generated by the development,</p>	<p>It is anticipated that there will be minimal impact on the traffic of the locality</p>



<b>LPS Regulations Schedule 2: Clause 67(2)</b>	
<b>Provisions</b>	<b>Proposed Development</b>
<p>particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;</p>	<p>provided that there is a maximum of six (6) people capped for the guest house. Vehicular movements are only anticipated to increase by 2-4 on average apart from the normal use for single house dwelling.</p>
<p>(u) the availability and adequacy for the development of the following —</p> <ul style="list-style-type: none"> <li>(i) public transport services;</li> <li>(ii) public utility services;</li> <li>(iii) storage, management and collection of waste;</li> <li>(iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);</li> <li>(v) access by older people and people with disability;</li> </ul>	<p>The site is located within a large rural land area and as such, public transport, walking and cycling are not considered desirable options for travelling to the site.</p> <p>Water on site is available through bore, whereas septic tank and leach drains is installed as required by the Shire. This is consistent with rural land in the surrounding area. Provided there is an existing dwelling on site, collection of waste remains the same as per general domestic use.</p> <p>The proposed single house dwellin" is constructed with the intention of aging in place and therefore maintains accessibility and sufficient space for internal movement within the dwelling. The proposed guest house has more limitation in terms of access due to the nature of its existing built form. Whilst no additions are proposed, any potential guests will be make known to the limitations of the Guest House.</p>
<p>(w) the history of the site where the development is to be located;</p>	<p>The existing dwelling has been located on subject site for the past 20 years. There have been no complaints but rather there has been community supporting for the usage of site for short term accommodation.</p>

#### 4.4 State Planning Policy 2.5 – Rural Planning

The subject site is located on 'Rural' zoned land and therefore the State Planning Policy 2.5 – Rural Planning (**SPP2.5**) applies. Section 5.5I) of SPP2.5 sets out WAPC policy regarding rural land and is in support for small scale tourism opportunity that includes short-term accommodation.

In addition, the proposal does not introduce adverse environmental impact nor is anticipated to produce any off-site impact as highlighted in above sections.

It is acknowledged that the proposal for single house dwelling is a sensitive land use on rural land and enjoys a reasonable standard of rural amenity. As stated above, the single house dwelling will not limit primary production of rural land or cause any conflict with surrounding land use.

#### 4.5 State Planning Policy 3.7 – Planning in Bushfire Prone Areas

The subject site is wholly located within a designated bushfire prone area. As previously stated, a BAL Assessment and BMP has been prepared in accordance to section 6.5 of SPP3.7 by Bushfire West Pty Ltd in support of the proposal.

The proposed 'Single House' dwelling has a BAL 12.5 rating whereas the 'Guest House' has a BAL 29 rating. Management and mitigation measures are proposed within the BMP as per the discussion in the previous section. A EEP has also been prepared for this application.

#### 4.6 Local Planning Policy – Short Term Accommodation

Pursuant to the Shire of Beverley Local Planning Policy – Short Term Accommodation (**Short Term Accommodation Policy**), the policy applies to short term accommodation including 'Guest House' in all zones within the Scheme. The policy intends to ensure accommodation is compatible with and to avoid adverse impact on amenity of the surrounding area.



#### *4.6.1 Justification for Short Term Accommodation*

In accordance with 4.1.5 (a) (i) of the Short Term Accommodation Policy, justification is to be provided as to how and why the proposed accommodation will be compatible with adjoining area and is consistent with the objectives of this policy.

Whilst there are no explicit objectives stated within the policy, this is inferred from the 'Purpose' and 'Statement' of the policy. The guest house proposal is set out in **Section 3.2** of this report. In addition, an Operations Management Plan is available at **Attachment 1** which demonstrate the management and guidelines to be followed by visitors and guests.

Provided that the proposal is well setback from surrounding lots, with the minimum setback of 148m, there is no anticipated conflict with surrounding area or impact on amenity.

The guest house is a change of use from an existing dwelling which sits just west of the central feature (lake) on the subject site. In addition, the existing and proposed dwelling has a lawn area and garden and is located in close proximity to the existing outbuildings and proposed dwelling of the site. Design of the guest house is unique and complement the rural amenity of the land, being a relatively small sized, two-storey stone and metal cottage.

Further requirements for guest house are discussed below.

#### *4.6.2 General Requirements*

##### Car Parking

Provided there are no listed car parking requirements in Table 6 of LPS3 and that R-Codes does not apply to subject site, the proposal is to be on an assessment basis by the local government as provided by clause 40 (3) of LPS3 described above.

##### Management Plan

It is submitted that the management plan addresses all requirements as set out in LPP-STA 4.1.2 (b).

### Guest Register

A record of people occupying the guest house will be obtained and kept digitally by the Applicant at the time of booking. This will include personal details such as name and address of every occupant staying in the guest house and include date of arrival and departure. The record will be accessible both on premise and outside. The record is available to be inspected on demand by authorised Shire Officer. This has similarly been addressed within the Management Plan.

### Signage

Signage associated with short term accommodation is addressed in the following **Section 4.7** in accordance with Shire of Beverley Signage Policy.

## **4.7 Local Planning Policy – Signage**

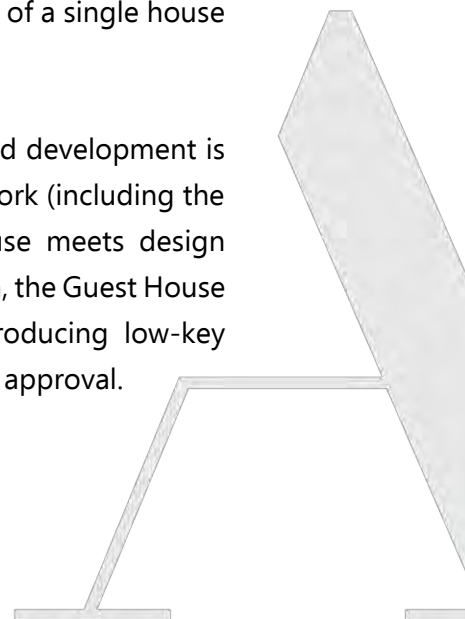
Under the Local Planning Policy – Signage, signage in rural zone is to have a maximum dimension of 4.5m<sup>2</sup>. Signs denoting property and/or owner name and/or property address do not require approval.

At this stage, the Applicant has not made any final decision on signage but has indicated that any signage will be modestly proportioned. Accordingly, signage will be subject to a future application, if required.

## **5.0 Conclusion**

The Applicant is seeking development approval for the development of a single house dwelling and the change of use of existing dwelling to guest house.

For the reasons outlined in this Report, our view is that the proposed development is suitable for the site and is consistent with both the planning framework (including the relevant policy objectives of SPP2.5 and SPP3.7). The Single House meets design requirements in accordance with the planning framework. In addition, the Guest House reflects the Local Planning Strategy intention and SPP2.5 by introducing low-key tourism uses. Accordingly, it is submitted that the proposal warrants approval.

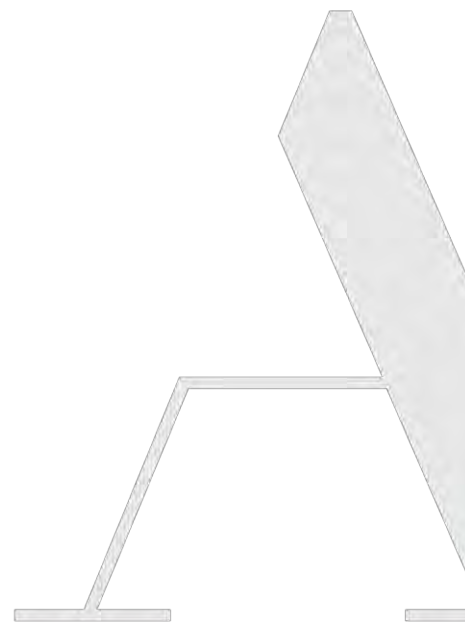


We trust that this information is to your satisfaction and welcome the opportunity to review a draft suite of conditions of approval. We otherwise look forward to your prompt and favourable determination.

Altus Planning



## Attachment 1 – Operations Management Plan





# Guest House Operations Management Plan

**Lot 8709 Maitland Road, Kokeby**

May 2023

## Disclaimer

This plan has been prepared by Altus Planning solely for the benefit and use of the client.

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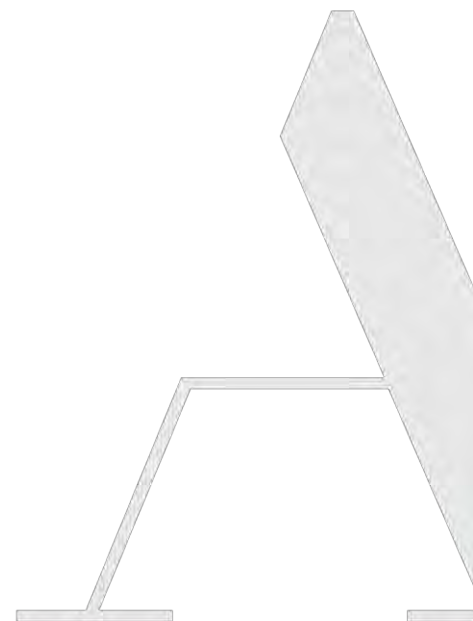
## Document Version Control

Ver.	Date	Description	Author	Approved
1	11/04/2023	Initial draft for client review	LY	JA
2	29/05/2023	Lodgement Version	LY	JA



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## 1.0 Introduction

Pursuant to Shire of Beverley's (**Shire**) Local Planning Policy – Short Term Accommodation (**policy**) clause 4.1.2, this Guest House Management Plan (**management plan**) is provided to demonstrate the management of operations for a Guest House, alternatively known as 'The Lakehouse' (**proposal**) at Lot 8709 Maitland Road, Kokeby (**site** or **subject site**). The proposed Guest House is managed by owner-occupier residing on the same site and is referred to as the Manager in this management plan.

This Management Plan sets out the general procedure to manage the guest house and establish an acceptable standard of behaviour for guests and visitors. Complaints management, guest check-in and check-out procedures, vehicular parking and waste management are all detailed in the sections below.

Guests will be able to make booking for accommodation through an online booking platform managed by the owner. The guest house can accommodate up to a maximum of six (6) occupants.

## 2.0 Use of Premises

The Guest House is a short-term accommodation for a maximum of six (6) occupants. The Guest House has two (2) bedrooms located on the upper floor, one (1) bathroom and a fully functioning kitchen. An additional one (1) bed can be requested as an add-on at the time of booking if required. Fireplace can be used subject to weather conditions.

Vehicle parking area is located off the driveway north of the Guest House. This is separate from the owner's main dwelling area. All guests' vehicles are to be parked within the property in the designated area.

Guests are invited to enjoy the grounds within the property but should be mindful of the proximity to owner and keep noise to an acceptable level and ensure lighting does not impact upon the amenity of owner. Guests are prohibited to enter the owner's main dwelling area unless permission have been explicitly granted by the owner.

The Guest House is available for a minimum stay of two (2) nights and a maximum of 90 days. Only one (1) booking is accepted at any one time. Full name and usual place of residence of all guests staying at the property is to be provided to the Manager at the time of booking. The Manager is to be made aware of any changes to the booking in terms of the number of guests being accommodated.

### 3.0 Guest Register

A Guest Register for all occupants of the guest house will be kept by the Manager on premise, available for inspection by an authorised Shire Officer. This shall contain:

- Full name and usual place of residence for all occupants;
- Check-in and check-out dates for all occupants;

All information is available as a digital copy which will be stored and updated by the Manager on premise but can be readily made available as a hard copy.

### 4.0 Guest House Guidebook

A Guest House Guidebook is available in prominent location of the Guest House indicating the following information:

- Manager's contact details.
- Code of Conduct.
- Emergency and evacuation procedures.
- Parking on site.
- Wi-Fi Device name and password.
- TV Information.
- Air Conditioner operation.
- Location of the first aid kit.
- Extra towels and sheets.
- Hot water systems operation.
- Check in and check out procedure.
- Rubbish and waste management.
- Local amenities and activities.
- Important contact numbers.
- Any other information as required.



## 5.0 Code of Conduct

A copy of the Code of Conduct will be sent to guests as an agreed Terms and Conditions at the time of booking to ensure that guests and visitors know and comply with specific behaviour governing their permission to enter and occupy the property. In addition, the Code of Conduct will be available within the Guest House Guidebook displayed in a prominent location within the Guest House so that it can be read by guests and visitors.

### 5.1 General Requirements

The Lakehouse provides a unique rural living lifestyle and country experience and to ensure that everyone who visits and stays on the property will enjoy their stay, the following guiding principles for Code of Conduct are:

- Treat this is place as your own home.
- Respect the environment and the owner's property.
- Leave everything in its appropriate condition and location upon check-in.

### 5.2 Noise Disturbance

Guests and visitors must not create noise disturbance and nuisance to the owner that occupies the main dwelling area, especially between 10pm – 6am.

Offensive noise is prohibited and may result in termination of permission to occupy the property, eviction, loss of rental paid and extra charges for security and other expenses, which may be deducted from the security deposit or bond under the terms and conditions. This property is not a "party house" and any such activities are strictly prohibited.

### 5.3 Anti-Social Behaviour

Guests and visitors must not engage in any anti-social behaviour and must minimise their impact upon the amenity of the neighbours and surrounding area. If in any event complaints arise that poses serious disturbance, the Manager reserve the right to terminate the occupancy of the property.

#### **5.4 Visitors**

No visitors or guests other than guests listed for the booking are allowed to stay on the property.

#### **5.5 Parking**

Guests and visitors are to park within the designated car parking area just off the driveway north of the Guest House.

#### **5.6 Waste and Recycling**

Prior to check-out, guests have to dispose of general waste in the general waste bin (green bin) and recycled waste in the recycle bin (yellow bin) accordingly. The bins are located next to the storage shed opposite car parking area.

#### **5.7 Non-Smoking**

Smoking is not permitted within the Guest House.

#### **5.8 Damages and Breakages**

Damages and breakages must be reported to the Manager.

#### **5.9 Terms and Conditions**

Breach of this Code of Conduct is a breach of the Terms and Conditions of Contract; and permission for occupancy of the property. The owner / Manager reserves the right, in accordance with the law, to terminate the permission to occupy and to evict from the property guests or visitors who refuse to follow the Code of Conduct or who cause a nuisance.

### **6.0 Complaints Management Procedure**

Any complaints received are to be handled by the Manager. This includes any behavioural issues of guests and matters arising from the operations of guest house.

A copy of the expected Code of Conduct for guests and the Manager's contact detail will be made available to the immediate neighbours.

The contact details for Manager on Premise are as follows:

Lena Pasqualina Elliott  
m. 0487 477 975  
lena.elliott@bigpond.com

In the event that the Manager is not available, the following alternative is available:

John McGrath  
m. 0428666044

A Register of Complaints will be maintained by the owner and available for inspection by an authorised Shire's Officer. The complaints register is to contain the following information:

1. The date and time of the complaint;
2. The name and address of the complainant;
3. The nature of the complaint;
4. Investigations carried out;
5. Action taken; and
6. Response provided to complainant.

## 7.0 Operations Procedure

### 7.1 Check-In

At the time of booking, guests are to review and agree to accept the Code of Conduct. All guests will be required to provide their full name and usual place of residence.

Check-in time is at 12pm but if alternative timing is required, this can be arranged with the Manager. Any alternative timing is anticipated to be between 12pm-6pm.

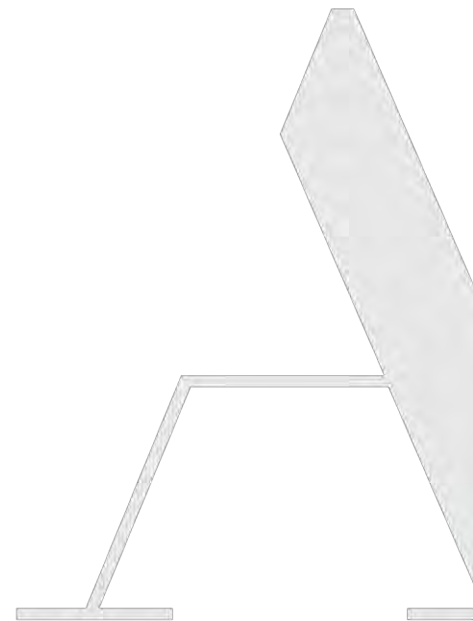
Guests will be provided with details about the premise and how to access the property one (1) day prior to check-in. At the time of arrival, vehicles are to be parked in the designated area north of the cottage.

If any other situation arises, the Manager can be present at the time of check-in if required.

## **7.2 Check-Out**

Standard check-out time is at 10am but late check-out can be requested subject to availability. Anticipated check-out and guests' departure will be between 7am-11am.

All guests are to dispose of their rubbish prior to check-out in the general waste bin and recycle bin respectively. The bins are located next to the storage shed opposite the car parking area.



# Bushfire Management Plan Coversheet

This Coversheet and accompanying Bushfire Management Plan has been prepared and issued by a person accredited by Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme.

## Bushfire Management Plan and Site Details

<b>Site Address / Plan Reference:</b> Plan 125434 Lot 8709 Maitland Road			
<b>Suburb:</b>	Kokeby	<b>State:</b> WA	<b>P/code:</b> 6304
<b>Local government area:</b>	Beverley		
<b>Description of the planning proposal:</b> Single House Dwelling & Change of Use of Existing Dwelling to Guest House.			
<b>BMP Plan / Reference Number:</b>	230405	<b>Version:</b> A	<b>Date of Issue:</b> 25/05/2023
<b>Client / Business Name:</b>	Lena Elliot		

Reason for referral to DFES	Yes	No
Has the BAL been calculated by a method other than method 1 as outlined in AS3959 (tick no if AS3959 method 1 has been used to calculate the BAL)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have any of the bushfire protection criteria elements been addressed through the use of a performance principle (tick no if only acceptable solutions have been used to address all of the BPC elements)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Is the proposal any of the following special development types (see SPP 3.7 for definitions)?</b>		
Unavoidable development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Strategic planning proposal (including rezoning applications)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Minor development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
High risk land-use	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vulnerable land-use	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the development is a special development type as listed above, explain why the proposal is considered to be one of the above listed classifications (E.g. considered vulnerable land-use as the development is for accommodation of the elderly, etc.)?

Short-stay Guesthouse with performance principle-based solution incorporating seasonal closure.

**Note: The decision maker (e.g. local government or the WAPC) should only refer the proposal to DFES for comment if one (or more) of the above answers are ticked "Yes".**

## BPAD Accredited Practitioner Details and Declaration

<b>Name</b> Jeremy Durston	<b>Accreditation Level</b> Level 3	<b>Accreditation No.</b> BPAD-36525	<b>Accreditation Expiry</b> 30/04/2024
<b>Company</b> Bushfire West Pty Ltd		<b>Contact No.</b> 0403328835	

I declare that the information provided within this bushfire management plan is to the best of my knowledge true and correct

  
Signature of Practitioner

Date 25/05/2023





# BushfireWest

## Bushfire Management Plan

Development Application:

Single House Dwelling & Change of Use of  
Existing Dwelling to Guest House

Lot 8709 Maitland Road, Kokeby



Ref: 230405  
Version: A  
May 2023

## REPORT DETAILS

### Subject Land

Land ID	Plan 125434 Lot 8709
Address	Lot 8709 Maitland Road, Kokeby 6304
Land area	64.7445 ha
Zoning	Rural
Local Government	Beverley
Proposal description	Single House Dwelling & Change of Use of Existing Dwelling to Guest House.
Site assessment date	13 Apr 2023

### Document Reference

Ref: 230405	Date	Purpose
draft A	18 May 2023	Consultation draft.
A	25 May 2023	Development application.

### Author

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

### Report Limitations

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

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

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

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



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Appendix 1 – Asset Protection Zone Standards

Appendix 2 – Driveway Standards

Appendix 3 – Firefighting Water Standards

Appendix 4 – Vegetation Assessment

## 1. Summary

This Bushfire Management Plan (BMP) is for the proposed 'Single House Dwelling & Change of Use of Existing Dwelling to Guest House' located at Lot 8709 Maitland Road, Kokeby in the Shire of Beverley. The BMP assesses the proposal against *State Planning Policy 3.7 Planning in Bushfire Prone Areas* (SPP 3.7) and the associated *Guidelines for Planning in Bushfire Prone Areas v1.4* (the Guidelines).

The primary purpose of this report is to provide the required bushfire planning information to inform the assessment process for the development application. The measures detailed within this BMP are determined to meet the intent of the Bushfire Protection Criteria from the Guidelines as follows:

Element 1: Location:

- o The Acceptable Solution is achieved by the proposal achieving acceptable BAL ratings.

Element 2: Siting & Design of Development:

- o The Acceptable Solution is achieved by maintaining a compliant Asset Protection Zone.

Element 3: Vehicular Access:

- o The public road access (Maitland Road) is a no-through road that is acceptable with respect to the proposed Single House Dwelling but does not comply with the Acceptable Solutions with respect to the Guesthouse, i.e. only one road access alternative is available. To counteract this constraint, a Performance Principle-based solution is recommended, as follows:

*Operation of the Guesthouse will cease during the recognised bushfire season, as determined by the combined 'prohibited' and 'restricted' burning periods mandated by the Shire of Beverley Fire Break Order issued under the Bush Fires Act 1954. The resulting operating season for the Guesthouse is initially from 1 April until 2 October, inclusive.*

The proposed operating season is designed to minimise the reliance on the public road network for access and egress for the Guesthouse in the event of bushfire. While there remains a residual risk to the Guesthouse from a bushfire event occurring outside of the recognised bushfire season, this report assesses the residual risk to be 'Low' and 'Tolerable' with respect to the scale of the proposal. The recommended Performance Principle-based solution is assessed to achieve the Policy Intent of the Guidelines and is thus a valid alternative to the Acceptable Solution pathway.

- o The Acceptable Solutions for internal vehicular access are achieved by the maintenance of the existing driveway suitable for firefighting appliances.

Element 4: Water:

- o The Acceptable Solution is achieved by the requirement of a 20,000L firefighting water tank being installed and maintained in a location accessible by firefighting appliances.

Additional Measure:

Furthermore, as a 'vulnerable land use' the following also applies to the Guesthouse proposal:

- o a Bushfire Emergency Evacuation Plan, which has been prepared as a separate document. The primary actions under the Bushfire Emergency Evacuation Plan are pre-emptive closure of the Guesthouse during the bushfire season in combination with normal evacuation procedures should a bushfire emergency arise, or if higher-risk conditions prevail, when the Guesthouse is operating.

In the author's professional opinion, the range of measures predominantly comprising Acceptable Solutions, with a Performance Principle-based Solution restricting the operating season of the Guesthouse, in combination demonstrate compliance with the *Guidelines for Planning in bushfire Prone Areas*.

## 2. Proposal Details

### Subject Site & Existing Conditions

The subject land (Figure 1) is zoned rural and is 64.7 ha in area. Current development includes a cottage, sheds, outbuildings, a horticulture (flower growing) area and stock paddocks. A landscaped area is maintained around the cottage with reticulated lawns, garden beds and trimmed shade trees. Within the subject land is an extensive wetland area including native vegetation and a prominent lake. The wider locality generally comprises broad-acre farmland interspersed with stands of native vegetation.

The site is accessed at the southern end of the Maitland Road cul-de-sac, and while the road reserve continues southward to join with Sheahan Road, that portion of the Maitland Road reserve has not been constructed for vehicle access. Maitland Road connects with Westdale Road to the north at a travel distance of approx. 9km from the subject land, and the Beverly townsite is a further 7km. No reticulated water hydrants are installed and the site is within a bushfire prone area, as designated by the *Western Australia State Map of Bush Fire Prone Areas*.

### Proposal Description

The proposal involves the conversion of the existing cottage into a Guesthouse with overnight capacity of up to six persons, and construction of a new Single House Dwelling. The development site plan is depicted in Figure 2.

## 3. Environmental Considerations

No clearing of native vegetation is considered necessary for the proposed development. The area of the required Asset Protection Zone detailed within this report currently comprises low-threat lawns, gardens, flower beds, buildings and driveways.

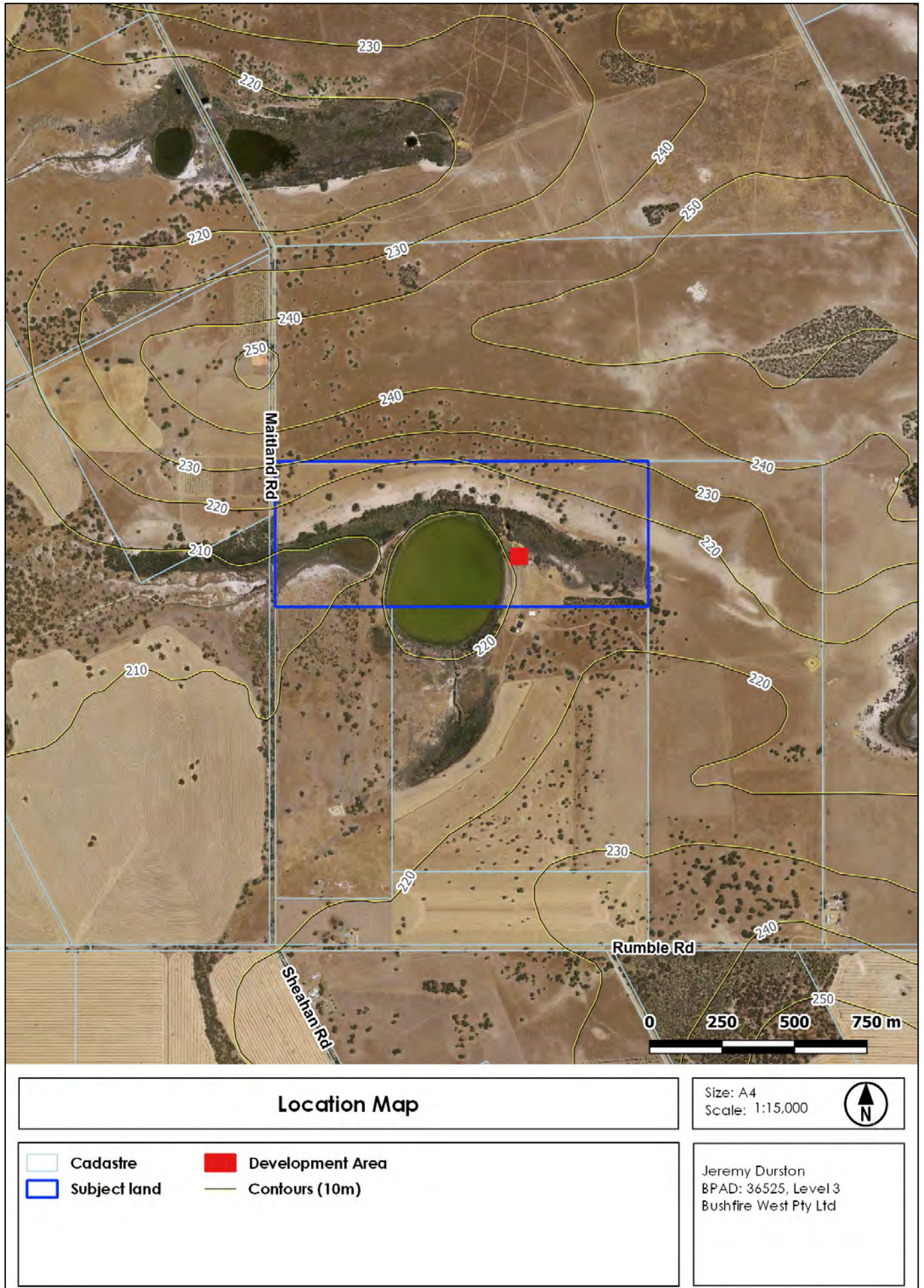


Figure 1: Site Location

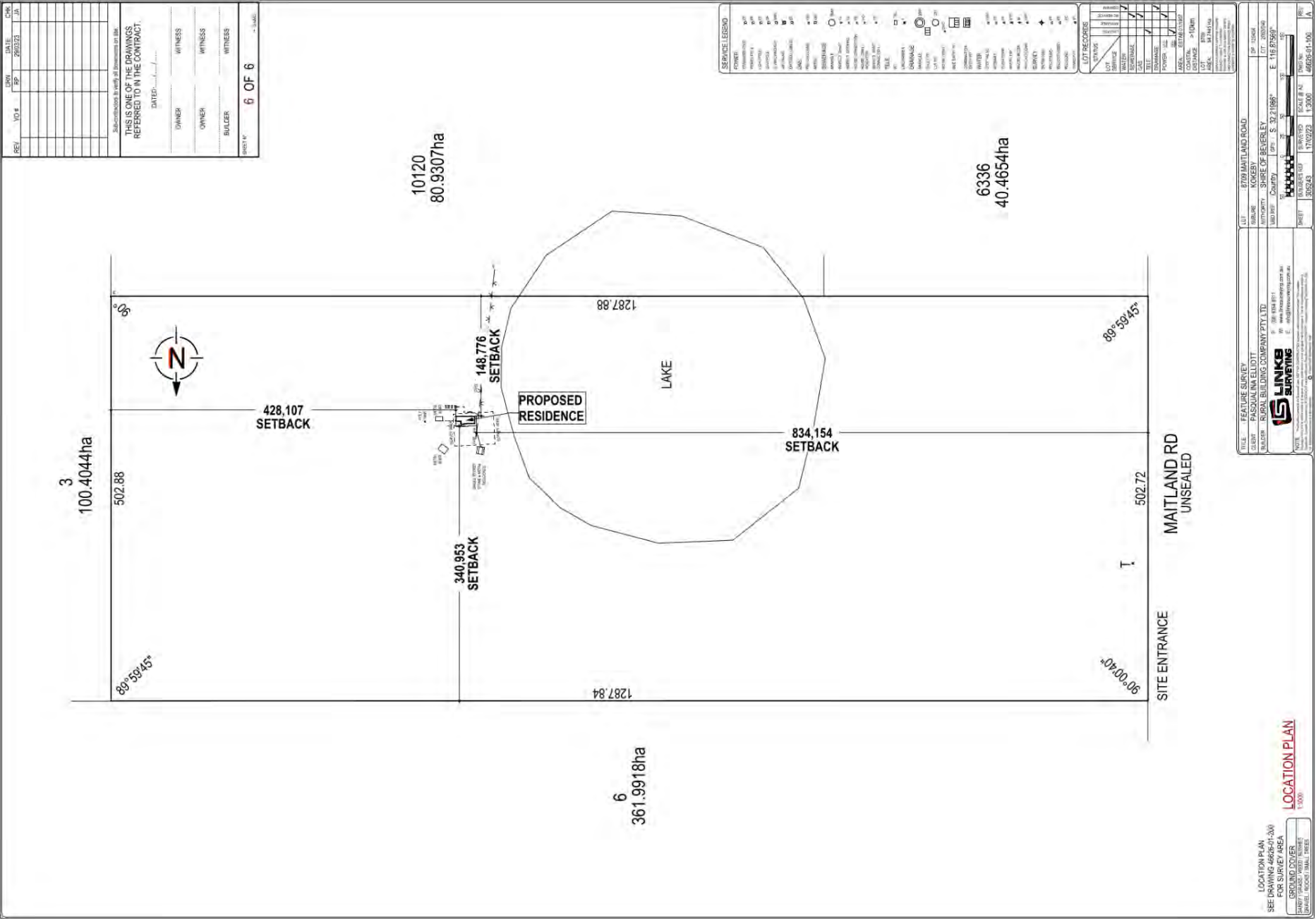


Figure 2: Development Site Plan

## 4. Bushfire Assessment Inputs

### Effective Slope

Effective slopes were assessed in accordance with AS3959-2018 *Construction of buildings in bushfire prone areas* (AS3959). Slope data was measured on site and cross referenced with Landgate elevation data. The effective slopes beneath applicable vegetation areas are recorded in Table 1.

### Bushfire Fuels

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

*Table 1 Areas of classified vegetation and exclusions:*

Assessment Area	Vegetation Classification	Effective Slope
1	Class G Grassland	0 deg
2	Class A Forest	0 deg
3	Class D Scrub	0 deg
4	Class B Woodland	0 deg
5	Class G Grassland	0 deg
6	Exclusions 2.2.3.2 (f)	n/a
7	Exclusions 2.2.3.2 (e)&(f)	n/a
8	Exclusions 2.2.3.2 (e)	n/a





<b>Vegetation Classifications</b>		Size: A4 Scale: 1:1,750	
<ul style="list-style-type: none"> <li> Subject land boundary</li> <li> Guesthouse</li> <li> Dwelling</li> <li> 150m assessment</li> <li> Photo points</li> <li> Assessment areas</li> </ul>	<b>AS3959 classifications:</b> <ul style="list-style-type: none"> <li> Forest</li> <li> Woodland</li> <li> Scrub</li> <li> Grassland</li> </ul>	<ul style="list-style-type: none"> <li> Excluded 2.2.3.2 (e)</li> <li> Excluded 2.2.3.2 (f)</li> <li> Excluded 2.2.3.2 (e)&amp;(f)</li> </ul>	Jeremy Durston BPAD: 36525, Level 3 Bushfire West Pty Ltd

Figure 3: Vegetation Classifications Map

## 5. Bushfire Assessment Outputs

### Potential Bushfire Impact

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

Table 2: BAL rating variables (AS3959-2018 Method 1)

Vegetation Classification	Slope	BAL-FZ	BAL-40	BAL-29	BAL-19	BAL-12.5
Class A Forest	0 deg	<16m	16 to<21m	21 to<31m	31 to<42m	42 to<100m
Class B Woodland	0 deg	<10m	10 to<14m	14 to<20m	20 to<29m	29 to<100m
Class D Scrub	0 deg	<10m	10 to<13m	13 to<19m	19 to<27m	27 to<100m
Class G Grassland	0 deg	<6m	6 to<8m	8 to<12m	12 to<17m	17 to<50m
Exclusions 2.2.3.2	n/a	n/a	n/a	n/a	n/a	n/a

### BAL Contour Map

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

Table 3: BAL ratings, post-development (AS3959 Method 1)

Development	Highest BAL Rating
Guesthouse	BAL-29
Dwelling	BAL-12.5

The proposed development thus achieves acceptable ratings of BAL-29 or lower.

## 6. Bushfire Hazard Issues

The following hazard issues are identified:

- o The bushfire hazards are the pockets of remnant vegetation throughout the subject land and extending through the surrounding area, in addition to agricultural grasslands.
- o An Asset Protection Zone is required to maintain hazard separation for the development.
- o The public road network provides only one access alternative for a distance of approx. 9km.
- o No reticulated water hydrants are installed. Onsite firefighting water is required with sufficient capacity to service the Guesthouse and Dwelling.
- o The subject land, proposed development and firefighting water all need to be accessible by firefighting vehicles and appliances.
- o The Shire of Beverley Fire-Break Order mandates, amongst other measures, restricted and prohibited burning periods currently extending from 3<sup>rd</sup> October through to 31<sup>st</sup> March to coincide with the recognised bushfire season.

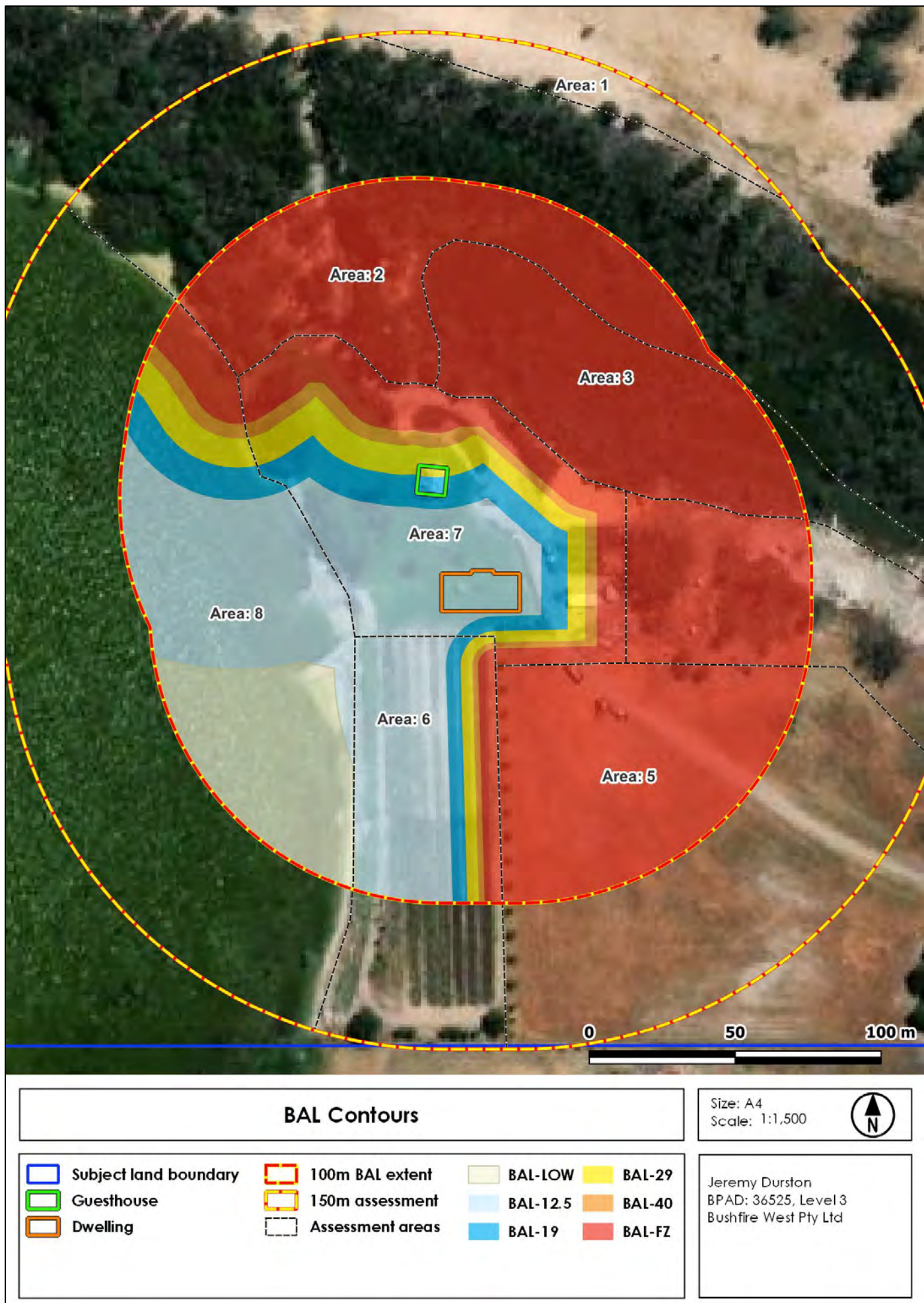


Figure 4: BAL Contour Map

## 7. Initial Bushfire Risk Assessment

### Potential Bushfire Ignitions

Bushfires can have a variety of ignition sources originating from either natural or human causes. While not exhaustive, the following potential causes are considered characteristic of the wider agricultural locality of the proposal:

- o Lighting strike;
- o Powerline sparks or pole-top fire;
- o Crop harvesting operations;
- o Vehicle movement through dry vegetation;
- o Sparks from mechanical operations or hot works;
- o Electrical vault;
- o Burning of refuse;
- o Camp fire or cooking fire;
- o Discarded match or cigarette;
- o Hazard reduction burning; and
- o Arson.

### Bushfire Management Objectives

The primary bushfire management objectives are to avoid unacceptable bushfire threats to people, property, infrastructure and the environment. Once overall risk levels have been identified, assessed and fully considered then risks may then be accepted if determined to be tolerable. The adoption of specific bushfire protection measures aims to manage risk to the extent possible by practical means.

### Access & Egress Limitations

Site access and egress is constrained by the dead-end Maitland Road, which is approx. 9km in length. There is the potential for this single route to become blocked by fire, smoke and/or fallen trees during a bushfire, particularly during the more extreme conditions of high temperatures combined with high winds that may be experienced during the bushfire season when fuel loads are dry and readily combustible.

### Likelihood of Bushfire

The subject land and surrounding location contain bushfire prone areas designated by the *Western Australia State Map of Bush Fire Prone Areas* with respect to remnant native vegetation and agricultural grasslands. The site, therefore, may reasonably be expected to experience a bushfire event at some time in the future.

The most severe fires occur generally from November through to March, however bushfires may occur outside of that period. There may be limited notification at the initial stages of a bushfire developing in an agricultural locality and the fire duration and impact may be unpredictable.

The DBCA Fire History dataset (DBCA-060) indicates that no major bushfire incidents have impacted the site recently. However, other bushfires, including mitigation burns, have been recorded within the wider locality, most recently in 2001 (see Figure 5). Based on historical evidence and the vegetation characteristics, the likelihood of a bushfire impacting the site has conservatively been assessed using the following matrix:

Table 4: Likelihood Matrix

Likelihood	Recurrence (Years)
Almost Certain	1
Likely	20
Possible	50
Unlikely	100

Due to the history of fire activity in the locality the chance of a bushfire impacting the site is assessed as *Likely*; i.e. expected to occur over a twenty year time-frame.

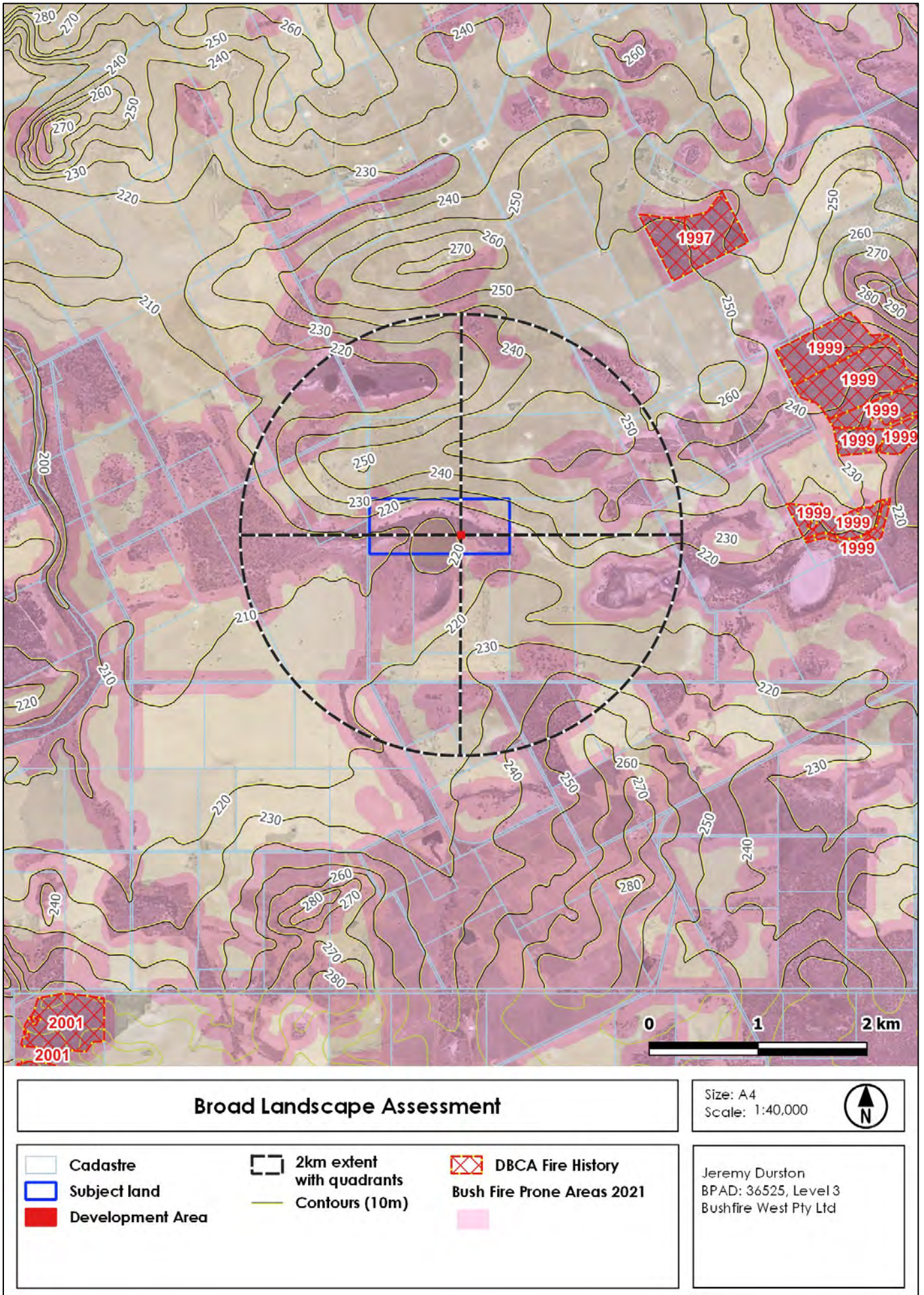


Figure 5: Broad Landscape Assessment Map

## Potential Consequences

The key consequences of a bushfire impacting the site are:

- o Loss of life, or harm to people.
- o Loss of property and/or infrastructure.
- o Loss of environment.

The site is located within a rural area comprising broad scale farmland. The Beverley townsite and Beverley Bushfire Brigade are located to the north of the site approximately 17km by travel distance. A moderate delay may potentially occur before a bushfire is identified and subsequently attended by the fire brigade. Within this context:

- o The application is for a maximum of 6 guests only.
- o The population density is low within the surrounding locality.
- o The development and infrastructure densities are also low within the surrounding locality.
- o The local population can be expected to attend to a minor fire ignition on their land with the aim of preventing development of a bushfire. To this end, the Shire of Beverley Fire Break Order, issued under the Bush Fire Act 1954, requires all rural properties to be equipped with a mobile firefighting unit with the water capacity of a min. 600 litres throughout the bushfire season.

On balance, with respect to the above considerations, the potential vulnerability of the location is assessed as *Low*.

As assessed elsewhere within this report, the bushfire hazard vegetation in the locality generally comprises agricultural land interspersed with pockets of remnant vegetation. Significant expansion to remnant vegetation areas is not expected with respect to the prevailing agricultural land uses. The overall threat represented by this combination of bushfire hazards is assessed as *Medium*.

The consequences of Low vulnerability subject to potentially Medium bushfire threat is assessed according to the following matrix:

Table 5: Consequence Rating Matrix

Vulnerability	Threat			
	Low	Medium	High	Extreme
High	Moderate	Major	Catastrophic	Catastrophic
Moderate	Minor	Moderate	Major	Catastrophic
Low	Minor	Minor	Moderate	Major

The potential consequence rating is thus assessed to be *Minor*.

## Risk Assessment

The risk rating of the site based on the likelihood of bushfire and the potential consequences is determined as follows:

Table 6: Risk Rating Matrix

Likelihood	Consequence			
	Minor	Moderate	Major	Catastrophic
Almost certain	High	Very High	Extreme	Extreme
Likely	Medium	High	Very High	Extreme
Possible	Low	Medium	High	Very High
Unlikely	Low	Low	Medium	High

The risk rating is assessed to be *Medium*.

The bushfire risk of the site, assessed at an overall Medium rating, is considered to be characteristic of broad scale agricultural land located within a designated Bushfire Prone Area. The proposal is not, therefore, assessed as exposing people, property, infrastructure or the environment to unacceptable risk, subject to implementation of appropriate measures with respect to the Guidelines.

## 8. Risk Treatment Strategy

The Guesthouse will cease operation during the recognised bushfire season, as determined by the combined 'prohibited' and 'restricted' burning periods mandated by the Shire of Beverley Fire Break Order issued under the Bush Fires Act 1954, currently extending from 3<sup>rd</sup> October until the following 31<sup>st</sup> March inclusive.

### Reduction to the Likelihood of Bushfire Impact

The likelihood of a bushfire impacting the site during the proposed operating season is assessed using the following matrix:

Table 7: Likelihood Matrix

Likelihood	Recurrence (Years)	Seasonal Occurrence
Almost Certain	1	
Likely	20	'Likely' to impact during any season over a 20 year period
Possible	50	
Unlikely	100	<b>'Unlikely'</b> to impact within the operating season during a period of less than 100 years
Very Unlikely	200	

The restriction to the operating season of the Guesthouse results in the potential bushfire impact to Guesthouse occupants being assessed as *Unlikely*; i.e. not expected to occur during any period less than 100 years.

### Risk Reduction

The reduction to the assessed risk as a result of the restricted operating season is determined as follows:

Table 8: Risk Rating Matrix

Likelihood	Consequence			
	Minor	Moderate	Major	Catastrophic
Almost certain	High	Very High	Extreme	Extreme
Likely	Medium	High	Very High	Extreme
Possible	Low	Medium	High	Very High
Unlikely	Low	Low	Medium	High

The risk rating is assessed to be reduced from Medium to a *Low* rating.

In achieving a Low risk rating, the proposal is determined to be acceptable. Furthermore, the risk rating cannot be reduced further and, aside from the restricted operating season, no further mitigation measures are necessary other than those specified under the Guidelines.

The reduction in risk means it is unlikely that a bushfire will impact the Guesthouse, outside of the recognised bushfire season, over the foreseeable lifetime of the development. The residual risk level is determined to be Low and therefore Tolerable during the proposed operating season.



## 9. Summary of Performance Principle-based Solution

### Extent of Non-compliance with the Guidelines

The proposed Guesthouse can conform with all Acceptable Solutions of the Guidelines except for the following:

- o The length of the Maitland Road cul-de-sac is approx. 9km, which substantially exceeds the maximum 200m length under Acceptable Solution A5.5b of the Guidelines.

The length of the no-through road is relevant with respect to the vulnerable, tourism land-use of the Guesthouse. No such road restrictions apply to the Dwelling.

### Performance Principal-based Solution

In addition to the general bushfire protection measures detailed under the Guidelines, the proposed additional risk mitigation measure is as follows:

- o Operation of the Guesthouse will cease during the recognised bushfire season, as determined by the combined 'prohibited' and 'restricted' burning periods mandated by the Shire of Beverley Fire Break Order issued under the Bush Fires Act 1954. The resulting operating season for the Guesthouse is initially from 1 April until 2 October, inclusive.

The aim of the proposed solution is to avoid, to a reasonable degree, the risk of a bushfire impacting the site while the Guesthouse is operating. The risk assessments within this report rate the residual risk to be Low and Tolerable.

### Compliance with the Guidelines

The proposed solution achieves the Performance Principal Pviii as follows:

- o The Guesthouse will be pre-emptively evacuated during the bushfire season.
- o The limitations of the dead-end road will be avoided during the bushfire season.
- o Normal evacuation procedures will apply for any bushfire event that may occur while the Guesthouse is operating.
- o The dead-end road is suitable for access and egress by both Guesthouse guests and emergency service personnel during milder seasonal conditions, as demonstrated by the risk assessments within this report.

By avoiding the limitations of the dead-end road during the bushfire season the proposed Performance-Principle-based solution satisfies Policy Intent for Element 5 of the Guidelines, as follows:

*It provides bushfire protection for the tourism land use, relevant to its characteristics and location, to preserve life and reduce the impact of bushfire on the existing property and infrastructure.*

By satisfying the Policy Intent of the Guidelines, the proposed solution is thus a valid alternative to the Acceptable Solution pathway.

## 10. Assessment of the Guesthouse

Following is an assessment against the relevant bushfire protection criteria for 'Other Short-term Accommodation' proposals, as detailed in Appendix 4 of the *Guidelines for Planning in Bushfire Prone Areas Version 1.4* (the Guidelines).

Table 9: Assessment of the Guesthouse against the bushfire protection criteria from the Guidelines

Element	Acceptable Solution (A)	Compliance
P5vii Siting & Design	5.7 Siting & Design	<p>to Comply with the Acceptable Solution:</p> <p>An Asset Protection Zone is to extend 21m from all Guesthouse walls, veranda posts, attached structures and/or adjacent structures within 6m of the building.</p> <p>The Asset Protection Zone is to comply with the Guidelines 'Schedule 1: Standards for Asset Protection Zones' detailed in Appendix 1.</p> <p>The extent of the required Asset Protection Zone comprises existing landscaped gardens and lawns. A Landscape Management Plan is not required for the Guesthouse.</p>
P5viii Vehicular Access	5.8.1 Internal Access	<p>to Comply with the Acceptable Solution:</p> <p>The existing driveway is to be maintained in accordance with the Guidelines Table 6, Column 4 and is to include 20m long passing bays with minimum width of 6m spaced no greater than 200m apart, and with a vehicle turn-around area within 30m of the Guesthouse, as detailed in Appendix 2.</p> <p>Signage to be provided within the site showing evacuation routes and what to do in a bushfire emergency.</p>
	5.8.2 Road Access	<p>to Comply with the Performance Principle-based Solution:</p> <p>Maitland Road is a dead-end road.</p> <p>The Performance Principle-based Solution is for seasonal closure of the Guesthouse. This solution avoids the use of Maitland Road for the Guesthouse during the recognised bushfire season.</p>
P5ix Water Supply	5.9 Provision of Water	<p>to Comply with the Acceptable Solution:</p> <p>A dedicated firefighting tank with 10,000L of water reserved for the Guesthouse is required in accordance with the Guidelines as detailed in Appendix 3.</p>

## 11. Assessment of the Dwelling

Following is an assessment of the Dwelling against the bushfire protection criteria detailed in Appendix 4 of *Guidelines for Planning in Bushfire Prone Areas Version 1.4* (the Guidelines), including the applicable Acceptable Solutions for each element.

Table 10: Assessment of the Dwelling against the bushfire protection criteria of the Guidelines

Element	Acceptable Solution (A)	Compliance
1. Location	A1.1 Development location	Complies with the Acceptable Solution: The location is capable of achieving acceptable ratings of BAL-29 or lower.
2. Siting of Development	A2.1 Asset Protection Zone	to Comply with the Acceptable Solution: An Asset Protection Zone is to extend 17m from southern elevations and 21m from all other elevations of the Dwelling walls, veranda posts, attached structures and/or adjacent structures within 6m of the building. The Asset Protection Zone is to comply with the Guidelines 'Schedule 1: Standards for Asset Protection Zones' detailed in Appendix 1.
3. Vehicular Access	A3.1 Public roads	Not applicable to the development application for the Dwelling.
	A3.2a Multiple access routes	
	A3.2b Emergency access way	
	A3.3 Through-roads	
	A3.4a Perimeter roads	
	A3.4b Fire service access route	
	A3.5 Battle-axe	
	A3.6 Private driveways	to Comply with the Acceptable Solution: The existing driveway is to be maintained in accordance with the Guidelines Table 6, Column 4 and is to include 20m long passing bays with minimum width of 6m spaced no greater than 200m apart, and with a vehicle turn-around area within 30m of the Dwelling, as detailed in Appendix 2.
4. Water	A4.1 Identification of future water supply	Not applicable to a development application.
	A4.2 Provision of water for firefighting purposes	to Comply with the Acceptable Solution: A dedicated firefighting tank with 10,000L of water reserved for the Dwelling is required in accordance with the Guidelines as detailed in Appendix 3.

## 12. Additional Measures - Vulnerable Land Use

The proposed Guesthouse is for a vulnerable land use under SPP3.7 and a Bushfire Emergency Evacuation Plan is required. With consideration to the Guidelines Section 5.5.4 a separate Bushfire Emergency Evacuation Plan has been prepared for the proposal. The primary actions under the Bushfire Emergency Evacuation Plan are pre-emptive closure of the Guesthouse during the bushfire season in combination with normal evacuation procedures should an emergency occur, or if higher-risk conditions arise, while the Guesthouse is in operation. The Bushfire Emergency Evacuation Plan is required to be finalised and adopted by the proponent prior to opening of the Guesthouse, to the satisfaction of the Shire of Beverley.

## 13. Additional Measures - Local Government Fire Control

The Shire of Beverley Fire-break Order, issued under Section 33 of the Bush Fires Act 1954, mandates a range of seasonal bushfire protection measures. Compliance is required with all applicable measures of the Fire-break Order in addition to the measures detailed within this Bushfire Management Plan.

## 14. Additional Measures - Construction Standards

The cottage to be used as a Guesthouse was constructed in 2002, pre-dating AS3959 construction standards. The proposed Dwelling is to be constructed to the applicable standards of AS3959.

## 15. Implementation and Management

The Landowner's responsibilities for implementing and maintaining the required bushfire protection measures are summarised in Table 11.

Table 11: Implementation & Management Schedule

Landowners Responsibilities	
Submit a Development Application to Council, including this Bushfire Management Plan. Subject to being granted Council approval for the Development Application, the following bushfire protection measures are required to be implemented by the landowner:	
Measures for the Guesthouse	
A	Signage is required displaying access routes, detailing travel distances and what to do in the event of a bushfire.
B	Operation of the Guesthouse is to cease during the recognised bushfire season, as determined by the combined 'prohibited' and 'restricted' burning periods mandated by the Shire of Beverley Fire Break Order issued under the Bush Fires Act 1954.
C	A Bushfire Emergency Evacuation Plan is required to be adopted and implemented for Guesthouse guests, incorporating seasonal closure.
Measures for the Dwelling	
D	Ensure the Dwelling is constructed to the applicable standards of <i>AS3959 Construction of Buildings in Bushfire-prone Areas</i> .
Collective Measures	
E	Maintain the landscaped Asset Protection Zone (APZ) around the Guesthouse and Dwelling. The APZ is to extend 17m from southern elevations of the Dwelling and 21m from all other Dwelling and Guesthouse walls, veranda posts, attached structures and/or any adjacent structure within 6m of the buildings.  The required Asset Protection Zone standards from the Guidelines for Planning in Bushfire Prone Areas are detailed in Appendix 1.
F	The driveway is required to be maintained for suitable access by firefighting appliances. The driveway is to incorporate a min. 4m trafficable surface. Clearance from vegetation or other obstacles, such as fencing, is required to a min. 6m horizontally (width) and 4.5m vertically (height).  Passing bays with min. length of 20m and min. width of 6m are to be incorporated into the driveway, at intervals no greater than 200m.  A vehicle turnaround point is required within 30m of both the Guesthouse and Dwelling. The required driveway standards from the Guidelines for Planning in Bushfire Prone Areas are detailed in Appendix 2.
G	Install and maintain a firefighting water tank with minimum 20,000 L water supply. The water tank is to be non-combustible with approved fittings and the outlet valve located within 4m of a hard stand suitable for firefighting appliances.  The required water tank standards from the Guidelines for Planning in Bushfire Prone Areas are detailed in Appendix 3.

Indicative depictions of the required bushfire protection measures are included in Figures 6 & 7.

## 16. Conclusion

In the author's professional opinion, the proposal satisfies the Policy Intent of the Guidelines applicable to both the Guesthouse and Dwelling. Acceptable solutions from the Guidelines have been used to meet the relevant requirements for Location, Siting, Internal Vehicle access and Firefighting Water supply. For Road access, a Performance-Principle based solution has been developed to eliminate use of the dead-end Maitland Road with respect to the Guesthouse during the bushfire season. This outcome will be achieved through seasonal closure of the short-stay operation.

The proposal is thus acceptable under the risk-based land use parameters of *State Planning Policy 3.7 Planning in Bushfire Prone Areas*. A thorough risk analysis has been conducted to support this assessment.

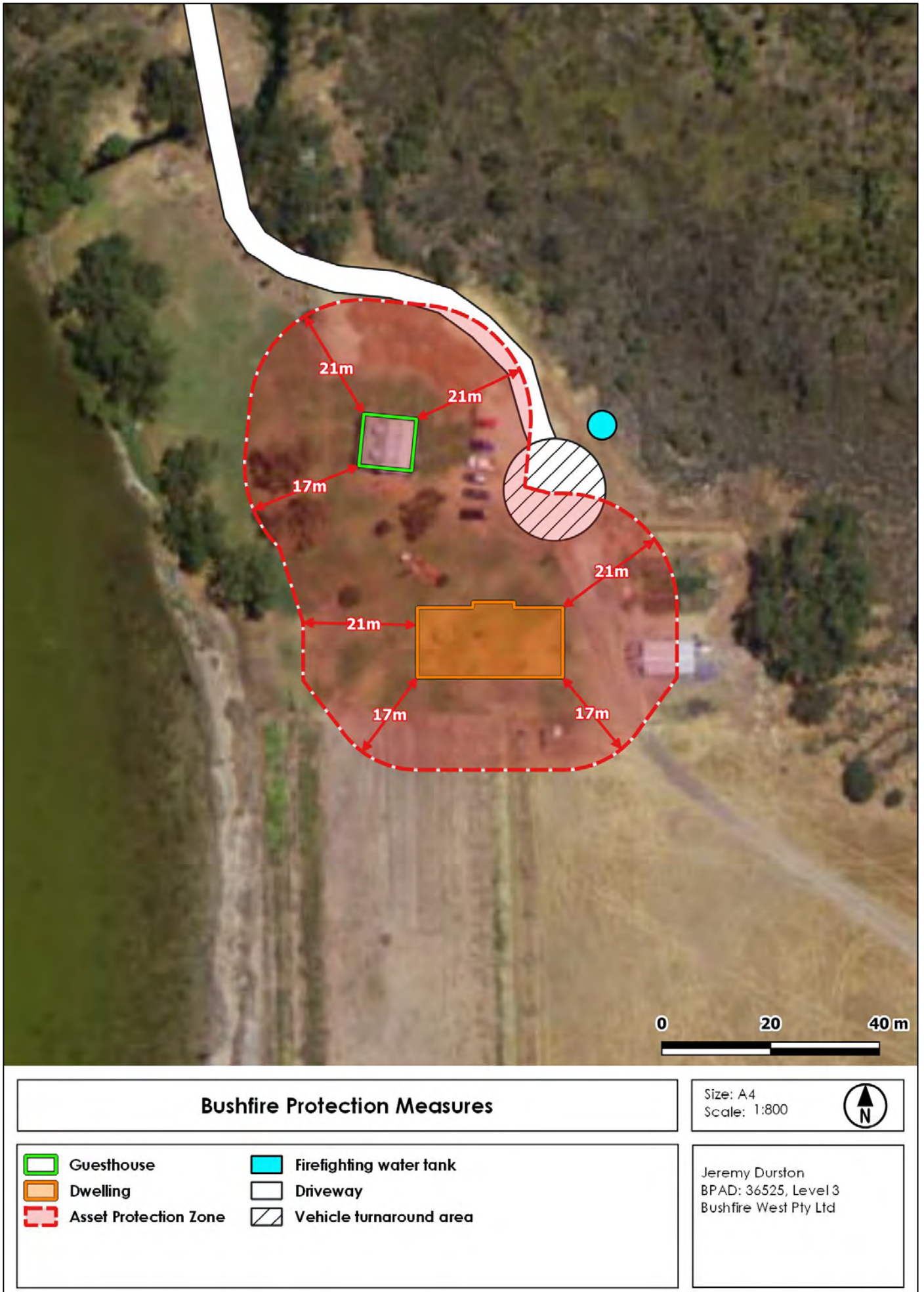


Figure 6: Bushfire Protection Measures – detailed view of Guesthouse & Dwelling area

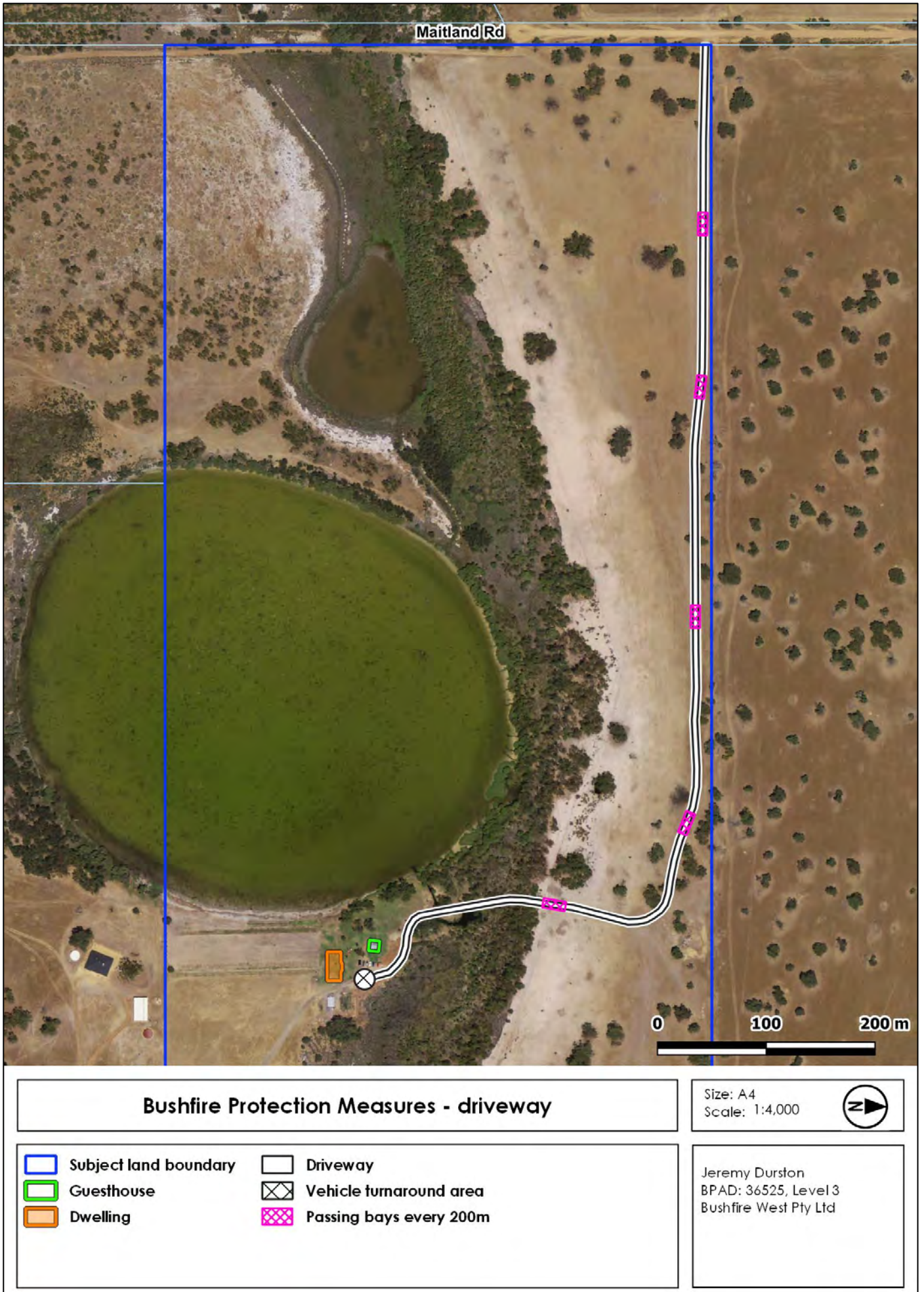


Figure 7: Bushfire Protection Measures – full Driveway



## Appendix 1

### Asset Protection Zone Standards

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

## ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

### SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

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

## ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

### SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

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

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

## Appendix 2

### Driveway Standards

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

## ELEMENT 3: VEHICULAR ACCESS

### PERFORMANCE PRINCIPLE

#### P3iv

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

### ACCEPTABLE SOLUTIONS

#### A3.6 Private driveways

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

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

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

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

Table 6: Vehicular access technical requirements

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

#### Notes:

<sup>1</sup> To have crossfalls between 3 and 6%.

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

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

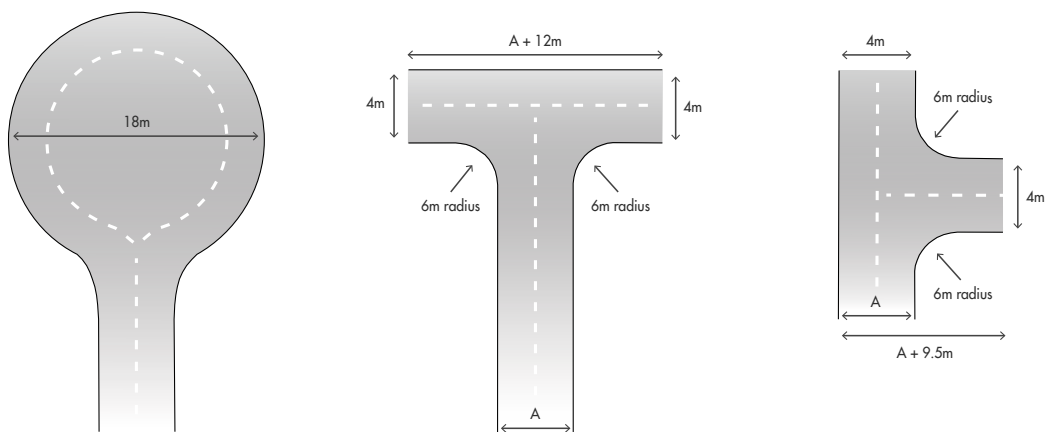
## EXPLANATORY NOTES

### E3.6 Private driveways

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

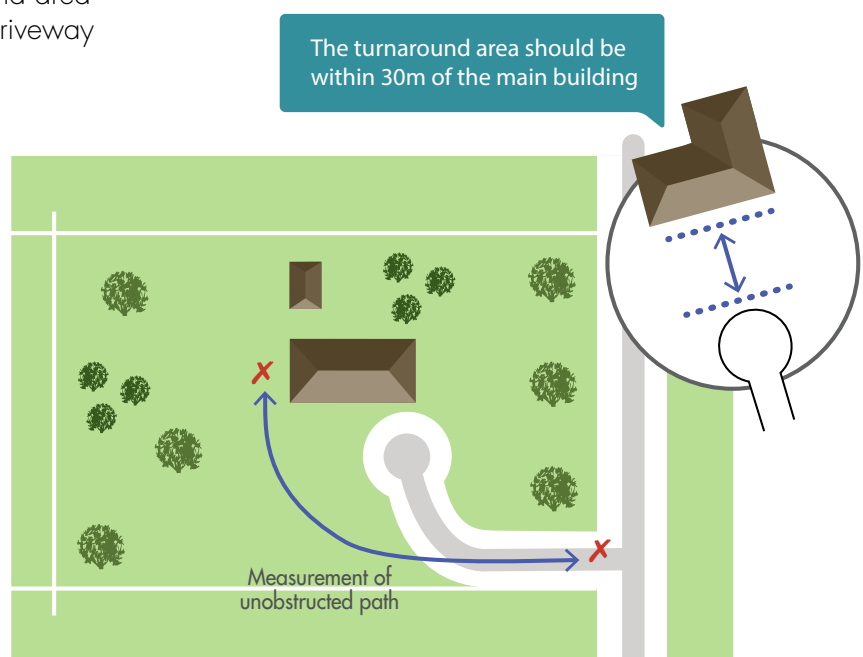
In the event the habitable building cannot be reached by hose reel from the public road, then emergency service vehicles will need to gain access within the property. Emergency service vehicles will also need to gain access within the property, where access to reticulated water (fire hydrants) is not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

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



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

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



## Appendix 3

### Firefighting Water Standards

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

## SCHEDULE 2: WATER SUPPLY DEDICATED FOR BUSHFIRE FIREFIGHTING PURPOSES

### 2.1 Water supply requirements

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

**Table 7:** Water supply dedicated for bushfire firefighting purposes

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

### 2.2 Technical requirements

#### 2.2.1 Construction and design

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

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

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

#### 2.2.2 Pipes and fittings

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

##### 2.2.2.1 Fittings for above-ground water tanks:

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

##### 2.2.2.2 Remote outlets

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



## Appendix 4 – Vegetation Assessment

Area ID	1	Vegetation Classification or Exclusion:	Class G Grassland
Description / Justification for Classification:			
Predominately grass paddock. Upslope.			
			
Photo 1a			

Area ID	2	Vegetation Classification or Exclusion:	Class A Forest
Description / Justification for Classification:			
Trees with foliage cover greater than 30% and scrub understory. Upslope.			
			
Photo 2a			

BushfireWest Beverley2 13/4/2023 148 deg(T) -32.21900° +116.87728°





Photo 2b


BushfireWest Beverley2 13/4/2023 279 deg(T) -32.21958° +116.87728°



Photo 2c


Area ID	3	Vegetation Classification or Exclusion:	Class D Scrub
Description / Justification for Classification:			
Low-lying area dominated by mixed scrub species below 3m in height. Upslope			
<p data-bbox="352 300 1110 338">BushfireWest Beverley1 13/4/2023 77 deg(T) -32.22038° +116.87814°</p>  <p data-bbox="683 860 780 887">Photo 3a</p>			
<p data-bbox="352 920 1110 958">BushfireWest Beverley1 13/4/2023 335 deg(T) -32.22048° +116.87849°</p>  <p data-bbox="683 1473 780 1500">Photo 3b</p>			

Attachments for Agenda Item 9.3

Area ID	4	Vegetation Classification or Exclusion:	Class B Woodland
Description / Justification for Classification:			
Trees having foliage cover less than 30% and predominately grass understory. Upslope.			
<p>BushfireWest Beverley8 13/4/2023 91 deg(T) -32.22077° +116.87845°</p>  <p>Photo 4a</p>			

Area ID	5	Vegetation Classification or Exclusion:	Class G Grassland
Description / Justification for Classification:			
Predominately paddock grass. Upslope.			
<p>BushfireWest Beverley7 13/4/2023 130 deg(T) -32.22102° +116.87801°</p>  <p>Photo 5a</p>			

Attachments for Agenda Item 9.3

Area ID 6	Vegetation Classification or Exclusion:	Excludable - 2.2.3.2(f) Low Threat Vegetation
Description / Justification for Classification:		
Maintained, non-curing nursery beds.		
<p data-bbox="352 309 1110 342">BushfireWest Beverley6 13/4/2023 146 deg(T) -32.22088° +116.87754°</p>  <p data-bbox="683 869 780 896">Photo 6a</p>		

Area ID 7	Vegetation Classification or Exclusion:	Excludable - 2.2.3.2(e) & (f) - Non Vegetated Areas & Low Threat Vegetation
Description / Justification for Classification:		
Maintained gardens and grounds with vegetation in low threat condition and non-vegetated areas.		
<p data-bbox="352 1193 1110 1227">BushfireWest Beverley4 13/4/2023 91 deg(T) -32.22036° +116.87725°</p>  <p data-bbox="683 1742 780 1769">Photo 7a</p>		

BushfireWest Beverley4 13/4/2023 315 deg(T) -32.22082° +116.87798°



Photo 7b

BushfireWest Beverley4 13/4/2023 240 deg(T) -32.22024° +116.87783°



Photo 7c

BushfireWest Beverley4 13/4/2023 181 deg(T) -32.22058° +116.87824°



Photo 7d

Attachments for Agenda Item 9.3

Area ID	8	Vegetation Classification or Exclusion:	Excludable - 2.2.3.2(e) Non Vegetated Areas
Description / Justification for Classification:			
Non-vegetated areas of lake.			
<p data-bbox="352 315 1110 349">BushfireWest Beverley5 13/4/2023 228 deg(T) -32.22046° +116.87719°</p>  <p data-bbox="683 875 778 898">Photo 8a</p>			

## Short-Stay Accommodation

This plan is for: The Lakehouse (Guesthouse)

and has been designed to assist management and visitors to protect life and property in the event of a bushfire.

### Report Details

Address	Lot 8709 Maitland Road, Kokeby
Contact Persons	Lena Elliot, phone 0487 477 975
Role of Contact Persons	Property owner/manager
Type of facility	Guesthouse, short-stay accommodation
No. of short-stay occupants	Up to 6
Transportation	Private vehicles to and from site
Bushfire Consultant	Jeremy Durston, BPAD-39525 L3, Bushfire West Pty Ltd

### Document Control

Version	Date	Details
A	25 May 2023	Development application, short-stay accommodation.

### Emergency Contact

Name of Organisation	Office/Contact	Contact Details
Fire, Police, Ambulance	Fire or Emergency	000
Department of Fire & Emergency Services (DFES)	Emergency information	13 DFES (13 33 37)
EmergencyWA	Warnings and incidents	<a href="http://www.emergency.wa.gov.au">www.emergency.wa.gov.au</a>

### Secondary Emergency Details

Name of Organisation	Information	Contact Details
WA Police	Non-emergency police assistance	131 444
Main Roads	Road Information & closures	138 138 <a href="http://www.mainroads.wa.gov.au">www.mainroads.wa.gov.au</a>
Shire of Beverley	Emergency arrangements & evacuation centres	08 9646 1200
ABC Radio	Bushfire warnings&, advice	Radio 1215 AM (Wheatbelt) Radio 720 AM (Perth)



# Bushfire Emergency Evacuation Plan

Attachments for Agenda Item 9.3

TO BE REVIEWED ANNUALLY

## OPERATING SEASON

The Guesthouse will only operate during milder conditions outside of the Bushfire Season.  
 Bushfire Season: from 3<sup>rd</sup> October until the following 31<sup>st</sup> March inclusive, or otherwise the combined 'restricted burning' and 'prohibited burning' periods notified by the Shire of Beverley under the Bush Fires Act 1954.

## TRIGGERS to EVACUATE the GUESTHOUSE during OPERATING SEASON

If a **'Watch and Act'** or **'Emergency Warning'** alert is issued  
 (Emergency information is broadcast on ABC Radio & [www.emergency.wa.gov.au](http://www.emergency.wa.gov.au))

Or if you are directed to evacuate by an emergency service authority

Or if an **'Extreme'** or **'Catastrophic'** fire danger rating is forecast at any time during the operating season

## PROPERTY MANAGER ACTIONS

### Ongoing Management

1	Make sure that visitors know what to do in the event of a bushfire emergency
2	Prepare an emergency evacuation kit with medical supplies, and place in an easily accessible area (e.g., kitchen pantry)
3	Install a dry chemical fire extinguisher and kitchen fire blanket
4	Display evacuation diagram and access route signage in visible locations
5	Monitor bushfire conditions, Fire Danger Ratings and Bushfire Warnings
6	Prune any trees, remove any dead material from shrubs and trim grass to below 100mm in height within the Asset Protection Zone around the building
7	Water any lawns, trees and gardens near the building
8	Clear the building, roof and gutters of leaves and litter
9	Trim vegetation near the driveway to allow ready access for vehicles

### During the Bushfire Season

10	Close the Guesthouse.
----	-----------------------

REFER TO THE [HOMEOWNER'S BUSHFIRE SURVIVAL MANUAL](#) BY THE DEPARTMENT OF FIRE AND EMERGENCY SERVICES FOR MORE INFORMATION TO HELP PREPARE YOU IN THE EVENT OF A BUSHFIRE

Attachments	
A	Fire danger ratings
B	Emergency warnings



**Moderate: Plan and prepare.**

Most fires can be controlled. Stay up to date and be alert for fires in your area.

**High: Be ready to act.**

Fires can be dangerous. Decide what you will do if a fire starts. Leave bushfire risk areas if necessary.

**Extreme: Take action now to protect your life and property.**

Fires will spread quickly and be extremely dangerous. Put your bushfire plan into action. If you and your property are not prepared to the highest level, plan to leave early.

**Catastrophic: For your survival, leave bushfire risk areas.**

These are the most dangerous conditions for a fire. If a fire starts and takes hold, lives are likely to be lost. Homes cannot withstand fires in these conditions.



When there is minimal risk, Fire Danger Ratings will be set to **'No Rating'**. On these days you still need to remain alert and abide by local seasonal laws and regulations.



**Monitor conditions and [emergency.wa.gov.au](https://www.emergency.wa.gov.au) for ratings and bushfire warnings. If a fire starts near you, take action immediately to protect your life. Do not wait for a warning.**



**Your life may depend on the decisions you make, even before there is a fire. Create or review your bushfire plan at [mybushfireplan.wa.gov.au](https://mybushfireplan.wa.gov.au)**





## EMERGENCY WARNING

An out of control fire is approaching fast and you need to take immediate action to survive. If you haven't prepared your home it is too late.

**You must seek shelter or leave now if it is safe to do so.**



## WATCH AND ACT

A fire is approaching and there is a possible threat to lives or homes. Put your plan into action. If your plan is to leave, make sure you leave early. If your plan is to stay, check all your equipment is ready.

**Only stay and defend if you are mentally and physically prepared.**








## ADVICE

A fire has started but there is no immediate danger. Stay alert and watch for signs of a fire.

**Be aware and keep up to date.**

### Where can I get information during an emergency?

 [emergency.wa.gov.au](https://emergency.wa.gov.au)  13 DFES (13 33 37)

 @dfeswa  @dfes\_wa  Local ABC Radio



#### **9.4 Development Application – Parish Hall Kitchen Renovations & Change of Use – St. Mary’s Anglican Church – 64 John Street**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 27 June 2023</b>
<b>Report Date:</b>	<b>13 June 2023</b>
<b>Applicant:</b>	<b>Nicolette Whittington</b>
<b>File Reference:</b>	<b>JOH 1135</b>
<b>Author and Position:</b>	<b>Stefan de Beer, Manager of Planning</b>
<b>Previously Before Council:</b>	
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Kitchen Renovation Drawing, Supporting Photos &amp; Information, State Heritage Office Response, Room Locality &amp; Floor Plan of Café/Book Exchange</b>

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#### **SUMMARY**

An application has been received for Kitchen Renovations and a Change of Use for purposes of a Café & Book Exchange at the St. Mary’s Anglican Church Parish Hall. The application will be recommended for approval.

#### **BACKGROUND**

The Shire has received a proposal to do kitchen renovations and a change of use for purposes of a Café & Book Exchange at the St. Mary’s Anglican Church Parish Hall, located at 64 (lot 39) John Street, Beverley.

The subject property is Zoned Residential R10/25 pursuant to *Shire of Beverley Local Planning Scheme No. 3 (LPS3)*, is 1.9 Ha in extent and contains the St. Mary’s Anglican Church and Rectory.

Details of the proposed kitchen renovation works are included in the attached documentation and include:

- Removal of the existing bench tops and cupboards, sinks and store;
- Installation of stainless steel bench tops and open shelving;
- Installation of 3 stainless steel sinks (one for hand washing);
- Wall area above sinks to be tiled with appropriate covering.

In addition to the above works component, the following Change of Use (for purposes of a Café & Book Exchange) is proposed as per the submission received from the applicant:

- *frequency of operation will be limited hours to Thursday and Friday 9.00am to 3.00pm and Saturday 9.00am to 12.00 midday*
- *we will close in the school holidays as we want to respect the privacy of the tenants as much as we can. We have suggested privacy screens around the toilets and just outside the kitchen window.*
- *the floor plan sketch shows bookshelves along the walls of the hall, lounge chairs around the fireplace in the main hall area, small tables within the main hall and also in the smaller hall area (noted as vestibule in the floor plan attached, that term is not relevant anymore). There is also a front counter and space for a coffee machine near the existing entry double doors.*

- *access to the male and female toilets (which are both in good order and accessible) will be through the main hall.*
- *the kitchen will need a fit out as in providing a stainless steel food prep area, another sink, appropriate floor coverings, tiles on the wall above the preparation area and improved ceiling cornices. I would like to invite the health/safety representative from the Shire to come and inspect the kitchen to make sure we are on the right track and give us guidance to ensure it is compliant.*
- *disabled access could need some attention, although it is flat ground and access to both toilets is flat with no steps.*
- *the hall itself just needs a facelift with painting and fresh ideas to make it more inviting for the general public.*

*The Diocese covers all the public liability for the site.*

*We will be asking for volunteers who will need a Police Clearance and a WWCC - which the Church will pay for.*

*The idea is to involve as many people as possible to create a precinct where we have a cafe and book exchange as well as having the Church open for historical "tours" which will link in with the open hours of the Dead Finish Museum. People are becoming increasingly interested in the historical aspect of older Churches, which is something we want to encourage and also to provide another point of interest for tourists and also locals.*

*There is plenty of parking available as the Hall is on a large block. We will also have signage - at the entry point of the Hall at 64 John St also road signage on the Great Southern Hwy and Hunt Rd. Not quite sure exactly what that might be yet as I am sure there are restrictions to the type and size of signage we are able to have.*

*The proposed name for the Cafe is "One Tree Cafe" which highlights the beautiful heritage listed large tree near the Hall itself.*

*In addition we aim to work with the tenants and have appropriate "Private" signage near their house. We are not expecting a large volume of visitors/customers as it is away from Vincent St, however it is a niche target market so word of mouth and appropriate advertising will bring in customers I am sure.*

*After covering our outgoings, all monies raised would go to the restoration of the Church, which at this point needs another \$60,000 to be completed.*

## **COMMENT**

The application is supported as it is seen as an important step to conserve the heritage place, even more so with the so-called *adaptive reuse* of the Parish Hall as a Café & Book Exchange.

As the subject property is listed on the State Register of Heritage Places, the application was referred to the State Heritage Office which Office has provided the attached assessment and response, with qualified support for the proposal, the proviso being that the existing Metters Stove in the kitchen be retained. Should Council resolve to approve the application it will be recommended a condition be imposed to reflect this directive.

## CONSULTATION

Consultation was had with the *Department of Planning, Lands and Heritage* (Historic Heritage Conservation).

## STATUTORY ENVIRONMENT

Shire of Beverley Local Planning Scheme No. 3.

## FINANCIAL IMPLICATIONS

There are no Financial Implications relative to this issue.

## STRATEGIC IMPLICATIONS

Goal 6 – Beverley has a unique identity in the region and is well visited.

## POLICY IMPLICATIONS

There are no Policy Implications relative to this issue.

## RISK IMPLICATIONS

It is considered that the proposal has insignificant risks.

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

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

## VOTING REQUIREMENTS

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council grant Planning Approval for a change of use for purposes of a Café & Book Exchange and kitchen renovations to the Parish Hall at St. Mary's Anglican Church located at 64 (Lot 39) John Street, Beverley, subject to the following conditions and advice notes: -

### **Conditions:**

1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.
2. The existing *Mettlers Improved Stove No. 2* is to be retained.

### **Advice Notes:**

- Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- Note 2: The applicant is advised a building permit is required prior to commencement of any building works, where applicable.
- Note 3: Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
- Note 4: If an applicant is aggrieved by this decision there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

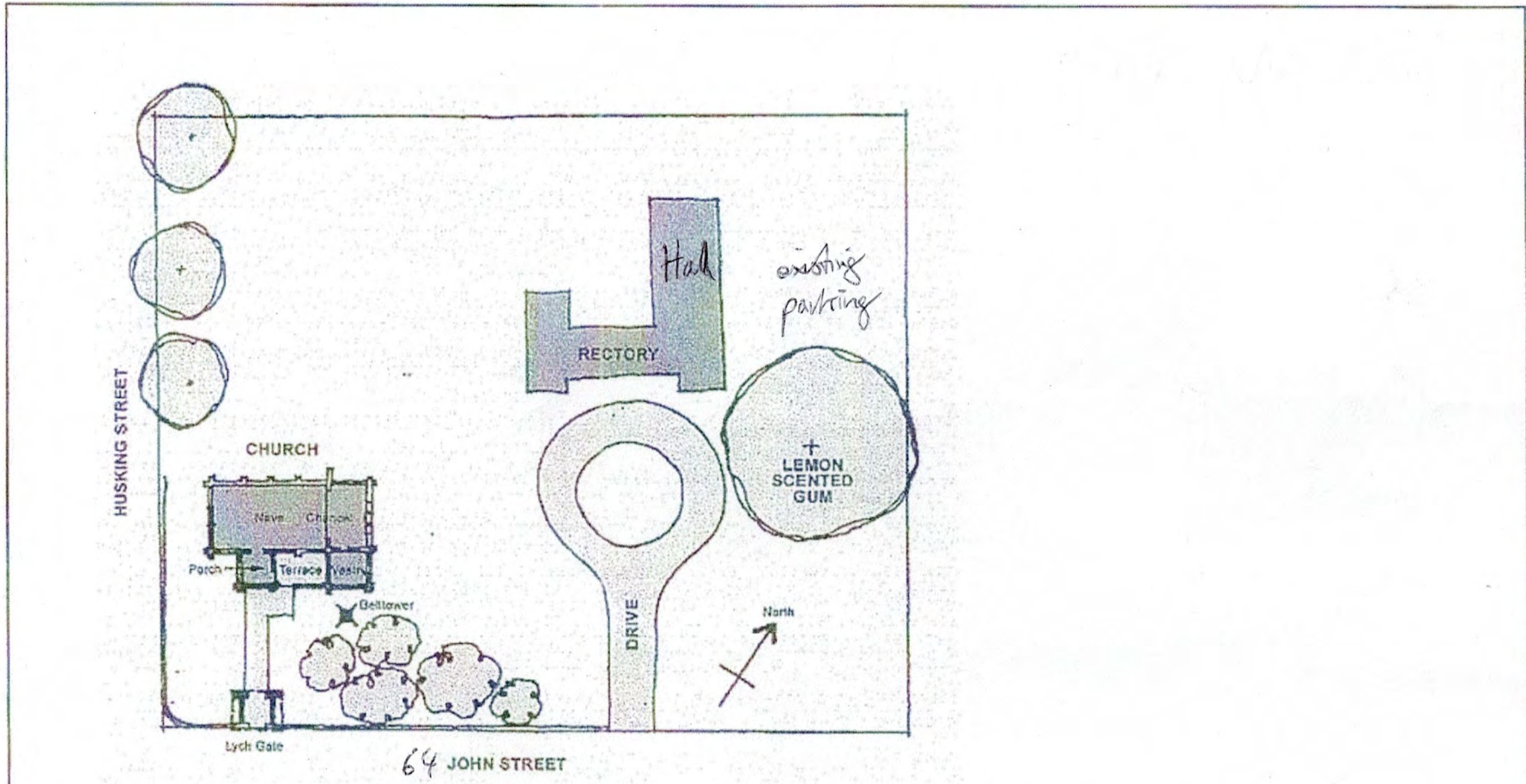



Figure 2 Site Plan. Hocking Planning & Architecture (WDW). August 2003.

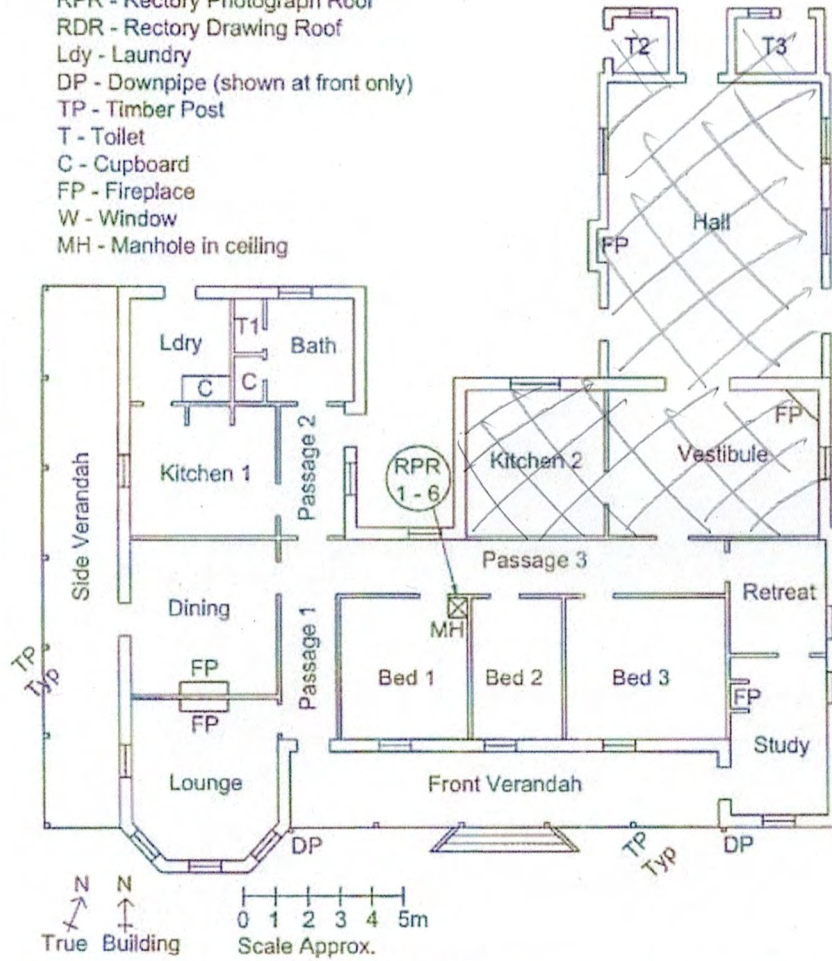
 <p><b>Maitland</b> Consulting Structural Engineering</p> <p>Suite 5 531 Hay Street Subiaco W.A. 6008</p> <p>T : (08) 9489 4800 F : (08) 9489 4801 lanmcse@inet.net.au</p>	Client	St Mary's Anglican Church Beverley	Date	Sept 2011
	Project	St Mary's Anglican Church & Rectory Beverley	Job No.	11,023
	Title	Site Plan	Dwg. No.	SP1



64 John SA

**Legend:**

- RPR - Rectory Photograph Roof
- RDR - Rectory Drawing Roof
- Ldry - Laundry
- DP - Downpipe (shown at front only)
- TP - Timber Post
- T - Toilet
- C - Cupboard
- FP - Fireplace
- W - Window
- MH - Manhole in ceiling



**Maitland**  
Consulting Structural Engineering

Suite 5  
531 Hay Street  
Subiaco  
W.A. 6008

T : (08) 9489 4800  
F : (08) 9489 4801  
ianmcs@inet.net.au

Client	St Mary's Anglican Church Beverley	Date	Sept 2011
Project	St Mary's Anglican Church & Rectory Beverley	Job No.	11,023
Title	Rectory - Roof Plan	Dwg. No.	RDR-1



Your ref: 2023/015 JOH 1135  
Our ref: 0150-50662  
Enquiries: Chloë Parkinson (08) 6552 4028

Chief Executive Officer  
Shire of Beverley  
[admin@beverley.wa.gov.au](mailto:admin@beverley.wa.gov.au)

Attention: Stefan De Beer

Dear Sir

### **ST MARY'S ANGLICAN CHURCH PRECINCT, BEVERLEY**

Under the provisions of Section 73 of the *Heritage Act 2018*, the proposal as described below has been referred to the Heritage Council for its advice.

Place Number	0150
Place Name	<i>St Mary's Anglican Church Precinct, Beverley</i>
Street Address	64 (Lot 39) John St, Beverley
Referral date	6 June 2023
Proposal Description	Parish Hall Kitchen Renovations

We received the following information prepared by Nicollete Whittington dated 1 June 2023:

Including  
Plan and Elevation  
Images of Existing Kitchen.  
Images of Proposed Steel kitchen Benches, and Wall tiles.

The proposal has been considered in the context of the identified cultural heritage significance of *St Mary's Anglican Church Precinct, Beverley* and the following advice is given:

#### **Findings**

- *St Mary's Anglican Church Precinct* has cultural heritage significance as the place is indicative of the centralised Parish of Beverley following the arrival of the railway in 1886.
- The referral is for the replacement of the existing kitchen fit out with a new commercial grade kitchen to St Mary's Parish Hall (1957) which is an extension to the Rectory.
- The kitchen to the Parish Hall is mentioned in the Assessment, with the kitchen benches referred to as an example of 1950's detailing of the extension. There is a bricked-in Metters Improved Stove No. 2. The kitchen fit out has been modified previously with replacement benchtops and kitchen sink. The existing timber cupboards are in a deteriorated state. The original curved 1950's laminate benchtop that is fitted to the servery opening is still intact.

- The proposed refurbishment will remove the existing 1950's laminate servery bench timber benchtops and under bench cabinets
- The applicant has confirmed that the bricked-in Metters Improved Stove No.2 is to be retained at present, as there would be substantial work needed to rectify the floor and walls.
- The proposed new kitchen will not affect any cultural heritage fabric and will not result in any adverse impacts on the significance of the of *St Mary's Anglican Church Precinct, Beverley*.

**Advice**

The proposal, in accordance with the plans submitted, is supported.

Please be reminded that you are required under r.42(3) of the *Heritage Regulations 2019* to provide us with a copy of the Council determination within 10 days after making the decision.

Should you have any queries regarding this advice please contact Chloë Parkinson at [chloe.parkinson@dplh.wa.gov.au](mailto:chloe.parkinson@dplh.wa.gov.au) or on 6552 4028.

Yours faithfully



Adelyn Siew  
Director  
Historic Heritage Conservation

12 June 2023

cc: Nicollete Whittington [mortlockstreet@gmail.com](mailto:mortlockstreet@gmail.com)



**FACULTY APPLICATION RECOMMENDATION**

Please find attached faculty which has been reviewed and processed via the Diocesan property team in consultation with the Area Archdeacon. Should you have any queries or require any additional information, please make contact with the property team [property@perth.anglican.org](mailto:property@perth.anglican.org)

This faculty requires approval by the following parties at part 4 of 4:-

- ✓ Chief Financial Officer (subject to cost of works/proposed funding)
- ✓ The Archdeacon
- ✓ The Diocesan Secretary
- ✓ The Archbishop / Administrator

**Applicant:** Parish of Beverley-Brookton

**This is for a:**

- Major Project of Significance
- Major Refurbishment
- Minor Alteration to Building
- Minor Refurbishment

**Location/building:**

- Church
- Hall
- Rectory
- Other

**Building Related:**

**Church Ordering:**

**Brief description of work and comments:**

St Mary's Church - Kitchen area of existing hall.

To remove the existing bench tops and cupboards, sinks and store to be replaced.  
 Installation of stainless steel bench tops and open shelving.  
 Three stainless steel sinks to be installed (one for hand washing).  
 Wall area above sinks to be tiled with appropriate covering.

Works to be carried out by: Diocesan Approved Contractors. Delay in processing faculty is due to waiting for a quotation from the plumber.

**Parish Proposed Funding:** Parish funds - \$17,500.00

*A formal letter of notification will be issued to the parish when approved.*

**PARISH PROPERTY FORM**

**Anglican Church**  
Diocese of Perth



**FACULTY APPLICATION FOR NEW BUILDINGS AND ALTERATIONS TO EXISTING BUILDINGS, MONUMENTS/PLAQUES AND ORNAMENTS**

Parent Policy: Policy 6.1 - Parish Property - Strategic and Project Planning  
 Completed forms to be forwarded to: [property@perth.anglican.org](mailto:property@perth.anglican.org), or  
 GPO Box W2067 Perth WA 6846

**PART 1 of 6**

**APPLICANT CONTACT DETAILS**

Facult Application for Hall of St. Mary's Church  
 Location 64 John Street Beverley W.A  
 Contact Name Nicolette Whittington  
 Phone No. 041 9194420 Email mar flock street@gmail.com

**PART 2 of 6**

**TYPE OF FACULTY**

Tick to indicate the Type of Faculty:

- a. Building Related <sup>1</sup>:
- b. Church Ordering <sup>2</sup>:

**PART 3 of 6**

**PROJECT DESCRIPTION**

Please provide a brief description of the proposed building work (e.g., new build, renewal, removal, addition, or alteration).

Address of Proposed Work 64 John Street  
Beverley Post Code \_\_\_\_\_

Details of Proposed Work - kitchen area of existing hall -  
To remove the existing bench tops and  
cupboards, sinks and stove to be replaced.  
Stainless steel bench tops and open shelving  
to be installed. Three stainless steel sinks to  
be installed (one for hand washing). Wall area above  
sinks to be tiled, with appropriate floor covering

<sup>1</sup> the erection of a new Church building, rectory, or other building; or alteration of any kind to the internal or external appearance of an existing church or building.  
<sup>2</sup> the erection, renewal, removal or alteration of monuments or plaques; or alterations or additions to any fittings or ornaments of a Church building.

PART 4 of 6

**FINANCIAL DETAILS**

a. **Estimated Total Cost** of the project is:

\$ 15,000.00

b. **Method of Financing:**

\$15,000 is in existing bank account ready for project.

8/5/2023 - Additional cost - Quote from Plumber - \$2,500.00

c. **Loan details (if required):**

nil

Existing cupboards



Existing bench tops





Existing sinks

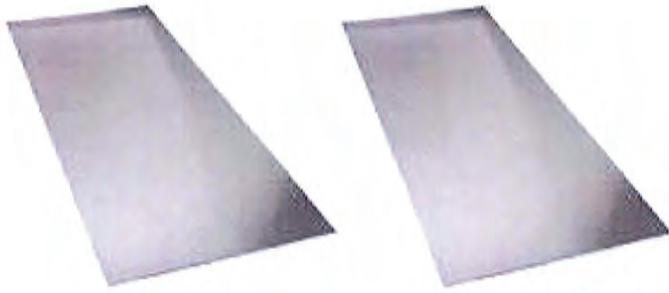


Existing cupboards





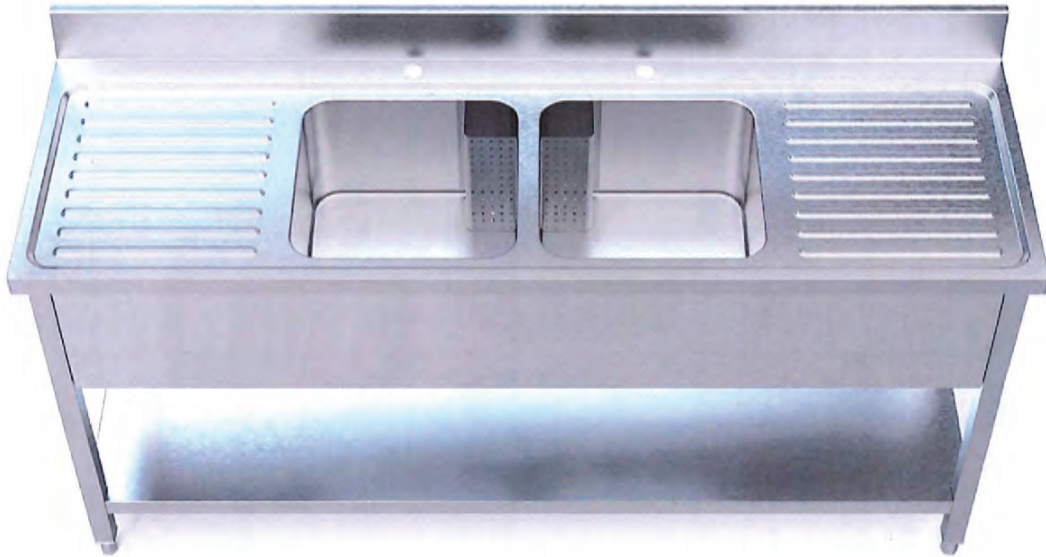
Stainless steel and work bench



Tiles to be used



Proposed new double sink

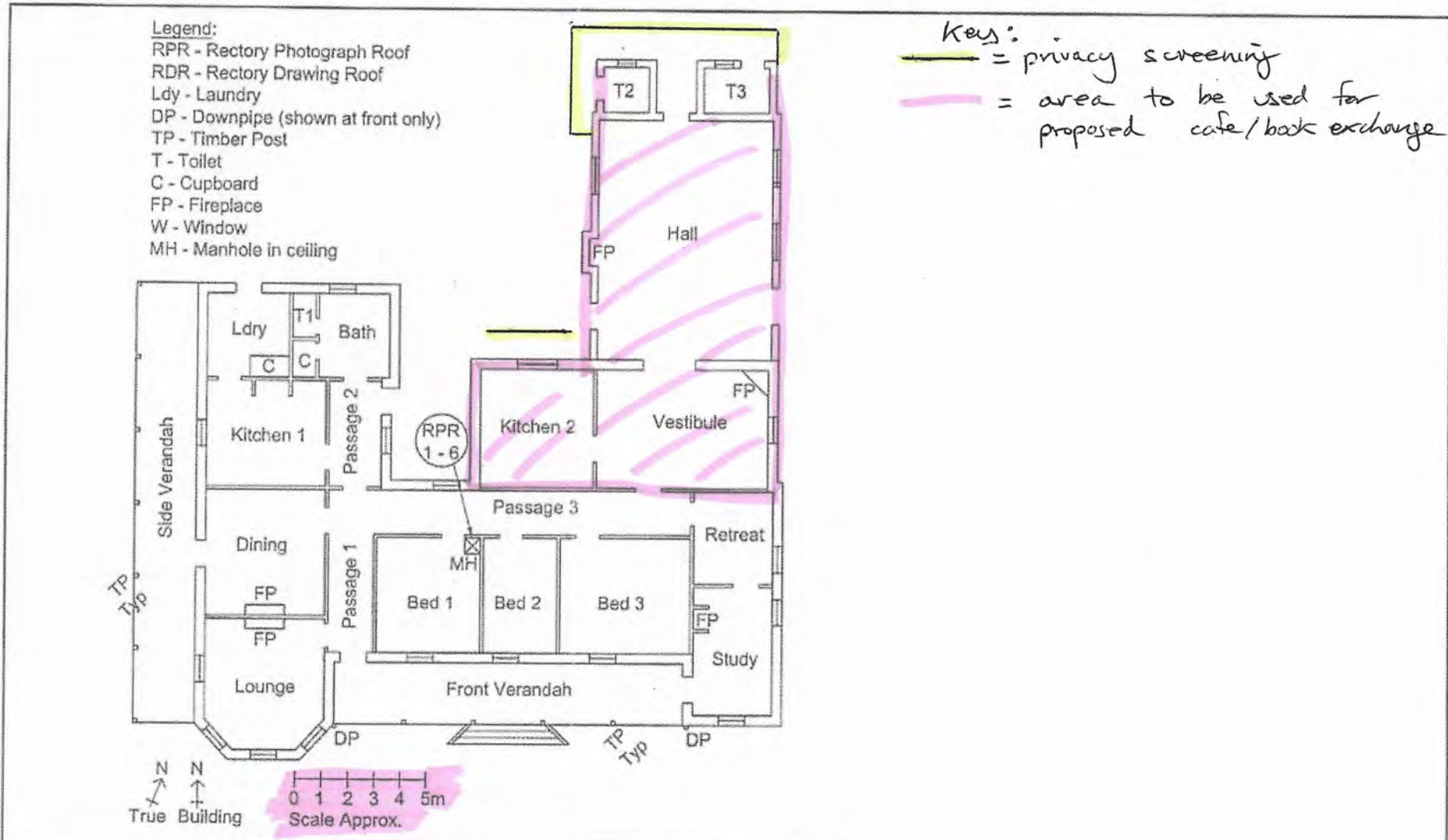



Proposed handbasin

## Corner Handbasin

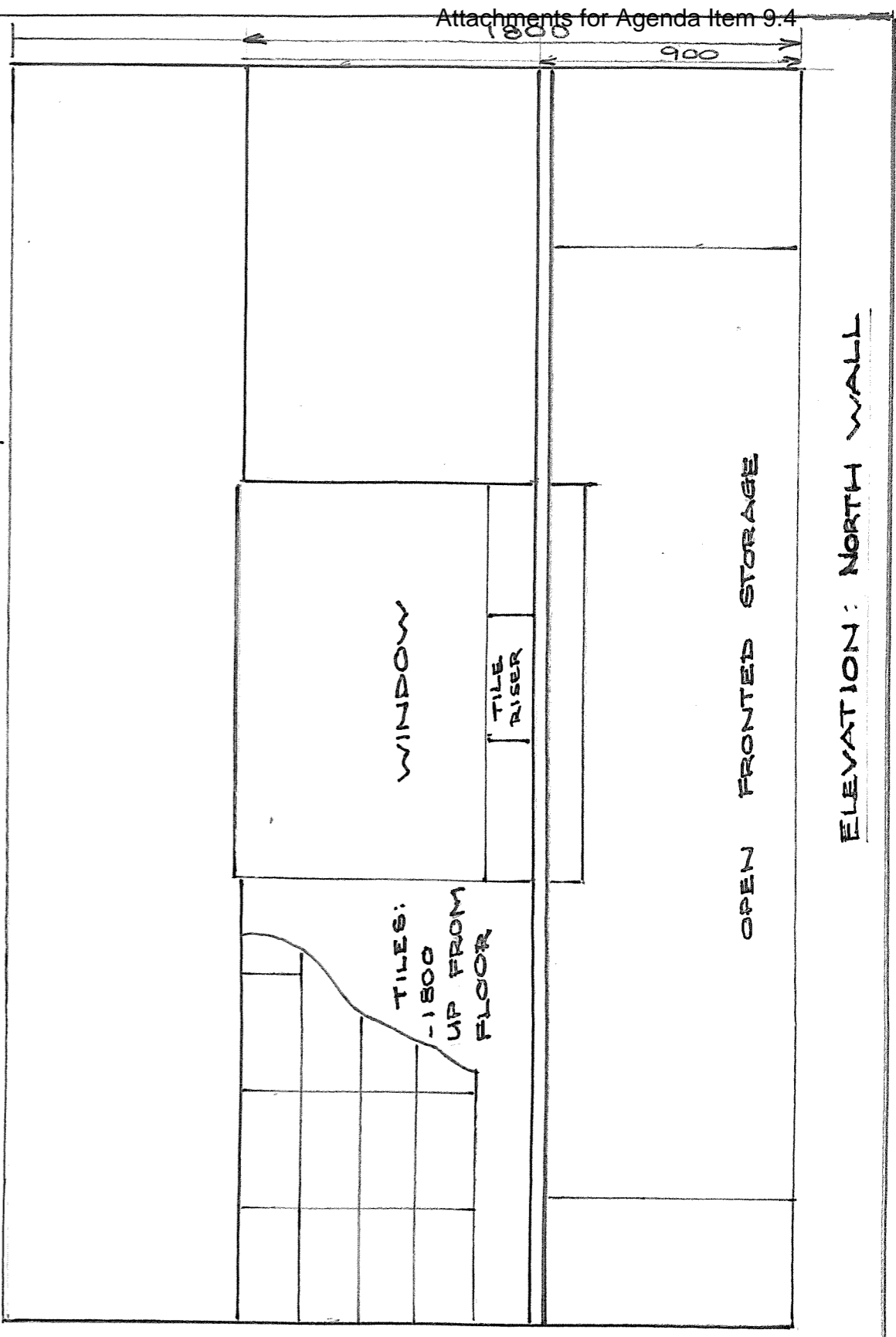
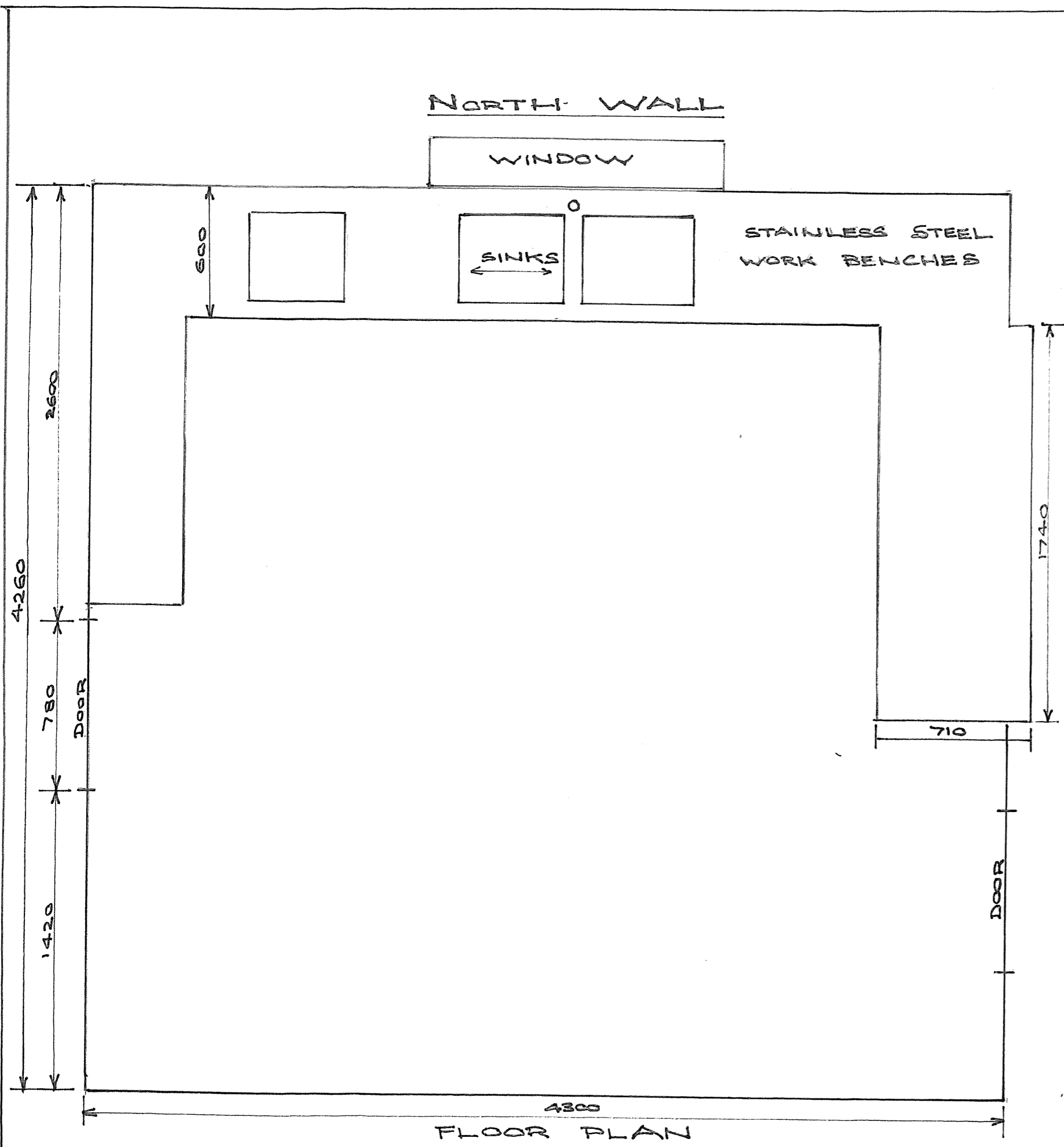
\$109



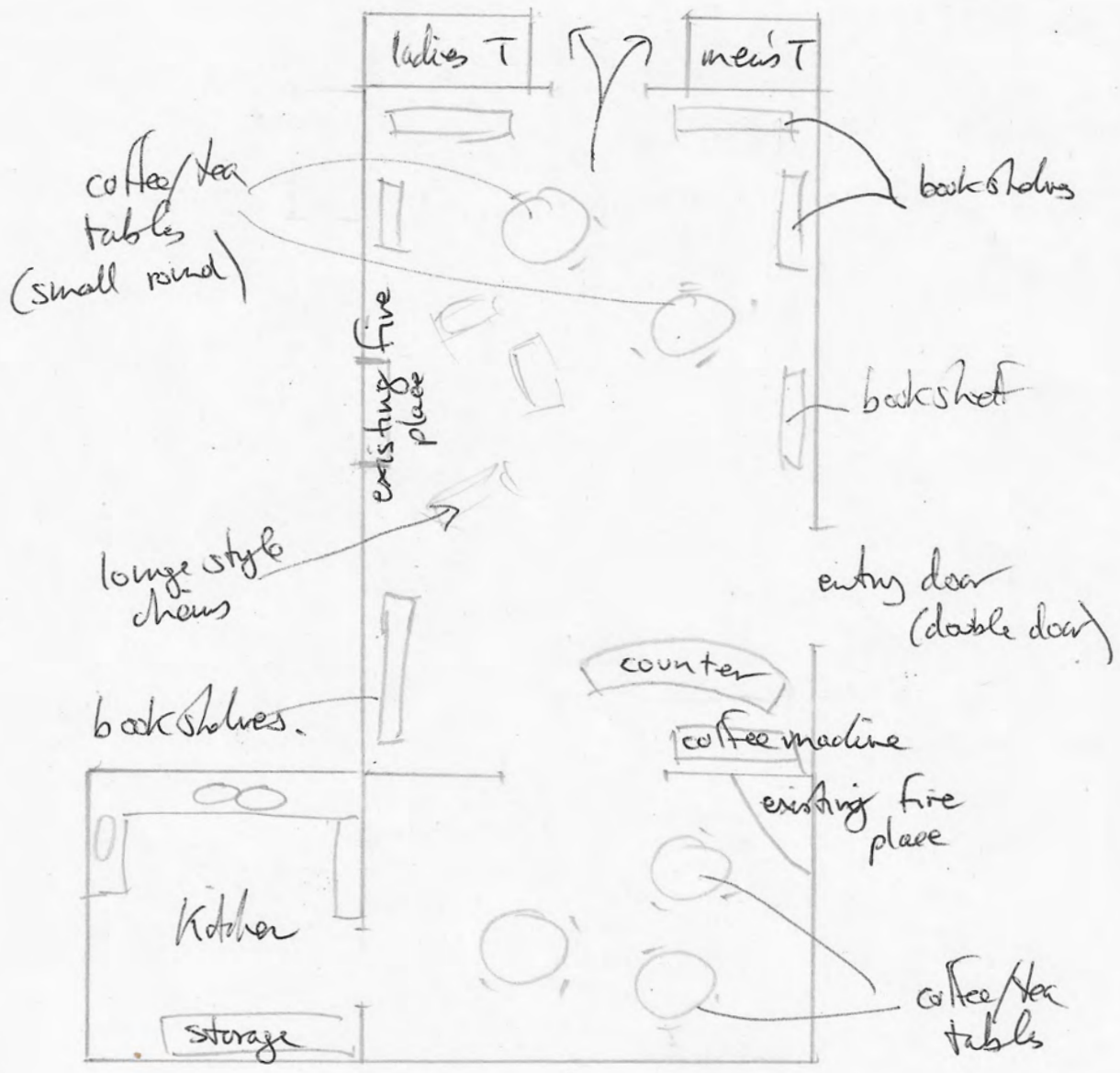


 <p><b>Maitland</b> Consulting Structural Engineering</p> <p>Suite 5 531 Hay Street Subiaco W.A. 6008</p> <p>T : (08) 9489 4800 F : (08) 9489 4801 ianmcse@inet.net.au</p>	Client	St Mary's Anglican Church Beverley	Date	Sept 2011
	Project	St Mary's Anglican Church & Rectory Beverley	Job No.	11,023
	Title	Rectory - Roof Plan	Dwg. No.	RDR-1





**ST. MARY'S HALL KITCHEN**  
 COMMERCIAL RENOVATION  
 29.8.2022 SCALE: 1:200  
 BEVERLEY, WEST. AUST.  
 DRAWN BY: C.D. Slingerland.



Hall and Kitcher

## **9.5 Development Application: Extension of Gallery Space – Beverley Station Arts – 120 (Lot 426 – Reserve 47116) Vincent Street**

---

<b>Submission To:</b>	<b>Ordinary Council Meeting 27 June 2023</b>
<b>Report Date:</b>	<b>16 June 2023</b>
<b>Applicant:</b>	<b>Beverley Station Arts Inc</b>
<b>File Reference:</b>	<b>VIN 50049</b>
<b>Author and Position:</b>	<b>Stefan de Beer, Manager of Planning</b>
<b>Previously Before Council:</b>	<b>14 December 2021</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Development Proposal, Letter from Department of Planning, Lands and Heritage</b>

---

### **SUMMARY**

An application has been submitted to enclose the platform of the Beverley Railway Station to provide additional exhibition space, located at 120 (lot 426) Vincent Street, Beverley. The application will be recommended for approval.

### **BACKGROUND**

This is a revised proposal of a development proposal initially approved by Council at its meeting of 14 December 2021.

The main point of difference being that the proposed wall closest to the rail tracks will now not have any windows, as were proposed in the initial design. This new external façade will also have the signage ‘*Gallery*’ on it – see attached elevation sketch.

### **Proposal**

As per the submitted application documentation, it is proposed to enclose the railway platform adjacent to the single story section of the Beverley Railway Station to provide a “Platform Gallery” that will facilitate greater opportunities for travelling exhibitions, and to display the entire significant art collection.

The proposed enclosure will comprise framed (timber or steel) panels (flat sheet and corrugated iron cladding) to fit between the existing (non-original) round steel posts along the outer edge of the platform veranda (also not original). The frame will attach to the railway station building vertically at two points; at the south end, and north end.

The platform veranda will connect directly with the existing gallery spaces through the existing sets of original double doors that exit onto the platform.

The interior of the new gallery would be open floor plan with movable walls which could be strategically positioned for the art currently displayed or removed completely to open up the space for other indoor events. The space will also allow for the existing storeroom to become another gallery display and together with the Platform Gallery reveal the extent of the collection.

Expanding the gallery space would also provide greater opportunities to invite touring art exhibitions to be displayed in Beverley. The current gallery space is too small to accommodate medium-to-large exhibitions.

### Application Site Details

The subject lot is described as follows: 120 (Lot 426) Vincent Street in extent 4,205m<sup>2</sup> - contains the existing State Heritage Listed Beverley Railway Station, Platform Theatre and public parking area.

The lot is Zoned *Local Scheme Reserve 'Railways'* pursuant to the Shire of Beverley Local Planning Scheme No 3 (LPS 3). The Shire of Beverley has a Management Order over the subject land.

### Heritage Listing

The place was entered into the State Register of Heritage Places in 1996 and therefore requires Council's consideration through a planning application for the development proposed.

### **COMMENT**

The proposal is recommended for approval as it supports the concept of adaptive reuse of Heritage Listed Buildings, especially the under utilized platform section of the station building. It is expected to add significant value to the activities being undertaken in the art gallery.

It is also considered to add significant value to the Shire's Tourism Product.

### **CONSULTATION**

As the subject property is listed on the State Register of Heritage Places, the application was referred to the State Heritage Office (SHO) which Office has provided the attached assessment and response, with qualified support for the proposal. Should Council resolve to approve the application it will be recommended advice notes be added to reflect the above SHO response.

### **STATUTORY ENVIRONMENT**

Shire of Beverley Local Planning Scheme No. 3.

### **FINANCIAL IMPLICATIONS**

There are no financial implications relative to this application.

### **STRATEGIC IMPLICATIONS**

The application is deemed to align with the Shire's Local Planning Strategy.

Goal 2 – Community infrastructure of significance, economic value and history adds value to our identity.

Goal 6 – Beverley has a unique identity in the region and is well visited.

### **POLICY IMPLICATIONS**

There are no policy implications relative to this application.

### **RISK IMPLICATIONS**

It is considered that the proposal has insignificant risks.

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

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

## VOTING REQUIREMENTS

Simple Majority

## OFFICER'S RECOMMENDATION

That Council grant approval for the revised proposed works (extension of gallery space) at the Beverley Railway Station at 120 (lot 426) – (Reserve 47116) Vincent Street, Beverley, subject to the following condition and advice notes:

### Conditions:

1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by Council's Shire Planner.

### Advice Notes:

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



Your ref: 2021/035  
Our ref: P147-50563  
Enquiries: Karen Jackson (08) 6552 4150

Chief Executive Officer  
Shire of Beverley  
[planner@beverley.wa.gov.au](mailto:planner@beverley.wa.gov.au)

Attention: Stefan de Beer

Dear Sir

## **BEVERLEY RAILWAY STATION**

Under the provisions of Section 73 of the *Heritage Act 2018*, the proposal as described below has been referred to the Heritage Council for its advice.

Place Number	P147
Place Name	Beverley Railway Station
Street Address	Vincent Street, Beverley
Referral date	27 April 2023
Proposal Description	Amended proposal for Platform enclosure

We received the following drawings prepared by Pinefield's of York dated Feb 23:  
03<sup>B</sup> – Proposed Floor Plan  
04<sup>A</sup> – Sections  
05<sup>A</sup> – Footings plan

The proposal has been considered in the context of the identified cultural heritage significance of *Beverley Railway Station* and the following advice is given:

### **Findings**

- The current referral is a revised proposal for the enclosure of the station platform at *Beverly Railway Station*, for use as an art gallery space.
- The current referral includes a self-levelling polyurethane membrane to the platform, new light steel stud framing to interior and batt insulation to wall cavity, display boards on external wall fixed to floor and ceiling, lining to ceiling, new sliding barn door to end of enclosure, and steel fencing.
- The previous HIS noted that the platform verandah is not original, and the proposal would be a positive use for the community consistent with its current use.

### **Advice**

The proposal, in accordance with the plans submitted, is supported subject to the following condition:

1. Consideration be given to the use of a membrane to the existing bitumen platform, so that the self-levelling polyurethane surface can be reversed.

Please be reminded that you are required under r.42(3) of the *Heritage Regulations 2019* to provide us with a copy of your determination within 10 days after making the decision.

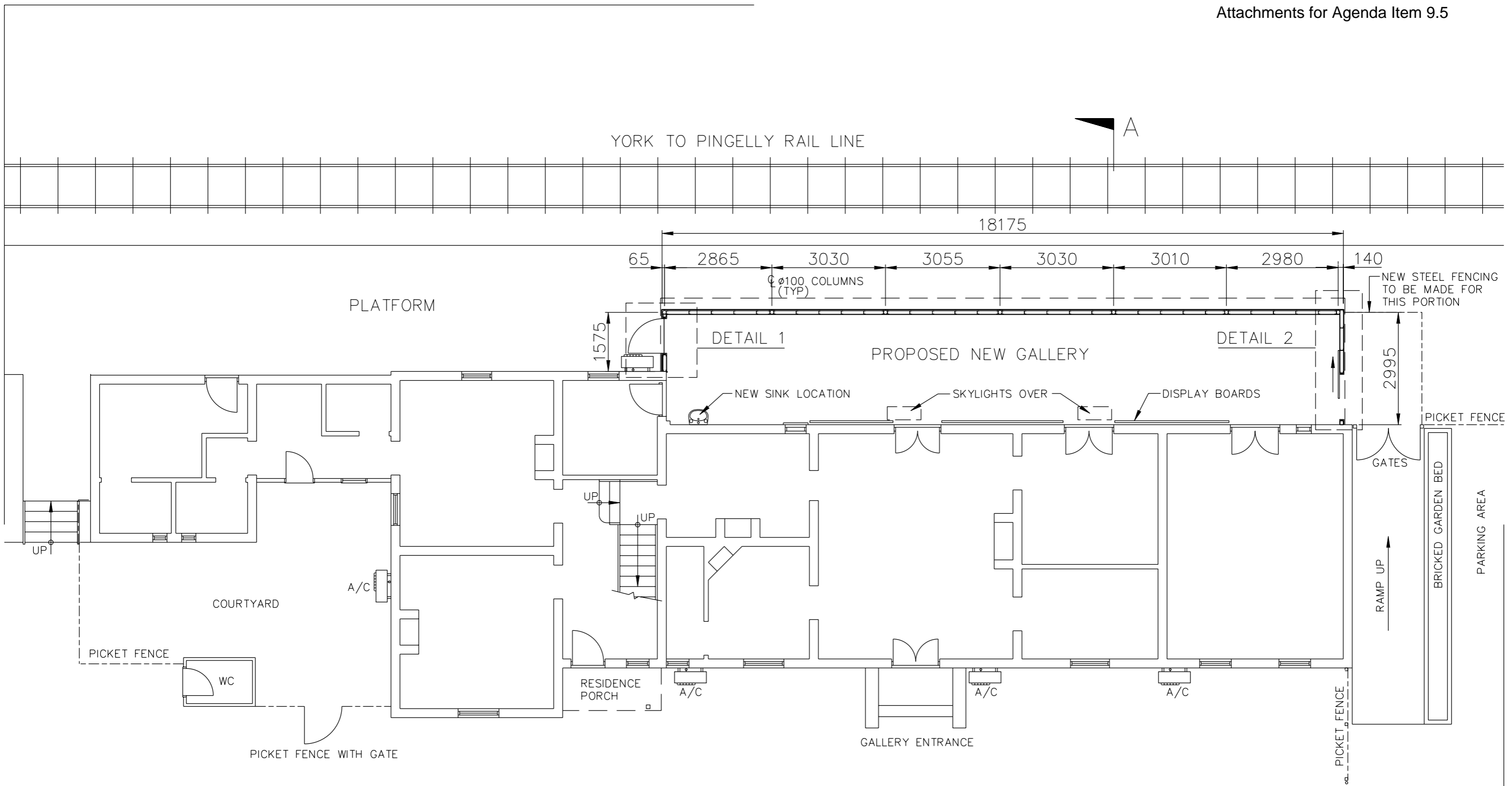
Should you have any queries regarding this advice please contact Karen Jackson at [karen.jackson@dplh.wa.gov.au](mailto:karen.jackson@dplh.wa.gov.au) or on 6552 4150.

Yours faithfully





Adelyn Siew  
Director  
Historic Heritage Conservation

12 June 2023

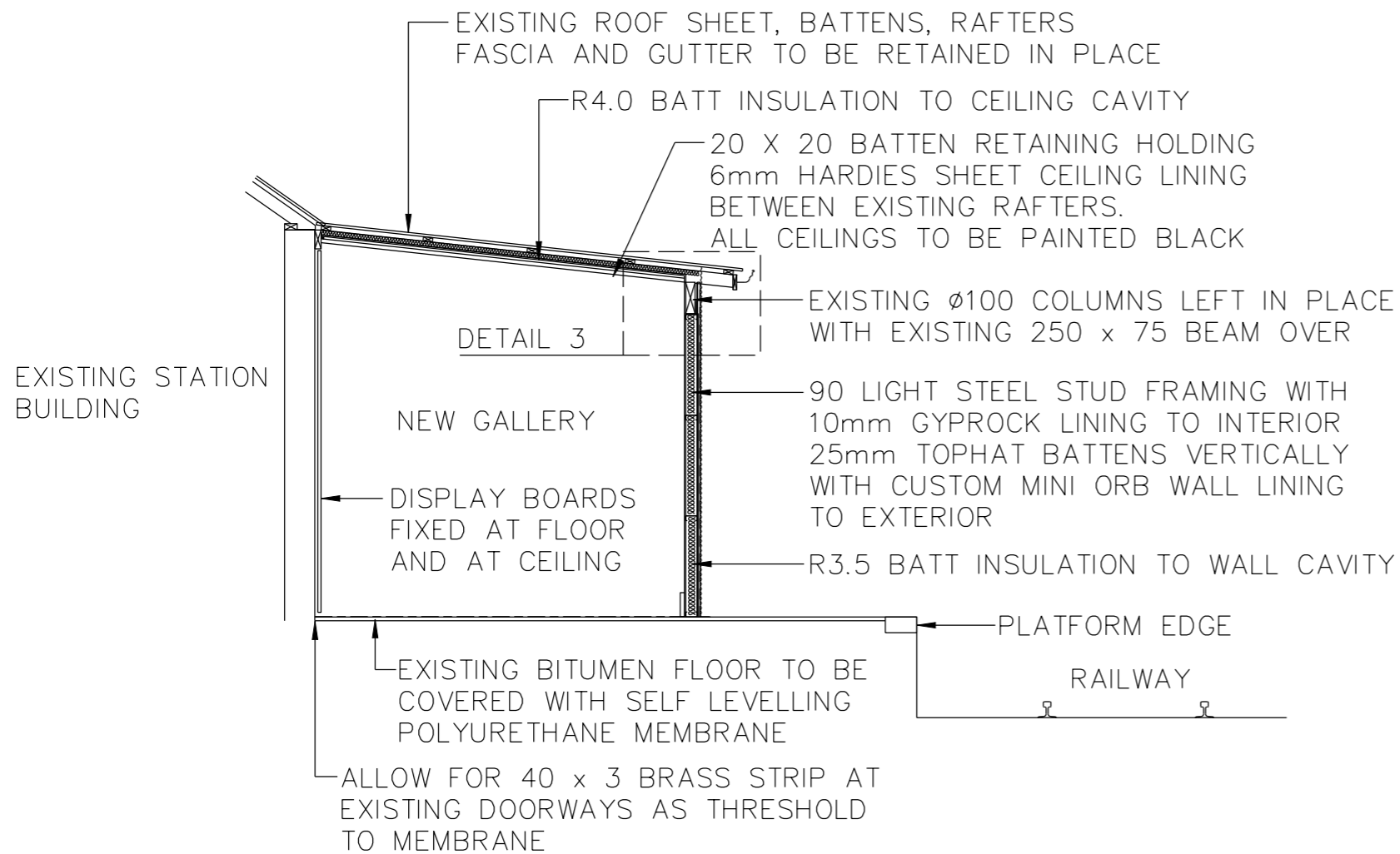


PROPOSED FLOOR PLAN

1 : 100

		 <p><b>PINEFIELD'S OF YORK</b></p> <p>GARY W. BYFIELD          PO BOX 326          YORK W.A. 6302          MOBILE 0414 885 338          EMAIL gwb151@gmail.com</p>	<p>PROPOSED ADDITIONS</p> <p>CLIENT : BEVERLEY RAILWAY STATION          VINCENT STREET          BEVERLEY WA 6304</p>		<p>PROPOSED FLOOR PLAN</p>	
			<p>NORTH</p> 	<p>DRAWN      GWB</p>	<p>SCALE      1 : 200</p>	
B	INNER COLUMNS ADDED TO DOME ROOFED PATIO			<p>DATE      FEB 23</p>	<p>REVISION</p>	B
A	ISSUED FOR APPROVAL			<p>JOB No   BN 18-22/23</p>	<p>SHEET    03</p>	A3
	REVISION	DATE				





SECTION A

1 : 50

CUSTOM ORB ROOF SHEET  
BATT INSULATION TO CAVITY  
6mm HARDIES SHEET LINING  
20 x 20 RETAINING BATTEN  
EXISTING 100 x 50 RAFTERS



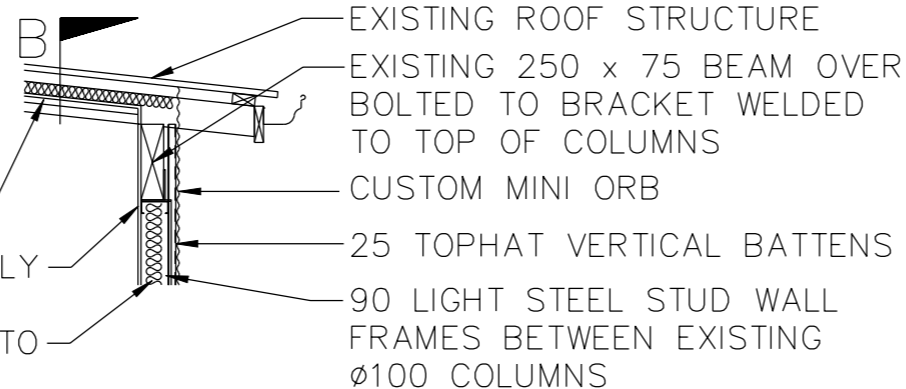
SECTION B

1 : 50

R4.0 BATT INSULATION  
10 GYPROCK LINING INTERNALLY

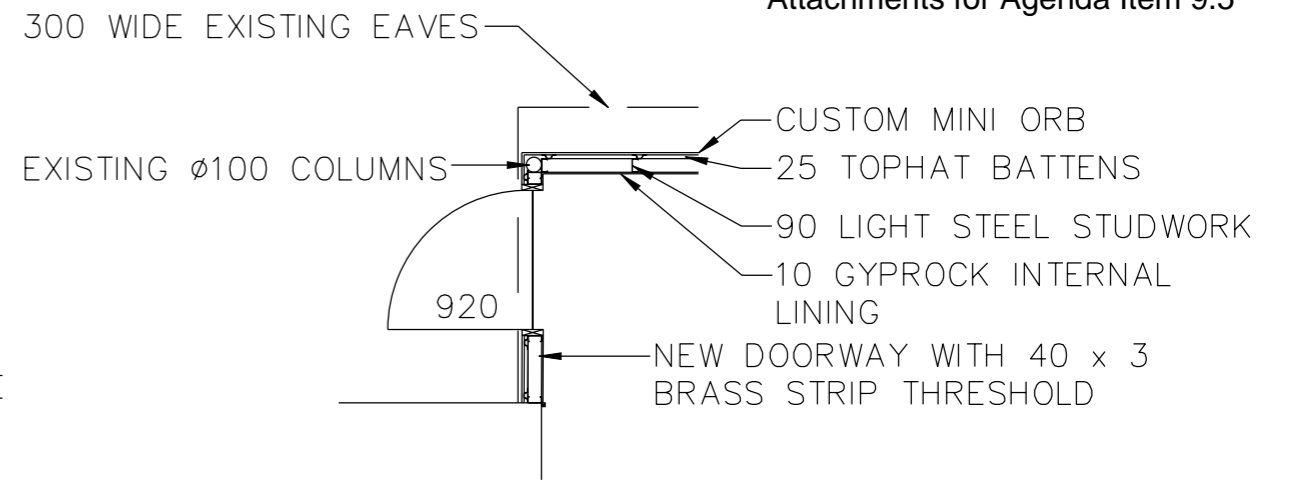
R3.5 BATT INSULATION TO  
STUDWALL CAVITY

B



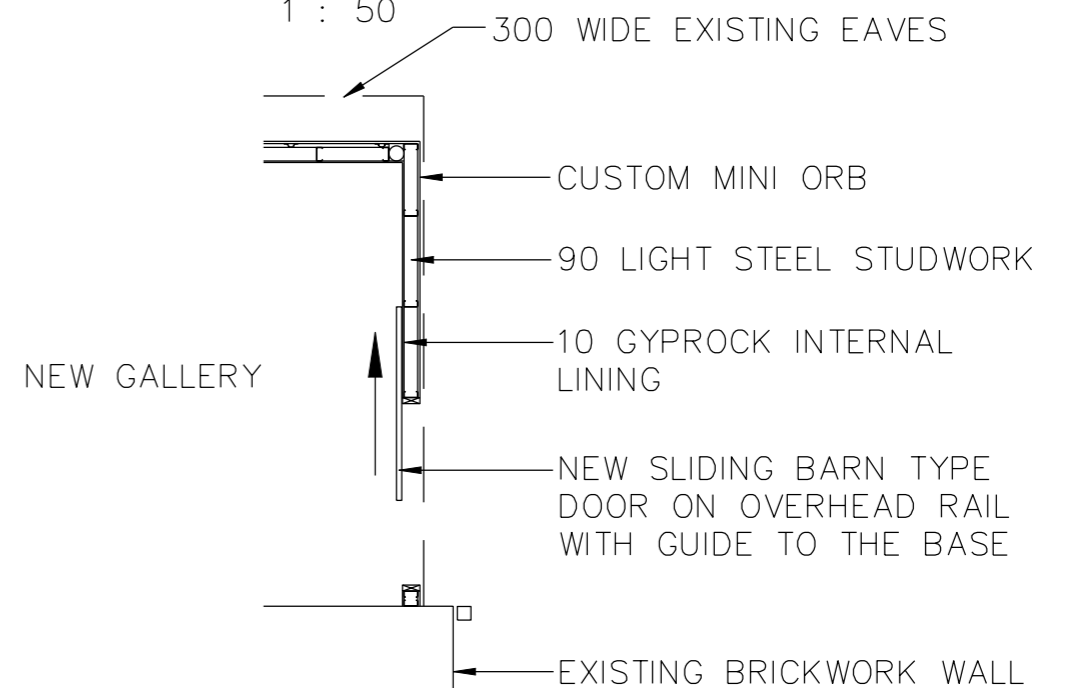
DETAIL 3

1 : 25



DETAIL 1

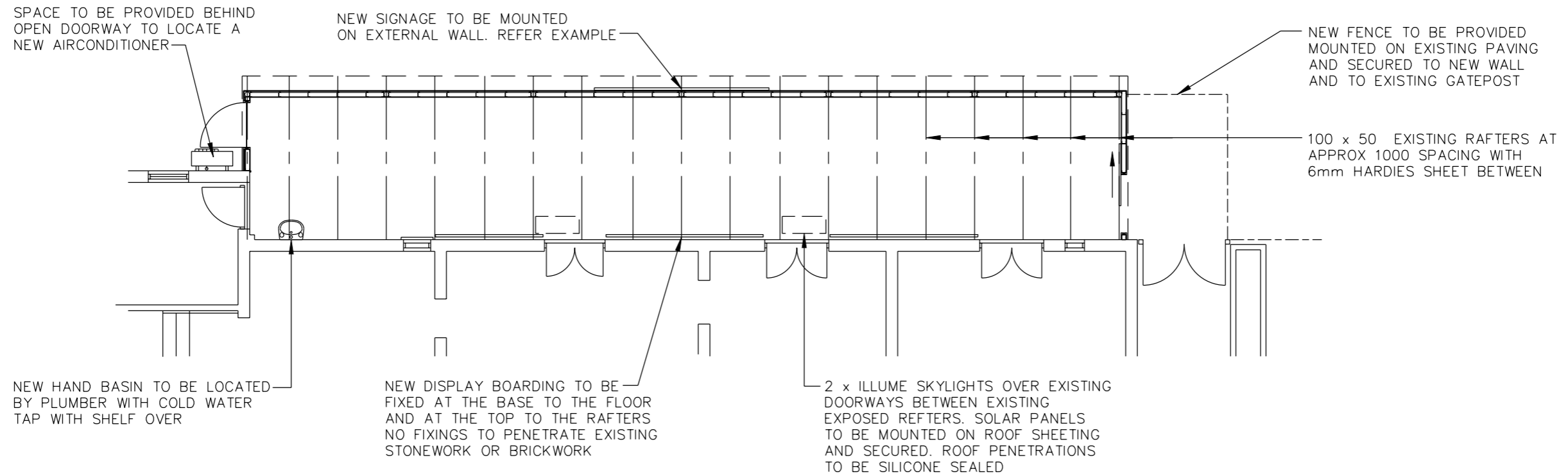
1 : 50



DETAIL 2

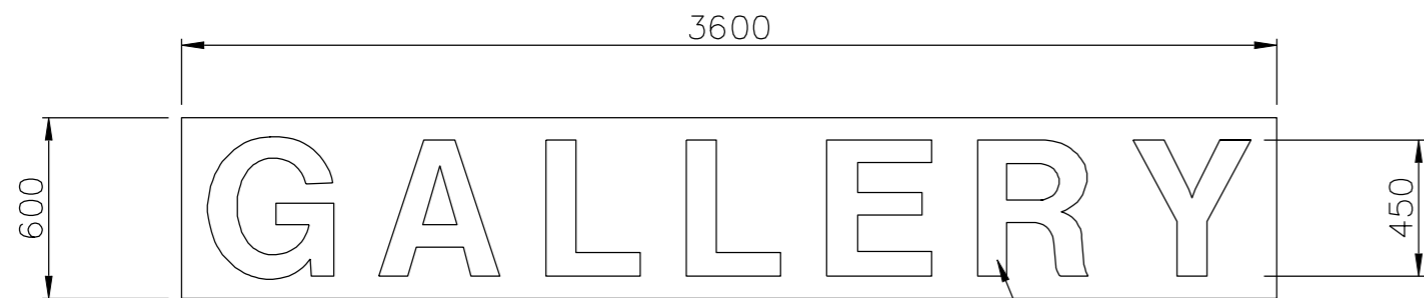
1 : 50

		 <p>PINEFIELD'S OF YORK</p> <p>GARY W. BYFIELD PO BOX 326 YORK W.A. 6302 MOBILE 0414 885 338 EMAIL gwb151@gmail.com</p>	PROPOSED ADDITIONS		SECTIONS			
			CLIENT : BEVERLEY RAILWAY STATION VINCENT STREET BEVERLEY WA 6304	NORTH	DRAWN	GWB	SCALE	AS SHOWN
A	ISSUED FOR APPROVAL				DATE	FEB 23	REVISION	A
	REVISION		DATE		JOB No	BN 18-22/23	SHEET	04 A3



FLOOR PLAN WITH PROPOSED FITTINGS

1 : 100



SIGNAGE EXAMPLE

1 : 25

BLOCK OUT FONT 450 HIGH  
COLOUR OF LETTERING AND  
BACKGROUND TO BE DECIDED

		 <b>PINEFIELD'S OF YORK</b>		CLIENT : BEVERLEY RAILWAY STATION VINCENT STREET BEVERLEY WA 6304		NORTH		<b>FOOTINGS PLAN</b>	
		GARY W. BYFIELD PO BOX 326 YORK W.A. 6302 MOBILE 0414 885 338 EMAIL gwb151@gmail.com				DRAWN      GWB      SCALE      1 : 50			
A   ISSUED FOR APPROVAL						DATE      MAR 23      REVISION      A			
REVISION		DATE				JOB No   BN 18-22/23      SHEET      05      A3			



## **9.6 Proposed Relocated Second-Hand Dwelling & New Outbuilding – 14 (Lot 100) Railway Street**

---

<b>Submission To:</b>	<b>Ordinary Council Meeting 27 June 2023</b>
<b>Report Date:</b>	<b>20 June 2023</b>
<b>Applicant:</b>	<b>Akron Pty Ltd (Kobus Nieuwoudt) for Dr Aderemi Adebayo</b>
<b>File Reference:</b>	<b>RAI 51252</b>
<b>Author and Position:</b>	<b>Stefan de Beer, Manager of Planning</b>
<b>Previously Before Council:</b>	<b>No</b>
<b>Disclosure(s) Of Interest:</b>	<b>Applicant (K. Nieuwoudt) is a family friend of author</b>
<b>Attachments:</b>	<b>Locality Map, Site Plan, Application Documentation and Building Surveyors Report</b>

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### **SUMMARY**

An application has been received to develop a Relocated Second-Hand Dwelling at 14 (Lot 100) Railway Street, Beverley. It will be recommended the application be approved.

### **BACKGROUND**

The applicant is proposing to obtain planning approval to relocate and develop a Second-Hand Dwelling at 14 (Lot 100) Railway Street.

The subject property is zoned 'Residential R10/25' in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS 3), is 1,313 m<sup>2</sup> in extent, and vacant.

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

### **COMMENT**

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

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

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

Although the structure is near new, to address any possible amenity and aesthetic concerns, should Council resolve to approve the application, it will be recommended the dwelling be finished to an acceptable standard as a condition of planning approval. To ensure the dwelling is finished within an acceptable timeframe it will be recommended a bond, in compliance with Council's Policy, is also imposed as a condition of approval.

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

The subject property is affected by Bushfire Prone Vegetation. As part of the planning application a Bushfire Attack Level (BAL) Assessment was done. This shows the site to have a BAL 12.5 rating. Should Council resolve to approve the application, building construction adherence to AS3959 for a BAL rating of 12.5 will be recommended as a condition of planning approval.

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

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

### CONSULTATION

No consultation was deemed required.

### STATUTORY ENVIRONMENT

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

### FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

### STRATEGIC IMPLICATIONS

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

### POLICY IMPLICATIONS

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

### RISK IMPLICATIONS

It is considered that the proposal has insignificant risks.

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

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

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council grant Planning Approval for a Relocated Second-hand Dwelling at 14 (Lot 100) Railway Street, Beverley subject to the following conditions and advice notes:

### **Conditions:**

1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by the Manager: Planning & Development Services.
2. The building construction standard shall adhere to Australian Standard AS3959 for a determined Bushfire Attack Level of 12.5 (refer to Advice Note 4).
3. Prior to the issue of a Building Permit, a bond of \$5,000 is to be lodged with the Shire of Beverley to ensure all works, including clearing the site of debris, and connecting plumbing and water, are completed to the satisfaction of the Shire Building Surveyor and comply with the relevant provisions of the Building Codes of Australia (refer to Advice Note 5).
4. Prior to occupation or use of the development, a vehicle crossover and 2 on-site parking bays shall be constructed to the satisfaction of the local government.
5. Prior to occupation, or use of the development, site landscaping to the street setback area shall be completed and maintained thereafter to the satisfaction of the local government.
6. At all times during construction of the development all works and construction activities must be undertaken so as to avoid noise, vibration and dust nuisance to occupiers of land in the vicinity to the satisfaction of the local government.
7. Prior to occupation, the dwelling shall be connected to an approved reticulated sewerage system.
8. Prior to occupation, the dwelling shall be connected to an approved reticulated water supply.
9. The stormwater shall be managed on-site in a manner so that there is no discharge onto the adjoining properties to the satisfaction of the local government.

### **Advice Notes:**

Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.

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

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

Note 4: With regard to Condition 2, Australian Standard AS3959 Sections 3 & 5 apply.

Note 5: With regard to Condition 3, in compliance with Council's Relocated Second-Hand Dwellings Policy, the \$5,000 bond is to be lodged with the Shire. Bank or other guarantees are not acceptable.

Note 6: If an applicant is aggrieved by this decision there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

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21/11/2019, 16:17:36







The Chief Executive Officer  
Steve Gollan  
Shire of Beverley  
PO Box 20  
BEVERLEY WA 6304

Attention: Planning & Development Department

Sent electronically: stefan.debeer@beverley.wa.gov.au

Dear Stefan

**RE: APPLICATION FOR DEVELOPMENT APPROVAL – PROPOSED SECOND-HAND DWELLING – LOT 100 (14) RAILWAY STREET, BEVERLEY**

Akron has been appointed by the owner of Lot 100 (#14) Railway Street, Beverley, to prepare and submit an application for the relocation of a modular type second-hand dwelling under the relevant provisions of the Shire's Local Planning Scheme No. 3 (LPS3).

According to LPS3, the property is zoned Residential R10/25, where the use class 'second-hand dwelling' is a 'D' use in Table 3 – Zoning Table.

The building is currently situated at 84 Cathedral Avenue in Brigadoon. It was initially approved for erection in this location by the City of Swan on 3 February 2012.

In support of the application, we have included the following information:

- Signed and completed Application for Development Approval Form;
- Signed and completed Application for Inspection and Report Form;
- Site Plan displaying the proposed location of the dwelling and distance from property boundaries;
- Floor plans and elevations; and
- Photographs of the building in its current location.

Based on our assessment of the Residential Design Codes Volume 1 (the Codes), we have determined that the proposed development meets the relevant *deemed-to-comply requirements* outlined in Part 5 of the Codes.



The property is identified as being located in a bushfire-prone area according to DFES's Map of Bushfire Prone Areas. Therefore, a Bushfire Attack Level (BAL) Assessment is required.

We have obtained information that an Accredited BPAD Practitioner assessed the property on 28 November 2019, to determine the BAL in accordance with clause 2.2.6 of AS 3959 - 2018 Simplified Procedure (Method 1). The Determined Bushfire Attack Level at that time was BAL 12.5.

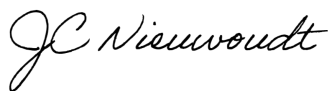
While we have requested an updated BAL Assessment by a qualified bushfire practitioner is undertaken, until we receive the report, we kindly request that the Council impose as a condition of development approval the requirement to submit a BAL report in accordance with *State Planning Policy 3.7 – Planning in Bushfire Prone Areas*, demonstrating that the proposed development meets a BAL rating of 29 or lower prior to submitting an application for a Building Permit.

We firmly believe that the proposed second-hand dwelling will be suitable in this location for the following reasons:

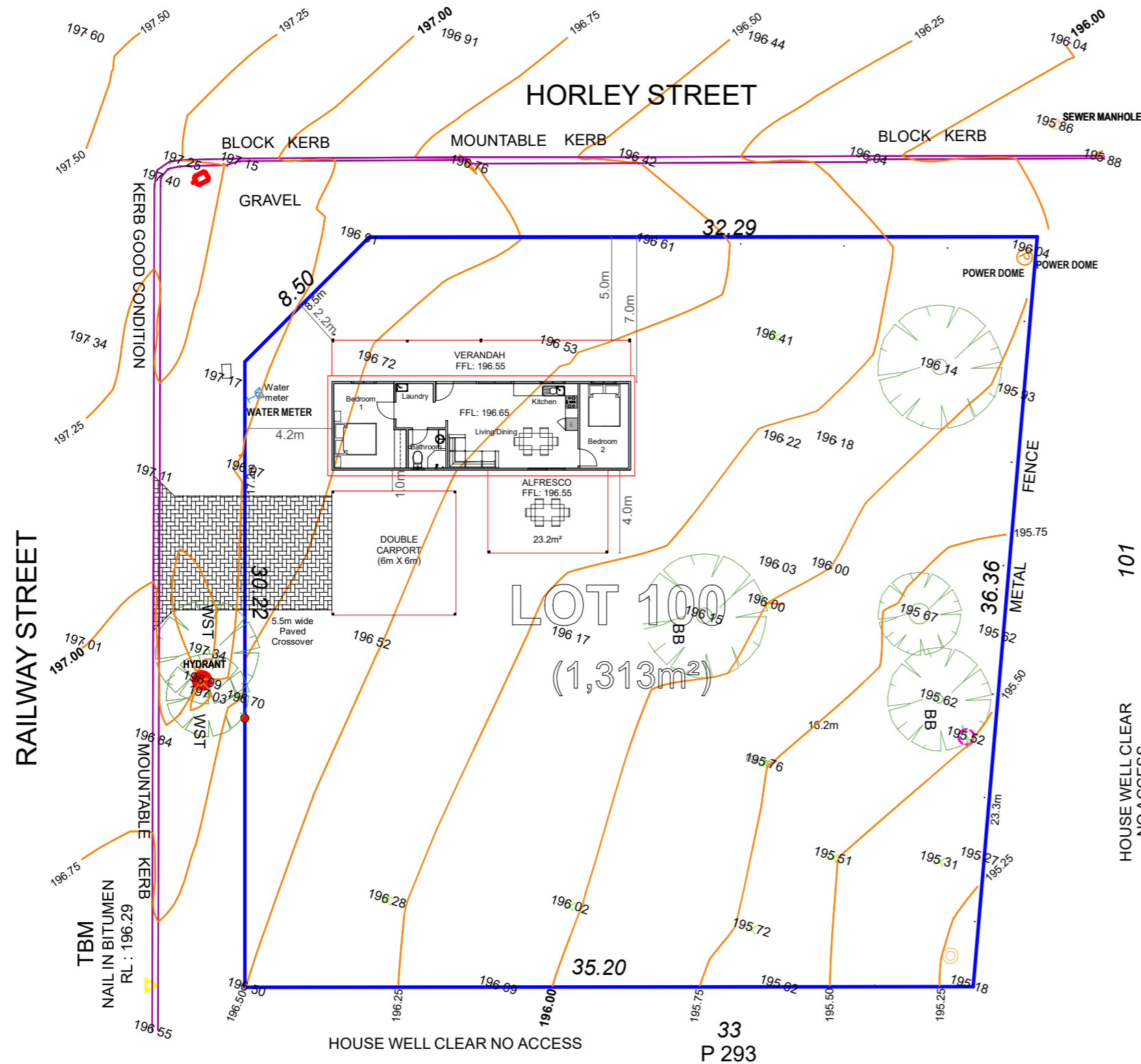
- The design, scale, and bulk of the proposed dwelling align with the existing dwellings in the area.
- The dwelling in its relocated position will maintain visual acceptability, aided by the presence of a verandah and appropriate landscaping.
- The dwelling is consistent with the age and design of surrounding dwellings in the immediate vicinity of the proposed new location.

We appreciate your favourable consideration and encourage you to reach out if you have any questions or require further clarification.

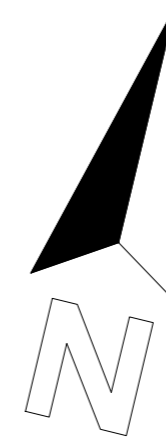
Yours sincerely,



**Kobus Nieuwoudt | Akron**  
Urban Planning Specialist



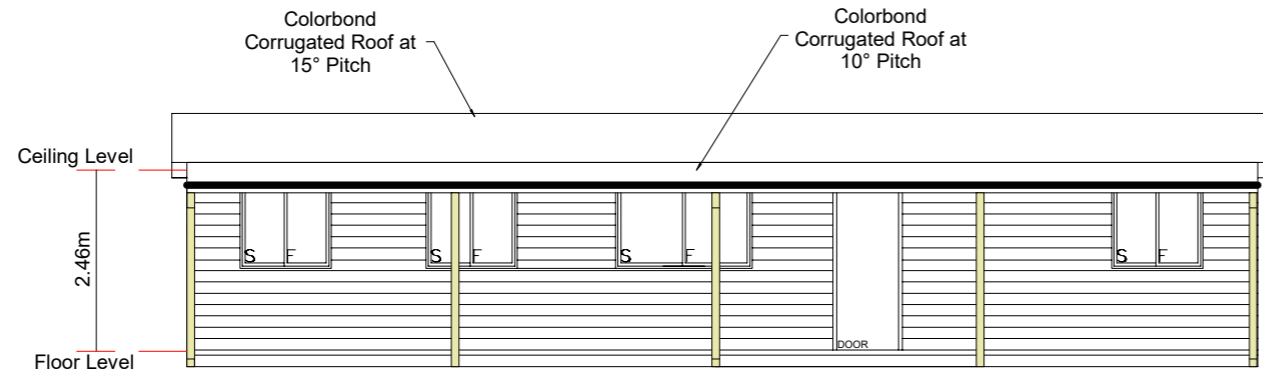
101  
DP 58038  
HOUSE WELL CLEAR  
NO ACCESS



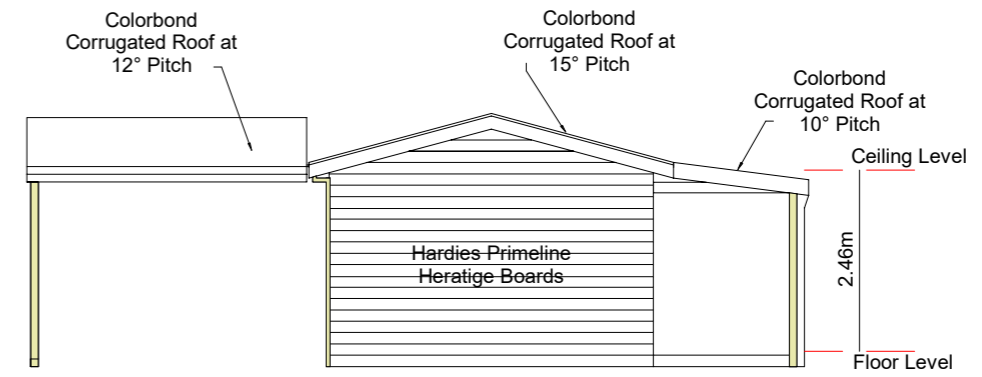
61 Old York Road  
NORTHAM WA 6401  
Phone: 1300 125 766  
Email: sales@akron.com.au

© Copyright

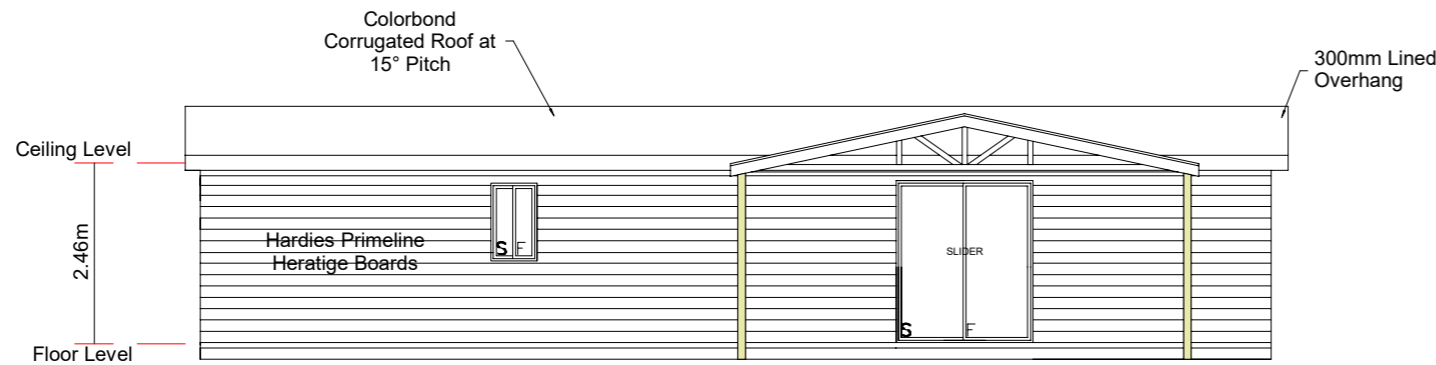
<b>PROJECT NAME</b>		<b>PROPOSED SECOND-HAND DWELLING</b>			
<b>PLAN TITLE</b>		<b>SITE PLAN</b>			
<b>CLIENT</b>		Adebayo Aderemi			
<b>PROPERTY ADDRESS</b>		Lot 100 (14) Railway Street, Beverley			
<b>JOB #</b>	<b>DATE</b>	<b>DRAWN</b>	<b>SCALE</b>	<b>REV</b>	<b>SHEET</b>
TP013 – 14 Railway St Beverley	12/06/2023	Kobus Nieuwoudt	1:250 @ A3	1A	1 of 2



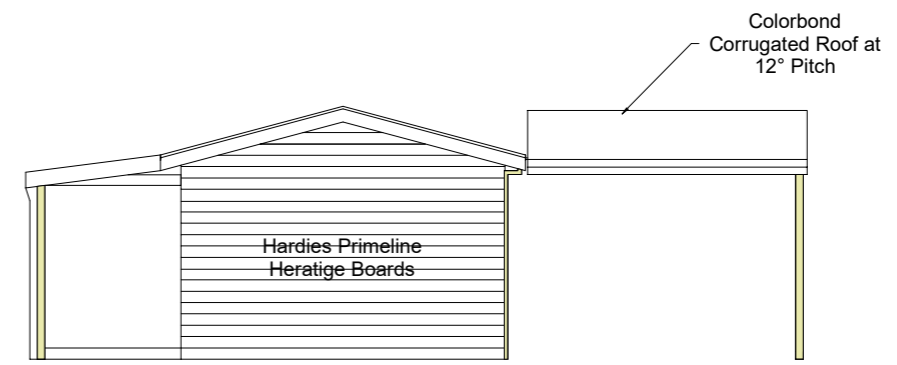
FRONT ELEVATION



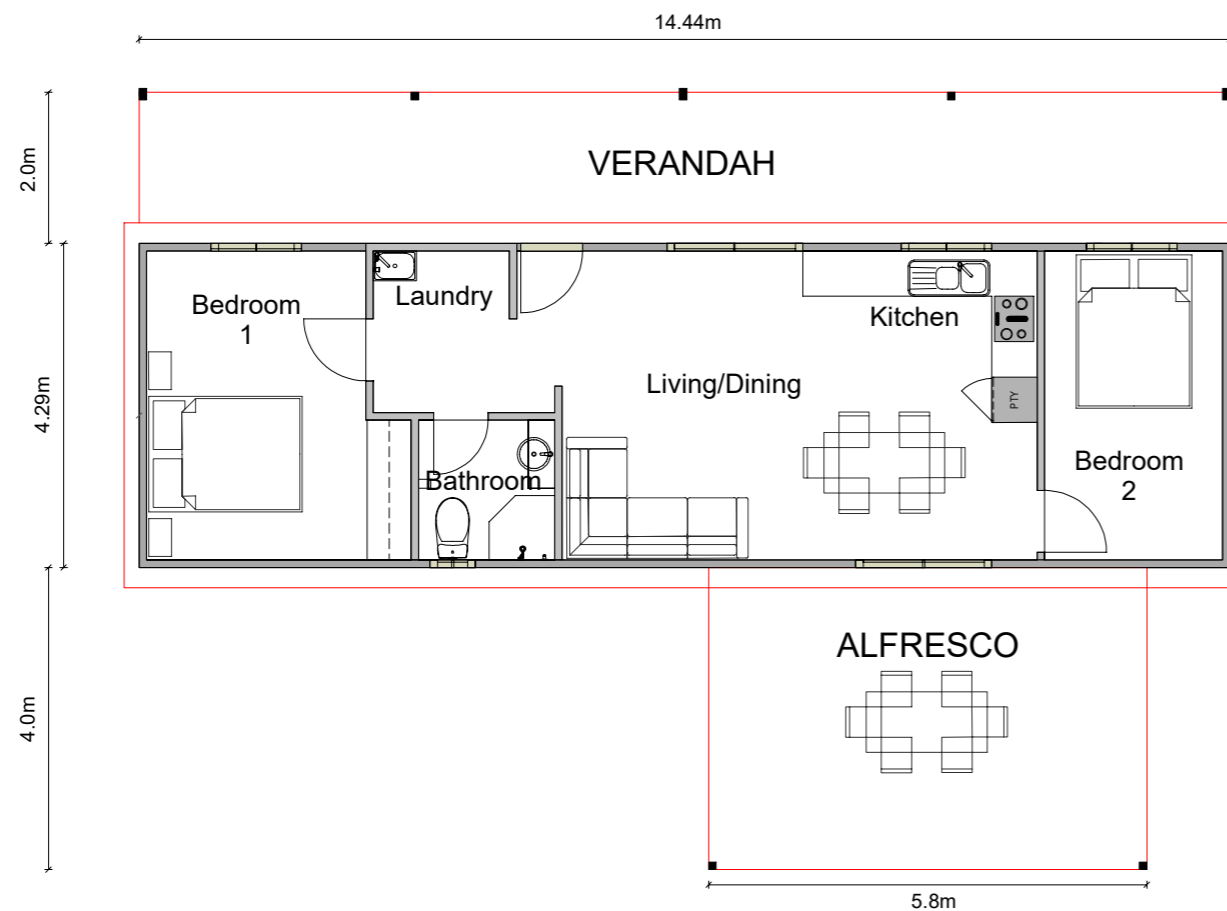
LEFT SIDE ELEVATION



REAR ELEVATION



RIGHT SIDE ELEVATION



FLOOR PLAN



61 Old York Road  
NORTHAM WA 6401  
Phone: 1300 125 766  
Email: sales@akron.com.au

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<b>PROJECT NAME</b>	PROPOSED SECOND-HAND DWELLING				
<b>PLAN TITLE</b>	FLOOR PLAN & ELEVATIONS				
<b>CLIENT</b>	Adebayo Aderemi				
<b>PROPERTY ADDRESS</b>	Lot 100 (14) Railway Street, Beverley				
<b>JOB #</b>	<b>DATE</b>	<b>DRAWN</b>	<b>SCALE</b>	<b>REV</b>	<b>SHEET</b>
TP013 - 14 Railway St Beverley	12/06/2023	Kobus Nieuwoudt	1:100 @ A3	1A	2 of 2

# Building Condition Report

## For Relocation of Dwelling



14 Railway St  
Beverley

(Existing Location: 84 Cathedral Avenue, Brigadoon)

Tim Jurmann

Senior Building Surveyor

Level 1

## **Contents**

1.0 Introduction

2.0 Building Description & Classification

3.0 Building Condition

4.0 Proposed Uses

5.0 Conclusion

## **1.0 Introduction**

An inspection of the Dwelling located at 84 Cathedral Ave, Brigadoon to be relocated as a Class 1a Dwelling at 14 Railway Street, Beverley was carried out on the 17<sup>th</sup> of June, 2023.

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

## **2.0 Building Description & Classification**

The building is currently classified as a class 1a "Dwelling" under National Construction Code 2019 Amendment 1.

The building has an extra thick reinforced concrete slab that is designed to be transportable.

The walls are steel framed, with the exterior clad in fibre cement weatherboards.

The interior is clad with gyprock plasterboard.

The building will be used as a class 1a Dwelling at the proposed new location at 14 Railway Street, Beverley and was found to be suitable for this purpose.

### 3.0 Building Condition

#### INSPECTION REPORT

**Applicant:**

**Current Address of Buildings:** 84 Cathedral Ave, Brigadoon

**Inspection Date:** 17<sup>th</sup> of June, 2023

**Summary of Proposal:** It is proposed to relocate one, (1), "Dwelling" to be used as a dwelling at 14 Railway Street, Beverley.

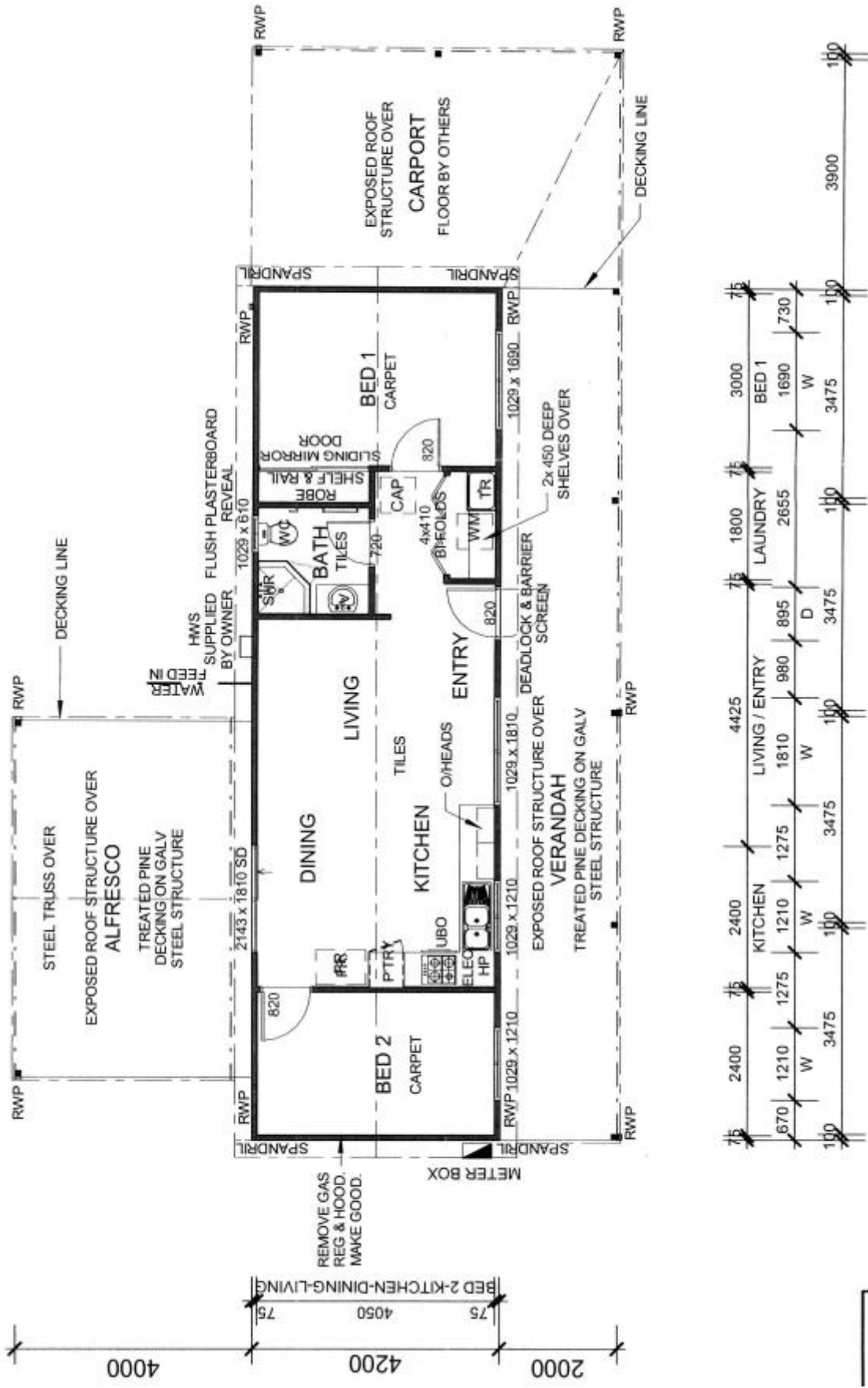
**Description of Buildings:** The building is as high quality two, (2), bedroom "Dwelling", with a bathroom and kitchen/dining/living room.

The building currently has an attached carport and rear deck/veranda that will not be relocated with the main part of the building.

**Estimated Age of Building:** 2012 is the approximate date of construction.

See the following floor plan layout.





**Walls**

Type: Weatherboard

Condition: Good

Rectification Required: Minor

There was some minor cracking in the weatherboard joints, which is to be expected.

The cracking is easily repaired with flexible filler and touch up painting.

Some of the screws in the cladding exhibited minor corrosion that can be easily sanded and painted.

It is suggested that this work be completed after relocation.







**Roof**

Type: Metal roofing.

Condition: Good

Rectification Required: Nil

The roof was in good repair with no evidence of leaking.



**Floor**

Type: Tile/Carpet

Condition: Good

Rectification Required: Nil

The concrete slab is designed with extra thickness making it suitable for transportation.



The interior floor coverings consisted of tile and carpet are in good serviceable condition.

**Interior**

There was minor cracking at the door frame leading from the living area to bedroom 2.

This likely occurred in the original transportation of the building to its current location.

This can easily be repaired with flexible filler and painting once relocated to the new site and does not appear to be structural in nature.

There were minor wall holes from picture frame fittings that can easily be repaired.

Otherwise, the interior and services all appear in good order and satisfactory.



17 Jun 2023 at 9:50:08 am  
-31.792279,+116.031866  
84 Cathedral Ave  
Brigadoon WA 6069



17 Jun 2023 at 9:50:20 am  
-31.792279,+116.031866  
84 Cathedral Ave  
Brigadoon WA 6069





17 Jun 2023 at 9:50:24 am  
-31.792279,+116.031866  
84 Cathedral Ave  
Brigadoon WA 6069



17 Jun 2023 at 9:50:38 am  
-31.792279,+116.031866  
84 Cathedral Ave  
Brigadoon WA 6069



The bathroom appeared to be in good condition.



Laundry cupboard in good condition.



Minor cracking, most likely from when the dwelling was originally transported to site.

Services (Any Relevant Comment)

Appearance: Good.

The Residual Current Devices, (RCD) appear to be located in a service box separate to the dwelling.

New RCD's should be fitted to the dwelling power box/mains switchboard that is part of the dwelling.

Smoke alarms are installed.



17 Jun 2023 at 9:59:42 am  
-31.792367, +116.031774  
84 Cathedral Ave  
Brigadoon WA 6069



17 Jun 2023 at 10:01:47 am  
-31.792367, +116.031774  
84 Cathedral Ave  
Brigadoon WA 6069



Smoke alarms were installed.

**Structure – Sub-Floor**

Type: Reinforced transportable concrete slab

Condition: Good

Rectification Required: Nil



**General Remarks**

Building internally was in good to excellent condition and appears structurally sound.

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

**4.0 Proposed Uses**

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

The building is in good to excellent condition and will be suitable for use as a Class 1a dwelling at 14 Railway Street, Beverley, subject to issue of the Certificate of Design Compliance by the Private Building Certifier.

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

The applicant has advised any minor cosmetic repairs will be attended to during the installation at the proposed site.



## 5.0 Conclusion

### Recommendation

That the Dwelling that is the subject of this inspection report is in good to excellent condition being suitable for relocation to the proposed site at 14 Railway Street, Beverley and can be approved for relocation subject to the following:

1. A Building Permit application being submitted and approved prior to the relocation of any buildings.
2. A Structural Engineer's Certification for the building being submitted with the application for a Building Permit.
3. A Certificate of Design Compliance being issued by the Private Certifier.
4. Installation of any Bushfire requirements prior to occupation of the building.



17/6/2023

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(Tim Jurmann)

Signature of Inspecting Officer

---

Date

## **10. RANGER SERVICES**

### **10.1 Application to Keep Multiple Dogs – 8041 Great Southern Hwy**

---

<b>Submission To:</b>	<b>Ordinary Council Meeting 27 June 2023</b>
<b>Report Date:</b>	<b>7 June 2023</b>
<b>Applicant:</b>	<b>Mr A Watt</b>
<b>File Reference:</b>	<b>ADM 0134</b>
<b>Author and Position:</b>	<b>S. Di Candilo, WA Contract Ranger Services</b>
<b>Previously Before Council:</b>	<b>No</b>
<b>Disclosure(s) Of Interest:</b>	<b>None</b>
<b>Attachments:</b>	<b>Nil</b>

---

#### **SUMMARY**

Council to consider an application to keep multiple dogs at 8041 Great Southern Highway, Beverley.

#### **BACKGROUND**

An application has been received requesting permission to keep seven small chihuahua dogs at 8041 Great Southern Highway.

The maximum number of dogs that can be kept on a rural property is four unless an exemption is granted by Council under the provisions of section 26(3) of the Dog Act 1976 (as Amended).

Council has approved similar applications in the past where all adjoining neighbours have agreed to the request and the Shire Ranger or other authorised Council Officer has considered that there are no valid reasons for withholding such approval.

#### **COMMENT**

WA Contract Ranger Services conducted a property inspection on 27 April 2023. The full report:

*Inspection Conducted 27.04.23. Alan Watt in attendance. No barking on arrival and dogs greeting was friendly.*

*The property is 2.3219ha on the outskirts of the Beverley townsite and is zoned rural.*

*The property has secure fencing and locked gates. There have been no previous complaints regarding dogs from this address. The application is due to moving from a previous address with an approved multiple dog Licence (City of Armadale).*

*Seven sterilised, Chihuahua dogs present outside at the back of the main house, which have access to inside and outside.*

- *“Mishka” Female, white, 11 years old.*
- *“Bebe” Male, cream tan, 9 years old.*
- *“SoSo” Male, blue white.*
- *“Milly” female, cream.*
- *“Simba” Male, cream.*
- *“Bubbles” Female, cream.*
- *“Tinka” Female, cream*

*Fresh water source available. All dogs look to be well cared for and current with all vet work. All dogs microchipped and vaccinated and sterilised. I asked about excrement clean up and Mr Watts stated this happened often, no evidence of flies or smells. Yard is well set up and clean. Dogs are extremely well behaved and obviously trained to a high standard. Neighbours in the area were door knocked and no contact has been made with concerns or worries. If you would like more information do not hesitate to contact me.*

*Rangers' recommendation to allow multiple dog application to be approved. Photos Attached. All dogs registrations to be transferred if request is approved by Council.*



It is recommended that Council agree to the granting of an exemption for the keeping of seven small dogs at 8041 Great Southern Highway, Beverley subject to the following conditions:

- That the exemption be reviewed in twelve months to ensure that no adverse problems have been experienced as a result of the exemption.
- That Council reserve the right to withdraw the exemption at anytime if any major or substantial problems are experienced prior to the review period.
- That the exemption applies only to the dogs nominated by the applicant.
- Each dog on the property must be registered with the Shire of Beverley.
- Upon the death or permanent removal of any or all of the nominated dogs a maximum of four dogs only will be permitted to be kept on this property.

## STATUTORY ENVIRONMENT

Dog Act 1976 (As Amended)

## CONSULTATION

Surrounding neighbours – no objections

Council

WA Contract Ranger Services

## FINANCIAL IMPLICATIONS

N/A

## STRATEGIC IMPLICATIONS

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

## POLICY IMPLICATIONS

N/A

## RISK IMPLICATIONS

Medium (9) - There is a possible likelihood that the dogs may wander or be a nuisance, however having a process in place ensures that there will be a review and the dogs will be registered.

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

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

## VOTING REQUIREMENTS

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council approve an exemption for the keeping of seven small dogs at 8041 Great Southern Highway, Beverley subject to the following conditions:

1. That the exemption be reviewed in twelve months time to ensure that no adverse problems have been experienced as a result of the exemption;
2. That Council reserve the right to withdraw the exemption at any time if any Major or substantial problems are experienced prior to the review period;
3. The exemption applies only to the dogs nominated by the applicant;
4. Each dog must be registered with the Shire of Beverley; and
5. A dog cannot be 'replaced' with a new dog upon the death or permanent removal of any or all of the nominated dogs in this approval.

## **11. FINANCE**

### **11.1 Monthly Financial Report**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 27 June 2023</b>
<b>Report Date:</b>	<b>15 June 2023</b>
<b>Applicant:</b>	<b>N/A</b>
<b>File Reference:</b>	<b>N/A</b>
<b>Author and Position:</b>	<b>S.K. Marshall, Deputy Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>N/A</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>May 2023 Financial Reports</b>

---

#### **SUMMARY**

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

#### **BACKGROUND**

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

Council adopted a budget variance reporting parameter of 10% on budgeted items of \$10,000 or greater at the July 2022 Ordinary Meeting, item 11.3.

#### **COMMENT**

The monthly financial reports for the period ending 31 May 2023 have been provided and include:

- Financial Activity Statement by Nature;
- Statement of Net Current Assets;
- Statement of Financial Position; and
- Investment of Surplus Funds Report.

#### **STATUTORY ENVIRONMENT**

Section 6.4(1) of the *Local Government Act* provides that a local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

Regulation 34 of the *Local Government (Financial Management) Regulations* requires a Statement of Financial Activity to be prepared each month which is to contain the following details:

- (a) annual budget estimates;
- (b) budget estimates to the end of the month;
- (c) actual amount of expenditure and revenue;
- (d) material variances between comparable amounts in (b) and (c) above; and
- (e) the net current assets at the end of the month to which the statement relates (i.e. surplus / (deficit) position).

The Statement is to be accompanied by:

- (a) explanation of the composition of net current assets, less committed assets and restricted assets;
- (b) explanation of the material variances; and

(c) such other information considered relevant by the local government.

### FINANCIAL IMPLICATIONS

All revenue and expenditure, unless disclosed in the notes to material variances, are as per the 2022/23 Budget.

### STRATEGIC IMPLICATIONS

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

### POLICY IMPLICATIONS

AF004 – Investing Surplus Funds

### RISK IMPLICATIONS

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

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

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

### VOTING REQUIREMENTS

Simple Majority

### OFFICER'S RECOMMENDATION

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

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

Description	Budget 2022/23	YTD Budget 2022/23	YTD Actual 2022/23	YTD Variance	Notes To Material Variances
<b>Operating Revenue</b>					
Rates	3,087,781.00	3,086,281.00	3,086,865.05	584.05	
Operating Grants, Subsidies and Contributions	715,395.00	506,798.00	783,565.40	276,767.40	LGGC Financial Assistance and Road Grants \$238,316, Workers Comp reimbursements \$14,887, ESL operating funds \$7,118, Aco Drain reimbursement \$8,502, National Trust Contribution \$28,932, Doctor Hire Vehicle insurance reimbursement \$5,000 and Swimming Pool shade sail insurance reimbursement \$3,138 higher than anticipated. DFES Mitigation Funding (\$36,250) not received due to no further works to be undertaken.
Profit On Asset Disposal	62,000.00	0.00	0.00	0.00	
Service Charges	0.00	0.00	0.00	0.00	
Fees & Charges	714,764.00	676,199.00	768,617.17	92,418.17	Caravan Park and Cabin charges \$44,884, Cropping land lease income \$13,500, Rates enquiries \$10,000, Town Planning Service fees \$5,378, Building permit fees \$5,415, Refuse Site charges \$3,664, Abi Robinson maternity leave reimbursement timing \$2,113 and Swimming Pool Season Passes \$2,735 greater than anticipated YTD.
Interest Earnings	74,687.00	59,256.00	114,980.50	55,724.50	Interest earnings on investments \$57,349 greater than anticipated.
Other Revenue	424,882.00	400,227.00	276,107.06	(124,119.94)	Admin Cost, PWOH & POC allocation timing versus expenditure.
Non-Operating Grants, Subsidies and Contributions	2,030,994.00	1,810,029.00	1,487,752.36	(322,276.64)	Roads to Recovery funding to be carried over to next FY (\$331,280) Charge Up EV Grant (\$30,000) delayed for Rnd 2 of funding. Regional Road Group \$21,170 additional funding. Western Power \$12,259 additional recoup from underground power works.
<b>Total Operating Revenue</b>	<b>7,110,503.00</b>	<b>6,538,790.00</b>	<b>6,517,887.54</b>	<b>(20,902.46)</b>	
<b>Operating Expenditure</b>					
Employee Costs	(2,387,077.00)	(2,062,459.00)	(2,071,640.83)	(9,181.83)	
Materials & Contracts	(2,297,228.00)	(1,299,625.00)	(1,320,680.23)	(21,055.23)	Timing variance between budgeted and actual expenditure.
Utilities	(198,572.00)	(189,630.00)	(193,407.16)	(3,777.16)	
Depreciation On Non-Current Assets	(2,400,096.00)	(2,200,000.00)	(2,174,141.07)	25,858.93	Depreciation expense lower than anticipated YTD.
Interest Expenses	(86,323.00)	(58,971.00)	(59,327.36)	(356.36)	
Insurance Expenses	(236,285.00)	(236,273.00)	(235,956.41)	316.59	
Other Expenditure	(83,975.00)	(53,526.00)	(125,134.00)	(71,608.00)	Budget allocation of Other Expenditure nature lower than required, offset by allocation to Materials & Contracts.
Loss On Asset Disposal	(31,000.00)	0.00	0.00	0.00	
Loss on Revaluation of Non-Current Assets	0.00	0.00	0.00	0.00	
<b>Total Operating Expenditure</b>	<b>(7,720,556.00)</b>	<b>(6,100,484.00)</b>	<b>(6,180,287.06)</b>	<b>(79,803.06)</b>	
<b>Net Operating</b>	<b>(610,053.00)</b>	<b>438,306.00</b>	<b>337,600.48</b>	<b>(100,705.52)</b>	



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

Description	Budget 2022/23	YTD Budget 2022/23	YTD Actual 2022/23	YTD Variance	Notes To Material Variances
<b>Capital Income</b>					
Self Supporting Loan - Principal Repayment	10,968.00	5,400.00	5,400.94	0.94	
Proceeds from Sale of Assets	194,000.00	0.00	0.00	0.00	
New Loan Raised	0.00	0.00	0.00	0.00	
<b>Total Capital Income</b>	<b>204,968.00</b>	<b>5,400.00</b>	<b>5,400.94</b>	<b>0.94</b>	
<b>Capital Expenditure</b>					
Land and Buildings	(787,000.00)	(787,000.00)	(154,280.98)	632,719.02	Land purchase \$200,000 and Swimming Pool HWS \$10,000 projects not to proceed. Memorial Park Cistern Replacement \$6,000 allocated to Maintenance. 59 Smith St Retaining Wall \$20,000, EV Charger \$60,000, Caravan Park HWS \$10,000, Station Gallery Extension \$55,000 and Runway Lighting Upgrade \$300,000 to be carried over to 23/24. Cornerstone CCTV (\$25,428), Moort Wabiny Park power connection (\$11,065) unbudgeted. Hunt Road Village refurbishments (\$7,810) over budget funded from Reserve funds carried forward.
Plant and Equipment	(681,500.00)	(225,000.00)	0.00	225,000.00	All vehicle renewals, except Grader (supply due in June 23), carried over to 23/24 due to supply issues.
Office Furniture and Equipment	(40,000.00)	(40,000.00)	(39,670.00)	330.00	
Road Construction	(2,004,829.00)	(2,004,829.00)	(1,500,480.88)	504,348.12	Vincent Street project road portion expense \$229,792 lower than anticipated. Muni Gravel Sheeting jobs \$237,453 to be carried over to 23/24 due to storm damage works. Morbinning Road shoulder widening \$68,340 and Cookes Rd gravel sheeting \$ 30,371 expense lower than anticipated. Water hatch Rd reconstruct and widen (\$45,388) greater than anticipated.
Other Infrastructure	(1,200,858.00)	(1,165,252.00)	(969,370.52)	195,881.48	Vincent Street project footpath portion expense (\$20,780) and Heritage Trail (\$1,888) higher than anticipated. Vincent Street project drainage portion expense \$10,000 lower than anticipated. Bridge 3203 works \$208,096 carried over to 23/24.
Land Under Control	0.00	0.00	0.00	0.00	
Leases	(6,837.00)	0.00	0.00	0.00	
Loans - Principal Repayments	(138,424.00)	(113,472.00)	(113,471.35)	0.65	
<b>Total Capital Expenditure</b>	<b>(4,859,448.00)</b>	<b>(4,335,553.00)</b>	<b>(2,777,273.73)</b>	<b>1,558,279.27</b>	
<b>Net Capital</b>	<b>(4,654,480.00)</b>	<b>(4,330,153.00)</b>	<b>(2,771,872.79)</b>	<b>1,558,280.21</b>	

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

Description	Budget 2022/23	YTD Budget 2022/23	YTD Actual 2022/23	YTD Variance	Notes To Material Variances
<b>Adjustments</b>					
Depreciation Written Back	2,400,096.00	2,200,000.00	2,174,141.07	(25,858.93)	Depreciation expense lower than anticipated YTD.
Movement in Leave Reserve Cash Balance	0.00	0.00	3,123.37	3,123.37	
Movement in Non-Current Loan Repayments	0.00	0.00	0.00	0.00	
Movement in Non-Current SSL Income	0.00	0.00	0.00	0.00	
Movement in Non-Current Lease Repayments	0.00	0.00	0.00	0.00	
Movement in Non-Current Investments	0.00	0.00	(2,764.39)	(2,764.39)	
Movement in Non-Current LSL Provision	0.00	0.00	0.00	0.00	
Movement in Non-Current Deferred Pensioner Rates	0.00	0.00	0.00	0.00	
(Profit)/Loss on Disposal of Assets Written Back	(31,000.00)	0.00	0.00	0.00	
Loss on Revaluation of Non-Current Assets Written Back	0.00	0.00	0.00	0.00	
Rounding	0.00	0.00	0.00	0.00	
<b>Add Funding From</b>					
Transfer (To)/From Reserves	477,322.00	224,303.00	219,331.24	(4,971.76)	
Opening Surplus/(Deficit)	2,418,115.00	2,418,115.00	2,418,115.24	0.24	
<b>Total Adjustments</b>	<b>5,264,533.00</b>	<b>4,842,418.00</b>	<b>4,811,946.53</b>	<b>(30,471.47)</b>	
<b>CLOSING SURPLUS/(DEFICIT)</b>	<b>0.00</b>	<b>950,571.00</b>	<b>2,377,674.22</b>	<b>1,427,103.22</b>	

**SHIRE OF BEVERLEY  
STATEMENT OF NET CURRENT ASSETS  
FOR THE PERIOD ENDING  
31 May 2023**

Description	Actual 2021/22	YTD Actual 2022/23
<b>Current Assets</b>		
Cash at Bank	3,209,654.53	563,839.59
Cash - Unrestricted Investments	0.00	1,773,302.34
Cash - Restricted Reserves	2,229,365.68	2,010,034.44
Cash on Hand	700.00	700.00
Accounts Receivable	919,384.48	739,932.21
Prepaid Expenses	0.00	0.00
Self Supporting Loan - Current	10,968.23	5,567.29
Inventory - Fuel	19,124.29	13,828.54
<b>Total Current Assets</b>	<b>6,389,197.21</b>	<b>5,107,204.41</b>
<b>Current Liabilities</b>		
Accounts Payable	(1,466,207.41)	(459,347.88)
Loan Liability - Current	(138,423.45)	(24,952.10)
Lease Liability - Current	(6,836.70)	0.00
Annual Leave Liability - Current	(254,683.62)	(254,683.62)
Long Service Leave Liability - Current	(143,208.57)	(143,208.57)
Doubtful Debts	0.00	0.00
<b>Total Current Liabilities</b>	<b>(2,009,359.75)</b>	<b>(882,192.17)</b>
<b>Adjustments</b>		
Less Restricted Reserves	(2,229,365.68)	(2,010,034.44)
Less Self Supporting Loan Income	(10,968.23)	(5,567.29)
Add Leave Reserves - Cash Backed	140,188.24	143,311.61
Add Loan Principal Expense	138,423.45	24,952.10
<b>Total Adjustments</b>	<b>(1,961,722.22)</b>	<b>(1,847,338.02)</b>
<b>NET CURRENT ASSETS</b>	<b>2,418,115.24</b>	<b>2,377,674.22</b>

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

Description	Actual 2021/22	YTD Actual 2022/23	Movement
<b>Current Assets</b>			
Cash and Cash Equivalents	5,439,720.21	4,347,876.37	(1,091,843.84)
Accounts Receivable	379,002.48	487,741.21	108,738.73
Contract Asset - Current	540,382.00	252,191.00	(288,191.00)
Prepaid Expenses	0.00	0.00	0.00
Self Supporting Loan - Current	10,968.23	5,567.29	(5,400.94)
Inventory	19,124.29	13,828.54	(5,295.75)
<b>Total Current Assets</b>	<b>6,389,197.21</b>	<b>5,107,204.41</b>	<b>(1,281,992.80)</b>
<b>Current Liabilities</b>			
Accounts Payable	(1,132,647.41)	(266,617.88)	866,029.53
Contract Liability - Current	(333,560.00)	(192,730.00)	140,830.00
Loan Liability - Current	(138,423.45)	(24,952.10)	113,471.35
Lease Liability - Current	(6,836.70)	0.00	6,836.70
Annual Leave Liability - Current	(254,683.62)	(254,683.62)	0.00
Long Service Leave Liability - Current	(143,208.57)	(143,208.57)	0.00
Doubtful Debts	0.00	0.00	0.00
<b>Total Current Liabilities</b>	<b>(2,009,359.75)</b>	<b>(882,192.17)</b>	<b>1,127,167.58</b>
<b>Non-Current Assets</b>			
Non-Current Debtors	148,045.45	148,045.45	0.00
Non-Current Investments	58,352.75	61,117.14	2,764.39
Land and Buildings	29,725,078.17	29,208,886.54	(516,191.63)
Plant and Equipment	2,178,632.13	1,961,396.86	(217,235.27)
Furniture and Equipment	92,874.24	101,673.05	8,798.81
Infrastructure	64,135,530.18	65,349,819.58	1,214,289.40
Self Supporting Loan - Non Current	0.00	0.00	0.00
<b>Total Non-Current Assets</b>	<b>96,338,512.92</b>	<b>96,830,938.62</b>	<b>492,425.70</b>
<b>Non-Current Liabilities</b>			
Loan Liability - Non Current	(2,118,272.70)	(2,118,272.70)	0.00
Lease Liability - Non Current	(6,836.60)	(6,836.60)	0.00
Annual Leave - Non Current	0.00	0.00	0.00
Long Service Leave Liability - Non Current	(76,311.20)	(76,311.20)	0.00
<b>Total Non Current Liabilities</b>	<b>(2,201,420.50)</b>	<b>(2,201,420.50)</b>	<b>0.00</b>
<b>Net Assets</b>	<b>98,516,929.88</b>	<b>98,854,530.36</b>	<b>337,600.48</b>

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

Description	Actual 2021/22	YTD Actual 2022/23	Movement
<b>Equity</b>			
Accumulated Surplus	(47,991,692.08)	(48,548,623.80)	(56,931.72)
Reserves - Cash Backed	(2,229,365.68)	(2,010,034.44)	219,331.24
Reserve - Revaluations	(48,295,872.12)	(48,295,872.12)	0.00
<b>Total Equity</b>	<b>(98,516,929.88)</b>	<b>(98,854,530.36)</b>	<b>(337,600.48)</b>

<b>SHIRE OF BEVERLEY</b>						
<b>INVESTMENT OF SURPLUS FUNDS</b>						
<b>AS AT 31 May 2023</b>						
<b>Account #</b>	<b>Account Name</b>	<b>Amount Invested (\$)</b>		<b>Term</b>	<b>Interest Rate</b>	<b>Maturation</b>
<b>4146657</b>	<b>Reserve Funds Bendigo</b>					
	Long Service Leave	143,311.61				
	Airfield Emergency	41,171.09				
	Plant	100,323.82				
	Emergency Services	29,445.25				
	Building	493,381.39				
	Recreation Ground	540,222.88				
	Cropping Committee	114,434.92				
	Avon River Development	0.00				
	Annual Leave	0.00				
	Community Bus	40,536.42				
	Infrastructure	220,861.41				
	Senior Housing	183,597.64				
	Mainstreet Development	0.00				
	Avondale Mach Museum	61,837.95				
	ITC Renewal Reserve	40,910.06	2,010,034.44	3 mnths	4.05%	23/06/2023
<b>4367217</b>	<b>Term Deposit Bendigo</b>	250,000.00		3 mnths	4.50%	8/08/2023
<b>4377091</b>	<b>Term Deposit Bendigo</b>	261,108.85		3 mnths	4.50%	17/08/2023
<b>4281844</b>	<b>Term Deposit Bendigo</b>	507,172.60		5 mnths	4.15%	13/06/2023
<b>4380379</b>	<b>Term Deposit Bendigo</b>	255,020.89		2 mnths	4.20%	24/07/2023
<b>4321867</b>	<b>Term Deposit Bendigo</b>	500,000.00	1,773,302.34	3 mnths	4.30%	26/06/2023
	<b>Total</b>		<b>3,783,336.78</b>			

## **11.2 Accounts Paid by Authority**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 27 June 2023</b>
<b>Report Date:</b>	<b>15 June 2023</b>
<b>Applicant:</b>	<b>N/A</b>
<b>File Reference:</b>	<b>N/A</b>
<b>Author and Position:</b>	<b>S.K. Marshall, Deputy Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>N/A</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>May 2023 List of Reports (Public to Contact Shire)</b>

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### **SUMMARY**

Council to consider authorising the payment of accounts.

### **BACKGROUND**

The following list represents accounts paid by authority for the month of May 2023.

### **COMMENT**

Unless otherwise identified, all payments have been made in accordance with Council's 2022/23 Budget.

### **STATUTORY ENVIRONMENT**

Regulation 12 of the *Local Government (Financial Management) Regulations* provides that:

- (1) A payment may only be made from the municipal fund or the trust fund —
  - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
  - (b) otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

Regulation 13 of the *Local Government (Financial Management) Regulations* provides that:

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
  - (a) the payee's name;
  - (b) the amount of the payment;
  - (c) the date of the payment; and
  - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
  - (a) for each account which requires council authorisation in that month —
    - (i) the payee's name;
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction;

and

- (b) the date of the meeting of the Council to which the list is to be presented.
- (3) A list prepared under sub regulation (1) or (2) is to be —
  - (a) presented to the Council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

**FINANCIAL IMPLICATIONS**

Unless otherwise identified, all payments have been made in accordance with Council's 2022/23 Budget.

**STRATEGIC IMPLICATIONS**

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

**POLICY IMPLICATIONS**

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

**RISK IMPLICATIONS**

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

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

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

**VOTING REQUIREMENTS**

Simple Majority



## OFFICER'S RECOMMENDATION

That the List of Accounts as presented, be received:

### May 2023

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

##### Cheque vouchers

16 May 2023 1889-1889 (1) \$ 3,332.28 (authorised by CEO S Gollan and DCEO S Marshall)  
**Total of cheque vouchers for May 2023 incl \$ 3,332.28 previously paid.**

##### EFT vouchers

03 May 2023 EFT 9281-9291 (11) \$ 9,527.62 (authorised by CEO S Gollan and DCEO S Marshall)  
10 May 2023 EFT 1-41 (41) \$ 67,438.63 (authorised by CEO S Gollan and Pres D White)  
12 May 2023 EFT 9295-9325 (31) \$ 69,371.32 (authorised by CEO S Gollan and DCEO S Marshall)  
16 May 2023 EFT 9326-9333 (8) \$ 37,248.40 (authorised by CEO S Gollan and DCEO S Marshall)  
24 May 2023 EFT 1-41 (41) \$ 65,280.34 (authorised by CEO S Gollan and DCEO S Marshall)  
24 May 2023 EFT 9335-9345 (12) \$ 96,581.66 (authorised by CEO S Gollan and DCEO S Marshall)  
29 May 2023 EFT 9348-9371 (24) \$ 85,750.30 (authorised by CEO S Gollan and DCEO S Marshall)  
**Total of EFT vouchers for May 2023 incl \$ 431,198.27 previously paid**

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

##### Cheque vouchers

Nil vouchers

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

##### EFT vouchers

12 May 2023 EFT 9293-9294 (2) \$ 700.00 (authorised by CEO S Gollan and DCEO S Marshall)  
24 May 2023 EFT 9334-9334 (1) \$ 252.00 (authorised by CEO S Gollan and DCEO S Marshall)  
**Total of EFT vouchers for May 2023 incl \$ 952.00 previously paid.**

**(3) Direct Debit Payments totalling \$ 93,209.96 previously paid.**

**(4) Credit Card Payments totalling \$ 2,128.86 previously paid.**

### **11.3 Budget 2023/24 – Salary Increase and SAT 4 Average Matching**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 27 June 2023</b>
<b>Report Date:</b>	<b>15 June 2023</b>
<b>Applicant:</b>	<b>Shire of Beverley</b>
<b>File Reference:</b>	<b>ADM 0092</b>
<b>Author and Position:</b>	<b>Allison Bowman, Payroll Officer</b>
<b>Previously Before Council:</b>	<b>Occurs Annually</b>
<b>Disclosure(s) Of Interest:</b>	<b>Shire of Beverley Employee</b>
<b>Attachments:</b>	<b>Annual Wage Review 2022-23 Announcement of Decision</b>

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#### **SUMMARY**

Council to consider that an across the board 5.75% salary increase be approved for all Shire Staff, excluding Executive Contract Staff. In addition, any Shire staff who are currently remunerated below the SAT 4 salary average (as per the 22/23 SalaryOne survey) of their respective positions receive any additional increase to match.

#### **BACKGROUND**

Council is required under the Local Government Industry Award 2020 to pass on minimum wage increases to base salaries as outlined in the Award.

Historically, the minimum wage increase has been applied to all Award employees current wage, including wages over Award.

Executive Staff under contract, including the CEO, DCEO, Manager of Works, Manager of Development Services and CESM are treated in line with their negotiated contracts.

Over the last 2 financial years, WALGA has partnered with SalaryOne to create and distribute a comprehensive survey specific to Local Governments that allows Councils to compare their HR metrics with other Councils across WA. This information allowed a comparison of the Shire of Beverley's remuneration rates and benefits against other participating SAT 4 Councils. 25 out of 60 SAT 4 Councils chose to undertake the SalaryOne survey (41.7%).

#### **COMMENT**

The decision of the Fair Work Commission (FWC) Expert Panel for annual wage reviews has increased the National Minimum Wage and minimum rates of pay in modern awards by 5.75% for the 2023/24 financial year.

The increase to the minimum rates of pay in the Federal Local Government Industry Award 2020 (Award) will come into effect from the first full pay period on or after 1 July 2023.

This increase will need to be passed on by Local Governments operating in the Federal industrial relations system that:

- pay the minimum wage rates in the Award, and

- have federal enterprise agreements that incorporate increases to modern award wage rates.

The Fair Work Commission Expert Panel advises “*If you apply the Local Government Industry Award 2020 but pay wage rates higher than the minimum Award rates, you will need to review your internal policies and procedures and contracts of employment to determine when and how your Local Government usually provides wage increases.*”.

In October 2022, Council approved a staff remuneration policy that ensured all new employees started on an equal and objective wage, however, this did not consider or apply to current employees. Currently, Council pays above the LGIA 2020 Award rates, however it is intended to pass on the 5.75% wage increase in full to all current Award based wage amounts as has occurred in the past.

At the Information Briefing session held 26 April 2023, Council reviewed the SalaryOne Survey results and agreed in principle to give an additional pay increase to those positions which fell below the SAT 4 average.

The positions affected and the proposed increases are listed below:

Position	SAT 4 Matching (%)	Effective Increase (SAT 4 + 5.75%)
Grader Operator	3.08	8.83
Manager of Works	5.93	11.68
Mechanic	1.50	7.25
Payroll Officer	9.66	15.41
Plant Operator	2.79	8.54
Project Officer	10.33	16.08
Tourism Officer	18.14	23.89
Town Planner	8.36	14.11
Works Supervisor	6.04	11.79

Contract rates are reviewed annually in line with the individual Contract agreements, however it is proposed that the 5.75% Award increase also be added to these rates.

The superannuation Guarantee fee is also increasing 0.5%, to 11% in the 2023/24 financial year.

## **STATUTORY ENVIRONMENT**

*Fair Work Act 2009 s.285 Annual wage review*

## **CONSULTATION**

Council

## **FINANCIAL IMPLICATIONS**

2023/24 Budget

## STRATEGIC IMPLICATIONS

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

## POLICY IMPLICATIONS

S034 Staff Remuneration

## RISK IMPLICATIONS

Medium - If not applied Staff satisfaction may decrease and the ability to attract suitable new employees may become difficult.

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

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

## VOTING REQUIREMENTS

Simple Majority

## OFFICERS RECOMMENDATION

1. That a 5.75% salary increase be applied to all Shire Staff wages, excluding Executive Contract Staff, and be included in the 2023/24 Budget.
2. That the identified Shire Staff currently remunerated below the SAT 4 average as per the 2022/23 SalaryOne survey receive an additional increase to match as follows:

Position	SAT 4 Matching (%)	Effective Increase (SAT 4 + 5.75%)
Grader Operator	3.08	8.83
Manager of Works	5.93	11.68
Mechanic	1.50	7.25
Payroll Officer	9.66	15.41
Plant Operator	2.79	8.54
Project Officer	10.33	16.08
Tourism Officer	18.14	23.89
Town Planner	8.36	14.11
Works Supervisor	6.04	11.79

## **11.4 Budget 2023/24 – Fees and Charges**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 27 June 2023</b>
<b>Report Date:</b>	<b>15 June 2023</b>
<b>Applicant:</b>	<b>Administration</b>
<b>File Reference:</b>	<b>ADM 0099</b>
<b>Author and Position:</b>	<b>Simon Marshall, Deputy Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>Occurs Annually</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Draft 2023/24 Schedule of Fees and Charges</b>

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### **SUMMARY**

Council to review the Fees and Charges Schedule for the 2023/24 financial year.

### **BACKGROUND**

The Shire of Beverley's Schedule of Fees and Charges is reviewed annually and forms part of Council's Annual Budget.

### **COMMENT**

The full Schedule of Fees and Charges is attached. Generally, a blanket percentage increase of 7.0% has currently been applied in line with March Quarter CPI. Previously, Council has considered increasing fees and charges at the same percentage rate as any intended Rate increase.

#### Variations to the 2023/24 Schedule include:

- Increase to Caravan Park and Onsite Accommodation Booking charges;
- Addition of ILU Rental fee;
- Increase to Asbestos Burial fees; and
- Increase to Standpipe water charges in line with Water Corp supply increase.

#### Fee Schedule

The draft 2023/24 Fees and Charges schedule includes a proposed increase of CPI (7.0% March Quarter All Groups – see attached).

Some fees are increased annually by CPI under agreement, these fees are identified in the notes section of the schedule. These increases have been applied.

Statutory charges (for Dogs/Cats, Health, Building and Planning) may change following advice from the relevant Government departments. If changes do occur, the schedule will be updated accordingly.

### **STATUTORY ENVIRONMENT**

Section 6.16 of the *Local Government Act* provides that:

- (1) a local government may impose (by absolute majority) 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.
- (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, authorization 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 (by absolute majority) during a financial year; and
  - b. Amended (by absolute majority) from time to time during a financial year.

Section 6.17 further provides:

- (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;
  - 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 high 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;
  - 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.

Regulation 2 of the *Local Government (Financial Management) Regulations* (2) provides that the CEO is to –

- (a) ensure that the resources of the local government are effectively and efficiently managed;
- (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and

Section 6.19 of the *Local Government Act* provides that 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 will be imposed.

Section 41 of the *Health Act* provides that every local government may from time to time, as occasion may require, make and levy as aforesaid and cause to be collected an annual rate for the purpose of providing for the proper performance of all or any of the services mentioned in section 112, and the maintenance of any

sewerage works constructed by the local government under Part IV. Such annual rate shall not exceed —

- (a) 12 cents in the dollar on the gross rental value; or
- (b) where the system of valuation on the basis of the unimproved value is adopted, 3 cents in the dollar on the unimproved value of the land in fee simple, provided that the local government may direct that the minimum annual amount payable in respect of any one separate tenement shall not be less than \$1.

Provided also, that where any land in the district is not connected with any sewer, and a septic tank or other sewerage system approved by the local government is installed and used upon such land by the owner or occupier thereof for the collection, removal, and disposal of nightsoil, urine, and liquid wastes upon such land, the local government may by an entry in the rate record exempt such land from assessment of the annual rate made and levied under this section, and, in lieu of such annual rate, may, in respect of such land, make an annual charge under and in accordance with section 106 for the removal of refuse from such land.

Section 112 of the *Health Act* provides that:

- (1) A local government may, and when the Executive Director, Public Health so requires, shall undertake or contract for the efficient execution of the following works within its district, or any specified part of its district:
  - (a) The removal of house and trade refuse and other rubbish from premises.
  - (b) The supply of disinfectants for the prevention or control of disease, and pesticides for the destruction of pests.
  - (c) The cleansing of sanitary conveniences and drains.
  - (d) The collection and disposal of sewage.
  - (e) The cleaning and watering of streets.
  - (f) The providing, in proper and suitable places, of receptacles for the temporary deposit of refuse and rubbish collected under this section.
  - (g) The providing of suitable places, buildings, and appliances for the disposal of refuse, rubbish and sewage.
  - (ga) The construction and installation of plant for the disposal of refuse, rubbish and sewage.
  - (h) The collection and disposal of the carcasses of dead animals, provided that it shall not be lawful to deposit nightsoil in any place where it will be a nuisance or injurious or dangerous to health.
- (2) Any local government which has undertaken or contracted for the efficient execution of any such work as aforesaid within its district or any part thereof may by local law prohibit any person executing or undertaking the execution of any of the work undertaken or contracted for within the district or within such part thereof as aforesaid, as the case may be, so long as the local government or its contractor executes or continues the execution of the work or is prepared and willing to execute or continue the execution of the work.
- (3) After the end of the year 1934 no nightsoil collected in one district shall be deposited in any other district, except with the consent of the local government of such other district, or of the Executive Director, Public Health.

Section 30 of the *Residential Tenancies Act* provides that:

- (1) Subject to this section, the rent payable under a residential tenancy agreement may be increased by the owner by notice in writing to the tenant specifying the

- amount of the increased rent and the day as from which the increased rent becomes payable, being a day —
- (a) not less than 60 days after the day on which the notice is given; and
  - (b) not less than 6 months after the day on which the tenancy commenced, or, if the rent has been increased under this section, the day on which it was last so increased, but otherwise the rent shall not increase or be increased.
- (2) The right of the owner to increase rent in accordance with subsection (1) —
- (a) is not exercisable in relation to an agreement that creates a tenancy for a fixed term during the currency of that term unless the agreement provides that the rent may increase or be increased; and
  - (b) in any case, may be excluded or limited by agreement between the owner and the tenant.
- (3) A notice of increase of rent that has been given in accordance with this section and that has not been withdrawn by the owner varies the residential tenancy agreement to the effect that the increased rent specified in the notice is payable under the agreement as from the day specified in the notice.

Section 66 of the *Waste Avoidance and Resource Recovery Act 2007* (Local government may impose waste collection rate) provides:

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

## **CONSULTATION**

Shire Staff

## **FINANCIAL IMPLICATIONS**

2023/24 Budget

## **STRATEGIC IMPLICATIONS**

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

## **POLICY IMPLICATIONS**

N/A

## **RISK IMPLICATIONS**

Low (3) – Fees and Charges form part of the Annual Budget. Preparation of the Annual Budget is done in a staged and planned process and is presented through this report to Council to mitigate the risk of failing to adopt the budget by 31 August.



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

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

## VOTING REQUIREMENTS

Absolute Majority

## OFFICER'S RECOMMENDATION

That the draft 2023/24 Fees and Charges Schedule be adopted and included in the 2023/24 Budget.

**SHIRE OF BEVERLEY**  
**2023/24 SCHEDULE OF FEES AND CHARGES**  
**EFFECTIVE FROM 1 JULY 2023**

Description	Charge 2022/23	Charge 2023/24	Frequency	GST Exempt	Increase \$	Information/Conditions
<b>SPORTING CLUBS/COMMUNITY ORGANISATIONS</b>						
Football Club	3,784.00	4,049.00	per year		↑ 265.00	Oval, Function Centre and Changerooms
Netball Clubs (Beverley Netball Club & Redbacks Netball Club)	578.00	618.00	per year		↑ 40.00	Courts, Function Centre and Changerooms
Cricket Club	578.00	618.00	per year		↑ 40.00	Oval, Function Centre and Changerooms
Hockey Club	578.00	618.00	per year		↑ 40.00	Oval, Function Centre and Changerooms
Horse and Pony Club (Annual Fee)	126.00	135.00	per year		↑ 9.00	Annual CPI Mar Quarter Review as per Licence Agreement (#55). Oval <u>NOT</u> included. Club provide own cleaner.
Horse and Pony Club (Extra Events)	194.00	208.00	per event		↑ 14.00	Includes Main Oval - Function Centre hire extra.
Tennis Club	636.00	681.00	per year		↑ 45.00	Club provide own cleaner/ Ablutions Only
Ladies Badminton Club	43.00	46.00	per booking (AM/PM/Eve)		↑ 3.00	Times must be allocated AM (Morning) PM (Afternoon) or Evening (Night)
Boot Scooting	43.00	46.00	per booking (AM/PM/Eve)		↑ 3.00	Times must be allocated AM (Morning) PM (Afternoon) or Evening (Night)
Ballet Group	43.00	46.00	per booking (AM/PM/Eve)		↑ 3.00	Times must be allocated AM (Morning) PM (Afternoon) or Evening (Night)
CRC Bingo	43.00	46.00	per booking (AM/PM/Eve)		↑ 3.00	Times must be allocated AM (Morning) PM (Afternoon) or Evening (Night)
Soaring Society	4,596.00	4,863.00	per year		↑ 267.00	Annual CPI Mar Quarter Perth Review and Billed July as per Lease Agreement. (Agreement# 33)
Soaring Society - Hangar Fees	100.00	100.00	per glider/year		↑ 0.00	Fixed Fee - billed July as per Lease Agreement. (Agreement# 33)
Tractor Pull	294.00	294.00	per event		↑ 0.00	Annual CPI Dec Quarter Review as per Licence Agreement. (Agreement# 9)
Beverley Districts Motor Cycle Club (Ulinga Park)	1,231.00	1,302.00	per year		↑ 71.00	Annual CPI Perth Review as per Lease Agreement. (Agreement# 12)
Ladies Hospital Auxiliary - Op Shop (Lesser Hall)	11.00	12.00	per week		↑ 1.00	Lesser Hall use.
Community Markets (Old School Building)	10.00	10.00	per event		↑ 0.00	Old School Building use.
Beverley Station Arts (Licence Fee)	112.00	120.00	per year		↑ 8.00	Annual CPI Mar Quarter Review as per Licence Agreement. (Agreement# 24)
Beverley Off Road Motor Sports Association (BORMSA)	2,000.00	2,000.00	per year		↑ 0.00	Fixed Lease. (Agreement# 57)
Telstra (Mobile Tower Lease)	1,000.00	1,000.00	per year		↑ 0.00	Fixed Lease. (Agreement# 3)
<b>CORNERSTONE COMMUNITY CENTRE CHARGES</b>						
Beverley Community Resource Centre Lease	13,080.00	13,839.00	per year		↑ 759.00	As per Management Agreement reviewed annually by CPI Perth. (Agreement# 75)
Commercial Office 1 Lease	100.00	100.00	per week		↑ 0.00	(Agreement# 86)
Commercial Office 2 Lease	161.00	158.00	per week		↓ (3.00)	Agreement reviewed at renewal by CPI Perth. (Agreement# 103)
Commercial Office 3 Lease	90.00	90.00	per week		↑ 0.00	Agreement reviewed at renewal by CPI Perth. (Agreement# 112)
Commercial Office 4 Lease	237.00	255.00	per week		↑ 18.00	Agreement reviewed at renewal by CPI Perth. (Agreement# 90)
Creche Lease	350.00	345.00	per week		↓ (5.00)	Agreement reviewed at renewal by CPI Perth. (Agreement# 88)
Conference/Training Facility - Hourly	21.00	22.00	per hour		↑ 1.00	Per Room
Conference/Training Facility - Daily	147.00	157.00	per day		↑ 10.00	Per Room - max. 8 hours inc. use of Kitchen facilities.
Conference/Training Facility - Hourly - Community Group	11.00	12.00	per hour		↑ 1.00	Per Room. <b>Incorporated bodies</b> only. Includes use of tea and coffee making facilities.
Conference/Training Facility - Daily - Community Group	74.00	79.00	per day		↑ 5.00	Per Room - max. 8 hours inc. use of Kitchen facilities. <b>Incorporated bodies</b> only. Includes use of tea and coffee making facilities.
Electronic Display - Advertising Set Up	55.00	55.00	per advert		↑ 0.00	As per Council Policy C015. Community Groups exempt.
Electronic Display - Monthly Advertising	55.00	55.00	per month		↑ 0.00	As per Council Policy C015. Community Groups exempt.

**SHIRE OF BEVERLEY**  
**2023/24 SCHEDULE OF FEES AND CHARGES**  
**EFFECTIVE FROM 1 JULY 2023**

Description	Charge 2022/23	Charge 2023/24	Frequency	GST Exempt	Increase \$	Information/Conditions
<b>ROAD MAINTENANCE CHARGES</b>						
Austral Brick	5,000.00	5,000.00	per year		↑ 0.00	Road Maintenance Contribution as per Tonnage transported @ 48c per ton - \$5,000 agreed floor price.
<b>HALL</b>						
						<b>Tables, Chairs, Crockery &amp; Cutlery <u>not</u> to be removed from Hall</b>
Main Hall - Community Group Functions	201.00	215.00	per day		↑ 14.00	<b>Incorporated bodies</b> only. Includes use of Kitchen and Bar Facilities less \$50 if not required.
Lesser Hall - Community Group Functions	160.00	171.00	per day		↑ 11.00	<b>Incorporated bodies</b> only. Includes use of Kitchen and Bar Facilities less \$50 if not required.
Full Complex - Community Group Functions	252.00	270.00	per day		↑ 18.00	<b>Incorporated bodies</b> only. Includes use of Kitchen and Bar Facilities
Main Hall - Private Functions	349.00	373.00	per day		↑ 24.00	Includes use of Kitchen and Bar Facilities less \$50 if not required.
Lesser Hall - Private Functions	268.00	287.00	per day		↑ 19.00	Includes use of Kitchen and Bar Facilities less \$50 if not required.
Full Complex - Private Functions	504.00	539.00	per day		↑ 35.00	Includes use of Kitchen and Bar Facilities
Full Complex - Special Functions	1,000.00	1,000.00	per Event		↑ 0.00	Includes Use of Kitchen and Bar Facilities. Access day before and after to set up/pack up. Use of Hall Chairs and Tables and Scaffold.
Community Meeting Room	FREE	FREE			↑ 0.00	Front room adjacent to Hall Foyer.
Bally Bally Hall	60.00	64.00	per day		↑ 4.00	Cleaning responsibility of Hirer.
Morbining Hall	60.00	64.00	per day		↑ 4.00	Cleaning responsibility of Hirer.
Key Bond	50.00	50.00	per key	✓	↑ 0.00	Clubs pay one Bond per Season.
Function/Cleaning Bond	150.00	150.00	per event	✓	↑ 0.00	Function Application required. Clubs pay one Bond per Season.

**SHIRE OF BEVERLEY**  
**2023/24 SCHEDULE OF FEES AND CHARGES**  
**EFFECTIVE FROM 1 JULY 2023**

Description	Charge 2022/23	Charge 2023/24	Frequency	GST Exempt	Increase \$	Information/Conditions
<b>EQUIPMENT RENTALS</b>						
Chairs	1.00	1.00	per chair		↑ 0.00	Old Green Amenities Chairs (stored in Exhibition Shed) only.
<b>RECREATION GROUND</b>						
Oval Hire (Day)	200.00	214.00	per day		↑ 14.00	APPLICATION MUST BE SUBMITTED and is SUBJECT TO APPROVAL
Oval Hire (Night)	281.00	301.00	per night		↑ 20.00	APPLICATION MUST BE SUBMITTED and is SUBJECT TO APPROVAL
Exhibition Shed	81.00	87.00	per day		↑ 6.00	Beverley Agricultural Society Exempt. If leased, private hire not available.
Exhibition Shed Commercial Lease	500.00	500.00	per year		↑ 0.00	Beverley Agricultural Society to have access for 2 weeks per year.
Ram Shed	81.00	87.00	per day		↑ 6.00	Beverley Agricultural Society Exempt.
Poultry Shed	81.00	87.00	per day		↑ 6.00	Beverley Agricultural Society Exempt.
Caravan Overflow (Per Van)	30.00	32.00	per day		↑ 2.00	Including Power.
<b>FUNCTION &amp; RECREATION CENTRE</b>						
						<b>Tables, Chairs, Crockery &amp; Cutlery <u>not</u> to be removed from Centre</b>
Community Group Functions	160.00	171.00	per day		↑ 11.00	<b>Local Incorporated Bodies</b> only. Kitchen, Bar and Outside BBQ use included in Function Centre hire fee.
Community Group Meetings	48.00	51.00	per event		↑ 3.00	<b>Local Incorporated Bodies</b> only. Use of meeting room only includes tea and coffee making facilities.
Private Functions	320.00	342.00	per day		↑ 22.00	Kitchen, Bar and Outside BBQ use included in Function Centre hire fee.
Private Meetings	96.00	103.00	per event		↑ 7.00	Use of meeting room only includes tea and coffee making facilities.
Key Bond	50.00	50.00	per key	✓	↑ 0.00	Clubs pay one Bond per Season.
Function/Cleaning Bond	150.00	150.00	per event	✓	↑ 0.00	Function Application required. Clubs pay one Bond per Season.
<b>COMMUNITY BUS</b>						
						<b>24 seats inc driver, 50% subsidy for transport of school aged children (Local Children Only)</b>
Fee Includes Fuel Charges etc. (Minimum \$50)	1.65	1.77	per km		↑ 0.12	Minimum Hire charge of \$50 applies.

**SHIRE OF BEVERLEY**  
**2023/24 SCHEDULE OF FEES AND CHARGES**  
**EFFECTIVE FROM 1 JULY 2023**

Description	Charge 2022/23	Charge 2023/24	Frequency	GST Exempt	Increase \$	Information/Conditions
<b>CARAVAN PARK - Power Charges INCLUDED</b>						
Powered - Van/RV Site	30.00	32.00	per day		↑ 2.00	Charge includes use of ablutions for maximum of 2 Persons (Age 5+)
Unpowered - Van/RV Site	18.00	19.00	per day		↑ 1.00	Charge includes use of ablutions for maximum of 2 Persons (Age 5+)
Powered - Campsite	18.00	19.00	per day		↑ 1.00	Charge includes use of ablutions for maximum of 2 Persons (Age 5+)
Unpowered - Campsite	13.00	14.00	per day		↑ 1.00	Charge includes use of ablutions for maximum of 2 Persons (Age 5+)
Additional Person/s (Age 5+ Years)	5.00	5.00	each per day		↑ 0.00	
Children 5 Years Or Under	FREE	FREE			↑ 0.00	
Showers	5.00	5.00	each per shower use		↑ 0.00	
Extended Stay Site (First 28 Days)	180.00	193.00	per week		↑ 13.00	Maximum of 2 Persons (Age 5+) (1-28 days) [140.91 + 14.09 GST]
Extended Stay Site (29+ Days)	180.00	193.00	per week	5% GST	↑ 13.00	Maximum of 2 Persons (Age 5+) <b>12 Weeks Max - Permission Required</b> [146.92+8.08 GST]
<b>CARAVAN PARK - Onsite Accommodation</b>						
<i>All bookings to be made through the Online Portal. Payment via Credit Card.</i>						
One Bedroom Unit	125.00	135.00	per night		↑ 10.00	Accommodation for up to 2 people. 1 x King Size Bed
Two Bedroom Unit	145.00	155.00	per night		↑ 10.00	Accommodation for up to 4 people. 1 x King Size Bed 2 x King Single Beds
Extra Persons	15.00	15.00	per person		↑ 0.00	Double fold out couch available in each Unit. Limit 2 additional guests per Unit.
Additional Cleaning Fee	55.00	55.00	per hour		↑ 0.00	Where additional cleaning is required charged at the discretion of the Chief Executive Officer.
Cancellation/No Show Charge			One Nights Charge		↑ 0.00	Fee equivalent to one nights charge payable for no show or cancellation within 24 hours of booking.
One Bedroom Unit - Weekly Rate	730.00	810.00	per 7 days		↑ 80.00	Linen changed every 7 days.
Two Bedroom Unit - Weekly Rate	870.00	930.00	per 7 days		↑ 60.00	Linen changed every 7 days.
<b>GYM MEMBERSHIP</b>						
Junior Membership - 16-18 Years	75.00	75.00	6 months		↑ 0.00	Written permission required from Parent/Guardian.
Junior Membership - 16-18 Years	125.00	125.00	12 months		↑ 0.00	Written permission required from Parent/Guardian.
Adult Membership - Over 18 Years	120.00	120.00	6 months		↑ 0.00	
Adult Membership - Over 18 Years	200.00	200.00	12 months		↑ 0.00	
Senior/Pensioner Membership	75.00	75.00	6 months		↑ 0.00	
Senior/Pensioner Membership	125.00	125.00	12 months		↑ 0.00	
Occasional Use	50.00	50.00	30 Days		↑ 0.00	Must be 18 years old or over. Valid for 30 consecutive days from date of payment.
Personal Trainer Membership	400.00	400.00	12 months		↑ 0.00	Personal Trainers must provide a copy of Accreditation and CoC of Public Liability cover.
Gym Induction Fee	30.00	30.00			↑ 0.00	Compulsory for New Memberships only.
Gym Induction - Personal Trainer Consultation	30.00	30.00			↑ 0.00	Optional for New Memberships only; conducted at same time as compulsory induction.
Gym Access Card - Replacement	20.00	20.00	per Card		↑ 0.00	Applicable to replacement cards only.

**SHIRE OF BEVERLEY**  
**2023/24 SCHEDULE OF FEES AND CHARGES**  
**EFFECTIVE FROM 1 JULY 2023**

Description	Charge 2022/23	Charge 2023/24	Frequency	GST Exempt	Increase \$	Information/Conditions
<b>SWIMMING POOL</b>						
Adult	5.00	5.00	per entry		↑ 0.00	
Pensioner/Senior	3.00	3.00	per entry		↑ 0.00	
Child (6-17 Years)	2.00	2.00	per entry		↑ 0.00	Under 6 Years No Charge
Spectator	2.00	2.00	per entry		↑ 0.00	Spectators include Parents supervising children who cannot swim and may need to enter the toddler or learner pools.
Season Ticket - Adult (18 Years+)	50.00	50.00	per season		↑ 0.00	Equivalent to 10 Entries. Shire of Beverley Residents/Ratepayers Only - Residential address proof required.
Season Ticket - Pensioner/Senior	30.00	30.00	per season		↑ 0.00	Equivalent to 10 Entries. Shire of Beverley Residents/Ratepayers Only - Residential address proof required.
Season Ticket - Child (6-17 Years)	20.00	20.00	per season		↑ 0.00	Equivalent to 10 Entries. Shire of Beverley Residents/Ratepayers Only - Residential address proof required.
Season Ticket - Family - Two Adults + 1 Child	100.00	100.00	per season		↑ 0.00	Complimentary Single Child Season Pass
Season Ticket - Family - Two Adults + 2 Children	120.00	120.00	per season		↑ 0.00	Complimentary Single Child Season Pass
Season Ticket - Family - Two Adults + 3 Children	140.00	140.00	per season		↑ 0.00	Complimentary Single Child Season Pass
Season Ticket - Family - Two Adults + 4 Children (Maximum)	160.00	160.00	per season		↑ 0.00	Complimentary Single Child Season Pass
<b>COMMUNITY HEALTHY LIFESTYLE PACKAGE</b>						
Combined 12 Month Gym Membership and Pool Season Pass (Adult)	225.00	225.00	per year		↑ 0.00	10% Saving
Combined 12 Month Gym Membership and Pool Season Pass (Senior)	140.00	140.00	per year		↑ 0.00	10% Saving

**SHIRE OF BEVERLEY**  
**2023/24 SCHEDULE OF FEES AND CHARGES**  
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Description	Charge 2022/23	Charge 2023/24	Frequency	GST Exempt	Increase \$	Information/Conditions
<b>HUNT ROAD VILLAGE</b>						
Rental Charge	150.00	150.00	per week	✓	↑ 0.00	Rental Agreement
<b>30B DAWSON STREET</b>						
Rental Charge	250.00	250.00	per week	✓	↑ 0.00	Rental Agreement
<b>INDEPENDENT LIVING UNITS</b>						
Rental Charge	0.00	250.00	per week per Unit	✓	↑ 250.00	Rental Agreement
<b>BLARNEY ADVERTISING</b>						
Full Page 18.5 x 26.8 cm	182.00	195.00	per advert		↑ 13.00	
Half Page 18.5 x 13.3 cm	96.00	103.00	per advert		↑ 7.00	
Quarter Page 9.2 x 13.3 cm	47.00	50.00	per advert		↑ 3.00	
Small 6 x 8.7 cm	29.00	31.00	per advert		↑ 2.00	
Trade 6 x 4.5 cm	8.00	9.00	per advert		↑ 1.00	
Full Page - 12 Months	1,820.00	1,947.00	per year		↑ 127.00	12 Editions
Half Page - 12 Months	960.00	1,027.00	per year		↑ 67.00	12 Editions
Quarter Page - 12 Months	470.00	503.00	per year		↑ 33.00	12 Editions
Small - 12 Months	290.00	310.00	per year		↑ 20.00	12 Editions
Community Notice	0.00	0.00	per advert		↑ 0.00	

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Description	Charge 2022/23	Charge 2023/24	Frequency	GST Exempt	Increase \$	Information/Conditions
<b>LIBRARY</b>						
Library - Replacement Card	11.00	12.00	per card		↑ 1.00	
Library - Lost Books - Admin Fee	26.00	28.00	per investigation		↑ 2.00	Replacement Books to be charged at Cost.
<b>FREEDOM OF INFORMATION (FOI)</b>						
<i>Freedom of Information Regulations 1993</i>						
Personal Information About Applicant	No charge	No charge				Copies as per copying fees.
<b>FOI - NON PERSONAL INFORMATION</b>						
Application Fee	30.00	30.00	per application	✓		Disadvantaged applicants/pension card - 25% discount.
Time Dealing With Applicant	30.00	30.00	per hour	✓		
Access Time	30.00	30.00	per hour	✓		Supervised by staff.
Duplication Of Information			Actual cost + GST			
Delivery, Packing Or Postage			Actual cost + GST			
Deposits - Advance Deposit			75% of estimated cost			
<b>ACCOUNT ENQUIRIES</b>						
Rate Account Enquiry	250.00	250.00	per enquiry	✓	↑ 0.00	
Rates Credit Balance Refund - Admin Charge	50.00	50.00	per request		↑ 0.00	First credit balance refund free of charge per financial year.
Title Search	68.00	68.00	per enquiry		↑ 0.00	
Rate Book (Printed Or Electronic)	250.00	250.00	per copy		↑ 0.00	
<b>RUBBISH/RECYCLING</b>						
Refuse Collection	214.00	226.00	per refuse bin/year	✓	↑ 12.00	Annual March Quarter Perth CPI increase as per agreement.
Recycling Collection	96.00	102.00	per recycle bin/year	✓	↑ 6.00	Annual March Quarter Perth CPI increase as per agreement.



**SHIRE OF BEVERLEY**  
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Description	Charge 2022/23	Charge 2023/24	Frequency	GST Exempt	Increase \$	Information/Conditions
<b>CAT LICENSE</b>						
<i>Cat Act 2011</i>						
1. Annual registration of a cat, unless concessional fees are applicable.	20.00	20.00	per year	✓		
2. Concessional registration fee-						
a) Three Year Registration Period	42.50	42.50		✓		
b) Three Year Registration Period - Pensioner	21.25	21.25		✓		Full Concession Card required
c) Lifetime registration period	100.00	100.00		✓		
c) Lifetime registration period - Pensioner	50.00	50.00		✓		Full Concession Card required
d) Registration after 31 May in any year, for that registration year.	50% of fee payable otherwise.			✓		
3. Annual application for approval or renewal to breed cats (per cat).	100.00	100.00		✓		
<b>CAT TRAP</b>						
Cat Trap Hire	15.00	16.00	per day		↑ 1.00	Hire fees to be paid in advance
Cat Trap Bond	50.00	50.00	per hire	✓	↑ 0.00	Bond returned via Cheque payment
<b>DOG LICENSE</b>						
<i>Dog Act 1976</i>						
Dog - Male Or Female	50.00	50.00	1 year	✓	↑ 0.00	
Dog - Male Or Female	120.00	120.00	3 years	✓	↑ 0.00	
Dog - Male Or Female	250.00	250.00	Lifetime	✓	↑ 0.00	
Sterilised Dog - Male or Female	20.00	20.00	1 year	✓	↑ 0.00	Certificate of Sterilisation required
Sterilised Dog - Male or Female	42.50	42.50	3 years	✓	↑ 0.00	Certificate of Sterilisation required
Sterilised Dog - Male or Female	100.00	100.00	Lifetime	✓	↑ 0.00	Certificate of Sterilisation required
Pension Rate: Dog - Male Or Female	25.00	25.00	1 year	✓	↑ 0.00	Full Concession Card required
Pension Rate: Dog - Male Or Female	60.00	60.00	3 years	✓	↑ 0.00	Full Concession Card required
Pension Rate: Dog - Male Or Female	125.00	125.00	Lifetime	✓	↑ 0.00	Full Concession & Certificate Of Sterilisation required
Pension Rate: Sterilised Dog - Male or Female	10.00	10.00	1 year	✓	↑ 0.00	Full Concession & Certificate Of Sterilisation required
Pension Rate: Sterilised Dog - Male or Female	21.25	21.25	3 years	✓	↑ 0.00	Full Concession & Certificate Of Sterilisation required
Pension Rate: Sterilised Dog - Male or Female	50.00	50.00	Lifetime	✓	↑ 0.00	
Sheep Dog	25% of fee otherwise payable		1 year	✓		
Sheep Dog	25% of fee otherwise payable		3 years	✓		
Sheep Dog	25% of fee otherwise payable		Lifetime	✓		
Bulk Dog Registration	200.00	200.00		✓	↑ 0.00	For approved kennel establishments only. Fee payable per establishment.

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Description	Charge 2022/23	Charge 2023/24	Frequency	GST Exempt	Increase \$	Information/Conditions
<b>DOG IMPOUNDING FEES</b>						
Impound Fee	69.00	69.00	per impounding		↑ 0.00	
Sustenance	13.00	14.00	per day		↑ 1.00	
<b>DOG PENALTIES/INFRINGEMENTS</b>						
						<i>Dog Act 1976</i>
1. Unregistered Dog	100.00	100.00		✓	↑ 0.00	<b>Double penalty for Dangerous Dog</b>
2. Failure to give notice of new owner	40.00	40.00		✓	↑ 0.00	
3. Keeping more than the prescribed number of dogs	100.00	100.00		✓	↑ 0.00	
4. Breach of kennel establishment licence	200.00	200.00		✓	↑ 0.00	
5. Dog in public place without collar or registration tag	50.00	50.00		✓	↑ 0.00	<b>Double penalty for Dangerous Dog</b>
6. Owners name and address not on collar	50.00	50.00		✓	↑ 0.00	<b>Double penalty for Dangerous Dog</b>
7. Dog not held by a leash in certain public places	100.00	100.00		✓	↑ 0.00	<b>Double penalty for Dangerous Dog</b>
8. Failure to control a dog in exercise areas and rural areas	100.00	100.00		✓	↑ 0.00	<b>Double penalty for Dangerous Dog</b>
9. Greyhound not muzzled	200.00	200.00		✓	↑ 0.00	
10. Dog in place without consent	100.00	100.00		✓	↑ 0.00	<b>Double penalty for Dangerous Dog</b>
11. Dangerous dog not muzzled	250.00	250.00		✓	↑ 0.00	
12. Dangerous dog not on leash in exercise area	200.00	200.00		✓	↑ 0.00	
13. Dangerous dog not under continuous supervision	200.00	200.00		✓	↑ 0.00	
14. Dangerous dog in specifically prohibited area	200.00	200.00		✓	↑ 0.00	
15. Dangerous dog enclosure requirement not complied with	200.00	200.00		✓	↑ 0.00	
16. Dangerous dog not wearing specified collar	200.00	200.00		✓	↑ 0.00	
17. Dangerous dog signs not displayed	200.00	200.00		✓	↑ 0.00	
18. Local Government not advised of dangerous dog attack	200.00	200.00		✓	↑ 0.00	
19. Local Government not advised of missing dangerous dog	200.00	200.00		✓	↑ 0.00	
20. Local Government not advised of dangerous dog ownership change	200.00	200.00		✓	↑ 0.00	
21. Local Government not advised of dangerous dog location change	200.00	200.00		✓	↑ 0.00	
22. Failure to take steps against parasites	50.00	50.00		✓	↑ 0.00	
23. Dog causing nuisance	100.00	100.00		✓	↑ 0.00	<b>Double penalty for Dangerous Dog</b>
24. Failure to produce document issued under Dog Act 1976	100.00	100.00		✓	↑ 0.00	
25. Failure of alleged offender to give name and address.	100.00	100.00		✓	↑ 0.00	

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Description	Charge 2022/23	Charge 2023/24	Frequency	GST Exempt	Increase \$	Information/Conditions
<b>PRIVATE WORKS</b>						
Back Hoe With Post Hole Digger	193.00	207.00	per hour		↑ 14.00	With Shire Operator Only
Backhoe	193.00	207.00	per hour		↑ 14.00	With Shire Operator Only
Bobcat	144.00	154.00	per hour		↑ 10.00	With Shire Operator Only
Grader (BE001, BE003)	220.00	235.00	per hour		↑ 15.00	With Shire Operator Only
Loader (BE004, BE036)	206.00	220.00	per hour		↑ 14.00	With Shire Operator Only
Roller - Rubber Tyre (BE033)	193.00	207.00	per hour		↑ 14.00	With Shire Operator Only
Roller - Vibrator (BE033)	193.00	207.00	per hour		↑ 14.00	With Shire Operator Only
Slasher (BE008)	180.00	193.00	per hour		↑ 13.00	With Shire Operator Only
Tractor (BE023)	154.00	165.00	per hour		↑ 11.00	With Shire Operator Only
Tractor Ford (BE014)	154.00	165.00	per hour		↑ 11.00	With Shire Operator Only
Truck Light (BE015, BE028)	116.00	124.00	per hour		↑ 8.00	With Shire Operator Only
Truck Tandem (BE010, BE012, BE013)	149.00	159.00	per hour		↑ 10.00	With Shire Operator Only
<b>LABOUR</b>						
Engineering Consultation	189.00	202.00	per hour		↑ 13.00	Minimum Charge = One Hour
Works Staff	87.00	93.00	per hour		↑ 6.00	Minimum Charge = One Hour
<b>BUILDING MATERIALS</b>						
						<b>SUPPLY RESTRICTIONS OF MATERIALS:</b>
Gravel	46.00	49.00	per m <sup>3</sup>		↑ 3.00	<b>PICK UP - MIN. of 1m<sup>3</sup> (During Tip Opening Hours Only)</b>
Gravel - Truck Load	239.00	256.00	per truck load		↑ 17.00	<b>DELIVERED - MIN. of 2m<sup>3</sup></b>
Metal - All Sizes	87.00	93.00	per m <sup>3</sup>		↑ 6.00	<b>CARTAGE extra</b>
Metal - Truck Load	692.00	740.00	per truck load		↑ 48.00	Tandem truck carries ~ 8m <sup>3</sup> or 12 tonne
Metal Dust	46.00	49.00	per m <sup>3</sup>		↑ 3.00	Loader Bucket = ~ 2 m <sup>3</sup>
Metal Dust - Truck Load	239.00	256.00	per truck load		↑ 17.00	
Sand Filling	46.00	49.00	per m <sup>3</sup>		↑ 3.00	
Sand Filling - Truck Load	212.00	227.00	per truck load		↑ 15.00	
Sweepings - When Available	44.00	47.00	per m <sup>3</sup>		↑ 3.00	
Sweepings - Truck Load	346.00	370.00	per m <sup>3</sup>		↑ 24.00	

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Description	Charge 2022/23	Charge 2023/24	Frequency	GST Exempt	Increase \$	Information/Conditions
<b>CARTAGE</b>						
Per Load - Cartage Both Ways	3.00	3.00	per km		↑ 0.00	E.g.: Client is 20kms out, 40kms cartage is charged
<b>RURAL ROAD NUMBERS</b>						
Replacement Rural Road Numbers	105.00	112.00	per Sign		↑ 7.00	First Sign - No Charge. Replacement includes Sign, Post and Erection Labour.
<b>TELSTRA/WATER CORP REINSTATEMENTS</b>						
Bitumen & Concrete	466.00	499.00	per m <sup>2</sup>		↑ 33.00	
Gravel	466.00	499.00	per m <sup>2</sup>		↑ 33.00	
<b>CROSS OVERS (RURAL) - Gravel Only</b>						
300mm pipe	2,078.00	2,223.00	per Crossover ( 2x Pipes)		↑ 145.00	<i>Payment to be made in Advance</i>
375mm pipe	PRICE ON APPLICATION					50% subsidy for 1st crossover on the property
450mm pipe	PRICE ON APPLICATION					
<b>CROSS OVERS (TOWN SITE) - Concrete</b>						
Per square metre	70.00	75.00	per m <sup>2</sup>		↑ 5.00	50% Subsidy for 1st Crossover of the property
<b>STANDPIPES</b>						
Per 1,000L (1kL)	9.35	9.35	per kL	✓	↑ 0.00	Charges billed monthly
Administration Charge	5.00	5.00	per Invoice		↑ 0.00	
Standpipe Access Card	20.00	20.00	per Card		↑ 0.00	
Non-potable water per 1,000L (1kL)	4.00	4.00	per kL	✓	↑ 0.00	Water from Town Dam. Charges billed monthly.

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Description	Charge 2022/23	Charge 2023/24	Frequency	GST Exempt	Increase \$	Information/Conditions
<b>RESERVATIONS OF GRAVE PLOTS / NICHE WALLS</b>						
Grave Reservation - Initial	106.00	113.00	per site		↑ 7.00	25 Years validity.
Niche Wall Single Reservation - Initial	106.00	113.00	per site		↑ 7.00	
Niche Wall Double Reservation - Initial	191.00	204.00	per two sites		↑ 13.00	25 Years validity.
Transfer of Reservation - Grave & Niche Wall	54.00	58.00	per reservation		↑ 4.00	25 Years validity from date of transfer.
Reservation - Renewal Every 5 Years	26.00	28.00	per site		↑ 2.00	APPLICABLE TO BOTH GRAVE PLOT & NICHE WALL RESERVATIONS
<b>CEMETERIES - GRAVE PLOTS, DIGGING &amp; ASSOC CHARGES</b>						
Grant of Right of Burial Charge	1,065.00	1,140.00			↑ 75.00	25 Year Period.
Standard Grave - Plot - Land 2.44m (L) X 1.52m (W) X 1.80m (D)	106.00	113.00	per Grave		↑ 7.00	On application of Grant of Right of Burial
Standard Grave - Grave digging to 1.80m	1,065.00	1,140.00	per Grave		↑ 75.00	On application of Grant of Right of Burial
Standard Grave - Grave Number Plate - Per Standard Plot	54.00	58.00	per Grave		↑ 4.00	On application of Grant of Right of Burial
Standard Grave - Overtime Fee - Weekends/Public Holidays/RDOs	799.00	855.00	per Grave (if applicable)		↑ 56.00	On application of Grant of Right of Burial (if applicable)
Plot - Land 2.44m (L) X 1.52m (W) X 1.80m (D)	106.00	113.00			↑ 7.00	
Double Plot - Land 2.44m (L) X 3.05m (W) X 1.80m (D)	160.00	171.00			↑ 11.00	
Triple Plot - Land 2.44m (L) X 4.57m (W) X 1.80m (D)	213.00	228.00			↑ 15.00	
Grave - Child (7 & Under) - Grave digging to 1.80m	533.00	570.00	per Grave		↑ 37.00	
Excess Depth Of 1.80m - Per Every 300mm	210.00	225.00	per each 300mm		↑ 15.00	
Reopening Of Grave - Ordinary	1,065.00	1,140.00	per Grave		↑ 75.00	
Reopening Of Grave - Child (7 & Under)	533.00	570.00	per Grave		↑ 37.00	
Exhumation Fee	2,129.00	2,278.00	per exhumation		↑ 149.00	In addition to grave digging charge.
Permission to Erect Headstone	160.00	171.00	per Headstone		↑ 11.00	PERMISSION and/or KERBING
Attendance When Required By Grantee	160.00	171.00	per attendance		↑ 11.00	
Internment Of Ashes In Grave Plot	160.00	171.00			↑ 11.00	
Extra Charge Of Ashes Internment - Overtime Fee - Weekends/Public Holidays/RDOs	266.00	285.00			↑ 19.00	
<b>NICHE WALLS - PLOTS, INTERNMENT &amp; ASSOC. CHARGES</b>						
Internment Fee - Niche Wall - Single Compartment	213.00	228.00			↑ 15.00	Not including cost of PLAQUE / TABLET or FITTING
Internment Fee - Niche Wall - Double Compartment - 1st Internment	213.00	228.00			↑ 15.00	Not including cost of PLAQUE / TABLET or FITTING
Internment Fee - Niche Wall - Double Compartment - 2nd Internment	106.00	113.00			↑ 7.00	Not including cost of PLAQUE / TABLET or FITTING
Plaque Fee	AT COST	AT COST	per plaque			Plaque Cost to be recovered in full.
Plaque Installation Fee	160.00	171.00	per plaque		↑ 11.00	
Urn Container	26.00	28.00	per container		↑ 2.00	
Vases	79.00	85.00	per vase		↑ 6.00	Cost on application

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Description	Charge 2022/23	Charge 2023/24	Frequency	GST Exempt	Increase \$	Information/Conditions
<b>REFUSE SITE FEES</b>						
Asbestos Burial (Beverley District Only)	125.00	140.00	per m <sup>3</sup>		↑ 15.00	By Appointment Only Minimum \$50 charge. <b>MUST BE DOUBLE BLACK PLASTIC WRAPPED AND LABELLED.</b>
Asbestos Burial (Beverley District Only)			Large quantities			Price based on per m <sup>3</sup> rate plus machine hire.
Building Rubble, Concrete, Rock, Gravel, Sand Or Like	30.00	32.00	per m3		↑ 2.00	
Car & 4WD Tyre Disposal	5.00	5.00	per tyre		↑ 0.00	Other Sized Tyres By Application
Matresses	25.00	25.00	per mattress		↑ 0.00	
Fridges/Air Conditioners	10.00	10.00	per unit		↑ 0.00	No charge if degassed.
Septic Tank Waste (Local)	266.00	285.00	per 2,000L		↑ 19.00	per 2,000L or part thereof.
Septic Tank Waste (Outside of Beverley District)	533.00	570.00	per 2,000L		↑ 37.00	per 2,000L or part thereof - Double Rate.
<b>HEALTH FEES</b>						
<i>Health Act 1911</i>						
Public Building Event Approval Registration Fee	230.00	230.00	per Registration	✓	↑ 0.00	
Food Premises Registration Fee	230.00	230.00	per Registration	✓	↑ 0.00	
Food Business Notification Fee	75.00	75.00	per Notification	✓	↑ 0.00	
Food Business (Food Stalls) Notification Fee	75.00	75.00	per Notification	✓	↑ 0.00	
Food Premises Annual Inspection Fee	160.00	160.00	per Year	✓	↑ 0.00	Annual Inspection of Food Premises.
Septic Tank/Onsite Waste Water Disposal Application	236.00	236.00	per Application	✓	↑ 0.00	

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Description	Charge 2022/23	Charge 2023/24	Frequency	GST Exempt	Increase \$	Information/Conditions
<b>BUILDING FEES</b>						<i>Building Act 2011</i>
<b>Building Permit Fees</b>						<i>As per Building Regulations 2012</i>
Building Inspection	150.00	150.00	per Inspection	✓		
Building Certification	PRICE ON APPLICATION		per Certification	✓		<b>Price On Application</b>
BCITF Levy	0.2% of total construction value for all works valued over \$20,000.00			✓		
<b>Building Services Levy (BSL)</b>						
Building Permit						
- \$45,000 or Less	61.65	61.65	per Application	✓		
- Over \$45,000	0.137% of the value of work		per Application	✓		
Demolition Permit						
- \$45,000 or Less	61.65	61.65	per Application	✓		
- Over \$45,000	0.137% of the value of work		per Application	✓		
Occupancy Permit or Building Approval Certificate for approved building work under s47, 49, 50 or 52 of the <i>Building Act</i> .						
- \$45,000 or Less	61.65	61.65	per Application	✓		
- Over \$45,000	61.65	61.65	per Application	✓		
Occupancy Permit or Building Approval Certificate for approved building work under s51 of the <i>Building Act</i> .						
- \$45,000 or Less	91.00	91.00	per Application	✓		
- Over \$45,000	0.18% of the value of work		per Application	✓		
Occupancy Permit or Building Approval Certificate for <u>unauthorised</u> building work under s51 of the <i>Building Act</i> .						
- \$45,000 or Less	123.30	123.30	per Application	✓		
- Over \$45,000	0.274% of the value of work		per Application	✓		
Occupancy Permit under s46 of the <i>Building Act</i> .						
- \$45,000 or Less	No Levy	No Levy				
- Over \$45,000	No Levy	No Levy				
Modification of Occupancy Permit for additional use of building on temporary basis under s48 of the <i>Building Act</i> .						
- \$45,000 or Less	No Levy	No Levy				
- Over \$45,000	No Levy	No Levy				

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Description	Charge 2022/23	Charge 2023/24	Frequency	GST Exempt	Increase \$	Information/Conditions
<b>Building/Demolition Permits</b>						
1. Certified application for building permit-						
a) for building work for a Class 1 or Class 10 building or incidental structure.	0.19% of the estimated value of building as determined by the relevant permit authority, but not less than \$110.			✓		
b) for building work for a Class 2 to Class 9 building or incidental structure.	0.09% of the estimated value of building as determined by the relevant permit authority, but not less than \$110.			✓		
2. Uncertified application for a building permit	0.32% of the estimated value of the building as determined by the relevant permit authority, but not less than \$110.			✓		
3. Application for a demolition permit -						
a) for demolition work in respect of a Class 1 or Class 10 building or incidental structure.	105.00	110.00		✓		
b) for demolition work in respect of a Class 2 to Class 9 building.	\$110 for each storey of the building.			✓		
4. Application to extend the time which a building or demolition permit has effect.	105.00	110.00		✓		
5. Application for an occupancy permit for a completed building.	105.00	110.00		✓		
6. Application for a temporary occupancy permit for an incomplete building.	105.00	110.00		✓		
7. Application for modification of an occupancy permit for additional use of a building on a temporary basis.	105.00	110.00		✓		
8. Application for a replacement occupancy permit for permanent change of the building's use/classification.	105.00	110.00		✓		
9. Application for an occupancy permit or building approval certificate for registration of strata scheme/plan of resubdivision.	11.60 115.00	11.60 115.00		✓		per Strata Unit minimum
10. Application for an occupancy permit for a building in respect of which unauthorised work has been done.	105.00	110.00		✓		
11. Application for a building approval certificate for a building in respect of which unauthorised work has been done.	105.00	110.00		✓		
12. Application to replace an occupancy permit for an existing building.	105.00	110.00		✓		
13. Application for a building approval certificate for an existing building where unauthorised work has not been done.	105.00	110.00		✓		
14. Application to extend the time during which an occupancy permit or building approval certificate has effect.	105.00	110.00		✓		



**SHIRE OF BEVERLEY**  
**2023/24 SCHEDULE OF FEES AND CHARGES**  
**EFFECTIVE FROM 1 JULY 2023**

Description	Charge 2022/23	Charge 2023/24	Frequency	GST Exempt	Increase \$	Information/Conditions
<b>Building/Demolition Permits (Continued)</b>						
15. Application as defined in Regulation 31 (for each building standard in respect of which a declaration is sought).	2,160.15	2,160.15		✓		
16. Inspection of pool enclosures.	58.45	58.45		✓		Regulation 53.
17. Local government approval of battery powered smoke alarms	179.40	179.40		✓		Regulation 61.
18. Certificate of Design Compliance	0.19% of the estimated value of building as determined by the relevant permit authority, but not less than \$110.			✓		
19. Certificate of Building Compliance	0.32% of the estimated value of the building as determined by the relevant permit authority, but not less than \$110.			✓		

**SHIRE OF BEVERLEY**  
**2023/24 SCHEDULE OF FEES AND CHARGES**  
**EFFECTIVE FROM 1 JULY 2023**

Description	Charge 2022/23	Charge 2023/24	Frequency	GST Exempt	Increase \$	Information/Conditions
<b>TOWN PLANNING FEES</b>						<i>Planning and Development Regulations 2009 (Part 7 Local Government Planning Charges)</i>
1. Determining a development application (other than for an extractive industry) where the development has not commenced or been carried out and the estimated cost of the development is-						
(a) not more than \$50,000	147.00	147.00		✓	↑ 0.00	
(b) more than \$50,000 but not more than \$500,000	0.32% of the estimated cost of development			✓		
(c) more than \$500,000 but not more than \$2.5 million	\$1,700 + 0.257% for every \$1 in excess of \$500,000			✓		
(d) more than \$2.5 million but not more than \$5 million	\$7,161 + 0.206% for every \$1 in excess of \$2.5 million			✓		
(e) more than \$5 million but not more than \$21.5 million	\$12,633 + 0.123% for every \$1 in excess of \$5 million			✓		
(f) more than \$21.5 million	34,196.00	34,196.00		✓	↑ 0.00	
2. Determining a development application (other than for an extractive industry) where the development has commenced or been carried out	The fee in item 1 plus, by way of penalty, twice that fee.			✓		
3. Determining a development application for an extractive industry where the development has not commenced or been carried out	739.00	739.00		✓	↑ 0.00	
4. Determining a development application for an extractive industry where the development has commenced or been carried out	The fee in item 3 plus, by way of penalty, twice that fee			✓		
5. Providing a subdivision clearance for						
(a) not more than 5 lots	73.00	73.00	per Lot	✓	↑ 0.00	
(b) more than 5 lots but not more than 195 lots	\$73 per lot for the first 5 lots and then \$35 per lot			✓		
(c) more than 195 lots	7,393.00	7,393.00		✓	↑ 0.00	
6. Determining an initial application for approval of a home occupation where the home occupation has not commenced.	222.00	222.00		✓	↑ 0.00	
7. Determining an initial application for approval of a home occupation where the home occupation has commenced.	The fee in item 6 plus, by way of penalty, twice that fee			✓		
8. Determining an application for the renewal of an approval of a home occupation where the application is made before the approval expires.	73.00	73.00		✓	↑ 0.00	
9. Determining an application for the renewal of an approval of home occupation where the application is made after the approval has expired.	The fee in item 8 plus, by way of penalty, twice that fee			✓		

**SHIRE OF BEVERLEY**  
**2023/24 SCHEDULE OF FEES AND CHARGES**  
**EFFECTIVE FROM 1 JULY 2023**

Description	Charge 2022/23	Charge 2023/24	Frequency	GST Exempt	Increase \$	Information/Conditions
<b>TOWN PLANNING FEES (Continued)</b>						<i>Planning and Development Regulations 2009 (Part 7 Local Government Planning Charges)</i>
10. Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or the alteration, extension or change has not commenced or been carried out.	295.00	295.00		✓	↑ 0.00	
11. Determining an application for change of use or for alteration or extension or change of a non-conforming use to which item 2 does not apply, where the change or the alteration, extension or change has commenced or been carried out.	The fee in item 10 plus, by way of penalty, twice that fee.			✓		
12. Providing a zoning certificate.	73.00	73.00		✓	↑ 0.00	
13. Replying to a property settlement questionnaire.	73.00	73.00		✓	↑ 0.00	
14. Providing written planning advice.	73.00	73.00		✓	↑ 0.00	
15. Scheme Amendments - initiated outside of Council						
Shire Planner	88.00	88.00	per hour		↑ 0.00	
Administration Officer	30.20	30.20	per hour		↑ 0.00	
16. Structure Plans - initiated outside of Council						
Shire Planner	88.00	88.00	per hour		↑ 0.00	
Administration Officer	30.20	30.20	per hour		↑ 0.00	
<b>PLANNING ADVERTISING AND NOTIFICATION COSTS</b>						
Applicant to pay	Borne by applicant					
<b>DEVELOPMENT APPLICATIONS</b>						<i>Planning and Development (DAP) Amendment Regulations 2013</i>
1. A DAP application where the estimated cost of development is-						
a) not less than \$2 million and less than \$7 million	5,701.00	5,701.00		✓	↑ 0.00	
b) not less than \$7 million and less than \$10 million	8,801.00	8,801.00		✓	↑ 0.00	
c) not less than \$10 million and less than \$12.5 million	9,576.00	9,576.00		✓	↑ 0.00	
d) not less than \$12.5 million and less than \$15 million	9,849.00	9,849.00		✓	↑ 0.00	
e) not less than \$15 million and less than \$17.5 million	10,122.00	10,122.00		✓	↑ 0.00	
f) not less than \$17.5 million and less than \$20 million	10,397.00	10,397.00		✓	↑ 0.00	
g) \$20 million or more	10,670.00	10,670.00		✓	↑ 0.00	
2. An application under Reg.17	245.00	245.00		✓	↑ 0.00	
<b>ROAD CLOSURE PROCESSING FEE</b>						
Charge	266.00	285.00	per application		↑ 19.00	

## **11.5 Rates Exemption – Non Rateable Land Review**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 27 June 2023</b>
<b>Report Date:</b>	<b>20 June 2023</b>
<b>Applicant:</b>	<b>Administration</b>
<b>File Reference:</b>	<b>ADM 0566</b>
<b>Author and Position:</b>	<b>Natalie Ashworth, Finance Officer</b>
<b>Previously Before Council:</b>	<b>Annual Item</b>
<b>Disclosure(s) Of Interest:</b>	<b>Author is a member of the Beverley Tennis Club</b>
<b>Attachments:</b>	<b>Nil</b>

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### **SUMMARY**

Council to review and consider approving the current list of Non-Rateable properties.

### **BACKGROUND**

Council first adopted policy AF012 Rates – Rates Exemption (Non-Rateable Land) in June 2018 at its Ordinary Council meeting. The properties holding rate exemption status from rates are reviewed annually to ensure continued rating exemption.

### **COMMENT**

The following properties currently attract a rates exemption and are due for review:

<b>Assess No</b>	<b>Lot No.</b>	<b>Street Name</b>	<b>Owners Name</b>
A1135	R51	JOHN ST	Beverley Anglican Church
A2977	39	JOHN ST	Beverley Anglican Church
A791	97	JOHN ST	Beverley District High School
A37	Various	GREAT SOUTHERN HWY	Beverley Golf Club
A38	Various	SMITH ST	Beverley Golf Club Inc
A41	72	SMITH ST	Beverley Golf Club Inc
A1462	504	FORREST ST	Beverley Lawn Tennis Club
A1003	50	HUNT RD	Beverley Masonic Lodge
A91	Various	FORREST ST	Beverley Medical Practice
A1259	15	NICHOLAS ST	Beverley Rifle Club Inc
A1140	409	HUNT RD	Commissioner Of Police
A1599		FORREST ST	Co-operative Bulk Handling Ltd
A868	531	VINCENT ST	Country Women's Association
A873	1	BROOKTON HWY	Dale River Tennis Club
A1141	51	HUNT RD	Eng (Church Premises)
A73	Various	GREAT SOUTHERN HWY	Indigenous Land Corporation
A660	367	BARTRAM ST	National Trust Of Australia
A668	Various	FORREST ST	Returned Services League
A793	68	LUKIN ST	Roman Catholic Bishop Of Perth
A1262	387	JOHN ST	St John Ambulance WA - Beverley Sub Centre
A1216		VINCENT ST	Telstra Corporation
A1147	405	JOHN ST	WA Country Health Service - Beverley Hospital
A1148	345	FORREST ST	WA Country Health Service - Lodge

Assess No	Lot No.	Street Name	Owners Name
A1298		GREAT SOUTHERN HWY	Water Corporation
A51706	800	SIMMONS RD	Water Corporation
A792		TAYLOR ST	Westrail

There has been no change of use to any of the mentioned properties/land and no additions since the last review in June 2022.

## STATUTORY ENVIRONMENT

### *Local Government Act 1995 Section 6.26*

#### 6.26. Rateable land

- (1) Except as provided in this section all land within a district is rateable land.
- (2) The following land is not rateable land —
  - (a) land which is the property of the Crown and —
    - (i) is being used or held for a public purpose; or
    - (ii) is unoccupied, except —
      - (I) where any person is, under paragraph (e) of the definition of **owner** in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting licence held under the *Mining Act 1978* in respect of land the area of which does not exceed 10 ha or a miscellaneous licence held under that Act; or
      - (II) where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of **owner** in section 1.4 occupies or makes use of the land;
  - and
  - (b) land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government; and
  - (c) land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and
  - (d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and
  - (e) land used exclusively by a religious body as a school for the religious instruction of children; and

- (f) land used exclusively as a non-government school within the meaning of the *School Education Act 1999*; and
  - (g) land used exclusively for charitable purposes; and
  - (h) land vested in trustees for agricultural or horticultural show purposes; and
  - (i) land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the *Financial Management Act 2006*) by that co-operative and used solely for the storage of grain where that co-operative has agreed in writing to make a contribution to the local government; and
  - (j) land which is exempt from rates under any other written law; and
  - (k) land which is declared by the Minister to be exempt from rates.
- (3) If Co-operative Bulk Handling Limited and the relevant local government cannot reach an agreement under subsection (2)(i) either that co-operative or the local government may refer the matter to the Minister for determination of the terms of the agreement and the decision of the Minister is final.
- (4) The Minister may from time to time, under subsection (2)(k), declare that any land or part of any land is exempt from rates and by subsequent declaration cancel or vary the declaration.
- (5) Notice of any declaration made under subsection (4) is to be published in the *Gazette*.
- (6) Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.

## CONSULTATION

Council

## FINANCIAL IMPLICATIONS

No Rate Revenue from exempt land

## STRATEGIC IMPLICATIONS

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

## POLICY IMPLICATIONS

AF012 Rates Exemption (Non Rateable Land)

## RISK IMPLICATIONS

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

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

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

## VOTING REQUIREMENTS

Absolute Majority

## OFFICER'S RECOMMENDATION

That Council endorse the reviewed rates exemptions on:

<b>Assess No</b>	<b>Lot No.</b>	<b>Street Name</b>	<b>Owners Name</b>
A1135	R51	JOHN ST	Beverley Anglican Church
A2977	39	JOHN ST	Beverley Anglican Church
A791	97	JOHN ST	Beverley District High School
A37	Various	GREAT SOUTHERN HWY	Beverley Golf Club
A38	Various	SMITH ST	Beverley Golf Club Inc
A41	72	SMITH ST	Beverley Golf Club Inc
A1462	504	FORREST ST	Beverley Lawn Tennis Club
A1003	50	HUNT RD	Beverley Masonic Lodge
A91	Various	FORREST ST	Beverley Medical Practice
A1259	15	NICHOLAS ST	Beverley Rifle Club Inc
A1140	409	HUNT RD	Commissioner Of Police
A1599		FORREST ST	Co-operative Bulk Handling Ltd
A868	531	VINCENT ST	Country Women's Association
A873	1	BROOKTON HWY	Dale River Tennis Club
A1141	51	HUNT RD	Eng (Church Premises)
A73	Various	GREAT SOUTHERN HWY	Indigenous Land Corporation
A660	367	BARTRAM ST	National Trust Of Australia
A668	Various	FORREST ST	Returned Services League
A793	68	LUKIN ST	Roman Catholic Bishop Of Perth
A1262	387	JOHN ST	St John Ambulance WA - Beverley Sub Centre
A1216		VINCENT ST	Telstra Corporation
A1147	405	JOHN ST	WA Country Health Service - Beverley Hospital
A1148	345	FORREST ST	WA Country Health Service - Lodge
A1298		GREAT SOUTHERN HWY	Water Corporation
A51706	800	SIMMONS RD	Water Corporation
A792		TAYLOR ST	Westrail

## **12. ADMINISTRATION**

### **12.1 Lease Agreement – Beverley Historical Society**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 27 June 2023</b>
<b>Report Date:</b>	<b>16 June 2023</b>
<b>Applicant:</b>	<b>Administration</b>
<b>File Reference:</b>	<b>ADM 0268</b>
<b>Author and Position:</b>	<b>Stephen Gollan, Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>2015</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Draft Lease Agreement</b>

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#### **SUMMARY**

Council to approve and enter into a new agreement with the Beverley Historical Society for the lease of the Dead Finish Museum.

#### **BACKGROUND**

The previous agreement commenced on 1 July 2015 and will expire on the completion of the further term which is 30 June 2023.

#### **COMMENT**

Staff have drafted a new agreement in conjunction with the Beverley Historical Society. The only suggested and agreed change is a ten year first term (previously five years) and a further term of two years.

If approved by Council the new agreement will commence on 1 July 2023 and expire 30 June 2033.

There has been no issue or dissent with the previous agreement. The Beverley Historical Society have a long history of successfully maintaining the Dead Finish Museum (which is a Shire asset) on behalf of the Shire and Community and management can see no reason to change the operation or agreement.

#### **STATUTORY ENVIRONMENT**

N/A

#### **CONSULTATION**

Beverley Historical Society

#### **FINANCIAL IMPLICATIONS**

Licence Fee - Nil

#### **STRATEGIC IMPLICATIONS**

Goal 2 – Community infrastructure of significance, economic value and history adds value to our identity.

Goal 7 - Increase all forms of club participation.

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



## POLICY IMPLICATIONS

N/A

## RISK IMPLICATIONS

There is minimal risk associated with the Officers Recommendation.

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

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

## VOTING REQUIREMENTS

Simple Majority

## OFFICER'S RECOMMENDATION

That Council approve the Licence Agreement "Dead Finish Museum" between the Shire of Beverley and the Beverley Historical Society.

# Licence Agreement – “Dead Finish Museum”

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Shire of Beverley

Beverley Historical Society

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# Details

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## Parties

### **Shire of Beverley**

of PO Box 20, Beverley, Western Australia, 6304  
(Shire)

### **Beverley Historical Society Incorporated**

of PO Box 182, Beverley, Western Australia 6304  
(Licensee)

## Background

- A. The Shire owns the land and building formerly known as the Settlers Arms Hotel or the Dead Finish as described in **Item 1** of the Schedule (**Building**)
- B. The Shire has agreed to grant to the Licensee a Licence to use the Land and Building as is described in **Item 2** of the Schedule (**Licensed Area**).
- C. The Shire and the Licensee enter into this Agreement to set out the terms and conditions upon which the Licence is granted.

# Agreed terms

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## 1. Grant of Licence

In consideration of the covenants of the Licensee given herein the Shire HEREBY GRANTS to the Licensee a licence (**Licence**) to use the Licensed Area on the terms and conditions set out in this Deed.

## 2. Term

The Licence shall continue in force and effect for the duration of the term set out in **Item 3** of the Schedule (**Term**).

## 3. Permitted Hours of Use

For duration of the Term of the Licence the Licensee shall be permitted to use the Licensed Area but only during the permitted hours of use set out in **Item 4** of the Schedule (**Permitted Hours of Use**).

## 4. Licence fee & GST

The Licensee COVENANTS with the Shire to:

- (a) manage and maintain the “Dead Finish Museum” and land in lieu of a rent payment as described in **Item 5**.

## 5. Use of Licensed Area

The Licensee shall ensure that the Licensed Area is used only for the use described in **Item 6** of the Schedule (**Permitted Use**).

## 6. Outgoings

The Shire shall pay all water, electricity, power, gas, and any other consumption charge which now or during the Term shall be charged upon or in respect of the Licensed Premises or be payable by the owner or occupier in respect thereof upon the respective days or times upon which the same shall become due and payable.

## 7. Alterations

The Licensee shall not:

- (a) make or cause, suffer or permit to be placed upon the Licensed Area any permanent improvements, alterations, buildings, structures or other fixtures, fittings or equipment of any kind whatsoever; or
- (b) carry out any permanent or significant modifications or alterations whatsoever to the Licensed Area,

unless the Licensee has first obtained the prior written approval of the Shire (which is granted at the absolute discretion of the Shire and may be subject to such conditions as the Shire deems fit) and all necessary approvals, licences and permits required by law have been obtained.

## 8. Entry and inspection of Licensed Area

The Licensee must permit the Shire to enter the Licensed Area at any reasonable time during the Permitted Hours of Use to inspect and view the area, to carry out any maintenance work or to rectify any breach of the conditions of this Licence.

## 9. Signs & advertising

The Licensee shall not affix or exhibit or permit to be affixed or exhibited in or upon any part of the Licensed Area any placard, signboard, neon sign or other advertisement unless the Licensee has first obtained the prior written approval of the Shire (which is granted at the absolute discretion of the Shire and may be subject to such conditions as the Shire deems fit).

## 10. Compliance with statutes

The Licensee AGREES with the Shire that it shall:

- (a) at all times during the said term duly and punctually comply with, observe and carry out and conform with the provisions of all statutes now or hereafter in force and of all statutory, rules, regulations and by-laws made thereunder and all requirements and orders of any authority, statutory or otherwise which affect the Licensed Area or the use thereof or which impose any duty or obligation upon the owner or occupier of the Licensed Area; and
- (b) perform, discharge and execute all requisitions and works and do and perform all such acts and things upon and to the Licensed Area or any part thereof as are or may be required or directed to be executed or done (whether by the Shire or Licensee) by any local government or public authority or by order or in pursuance of any statute (State or Federal) now or hereafter in force or by Order or in pursuance of any local law, local planning scheme, by-law or regulation made under any such statute.

## 11. Maintenance of Licensed Area

The Licensee shall keep and maintain the Licensed Area:

- (a) in good, safe order, repair and condition; and

- (b) in a clean and tidy state free from refuse, rubbish, garbage and litter from activities undertaken within the Licensed Area.

## 12. Damage to Licensed Area

The Shire and the Licensee AGREE that:

- (a) it will be the responsibility of the Licensee to repair, rehabilitate and make good any damage to the Licensed Area, including but not limited to pollution or contamination of the Licensed Area, caused by or arising out of or in relation to or incidental to the use of the Licensed Area by the Licensee, its officers, workmen, servants, agents, contractors, licensees invitees or assignees or resulting from an act or omission of the Licensee;
- (b) the Licensee shall be responsible for the cost of any of the repairs, rehabilitation or making good of damage referred to in **clause 13(a)**; and
- (c) the Licensee must pay to the Shire the costs of any repair, rehabilitation or making good of damage to the Licensed Area as referred to in **clause 13(a)**, within 7 days of receipt of a written demand for such payment being made by the Shire.

## 13. Not to cause nuisance

The Licensee AGREES with the Shire that it shall:

- (a) not do or leave undone or suffer to be done or left undone any act, matter or thing whereby a nuisance or anything in the nature of which may be deemed to be a nuisance may exist or arise or continue upon or in connection with the Licensed Area or the use thereof and to forthwith abate any such nuisance or alleged nuisance; and
- (b) pay to the Shire on demand all sums of money which the Shire may at any time and from time to time hereafter pay or expend to be called upon to repay in or about or in connection with performing, discharging or executing any requisitions or works or abating any nuisance or alleged nuisance referred to in the preceding **clause 14(a)** and which contrary to the agreement therein contained the Licensee neglects or fails to perform, discharge or execute.

## 14. Indemnity

The Licensee agrees to indemnify and keep indemnified:

- (a) the Shire from and against the destruction of or damage to any property of the Shire or any person; and
- (b) the Shire and all officers, servants and agents of the Shire from and against all actions claims, costs and demands in respect of loss or damage to property or death or injury of any nature and however and wherever sustained,

caused by or arising out of or in relation to or incidental to the use of the Licensed Area by the Licensee, its officers, workmen, servants, agents, contractors, licensees invitees or assignees or resulting from an act or omission of the Licensee BUT the Licensee shall not be responsible for any loss or damage which is caused by the negligence of the Shire.



## 15. Insurance

The Licensee agrees with the Shire:

- (a) to insure and keep insured from time to time in a reputable insurance office, approved by the Shire or the Australian Prudential Regulation Authority, the respective rights and interests of the Shire and the Licensee for all claims based on what is commonly known as public liability or public risk insurance so as in particular to insure the Shire against all claims which may be made against the Shire by any person arising out of any defect in the Licensed Area or occurrence upon the Licensed Area or the use of the Licensed Area which could cause or might cause any claim in damages to be made against the Shire by any third party, which insurance shall be for an amount not less than 10 million dollars (\$10,000,000.00);
- (b) to insure and keep insured from time to time in a reputable insurance office approved by the Shire an insurance policy with adequate Workers Compensation cover with a company approved by the Shire in respect of any person employed or any volunteer engaged by the Licensee in respect of activities carried out on the Licensed Premises;
- (c) not to cancel any policy of insurance referred to in **clause 16 (a) or (b)** of this Deed and in the event of such cancellation this Licence shall terminate immediately and the Licensee shall have no claim against the Shire for any loss suffered as a result of such termination; and
- (d) to produce copies of the certificates of currency or receipts confirming the currency of any policy or policies of insurance within seven (7) days of being provided with a written request by the Shire to do so.

## 16. Not to void insurance

The Licensee agrees with the Shire not to at any time during the Term, commit, or suffer to be done any act, matter or thing upon the Licensed Area whereby any insurance which may at any time have been effected in respect of the Licensed Area or any part thereof may be vitiated or rendered void or voidable.

## 17. No assignment without consent of Shire

The Licensee agrees that it shall not encumber, assign, underlet or part with the possession or benefit of this Licence or the Licensed Area or any part of the Licensed Area without first obtaining the prior written consent of the Shire, which consent the Shire may withhold in its absolute discretion.

## 18. Report to Shire

The Licensee must immediately report to the Shire:

- (a) any act of vandalism which occurs on or near the Licensed Area;
- (b) any occurrence or circumstances in or near the Licensed Area, of which it becomes aware, which might reasonably be expected to cause, in or on the Licensed Area, pollution of or damage to the environment; and

- (c) all notices, orders and summonses received by the Licensee and which affect the Licensed Area and immediately give them to the Shire.

## 19. No right of exclusive possession

The Licensee ACKNOWLEDGES that this Licence is non-exclusive and does not convey any right of exclusive possession over the Licensed Area to the Licensee and the Licensee AGREES that it shall not interfere with the use of the Licensed Area by any other person authorised by the Shire or otherwise entitled at law to access or use the Licensed Area.

## 20. Further Term

If at the date of expiration of the Term there is no outstanding breach of this Licence by the Licensee the Shire may grant to the Licensee a further licence of the Licensed Area for the further term specified in Item 3 of the Schedule upon and subject to the same terms, covenants and conditions as are contained or implied in this Licence, except this clause 21.

## 21. Default

The Shire and the Licensee AGREE that:

- (a) any covenant, term or condition on the part of the Licensee herein contained or implied shall not be punctually and effectually performed or observed and such default shall continue for a period of fourteen (14) days after a notice specifying such default shall have been served on the Licensee

then in any of the said cases it shall be lawful for the Shire at any time thereafter by notice in writing to the Licensee to terminate the Licence hereby granted. Upon receipt of such notice by the Licensee the Licence hereby granted shall terminate, but without prejudice to the right of action of the Shire for arrears of the Licence Fee or damages for breach of any other covenant. Upon such termination the parties acknowledge that the Licensee shall not be entitled to any refund of the Licence Fee, in respect of any unexpired portion of the Term.

## 22. Termination of Management Order

The parties ACKNOWLEDGE that:

- (a) if the Licence is terminated in accordance with **clause 23(a)** of this clause the Licensee will not be entitled to any form of compensation or damages as a result of the termination.

## 23. Restoration of Licensed Area

The Licensee AGREES with the Shire that:

- (a) at the expiration or sooner determination of this Licence, it shall at its cost remove from the Licensed Area any alterations, additions or improvements to the Licensed Area installed by the Licensee unless otherwise approved in writing by the Shire;
- (b) it shall restore the Licensed Area to the satisfaction of the Shire;
- (c) in the event the Licensee does not restore the Licensed Area to the satisfaction of the Shire within one month of the expiration or sooner determination of this Licence the Shire may remove any alterations, additions or improvements installed by the Licensee and restore the Licensed Area to its satisfaction and the costs of carrying out such removal and restoration shall be a liquidated debt recoverable from the Licensee by the Shire in a Court of competent jurisdiction; and
- (d) the Licensee's obligations under this clause will continue, notwithstanding the end or Termination of this Licence.

## 24. Rights rest in contract only

The Licensee ACKNOWLEDGES that the rights hereby conferred rest in contract only and nothing herein contained or implied shall be construed as granting or shall be deemed to grant to the Licensee any estate or interest in the Licensed Area or any right of exclusive possession.

## 25. Yielding up at expiration of term

The Licensee AGREES with the Shire that at the end or sooner termination of the Term of the Licence it shall leave the Licensed Area in a condition consistent with the provisions of this Licence.

## 26. No warranty

The Shire gives no warranty:

- (a) as to the suitability or otherwise of the Licensed Area for the Permitted Use; or
- (b) that the Shire will issue any consents, approvals, authorities, permits or licences required by the Licensee under any statute for its use of the Licensed Area.

## 27. No fetter

Notwithstanding any other provision of this Licence, the Licensee ACKNOWLEDGES that the Shire is a local government established by the *Local Government Act 1995* (WA), and in that capacity, the Shire may be obliged to determine applications for approvals having regard to statutes governing such applications including matters required to be taken into consideration and formal processes to be undertaken, and the Shire shall not be taken to be in default under this Licence by performing its statutory obligations or exercising its statutory discretions, nor shall any provision of this Licence fetter the Shire in performing its statutory obligations or exercising any discretion.

## 28. Severance

If any part of this Licence is or becomes void or unenforceable, that part is or will be severed from this Licence to the intent that all parts that are not or do not become void or unenforceable remain in full force and effect and are unaffected by that severance.

## 29. Further assurance

The Parties must execute and do all acts and things necessary or desirable to implement and give full effect to the terms of this Licence.

## 30. Dispute resolution

The parties agree that any dispute between the Licensee and the Shire in regard to anything arising from this Licence shall:

- (a) be addressed in the first instance by a meeting between representatives of the Licensee, appointed for that purpose, and the officer of the Shire responsible for administering the Reserve or the Licensed Area; and
- (b) if the dispute cannot be resolved, in a manner that is satisfactory to both parties through such a meeting, the Licensee agrees that the CEO of the Shire will have the power to make a final determination in resolution of the dispute, but only after giving due consideration to all of the matters discussed at the meeting referred to in **clause 31(a)** of this clause and setting out in writing the reasons for his or her decision.

## 31. Costs

The Licensee must pay to the Shire on demand:

- (a) any statutory duty or taxes payable on or in connection with this Licence; and

## 32. Governing law

This Licence is governed by and is to be interpreted in accordance with the laws of Western Australia and, where applicable, the laws of the Commonwealth of Australia.

## 33. Additional terms covenants and conditions

Each of the terms, covenants and conditions (if any) specified in **Item 7** of the Schedule shall be deemed part of this Licence and shall be binding upon the Shire and Licensee as if incorporated in the body of this Licence.

## 34. Interpretation

In this Licence, unless expressed to the contrary:

- (a) Words importing:
  - (i) the singular include the plural;
  - (ii) the plural include the singular; and
  - (iii) any gender includes each gender;
- (b) A reference to:
  - (i) a natural person includes a body corporate or local government;
  - (ii) a body corporate or local government includes a natural person;
  - (iii) a Party includes its legal personal representatives, successors and assigns and if a Party comprises two or more persons, the legal personal representatives, successors and assigns of each of those persons;
  - (iv) a statute, includes an ordinance, code, regulation, award, local planning scheme, regulation, local law, by-law, requisition, order or other statutory instruments made under any of them and a reference to any of them, whether or not by name, includes any amendments to, re-enactments of or replacements of any of them from time to time in force;
  - (v) a right includes a benefit, remedy, discretion, authority or power;
  - (vi) an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
  - (vii) this Licence or provisions of this Licence or any other deed, agreement, instrument or contract includes a reference to:
    - (A) both express and implied provisions; and
    - (B) that other deed, agreement, instrument or contract as varied, supplemented, replaced or amended;
  - (viii) writing includes any mode of representing or reproducing words in tangible and permanently visible form and includes facsimile transmissions;
  - (ix) any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them; and
  - (x) a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure is a reference to, respectively, a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure of this Licence;

- (c) The covenants and obligations on the part of the Licensee not to do or omit to do any act or thing include:
  - (i) covenants not to permit that act or thing to be done or omitted to be done by any officer, workmen, servants, agents, contractors, licensees, invitees, assignees or persons authorised by the Licensee; and
  - (ii) a covenant to take all reasonable steps to ensure that that act or thing is not done or omitted to be done;
- (d) Except in the Schedule, headings do not affect the interpretation of this Licence;
- (e) If a Party comprises two or more persons, the covenants and agreements on their part bind them and must be observed and performed by them jointly and each of them severally, and may be enforced against any one or more of them.
- (f) The Schedule and Annexures (if any) form part of the Licence.

## 35. Definitions

In this Licence, unless otherwise required by the context or subject matter:

**Chief Executive Officer** means the Chief Executive Officer of the Shire or any person authorized to act on his behalf;

**Commencement Date** means the date that the Licence commences as specified in **Item 3** of the Schedule;

**GST** means a tax under the *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and any legislation substituted for, replacing or amending that Act, levied on a supply including but not limited to the Licence Fee or other money payable to the Shire for goods or services or property or any other thing under this Licence;

**Land** means the land described in **Item 1** of the Schedule;

**Licence** means the Licence granted under this Agreement;

**Licence Fee** means the fee stipulated in **Item 5** of the Schedule;

**Licensed Area** means the portion of Land that the Licensee is permitted to use in accordance with the terms of this Licence, as specified in **Item 2** of the Schedule;

**Licensee** means the Licensee or incorporated group to which the licence is granted.

**Permitted Hours of Use** means the hours agreed in advance with the Shire during which the Licensee is permitted to use the Licensed Area, as specified in **Item 4** of the Schedule;

**Schedule** means the Schedule of this Licence.

**Shire** means the Shire of Beverley and its employees and agents.

**Supply** means a good or service or any other thing supplied by the Shire under this Licence and includes but is not limited to a grant of a right to possession of the Licensed Area.

**Term** means the period of time which the Licence is granted, as specified in **Item 3** of the Schedule

# Schedule

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**Item 1: Land and Building**

Lot 200 Hunt Road, Beverley  
“Dead Finish Museum”

**Item 2: Licensed Area**

That portion of the Land depicted on the sketch annexed hereto as **Annexure 1**.

**Item 3: Term**

Term: Ten (10) years commencing on 1 July 2023 and expiring on 30 June 2033.

Further Term: Two (2) years commencing on 1 July 2033 and expiring on 30 June 2035.

**Item 4: Permitted Hours of Use**

6am to 10pm Monday to Sunday

**Item 5: Licence Fee**

Licence Fee: Nil

Conditions: Beverley Historical to maintain the “Dead Finish Museum” and Gardens and display Beverley History.

**Item 6: Permitted Use**

Display of Dead Finish Museum.

Office, research, storage and meeting place of Beverley Historical Society.

**Item 7: Additional terms, covenants and conditions**

The Licensee shall display the following:

- (a) Emergency Evacuation Plan;

# Signing page

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**EXECUTED** by the parties as a Deed on the \_\_\_\_\_ day of \_\_\_\_\_ 2023

THE **COMMON SEAL** of the **SHIRE OF BEVERLEY** was hereunto affixed by authority of a resolution of the Council in the presence of:

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
CHIEF EXECUTIVE OFFICER

\_\_\_\_\_  
(Print Full Name)

THE **COMMON SEAL of BEVERLEY HISTORICAL SOCIETY INCORPORATED** ("the Association") was hereunto affixed pursuant to the constitution of the Association in the presence of each of the undersigned each of whom hereby declares by the execution of this document that he or she holds the office in the Association indicated under his or name:

\_\_\_\_\_  
OFFICE HOLDER SIGN

\_\_\_\_\_  
OFFICE HOLDER SIGN

Office Held:  
Full Name  
Address

Office Held:  
Full Name  
Address



# Annexure 1 - Sketch





## **12.2 Delegations – Annual Review**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 27 June 2023</b>
<b>Report Date:</b>	<b>9 June 2023</b>
<b>Applicant:</b>	<b>Administration</b>
<b>File Reference:</b>	<b>ADM 0332</b>
<b>Author and Position:</b>	<b>Stephen Gollan, Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>Occurs Annually</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Delegations Document</b>

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### **SUMMARY**

Council to consider endorsing the annual review of the Delegations Register.

### **BACKGROUND**

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

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

### **COMMENT**

Management have reviewed the register and the proposed minor amendments for consideration are highlighted in red.

The following delegations are reported monthly to Council, or as they occur through the Council Agenda or Information Bulletin and a therefor not listed in the record; BD-002 – Building Permits, EO-D010 – Common Seal, AF-D001 – Investment of Funds, AF-D005 – Payments Municipal and AF-D006 – Payments Trust.

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

#### 5.42. Delegation of some powers and duties to CEO

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

\* *Absolute majority required.*

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

#### 5.43. Limits on delegations to CEO

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

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

5.44. CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
  - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
  - (b) the exercise of that power or the discharge of that duty by the CEO's delegate,

are subject to any conditions imposed by the local government on its delegation to the CEO.

- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) —  
**conditions** includes qualifications, limitations or exceptions.

**CONSULTATION**

Council and Executive Staff

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

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

## POLICY IMPLICATIONS

Nil

## RISK IMPLICATIONS

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

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

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

## VOTING REQUIREMENTS

Absolute Majority

## OFFICER'S RECOMMENDATION

That Council;

1. Review and adopt the proposed changes to the Delegations Register as presented; and
2. Update the Record of Adoption and Review.



# Delegations Register

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## EXPLANATION NOTES

### 1. GENERAL

Section 5.42 of the *Local Government Act 1995* allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act.

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of his powers to another employee, this must be done in writing. The Act allows for the Chief Executive Officer to place conditions on any delegations if desired. The powers cannot, however, be further sub-delegated.

The purpose of this document is to detail which authorities have been delegated by Council to the Chief Executive Officer, and which the Chief Executive Officer has further delegated to respective staff.

The manual details the related document(s) where the power to delegate is derived from, which includes legislation and policies of the Council. This enables easier crossreferencing.

### 2. LIMITS ON DELEGATIONS TO THE CEO - SECTION 5.43

The following are decisions that cannot be delegated to the Chief Executive Officer:

- any power or duty that requires a decision of an absolute majority or 75% majority of the local government;
- accepting a tender which exceeds an amount determined by the local government;
- appointing an auditor;
- acquiring or disposing of any property valued at an amount determined by the local government;
- any of the local government's powers under Sections 5.98, 5.99 and 5.100 of the Act;
- borrowing money on behalf of the local government;
- hearing or determining an objection of a kind referred to in Section 9.5;
- any power or duty that requires the approval of the Minister or Governor; or
- such other duties or powers that may be prescribed by the Act.

### 3. REGISTER OF, AND RECORDS RELEVANT TO, DELEGATIONS - SECTION 5.46

A register of delegations, being this manual, relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. The written record is to contain:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

All Employees with delegated authority will keep a record of each occasion the persons exercises their delegated authority is recorded. The onus is on the person exercising delegated authority to ensure that a record is made.

### 4. TRANSFER OF AUTHORITY DUE TO ABSENCE

Where an Officer not named has been appointed by Council or by an Officer authorised to make the appointment to act in a position to which the named Officer is appointed, the authority shall transfer to the Officer acting as appointed, for the duration of Council authorisation.

Where a named Officer holding a delegation, is temporarily absent and no Officer has been appointed to act in the position, the authority will transfer to the relevant Senior Manager for the period of absence.

**LEGISLATIVE  
DELEGATIONS  
EXECUTIVE OFFICE**

<b>Delegation EO-D001 Authorised Officers</b>	
<b>Power/Duty Delegated:</b>	<p><b>Local Government Act 1995</b> s3.24 Authorising Officers under Part 3, Division 3, Subdivision 2 - (certain provisions about land) s9.10 Appointment of authorised officers</p> <p><b>Food Act 2008</b> s122 Appointment of authorised officers</p> <p><b>Dog Act 1976</b> s11 Staff and services</p> <p><b>Caravan Parks and Camping Ground Regulations 1997</b> s6 Local Government</p> <p><b>Cat Act 2011</b> s48 Authorised persons</p> <p><b>Control of Vehicles (Off-Road Areas) Act 1978</b> s38(3) Appointment of authorised officers</p> <p><b>Freedom of Information Act 1992</b></p> <p><b>Residential Tenancy Act 1997 – part IV</b></p> <p><b>Building Act 2011 – s.96</b></p> <p><b>Liquor Control Act 1988 – s.37 and s.61</b></p> <p><b>Public Health Act 2016 – s.16, s.17, s.18</b></p> <p><b>Bushfires Act 1954 – s.33</b></p> <p><b>Emergency Management Act 2005 – Part 3</b></p>
<b>Description of Power Delegated:</b>	Authority to appoint persons or classes of persons as authorised officers for the purpose of fulfilling prescribed functions within the relevant legislation.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Nil
<b>Conditions:</b>	Must act in accordance with Shire of Beverley Local Laws. Authorised Officers for the <i>Food Act 2008</i> must hold office as an environmental health officer under the <i>Health Act 1911</i> . Details of authorisations issued are to be recorded.
<b>Record Keeping Requirements:</b>	Appoint authorised officers in writing and issue certificates of authorisation and shall produce such certificate on being required so to do by a person in respect of whom they exercise, have exercised, or are about to exercise any such power.
<b>Compliance/Reference Link:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19

<b>Delegation EO-D002 Prosecutions</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995 Dog Act 1976 Cat Act 2011 Bush Fires Act 1954 s59(3) Prosecution of Offences</b>
<b>Description of Power Delegated:</b>	Authority to approve the prosecution of any person and to act as a prosecution officer when the Shire approves the prosecution of any that is considered to be liable for committing an offence under the provisions of the <i>Dog Act 1976, Cat Act 2011, Bush Fires Act 1954, Local Government Act 1995</i> and Shire of Beverley Local Laws.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	WA Contract Ranger Services (except the Bush Fires Act 1954)
<b>Conditions:</b>	Prosecution to be approved by the Shire of Beverley
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Shire of Beverley Local Laws

<b>Delegation EO-D003 Public Interests Disclosures</b>	
<b>Power/Duty Delegated:</b>	<b>Public Interest Disclosure Act 2003</b>
<b>Description of Power Delegated:</b>	To be the designated officer of the Shire to receive public interest disclosures.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Policy AF004

<b>Delegation EO-D004 CCTV Management</b>	
<b>Power/Duty Delegated:</b>	<b>Surveillance Devices Act 1998</b>
<b>Description of Power Delegated:</b>	Authority to monitor and access CCTV data as well as considering and responding to any enquiries or complaints regarding CCTV.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer Manager of Planning and Development Services Redfish Technologies
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19 Reported monthly through the Information Bulletin
<b>Compliance/Reference Link:</b>	Policy A008

<b>Delegation EO-D005 Eligibility Claim's Processing - Shire's Electoral Roll</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995</b> <b>s4.31 (1B) Property divided by boundaries</b> <b>s4.32 How to claim eligibility to enrol under s4.30</b> <b>s4.34 Accuracy of enrolment details to be maintained</b> <b>s4.35 decision that eligibility to enrol under s4.30 has ended</b>
<b>Description of Power Delegated:</b>	Assessment of enrolment eligibility of non-resident owners and occupiers.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Nil
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	s4.32(6)- record of the decision to be kept in a register Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Information about the electors that is recorded from enrolment eligibility claims is to be maintained in an up to date and accurate form. (s4.34)
<b>Delegation EO-D006 Powers of Entry</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995</b> <b>Part 3, Division 3, Subdivision 3 - Powers of Entry</b>
<b>Description of Power Delegated:</b>	Authority to: 1. enter on to land to perform any function of the local government under the Act. - s3.28 2. give notice of entry. - s3.32 3. seek and execute an entry under warrant. - s 3.33 4. execute entry in an emergency. - s3.34 5. give notice and effect entry by opening a fence. - s3.36
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Environmental Health Officer Building Surveyor Manager of Planning and Development Services
<b>Conditions:</b>	Section 3.13 - General procedure for entering property.
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Local Government Act 1995 Part 3, Division 3, Subdivision 3 and specifically: Section 3.13 - General procedure for entering property.
<b>Delegation EO-D007 Pounds/Cat Management Facilities and Pound/Cat Management Facilities Keepers</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government (Miscellaneous Provisions) Act 1960</b> <b>s449. Local government may establish pounds, appoint pound keepers and rangers</b> <b>Dog Act 1976, s11 Staff and services</b> <b>Cat Act 2011, s29 Cat Management Facility</b>
<b>Description of Power Delegated:</b>	Appointment of Pound/Cat Management Facility Keepers and establishment of Pounds/Cat Management Facilities.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Manager of Works Deputy Chief Executive Officer
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Local Government Act Section 5.46(3)

<b>Delegation EO-D008 Execution of Documents</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995 Part 9, Division 3 - Documents s9.49A(4) Authority to sign documents on behalf of the local government.</b>
<b>Description of Power Delegated:</b>	Authority to sign any document that is necessary or appropriate to be signed in carrying out the Chief Executive Officer's functions under the Local Government Act 1995
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Nil
<b>Conditions:</b>	Section 3.13 - General procedure for entering property.
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Local Government Act 1995

<b>Delegation EO-D009 Evidence</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995 Part 9, Division 2, Sub-division 4 - Evidence in legal Proceedings s9.41(3) Authority to sign a certificate confirming whether anything is within district, belongs to or is vested in, or is under the care, control and management of a Local Government.</b>
<b>Description of Power Delegated:</b>	Authority to sign a certificate confirming whether anything: <ul style="list-style-type: none"> <li>a) is within a local government's district;</li> <li>b) belongs to a local government;</li> <li>c) is vested in, or is under the care, control, or management of, a local government.</li> </ul>
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation EO-D010 Use of the Common Seal</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995 Part 9, Division 3 - Documents s9.49A(3) Authority to affix the Common Seal</b>
<b>Description of Power Delegated:</b>	Authority to affix the Common Seal to any document that is necessary or appropriate in the presence of the Shire President or Deputy Shire President under the Local Government Act 1995
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Nil
<b>Conditions:</b>	Use of the Common Seal must be reported to Council through the Council Agenda
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Local Government Act 1995

**RANGER SERVICES**

<b>Delegation RG-D001 Infringement Notices - Withdrawal</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995 s9.20 - Withdrawal of Notice</b>
<b>Description of Power Delegated:</b>	Authority to withdraw infringement notices subject to review or written request by complainant.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	WA Contract Ranger Services
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Local Government Act Section 5.46(3)

<b>Delegation RG-D002 Infringement Notices - Legal Action</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995 Part 9, Division 2, Subdivision 3 - General Provisions about legal proceedings</b>
<b>Description of Power Delegated:</b>	Authority to take any legal action necessary to recover unpaid infringement notices.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	WA Contract Ranger Services
<b>Conditions:</b>	To be approved by the Chief Executive Officer
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Local Government Act Section 5.46(3)

<b>Delegation RG-D004 Impounding of Goods</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995 s3.39 Power to remove and impound</b>
<b>Description of Power Delegated:</b>	Authority to authorise the removal and impounding any goods that are involved in a contravention that can lead to impounding (i.e. the goods present a hazard to public safety; or obstructs the lawful use of any place).
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer Manager of Works WA Contract Ranger Services
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation RG-D005 Disposal of Impounded Goods</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995 s3.47 Disposing of confiscated or uncollected goods s3.48 Recovery of Impounding Expenses</b>
<b>Description of Power Delegated:</b>	Authority to : <ol style="list-style-type: none"> <li>1. award tenders for the disposal of impounded goods by public tender where the tendered amounts do not exceed \$1,000 in accordance with section 3.58 of the Local Government Act 1995.</li> <li>2. approve vehicles to be sold by public auction in accordance with section 3.58 of the Local Government Act 1995.</li> <li>3. recover expenses incurred for removing and impounding and in disposing of confiscated or uncollected goods.</li> </ol>
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer, Manager of Works
<b>Conditions:</b>	Tender amount must not exceed \$1,000 Section 3.58 of the Local Government Act 1995.
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation RG-D009 Firebreak Installation</b>	
<b>Power/Duty Delegated:</b>	<b>Bush Fires Act 1954, s33 Authority may require occupier of land to clear or plough or install a fire-break</b>
<b>Description of Power Delegated:</b>	Authority to give notice in writing to an owner or occupier of land as a measure for preventing the outbreak of a bush fire, to clear a fire-break.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	WA Contract Ranger Services
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	<b>Bush Fires Act 1954 s33 Firebreak Notices</b>

<b>Delegation RG-D010 Disposal of Sick or Injured Animals</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995 s3.47A(1) Disposing of sick or injured animals</b>
<b>Description of Power Delegated:</b>	Authority to destroy and dispose of an animal that is determined to be too sick or injured to treat.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	WA Contract Ranger Services
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	<b>Cat Act 2011: s34 Dealing with Unidentified and Unclaimed Cats Dog Act 1976 (As amended 2013): s29 power to Seize Dogs Local Government Act 1995: Part 3, Division 3, Subdivision 3 - powers of entry.</b>

<b>Delegation RG-D011 Carcass Disposal</b>	
<b>Power/Duty Delegated:</b>	<b>Shire of Beverley Works</b>
<b>Description of Power Delegated:</b>	Authority to approve the method of disposal of dead animals.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Manager of Works Environmental Health Officer WA Contract Ranger Services
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil



## COMMUNITY SERVICES

<b>Delegation C-D001 Permission to Consume Alcohol and Liquor Licences Approval</b>	
<b>Power/Duty Delegated:</b>	<b>Liquor Control Act 1988</b>
<b>Description of Power Delegated:</b>	Authority to comment on applications for liquor licences to consume liquor on Council property and restricted liquor licence applications.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Nil
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Liquor Licensing Act 1988 / Policy C004

**\*\*\* Delegation C-D002 Partially Suspended \*\*\*****Motion 18/0221****Council cease purchasing an artwork each year from the Annual Art Exhibition until further notice.****2023 – Recommend to rescind motion and return to purchasing an artwork.**

<b>Delegation C-D002 Art Exhibition / Acquisition</b>	
<b>Power/Duty Delegated:</b>	<b>Shire of Beverley Administration</b>
<b>Description of Power Delegated:</b>	To make purchases within the budget allocation by the Council for this purpose and determine the venue for the Art Exhibition.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Beverley Station Arts Committee
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Beverley Station Arts to provide AGM Minutes and Financial Statements

## ACCOUNTING &amp; FINANCE

<b>Delegation AF-D001 Investment of Council Funds</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995 s6.14 Power to invest Local Government (Financial Management) Regulations 1996 Regulation 19 Control of procedures for investments.</b>
<b>Description of Power Delegated:</b>	Authority to invest money held in the municipal or trust fund that is not, for the time being, required for any other purpose. Authority to establish and document internal control procedures to be followed by employees to ensure control over investments, enabling identification of the nature and location of all investments and the transactions related to each investment..
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer
<b>Conditions:</b>	Investments must be in accordance with Council Policy AF004
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Policy AF004

<b>Delegation AF-D002 Opening of Tenders</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995 s3.57 tenders for providing goods and services Local Government (Functions and General) Regulations 1996 Part 4 Regulation 11 to 24</b>
<b>Description of Power Delegated:</b>	Authority to open Tenders
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer Manager of Works <b>Manager of Planning and Development Services</b> <b>Project Officer</b> <b>Executive Assistant</b>
<b>Conditions:</b>	Tenders to be opened in the presence of either the CEO, D/CEO, MOW, <b>SP, PO</b> or <b>EA</b> along with one other Shire Employee.
<b>Legislative Record Keeping Requirements:</b>	Maintain Tender Register, recording details of decisions under this delegation. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Policy AF004

<b>Delegation AF-D003 Acceptance of Tenders</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995 s3.57 tenders for providing goods and services Local Government (Functions and General) Regulations 1996 Part 4 Regulation 11 to 24</b>
<b>Description of Power Delegated:</b>	Authority to determine all annual tenders (operation and supplies) and all other tenders and contracts resulting from tenders up to and including an amount of \$250,000 which have been allocated within the approved expenditure budget and shall have further authority to approve all payment claims for contracts within the limits approved by Council (including variations and extensions) and contracts awarded by a prescribed organisation under the (Functions and General) Regulations 1996.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer Manager of Works <b>Manager of Planning and Development Services</b>
<b>Conditions:</b>	In accordance with Council Approval.
<b>Legislative Record Keeping Requirements:</b>	Maintain Tender Register, recording details of decisions under this delegation. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Policy AF007

<b>Delegation AF-D004 Calling of Tenders</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995 s3.57 tenders for providing goods and services Local Government (Functions and General) Regulations 1996 Part 4 Regulation 11 to 24</b>
<b>Description of Power Delegated:</b>	Authority to publicly invite tenders for purchase of goods and services or seek expressions of interest over \$250,000.00 and make note of the details of the decision for inclusion in the tender register, except in those circumstances where the Council makes the decision to publicly invite tenders or seek expressions of interest in which case the details of Council's decision shall be included in the tender register.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer Manager of Works
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Maintain Tender Register, recording details of decisions under this delegation. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Policy AF007

<b>Delegation AF-D005 Municipal Fund / Procedures and Payments</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995:- s6.7 Municipal Fund Local Government (Financial Management) Regulations 1996:- Regulation 12 Payments from municipal fund or trust fund</b>
<b>Description of Power Delegated:</b>	Authority to make payment from the Municipal Fund
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Retain Cheque Vouchers, including electronic transfer records as evidence of decisions to make payments. Retain computer encryption devices and other controls for effective scrutiny of account payments. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Policy AF005

<b>Delegation AF-D006 Trust Fund / Procedures and Payments</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995:- s6.9(3)Trust Fund Local Government (Financial Management) Regulations 1996:- Regulation 12 Payments from municipal fund or trust fund</b>
<b>Description of Power Delegated:</b>	Authority to make payments from the Trust Fund
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Minute details of Council's resolution to receive the Accounts Paid by Authority and retain Cheque and EFT Vouchers as evidence of decisions to make payments. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Policy AF005

<b>Delegation AF-D007 Waiver or Write Off - Granting</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995:- s6.12(1)(b) waive or grant concessions in relation to any amount of money s6.12(1)(c) write off any amount of money</b>
<b>Description of Power Delegated:</b>	Authorise a waiver for Building Hire to a maximum of \$300.00  Authorise a write off of any bad debts considered irrecoverable to the limit of \$75 <del>\$100</del> per account. Amounts over \$75 <del>\$100</del> to be referred to Council.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer
<b>Conditions:</b>	Any write off more than \$75 to be reported to Council for decision.
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation AF-D008 Recovery of Unpaid Rates</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995:- s6.56(1) Rates or service charges recoverable in court s6.60(2)(3)(4) Local government may require lessee to pay rent s6.64(1)(3) Actions to be taken s6.69(2)(3) Right to pay rates, service charges and costs, and stay proceedings s6.74(1) Power to have land re-vested in the Crown if rates in arrears 3 years Schedule 6.2(1)[1] Provisions relating to lease of land where rates or service charges unpaid [Section 6.65] Schedule 6.3(1)[4] and (4)[1] Provisions relating to sale or transfer of land where rates or service charges unpaid [Section 6.68(3)]</b>
<b>Description of Power Delegated:</b>	Authority to instigate legal proceedings to recover unpaid rates
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer
<b>Conditions:</b>	Legal representation is limited by the <i>Magistrates Court (Civil Proceedings) Act 2004</i> .
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Policy AF006

<b>Delegation AF-D009 Bank Accounts</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995:- s6.6 Funds to be established Local Government (Financial Management) Regulations 1996:- Regulation 8 Bank accounts</b>
<b>Description of Power Delegated:</b>	Authority to open and maintain bank accounts
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Record details of accounts opened and maintained. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 - Regulation 19 Regulation 19
<b>Compliance/Reference Link:</b>	Policy AF005

<b>Delegation AF-D010 Corporate Credit Cards</b>	
<b>Power/Duty Delegated:</b>	N/A (there is no provision in the Local Government Act 1995)
<b>Description of Power Delegated:</b>	Authority to make purchases on a Shire of Beverley Corporate Credit Card if there is a demonstrated need and advantage to the Shire.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Avondale Museum Co-ordinator, Deputy Chief Executive Officer & Manager of Works
<b>Conditions:</b>	Each user must sign and abide by Corporate Credit Agreement
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Policy AF003

## WORKS

<b>Delegation WK-D001 Plant and Equipment Disposal</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995 s3.58 Disposing of Property Local Government (Functions and General) Regulations 1996 Regulation 30(3) Dispositions of property to which section 3.58 does not apply</b>
<b>Description of Power Delegated:</b>	Authority to dispose of local government property (other than land) by public notice and tender.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer Manager of Works
<b>Conditions:</b>	Disposal to be in accordance with Council approval, and by way of tender.
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	<b>Local Government Act 1995 s3.58 Disposing of Property</b>

<b>Delegation WK-D002 Temporary and Partial Closure of Roads</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995 s3.50(1),(1)(a),(4),(6) Closing certain thoroughfares to vehicles s3.50A Partial closure of thoroughfares for repairs or maintenance</b>
<b>Description of Power Delegated:</b>	Authority to undertake a temporary/partial closure of roads
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer Manager of Works <b>Manager of Planning and Development Services</b>
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Decisions to undertake a closure must be recorded. Advice to owners / occupiers is to be recorded. Agreements for maintenance of private structures in public thoroughfares / places are to be recorded. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation WK-D003 Reserves under the Control of Local Government</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995 s3.54(1) Reserves under the control of a local government</b>
<b>Description of Power Delegated:</b>	Authority to do anything for the purposes of controlling the management of land that is vested in or under the management of the Shire.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer Manager of Works Manager of Planning and Development Services Community Emergency Services Manager
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation WK-D004 Restricted Access Vehicle Network</b>	
<b>Power/Duty Delegated:</b>	<b>Road Traffic (Vehicles) Act 2012</b>
<b>Description of Power Delegated:</b>	Authority and power to issue letters of approval to RAV Operators specifying roads and conditions that apply within the Shire boundary.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Manager of Works
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation WK-D005 Litter Bins – Placement and Allocation</b>	
<b>Power/Duty Delegated:</b>	<b>Shire of Beverley Works</b>
<b>Description of Power Delegated:</b>	Authority to determine the location and approve the placement of litter bins for public areas.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Manager of Works, Manager of Planning & Development Services
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil



<b>Delegation WK-D006 Discarded Syringe Management</b>	
<b>Power/Duty Delegated:</b>	<b>Shire of Beverley Works</b>
<b>Description of Power Delegated:</b>	Authority to provide syringe disposal containers to: <ul style="list-style-type: none"> <li>• Council operational vehicles;</li> <li>• Council workplaces;</li> <li>• Public Areas</li> </ul>
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Manager of Works
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation WK-D007 Approve Private Works</b>	
<b>Power/Duty Delegated:</b>	<b>Shire of Beverley Works</b>
<b>Description of Power Delegated:</b>	Approve private works.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Manager of Works
<b>Conditions:</b>	Private Works Application form must be completed prior to approval.
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

## ENVIRONMENTAL HEALTH

<b>Delegation EH-D001 Fundraising Food Stalls</b>	
<b>Power/Duty Delegated:</b>	<b>Food Act 2008 s118(2)(b) Authorised Officer</b>
<b>Description of Power Delegated:</b>	Authority to approve food stalls where the proponent is a community or charitable organisation and if food is either, cooked and presented for immediate consumption or low risk. Authority to inspect premises and take action under the Food Act 2008.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Environmental Health Officer
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Shire of Beverley Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

<b>Delegation EH-D002 Temporary Accommodation – Caravans</b>	
<b>Power/Duty Delegated:</b>	<b>Caravan Parks and Camping Ground Regulations 1997 Authorised Officer</b>
<b>Description of Power Delegated:</b>	Authority to approve short-term use of an on-site caravan (up to three (3) months) and take action for any breaches under the Regulations.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Nil
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Policy C010

<b>Delegation EH-D003 Serving of Health Orders</b>	
<b>Power/Duty Delegated:</b>	<b>Health Act 1911 (Administrative Provisions)</b>
<b>Description of Power Delegated:</b>	Authority to initially serve orders in matters relating to – <ul style="list-style-type: none"> <li>• Hygiene</li> <li>• Noise abatement</li> <li>• Repair of Dwellings</li> <li>• Declaration of buildings being unfit for human habitation.</li> </ul>
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Environment Health Officer
<b>Conditions:</b>	The Environmental Health Officer shall report to Council as required on major orders or notices served.
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Authorised Officers to be appointed in accordance with s27 of the <i>Health Act 1911</i> and appointment approved under s28 of the <i>Health Act 1911</i> .

<b>Delegation EH-D004 Septic Tank Approvals</b>	
<b>Power/Duty Delegated:</b>	<b>Health (Treatment of Sewage and Disposal of Liquid Waste) Regulations 1974 - Regulation 4</b>
<b>Description of Power Delegated:</b>	Authority to exercise and discharge powers and functions conferred on Local Government for the purpose of Regulation 4 of the <i>Health (Treatment of Sewage and Disposal of Liquid Waste) Regulations 1974</i> .
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Environmental Health Officer Building Surveyor
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation EH-D005 Trees on Private Land</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995 s3.27(1) Particular things local governments can do on land that is not local government property Schedule 3.2</b>
<b>Description of Power Delegated:</b>	Authority to inspect and remove trees on private land, under the care and control of others, that are dead or dangerous in regards to the surrounding area including persons and fixed infrastructure.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Manager of Works in conjunction with the Environmental Health Officer.
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation EH-D006 Unkempt Properties</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995 s3.25 Notice requiring certain things to be done by owner or occupier of land Schedule 3.1- powers under notices to owners or occupiers of land s3.26 Additional powers when notices given.</b>
<b>Description of Power Delegated:</b>	Authority to inspect private land and issue notices to owners of land. Authority to do anything to achieve the purpose for which a notice has been given. Authority to recover costs associated with achieving the purpose for which a notice has been given.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Manager of Planning and Development Services Environmental Health Officer
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation EH-D007 Asbestos</b>	
<b>Power/Duty Delegated:</b>	<b>Public Health Act 2016 Health (Asbestos Regulations) 1992 (Regulations)</b>
<b>Description of Power Delegated:</b>	Authority to inspect and take required action under Health (Asbestos Regulations) 1992 Regulations.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Environmental Health Officer Building Surveyor
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation EH-D008 Food Sample – Offences</b>	
<b>Power/Duty Delegated:</b>	<b>Environmental Health Food Act 2008 s118(2)(b) Authorised Officer</b>
<b>Description of Power Delegated:</b>	Authority to issue a warning to persons who contravene the Food Standards Code for a minor breach.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Environmental Health Officer
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

## PLANNING SERVICES

<b>Delegation TP-D001 Discharge of Duties under Shire of Beverley Local Planning Scheme No. 3 (and its successors)</b>	
<b>Power/Duty Delegated:</b>	<b>Local Planning Scheme No. 3 (and it's successors)</b>
<b>Description of Power Delegated:</b>	Clause 79(1) and Clause 79(2) of Division 1 (Powers of local government) of Schedule 2, Part 10, and Clause 82(1) and Clause 83(1) of Division 2 (Delegations) of Schedule 2, Part 10 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> , delegate to the Chief Executive Officer and the Manager of Planning & Development Services respectively the exercise of Council's powers and the discharge of the Shire of Beverley's duties under the <i>Shire of Beverley Local Planning Scheme No 3 (and its successors)</i> .
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Manager of Planning and Development Services
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Council Resolutions

<b>Delegation TP-D003 Traders Licences</b>	
<b>Power/Duty Delegated:</b>	Trading in Public Places By-law 1988
<b>Description of Power Delegated:</b>	Authority to approve traders licences.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Manager of Planning and Development Services
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation TP- D004</b> <b>Development on Scheme Reserves</b>	
<b>Power/Duty Delegated:</b>	<b>Local Planning Scheme No. 3 (and it's successors)</b>
<b>Description of Power Delegated:</b>	Authority to grant planning approval for development on scheme reserves where the development is consistent with the use of the reserve.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Manager of Planning and Development Services
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Shire of Beverley LPS 3

<b>Delegation TP-D005</b> <b>Sponsorship Signs on Reserves and Council Building on Reserves</b>	
<b>Power/Duty Delegated:</b>	<b>Local Planning Scheme No. 3 (and it's successors)</b>
<b>Description of Power Delegated:</b>	In accordance with Town Planning Policy, the Chief Executive Officer shall have the authority to: <ul style="list-style-type: none"> <li>• Approve applications for sponsorship signs on reserves and Council building on reserves</li> <li>• Approve the content of information and advertising on signs</li> </ul>
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Manager of Planning and Development Services
<b>Conditions:</b>	Application must meet LPS 3 list requirements and Signage Policy Regulations.
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Shire of Beverley LPS 3 and Signage Policy

**BUILDING SERVICES**

<b>Delegation BD-D001 Strata Titles</b>	
<b>Power/Duty Delegated:</b>	<b>Strata Titles Act 1985</b> <b>s23(5) Certificate of Local Government</b> <b>s26 Appeals against local government decision</b> <b>Building Act 2011</b> <b>s58 Grant of Occupancy Permit, Building Approval Certificate, S.127</b>
<b>Description of Power Delegated:</b>	Authority to approve applications for Occupancy Permit - Strata and Building Approval Certificate - Strata
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Manager of Planning and Development Services Building Surveyor
<b>Conditions:</b>	Prior to signing the Form 7 Certificate, Occupancy Permit - Strata and Building Approval Certificate - Strata, a checklist must be signed by the Senior Building Surveyor detailing the inspections and/or certifications received, confirming compliance with the Strata Title Act 1985.
<b>Legislative Record Keeping Requirements:</b>	Record details of Certificates issued and disallowed including reference to evidentiary documents. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation BD-D002 Approval or Refusal of a Permit</b>	
<b>Power/Duty Delegated:</b>	<b>Local Government Act 1995</b> <b>s.1.4, s9.19, s9.20, s. 5.44 (1)</b> <b>Building Act 2011</b> <b>s.20 Grant of building permit</b> <b>s.21 Grant of demolition permit</b> <b>s.22 Further grounds for not granting an application</b> <b>s.58 Granting of occupancy permits, building approval certificate</b> <b>s.127 (3) Delegation: special permit authorities and Local Government</b> <b>Building Regulations 2012</b> <b>Regulation 26 Approval of new responsible person</b>
<b>Description of Power Delegated:</b>	Authority to approve applications for Occupancy Permit - Strata and Building Approval Certificate - Strata
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Building Surveyor
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Record details of Permits issued or refused. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Building Permits are recorded to Council through the monthly Information Bulletin



<b>Delegation BD-D003 Authorised Persons</b>	
<b>Power/Duty Delegated:</b>	<b>Building Act 2011</b> <b>s.96(3) Authorised persons</b> <b>s.127 (3) Delegation: special permit authorities and Local Government</b>
<b>Description of Power Delegated:</b>	Appoint authorised officers in accordance with the Building Act 2011.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Nil
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation BD-D004 Building Orders</b>	
<b>Power/Duty Delegated:</b>	<b>Building Act 2011</b> <b>s.110 Building Orders</b> <b>s.111 Notice of proposed building order other than building order (emergency)</b> <b>s.117 Revocation of building orders</b> <b>Criminal Procedure Act 2004</b> <b>s.6 (b)</b> <b>Local Government Act 1995</b> <b>s.9.10, s9.16, s9.19, s. 9.20</b>
<b>Description of Power Delegated:</b>	Authority to approve and revoke building orders
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Building Surveyor
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Record details of notices issued. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation BD-D005 Presumptions about Authority to do Certain Things</b>	
<b>Power/Duty Delegated:</b>	<b>Building Act 2011 s139 Presumptions about authority to do certain things</b>
<b>Description of Power Delegated:</b>	Presumptions about authority to do certain things
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Building Surveyor
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation BD- D006 Extension of time for permit</b>	
<b>Power/Duty Delegated:</b>	<b>Building Act 2011 s32(3) Duration of building or demolition permit s. 127 (3) Building Regulations 2012 Regulation 24 Extension of time during which permit has effect</b>
<b>Description of Power Delegated:</b>	Authority to approve an extension of time for a building or demolition permit.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Building Surveyor
<b>Conditions:</b>	Extension for maximum period of 12 months
<b>Legislative Record Keeping Requirements:</b>	Record details of extensions issued. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation BD-D007 Infringement Notices</b>	
<b>Power/Duty Delegated:</b>	<b>Building Act 2011 (Building Regulations) s.70 Criminal Procedure Act 2004 s.6 (a) and (b)</b>
<b>Description of Power Delegated:</b>	Issue Infringement notices
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Building Surveyor
<b>Conditions:</b>	To be approved through the Chief Executive Officer
<b>Legislative Record Keeping Requirements:</b>	Record details of notices issued. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation BD-D008 Building Licence for a Retaining Wall</b>	
<b>Power/Duty Delegated:</b>	<b>Shire of Beverley Building Building Act 2011</b>
<b>Description of Power Delegated:</b>	Authority to approve a Building Licence for a retaining wall in excess of 1.0m, where the written approval from the adjoining landowner(s) is provided by the applicant.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Building Surveyor
<b>Conditions:</b>	Written approval from the adjoining landowner(s) is provided by the applicant.
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

**POLICY & ADMINISTRATION  
DELEGATIONS**

<b>Delegation PA-001 Council Vehicles - Conditions of Use</b>	
<b>Power/Duty Delegated:</b>	<b>Policy S014</b>
<b>Description of Power Delegated:</b>	Authority to approve temporary suspension of Policy No. S014 (Council Vehicle – Condition of Use) under special circumstances.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Nil
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Policy S014

<b>Delegation PA-D002 Legal Opinions</b>	
<b>Power/Duty Delegated:</b>	<b>Policy A002</b>
<b>Description of Power Delegated:</b>	Authority to seek a legal opinion.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Nil
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Policy A002

<b>Delegation PA-D003 Hall Hire Bond Refunds and Cancellation of Refunds</b>	
<b>Power/Duty Delegated:</b>	<b>Policy C003</b>
<b>Description of Power Delegated:</b>	Authority to approve charging of Bonds, extra cleaning costs and booking refunds for Community Hall bookings.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer Customer Service Officers
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Policy C003

<b>Delegation PA-D004 Libraries – Advertising Material/Community Information</b>	
<b>Power/Duty Delegated:</b>	<b>Shire of Beverley Administration</b>
<b>Description of Power Delegated:</b>	Authority to approve the display of advertising material and community based information in the Shire of Beverley public libraries.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Customer Service Officers Beverley Community Resource Centre
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation PA-D005 Purchasing</b>	
<b>Power/Duty Delegated:</b>	<b>Policy AF007</b>
<b>Description of Power Delegated:</b>	Authority to incur expenditure in accordance with Council Policy.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer Manager of Works Manager of Planning & Development Services Maintenance Officer Leading Hand Leading Motor Mechanic Parks and Gardens Supervisor Community Emergency Services Manager
<b>Conditions:</b>	Purchase Order limitations as per Policy AF007
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Policy AF007

<b>Delegation PA-D006 Street Trees – Planting</b>	
<b>Power/Duty Delegated:</b>	<b>Shire of Beverley Works</b>
<b>Description of Power Delegated:</b>	Authority to approve the planting of street verge trees per property by residents in accordance with Council policy.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Manager of Works
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation PA-D007 Street Trees – Removal Destructing or Interfering Trees</b>	
<b>Power/Duty Delegated:</b>	<b>Shire of Beverley Works</b>
<b>Description of Power Delegated:</b>	Authority to remove trees, in a road reserve or on land under the care, control and management of Council that are destructing / interfering / Dead or Dangerous in regards to the construction of any proposed or existing structure, or public work or service, or constitutes a traffic hazard, due to restricting the visibility of motorists.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Manager of Works
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation AP-D008 Council Event – Traffic Management Plans</b>	
<b>Power/Duty Delegated:</b>	<b>Shire of Beverley Administration</b>
<b>Description of Power Delegated:</b>	Authority to approve the Traffic Management Plans for Community Events
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Manager of Planning and Development Services
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation AP-D009 Community Service Tenancy Agreements</b>	
<b>Power/Duty Delegated:</b>	<b>Shire of Beverley Administration</b> Residential Tenancies Act 1987
<b>Description of Power Delegated:</b>	To sign Shire of Beverley Community Service tenancy and lease agreements as per the Residential Tenancies Act 1987 requirements.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer
<b>Conditions:</b>	<b>Report to Council via Information Bulletin</b>
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation AP-D010 Supply of Keys to Council Owned Buildings</b>	
<b>Power/Duty Delegated:</b>	<b>Shire of Beverley Administration</b>
<b>Description of Power Delegated:</b>	Authority to approve the supply of additional keys to Council owned buildings.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer Manager of Works
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation AP- D011 Use of Electronic Notice Board</b>	
<b>Power/Duty Delegated:</b>	<b>Shire of Beverley Administration</b>
<b>Description of Power Delegated:</b>	Authority to approve requests for use of the Council's electronic notice board to appropriate organisations in order to publicise forthcoming events of benefit or interest to the general community.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer <b>Manager of Planning and Development Services</b>
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Policy C009

<b>Delegation AP-D012 Appointment of Staff</b>	
<b>Power/Duty Delegated:</b>	<b>Shire of Beverley Administration and Works - Staff</b>
<b>Description of Power Delegated:</b>	Authority to appoint and dismiss staff in accordance with the Act and appropriate awards.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer, Manager of Works
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation AP-D013 Review of Salaries</b>	
<b>Power/Duty Delegated:</b>	<b>Shire of Beverley Administration</b>
<b>Description of Power Delegated:</b>	To review the salaries of all employees
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil



<b>Delegation AP-D014 Approval of Outside Functions</b>	
<b>Power/Duty Delegated:</b>	<b>Shire of Beverley Administration and Works</b>
<b>Description of Power Delegated:</b>	Approve attendance at conferences, seminars and staff training.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer, Manager of Works
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation AP-D015 Authorise Annual Leave</b>	
<b>Power/Duty Delegated:</b>	<b>Shire of Beverley Administration</b>
<b>Description of Power Delegated:</b>	Authorise annual leave and unpaid study leave. Discretion to pay for un-accumulated sick leave and attendance at funerals, with each case being judged upon its merits.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer, <b>Manager of Works</b>
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

<b>Delegation AP-D016 Approve Staff use of Plant</b>	
<b>Power/Duty Delegated:</b>	<b>Shire of Beverley Works</b>
<b>Description of Power Delegated:</b>	Approve staff use of Shire of Beverley Plant and Equipment.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Manager of Works
<b>Conditions:</b>	Plant usage forms must be completed by staff, prior to use.
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Policy S019

<b>Delegation AP-D017 Destruction of Corporate Records</b>	
<b>Power/Duty Delegated:</b>	<b>Shire of Beverley Administration</b>
<b>Description of Power Delegated:</b>	Authorise corporate records for destruction or transfer to State Records Officer or appropriate records storage facility.
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Deputy Chief Executive Officer
<b>Conditions:</b>	Nil
<b>Legislative Record Keeping Requirements:</b>	State Records Act 2000, Records Retention and Disposal Instructions Local Government (Elections) Regulations 1997,
<b>Compliance/Reference Link:</b>	Policy RK001

## Record of Adoption and Review

<b>Document Status</b>	Final
<b>Revision No.</b>	4
<b>Prepared By</b>	Stephen Gollan Chief Executive Officer
<b>Initial Adoption By Council</b>	23 August 2016
<b>Motion</b>	M14/0816
<b>Next Review Due by</b>	30 June 2023

<b>Version</b>	<b>Issue Date</b>	<b>Author</b>	<b>Reason for Change</b>
1	July 2016	S P Gollan	Review after Council Changes
2	August 2016	S P Gollan	Adoption by Council
3	26 September 2017	S P Gollan	Review and Adoption by Council
4	23 October 2018	S P Gollan	Review and Adoption by Council
5	23 July 2019	S P Gollan	Review, Amendment and Adoption by Council
6	23 March 2021	S P Gollan	Review and Adoption by Council
7	28 June 2022	S P Gollan	Review, Amendment and Adoption by Council
8	27 June 2023	S P Gollan	Review

### **12.3 Beverley Refuse Site – Tip Passes**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 27 June 2023</b>
<b>Report Date:</b>	<b>20 June 2023</b>
<b>Applicant:</b>	<b>Persons Name</b>
<b>File Reference:</b>	<b>ADM 0188</b>
<b>Author and Position:</b>	<b>Natalie Ashworth, Finance Officer</b>
<b>Previously Before Council:</b>	<b>No</b>
<b>Disclosure(s) Of Interest:</b>	<b>Beverley Ratepayer</b>
<b>Attachments:</b>	<b>Shire of York Example</b>

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#### **SUMMARY**

Council to consider implementing Tip Passes for the Beverley Refuse Site.

#### **BACKGROUND**

In previous years Council issued 3 tip passes per rate notice. At the time, the process involved in using and collecting them did not work and subsequently Council ceased distributing them in 2012.

At present we have very vigilant contractors who have brought to our attention that it is hard to police when knowing if someone is a ratepayer or residents using the facility or if people from outside of Beverley are freely dumping their waste when visiting town.

#### **COMMENT**

To ease the burden on the contractors, minimise the amount of waste being dropped off and most importantly ensure the longevity of the refuse site, Council are asked to reconsider the tip pass.

Neighbouring Council's have introduced a pass that is placed in the vehicle windscreen so that it is visible when you enter the facility. The Shire would issue one pass per property. If the property is a rental property, proof of residency at the property (Drivers Licence, electricity bill etc) would be required if the pass has not been sent from owner to tenant. The date range of the pass would be from 1 September to 31 August each year as that would cover the variances of when the rates notices are sent out. Like the Budget Flyer, the tip pass will change colour each year.

Attached is an example of the Shire of York pass. For Council's information the pass is not a sticker, allowing a ratepayer to switch between multiple vehicles if they need too.

#### **STATUTORY ENVIRONMENT**

Not Applicable

#### **CONSULTATION**

Council

Beverley Refuse Site Contractor

## FINANCIAL IMPLICATIONS

\$490.00 2023/24 Budget – printing expenses, based on one pass per property.

## STRATEGIC IMPLICATIONS

Goal 1 – Shire infrastructure is prepared for economic gains and an increase in our population.

Goal 11 – We aim to protect and preserve the natural environment.

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

## POLICY IMPLICATIONS

N/A

## RISK IMPLICATIONS

Low (4) - There is a minimal risk implication. Some ratepayers may be aggrieved by change.

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

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

## VOTING REQUIREMENTS

Simple Majority

## OFFICER'S RECOMMENDATION

That Council implement Tip Passes for the Beverley Refuse Site and include the expense in the annual budget.



## **Waste Transfer Station Pass**

Unlimited loads of  
recyclables, clean green waste  
and general waste

**Valid 1 September 2022  
to 31 August 2023**

Resident must present pass  
to the gatehouse attendant

**NO PASS = FEES PAYABLE**

**York Waste Transfer Station**  
Spencers Brook Road, York

Open Monday, Wednesday, Friday  
and Saturday 12 noon - 3pm  
and Sunday 11am - 5pm

## **YOU MUST SEPARATE YOUR WASTE**

**Accepted free from residential  
properties in domestic quantities  
at Spencers Brook Road site:**

- **Green waste** - Unlimited loads of clean green waste (trees, branches, prunings, leaves and grass/lawn clippings only) sourced from York properties only.
- **No weeds, declared pest plants, diseased/dieback affected plants/trees, soil, plastics, steel, timber house framing (due to possible asbestos contamination).**
- **Scrap metal** - fridges, ovens, washing machines, dryers etc
- **Car and truck batteries**
- **Waste oil**
- **Cardboard**
- **Co-mingled recyclables** - glass, aluminium and steel cans, plastic containers, paper etc
- **E-waste** - computers, TVs, monitors, etc

**This pass will not be accepted for  
the purpose of commercial waste,  
tyres or asbestos waste.**

*This pass is for ratepayers only and allows cars,  
trailers and utes only to access the Shire of  
York's Waste Transfer Station.*

**Landlords: Please forward to tenant.**

*No charge for general residential rubbish  
delivered by utility, sedan, station wagon or  
trailer (NOT EXCEEDING 2.4m x 1.2m x 1.0m).  
All other waste material and truckloads of  
waste will be charged at commercial rates.*

## **12.4 Child Safe Awareness Policy**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 27 June 2023</b>
<b>Report Date:</b>	<b>14 June 2023</b>
<b>Applicant:</b>	<b>Administration</b>
<b>File Reference:</b>	<b>ADM 0468</b>
<b>Author and Position:</b>	<b>Stephen Gollan, Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>No</b>
<b>Disclosure(s) Of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Proposed Child Safety Awareness Policy</b>

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### **SUMMARY**

Council to consider adopting the attached Child Safety Awareness Policy in response to Recommendation 6.12 from the Royal Commission into Institutional Responses to Child Sexual Abuse.

### **BACKGROUND**

In 2018, the State Government accepted, or accepted in principle, all 310 Royal Commission recommendations applicable to WA, including Recommendation 6.12.

The Royal Commission identified the opportunity to utilise the established responsibilities of local government within their broader role of supporting their community to protect the safety and wellbeing of children and young people.

The policy is focused on the role of local governments in WA in building and maintaining child safety awareness and knowledge by providing information for the organisations and individuals that operate in their communities.

### **COMMENT**

The Child Safe Awareness Policy has been developed through several rounds of consultation since 2020 and requires local governments to commit to several policy principles and complete 2 policy functions being:

- developing a process to deliver child safe messages (for example at [local government] venues, grounds and facilities or events)
- connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).

The attached policy was developed from a DLGSC template that meets the minimum requirements of Recommendation 6.12. It was designed through co-design sessions with local governments, the Commissioner for Children and Young People and the WA Local Government Association in 2022.

Whilst in reality, Shire Staff and Councillors have very limited interaction with children in an official working capacity, adopting the policy acknowledges the need to protect our young community members. The Shire will be able to meet the 2 policy functions through its booking of venues and on our website and social media.



## STATUTORY ENVIRONMENT

*Children and Community Services Act 2004*

## CONSULTATION

Council

## FINANCIAL IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

Goal 9 – We have a healthy and safe community.

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

## POLICY IMPLICATIONS

Nil

## RISK IMPLICATIONS

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

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

## VOTING REQUIREMENTS

Simple Majority

## OFFICER'S RECOMMENDATION

That Council adopt policy C019 Child Safe Awareness Policy.

### 3.19 Child Safe Awareness Policy

<b>Policy Type:</b>	Community
<b>Date Adopted:</b>	

<b>Policy No:</b>	<b>C019</b>
<b>Date Last Reviewed:</b>	

<b>Legal (Parent):</b>
1. N/A

<b>Legal (Subsidiary):</b>
1.

ADOPTED POLICY	
<b>Title:</b>	<b>CHILD SAFE AWARENESS POLICY</b>
<b>Objective:</b>	<b>To reduce the risk of harm and child sexual abuse in our community by encouraging child safe environments to be created and maintained.</b>

#### POLICY STATEMENT

The Shire of Beverley supports and values all children and young people. The Shire of Beverley makes a commitment to support the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness policy is one of the ways the Shire of Beverley demonstrates its commitment to being child safe and a zero-tolerance approach to child abuse.

This policy aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained. The Shire of Beverley is committed to encouraging local organisations to be child safe and ensure children are safe and empowered.

This Child Safe Awareness policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognises that the Shire of Beverley is uniquely placed within the local community to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse. The Shire of Beverley will promote the safety and wellbeing of children across the community.

Consistent with the National Principles for Child Safe Organisations and Commonwealth Child Safe Framework, this policy provides a framework that outlines the role of the Shire of Beverley in supporting local organisations to be child safe through access to resources, awareness raising and sharing relevant information.

#### **Scope**

The safety and wellbeing of children is everyone's responsibility. This Child Safe Awareness policy applies to all, employees, volunteers, trainees, work experience students, interns, and anyone else who undertakes work on behalf of the Shire of Beverley, regardless of their work related to children or young people. It applies to occupants of the Shire of Beverley facilities and venues, including visitors, contractors and suppliers.

**Definitions:**

**Abuse:** Abuse is an act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional and sexual abuse, and neglect.

**Child/Children:** Means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who appears to be under 18 years of age.

**Child Safe Organisation:** is defined in the Royal Commission Final Report as one that:

- creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions
- places emphasis on genuine engagement with and valuing of children and young people
- creates conditions that reduce the likelihood of harm to children and young people
- creates conditions that increase the likelihood of identifying any harm, and
- responds to any concerns, disclosures, allegations, or suspicions of harm. Note: in the context of local governments, this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate.

Implementation of the National Principles for Child Safe Organisations give effect to the above.

**Child safe:** For the purpose of this policy, child safe means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.

**Harm:** Harm, in relation to a child, means any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

**Wellbeing:** Wellbeing of children and young people includes the care, development, education, health and safety of children and young people.

**Policy Principles**

- The rights of children and young people are upheld.
- Children and young people are respected, listened to, and informed about their rights.
- Children and young people have the fundamental right to be safe and cared for.
- Children and young people have the right to speak up, be heard and taken seriously without the threat of negative consequences.
- The safety and best interests of children and young people are a primary consideration when making decisions that concern them.
- Access to trusted and reliable information, including the National Principles for Child Safe Organisations, helps support organisations to understand what they must do to help reduce the risk of harm and abuse.
- Communities are informed and involved in promoting the safety and wellbeing of children and young people including protection from harm.

- Collaboration with the community and our partners promotes the safety, participation and empowerment of all children and young people.

### **Policy Functions**

The Shire of Beverley will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation.

- Developing a process to deliver child safe messages (for example at Shire venues, grounds and facilities or events).
- Connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).

### **Responsibilities**

The Shire of Beverley has a leadership role in our community to support relevant organisations to be child safe and promote child safe practices.

Although the Shire of Beverley is not legally responsible for providing oversight of compliance with child safe practices, it will take any reasonable steps to engage with persons who utilise the Shire of Beverley facilities to operate in alignment with the Child Safe Awareness policy.

The Shire of Beverley will determine which roles across the organisation will directly support the implementation of the Child Safe Awareness policy.

### **Related Policies**

Shire of Beverley Elected Member & Employee Code of Conduct

### **Review**

This policy will be reviewed within the Annual Shire of Beverley Policy Manual Review or upon the introduction of other relevant policy or legislation related to the safety and wellbeing of children and young people.

## **12.5 Voting Delegates – Local Government Annual General Meeting**

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<b>Submission To:</b>	<b>Ordinary Council Meeting 27 June 2023</b>
<b>Report Date:</b>	<b>20 June 2023</b>
<b>Applicant:</b>	<b>Shire of Beverley</b>
<b>File Reference:</b>	<b>ADM 0283</b>
<b>Author and Position:</b>	<b>Stephen Gollan, Chief Executive Officer</b>
<b>Previously Before Council:</b>	<b>N/A</b>
<b>Disclosure(s) Of Interest:</b>	<b>Attendee at Conference</b>
<b>Attachments:</b>	<b>Nil</b>

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### **SUMMARY**

Council is to select the voting delegates for the WA Local Government Association Annual General Meeting on Monday 18 September 2023.

### **BACKGROUND**

The Western Australian Local Government Association (WALGA) have advised that their Annual General Meeting will be held during the Local Government Convention on Monday 18 September 2023 at the Crown Convention Room. A two day conference, all Elected Members of Council are entitled to attend this pre-approved event.

### **COMMENT**

Council is entitled to be represented by two (2) voting delegates. If Council is seeking to exercise their voting entitlements, registration for the two voting delegates must be forwarded to the Association by 8 September 2023. Last year, the President and Deputy President were Council's delegates.

Motions for the WA Local Government Association AGM must be received by close of business 4 August 2023.

### **STATUTORY ENVIRONMENT**

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

### **CONSULTATION**

Council

### **FINANCIAL IMPLICATIONS**

Conference Attendance Fees

### **STRATEGIC IMPLICATIONS**

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

### **POLICY IMPLICATIONS**

EM011 Attendance at Events Policy – Pre-Approved Event

## RISK IMPLICATIONS

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

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

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

## VOTING REQUIREMENTS

Simple Majority

## OFFICER'S RECOMMENDATION

That Council elect Cr \_\_\_\_\_ and Cr \_\_\_\_\_ as voting delegates, and Cr \_\_\_\_\_ and Cr \_\_\_\_\_ as the two proxy members for the 2023 WA Local Government Association Annual General Meeting.

**13. ELECTED MEMBERS' MOTIONS WHERE NOTICE HAS BEEN GIVEN**

Nil

**14. NEW BUSINESS ARISING BY ORDER OF THE MEETING**

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

**15. CLOSURE**

The Chairman to declare the meeting closed.