

## MINUTES OF AN ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS ON TUESDAY 24 APRIL 2007

### 1. COMMENCEMENT

The President declared the meeting open at 10.00am.

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

#### Attendance

|                    |                                |            |
|--------------------|--------------------------------|------------|
| Cr J M Schilling   | President                      | West Ward  |
| Cr N J McLean      | Deputy President               | South Ward |
| Cr M G Roberts     |                                | South Ward |
| Cr B M Foster      |                                | West Ward  |
| Cr A D Bailey      |                                | West Ward  |
| Cr V A Szczecinski |                                | North Ward |
| Cr J D Alexander   |                                | North Ward |
| Mr K L Byers       | Chief Executive Officer        |            |
| Mr S P Gollan      | Deputy Chief Executive Officer |            |
| Mrs S C Collins    | Senior Administration Officer  |            |

#### Apologies

|                 |            |
|-----------------|------------|
| Cr W S McDonald | South Ward |
|-----------------|------------|

#### Leave of Absence

Nil.

### 3. PUBLIC QUESTION TIME

Nil.

### 4. CONDOLENCES

|        |          |               |
|--------|----------|---------------|
| HOSKIN | Mr James | 26 March 2007 |
|--------|----------|---------------|

### 5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

**6. CONFIRMATION OF MINUTES AND BUSINESS ARISING**

**6.1 MINUTES OF THE COUNCIL MEETING HELD IN COUNCIL CHAMBERS ON TUESDAY 27 MARCH 2007**

**M1/0407 Moved Cr Foster Seconded Cr Bailey**  
That the Minutes of the Ordinary Meeting of Council held in Council Chambers on Tuesday 27 March 2007, be confirmed.  
**CARRIED 7-0**

**BUSINESS ARISING**

Nil.

**6.2 MINUTES OF THE FINANCE AND AUDIT COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON FRIDAY 20 APRIL 2007**

Appendix 1

**M2/0407 Moved Cr McLean Seconded Cr Roberts**  
That the Minutes of the Finance and Audit Committee Meeting held in Council Chambers on Friday 20 April 2007, be confirmed.  
**CARRIED 7-0**

**BUSINESS ARISING**

Nil.

**6.3 PRESIDENT'S REPORT**

Appendix 2

**M3/0407 Moved Cr Foster Seconded Cr Roberts**  
That the President's Report for the month of April be received.  
**CARRIED 7-0**

Mr W Carter, Shire Planner entered the meeting at 10.09am

## 7. REPORTS OF COMMITTEES AND OFFICERS

### 7.1 TOWN PLANNING

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|                        |  |
|------------------------|--|
| <b>ITEM NUMBER:</b>    | 7.1.1  |
| <b>DATE:</b>           | 17 April 2007  |
| <b>SUBJECT:</b>        | <b>PROPOSED RELOCATED DWELLING (GROUPED) –<br/>LOT 48 BARNSELEY STREET, BEVERLEY</b> |
| <b>APPLICANT:</b>      | E & R Robson   |
| <b>FILE REFERENCE:</b> | BAR1 321   |
| <b>AUTHOR:</b>         | Shire Planner – Warwick Carter   |

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Appendix 3

### BACKGROUND

**Address:** Lot 48 Barnsley Street, Beverley  
**Zoning:** TPS2 - Residential R10  
**Area:** 3920m<sup>2</sup>

The subject property currently has an approved subdivision over it to subdivide it into 2 lots. The subdivision is in the process of being finalised. The applicants wish to relocate a second hand dwelling to the property. As the property is currently one lot with an existing house, Council must consider the application as a grouped dwelling.

### COMMENT

The proposed dwelling is setback in accordance with the residential design codes. The Codes also require a 4m<sup>2</sup> lockable external opening storage area for each grouped dwelling and that common colour schemes are used. It is recommended that these requirements be waived and instead a condition be applied stating that the applicants will not dwell within the property until the subdivision is finalised.

The dwelling is in reasonable condition but is clad in asbestos. A condition requiring the asbestos removal prior to relocation to Beverley is recommended.

**M4/0407      Moved Cr Alexander      Seconded Cr Roberts**  
**That the application for a group dwelling at Lot 48 Barnsley Street, Beverley be approved subject to the following conditions:**

- 1. The development shall be in complete accordance with the approved plans numbered 170407, prepared by the applicant and endorsed by Council's Shire Planner.**
- 2. The dwelling shall be reclad with all asbestos removed, prior to relocation to Beverley to the satisfaction of the Shire of Beverley Building Surveyor.**

3. **The relocated dwelling exterior shall be made good, with any damaged panels replaced and any poorly finished sections repainted, to the satisfaction of the Shire of Beverley's Shire Planner.**
4. **The applicant shall pay a \$5,000 bond to the Shire prior to relocation of the dwelling, which will be returned upon completion of conditions 2 and 3. Should the works not be completed within a 24-month period from relocation of the dwelling, the bond will be forfeit to the Shire.**

**CARRIED 7-0**

Mr F Buise, Environmental Health Officer/Building Surveyor entered the meeting at 10.13am

## 7.1 TOWN PLANNING

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|                        |  |
|------------------------|--|
| <b>ITEM NUMBER:</b>    | <b>7.1.2</b>   |
| <b>DATE:</b>           | <b>17 April 2007</b>   |
| <b>SUBJECT:</b>        | <b>PROPOSED RELOCATED DWELLING – 2 (LOT 59)<br/>FORREST STREET, BEVERLEY</b> |
| <b>OWNER:</b>          | <b>J &amp; D Burnside</b>  |
| <b>FILE REFERENCE:</b> | <b>FOR 559</b>   |
| <b>AUTHOR:</b>         | <b>Shire Planner – Warwick Carter</b>  |

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Appendix 4

### BACKGROUND

**Address:** 2 (Lot 59) Forrest Street, Beverley  
**Zoning:** TPS2 - Residential R10  
**Use Class:** Single House "P"

The applicant proposes to relocate a second hand dwelling to the property. The "dwelling" appears to be a second hand commercial building with pitched roof and verandahs.

### COMMENT

The building is sited so as to comply with the Residential Design Codes.

Given that the dwelling appears to be in good condition and is relatively new, there is no exterior work that is required. As such, there is no point in requiring a bond for the development.

The design of the building is not particularly sympathetic with the existing streetscape, however the Shire has approved inferior buildings in the past.

- M5/0407**      **Moved Cr Alexander**                      **Seconded Cr Bailey**  
**That the application for Single Dwelling at 2 Forrest Street, Beverley be approved subject to the following conditions:**
- 1. The development shall be in complete accordance with the approved plans numbered 160407, prepared by the applicant and endorsed by Council's Shire Planner.**
  - 2. The decking on the northern side of the dwelling shall be no more than 0.4m in height above the existing ground level.**
  - 3. The dwelling is to be installed to the satisfaction of the Shire of Beverley's Building Surveyor.**

**CARRIED 7-0**



## 7.1 TOWN PLANNING

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|                        |  |
|------------------------|--|
| <b>ITEM NUMBER:</b>    | <b>7.1.4</b>   |
| <b>DATE:</b>           | <b>17 April 2007</b>                                       |
| <b>SUBJECT:</b>        | <b>PROPOSED SHED – 340 RICHARDSON STREET,<br/>BEVERLEY</b> |
| <b>OWNER:</b>          | <b>O &amp; E Thomas</b>                                    |
| <b>FILE REFERENCE:</b> | <b>RIC1 752</b>  |
| <b>AUTHOR:</b>         | <b>Shire Planner – Warwick Carter</b>                      |

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Appendix 6

### BACKGROUND

**Address:** 340 Richardson Street, Beverley  
**Zoning:** TPS2 - Residential R 2.5  
**Area:** ~8000m<sup>2</sup>

### COMMENT

The applicants have supplied poor site plans that do not adequately show the location of the proposed shed. The lot is very long and narrow and placement of the shed will be difficult given the lot is approximately 20m wide and a 7.5m setback is required.

The overall height of the shed is not given, however the remainder of the shed dimensions comply with the Shire's policy.

- M7/0407**      **Moved Cr Foster**      **Seconded Cr Roberts**  
**That the application for a shed at Lot 340 Richardson Street, Beverley be approved subject to the following conditions:**
- 1. The applicant shall submit a detailed site plan showing all dimensions, setbacks and buildings on the property to the satisfaction of the Shire of Beverley's Shire Planner.**
  - 2. The applicant shall submit elevations clearly showing the overall height of the proposed shed to the satisfaction of the Shire of Beverley's Shire Planner.**
  - 3. The development shall be in complete accordance with the plans required in conditions 1 and 2 of this approval and endorsed by Council's Shire Planner.**

**CARRIED 7-0**

## 7.1 TOWN PLANNING

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|                        |   |
|------------------------|---|
| <b>ITEM NUMBER:</b>    | <b>7.1.5</b>  |
| <b>DATE:</b>           | <b>17 April 2007</b>  |
| <b>SUBJECT:</b>        | <b>PROPOSED SHED – LOT 193 LANGSFORD STREET,<br/>BEVERLEY</b> |
| <b>OWNER:</b>          | <b>A &amp; L Bird</b>   |
| <b>FILE REFERENCE:</b> | <b>LAN 602</b>  |
| <b>AUTHOR:</b>         | <b>Shire Planner – Warwick Carter</b>                         |

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Appendix 7

### BACKGROUND

**Address:** Lot 193 Langsford Street, Beverley  
**Zoning:** TPS2 - Rural Residential  
**Area:** ~2 hectares

### COMMENT

The applicant proposes to construct a 90m<sup>2</sup> shed. The shed complies with Council's outbuilding policy and it is recommended that the application be approved. The shed complies with all setback requirements.

**M8/0407**      **Moved Cr Foster**      **Seconded Cr Roberts**  
That the application for a shed at Lot 193 Langsford Street, Beverley be approved subject to the following conditions:

1. The development shall be in complete accordance with the approved plans numbered 180407, prepared by the applicant and endorsed by Council's Shire Planner.

**CARRIED 7-0**





## 7.1 TOWN PLANNING

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|                        |  |
|------------------------|--|
| <b>ITEM NUMBER:</b>    | <b>7.1.7</b>   |
| <b>DATE:</b>           | <b>24 April 2007</b>   |
| <b>SUBJECT:</b>        | <b>PROPOSED RELOCATED DWELLING – LOT 24<br/>GREAT SOUTHERN HIGHWAY, KOKEBY</b> |
| <b>OWNER:</b>          | <b>S Raisin</b>  |
| <b>FILE REFERENCE:</b> | <b>GRE 1395</b>  |
| <b>AUTHOR:</b>         | <b>Shire Planner – Warwick Carter</b>  |

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Appendix 9

### **BACKGROUND**

The Shire received the application for the above property on 12 March 2007. However, ownership of the property was not established until 2 April 2007, and as such the item was not to be presented to this meeting.

However, a transportable building has been placed on the property, and given that Council was to consider the breach of the Scheme, the application is presented to Council for determination also.

### **COMMENT**

The proposed relocated dwelling is within the Kokeby Townsite. The Shire has previously refused all applications for dwellings in the townsite under Town Planning Scheme No.2 (TPS2).

Town Planning Scheme No.2 states that the setbacks for development in the Farming zone are 10m from the rear and side and 15m from the front boundary. The applicant proposes setbacks of 4m from the sides and 10m from the front.

A Single House is an “AA” use in TPS2, which means, “that the Council may, at its discretion, approve the use”. As such, Council may determine to refuse the application, given the non-compliance with the setbacks of the Scheme.

A transportable dwelling resembling the one in the application has been placed on the site. It is recommended that Council issue a direction for it to be removed. Council may initiate prosecution for the breach of the Scheme, however it is recommended that this only be commenced should the applicant fail to comply with the direction to remove the structure.

**M10/0407 Moved Cr Foster  
That Council:**

**Seconded Cr Bailey**

- A Refuse the application for a relocated dwelling (Single House) at Lot 24 Great Southern Highway for the following reasons:**
- 1. The application fails to meet the required setbacks of the Farming Zone.**
  - 2. Approval of the application would be detrimental to the orderly and proper planning of the locality and the preservation of the amenities of the locality.**
  - 3. The non-compliance with the Scheme provisions would have an adverse effect upon the occupiers and users of the locality and the future development of the locality.**
- B That Council direct the Chief Executive Officer to issue a direction under Section 214(3) of the Planning and Development Act 2005 to remove all structures from the land within 60 days of the notice.**
- C Council direct the Chief Executive Officer to initiate prosecution of the landowner, should the direction noted in B above not be complied with, for non-compliance with the notice and the initial breach of the Scheme.**

**CARRIED 7-0**

**8. INFORMATION BULLETIN**

**8.4 SHIRE PLANNER**

Nil.

Mr W Carter, Shire Planner, left the meeting at 10.26am

## 7.2 HEALTH AND BUILDING

Nil.

## 8. INFORMATION BULLETIN

### 8.2 ENVIRONMENTAL HEALTH OFFICER / BUILDING SURVEYOR

8.2.1 General Correspondence, duties and communications for EHO/Building issues; General duties with complaints, building activities follow-ups, food recalls, Building returns, water sampling, Builders Registration Board returns.

### 8.2.2 BUILDING STATISTICS

Up to 18 April 2006, 68 building licenses were issued of which 20 were new dwellings. Up to 18 April 2007, 18 were new dwellings.

56 Building licenses were issued 2002/ 2003

50 Building licenses were issued 2003/ 2004

73 Building licenses were issued 2004/2005

82 Building licenses were issued 2005/ 2006

78 Building licenses have been issued to date for 2006/ 2007

### 8.2.3 BUILDING LICENSES ISSUED:

Building licenses issued up to 18 April 2007:

|          |                 |          |                      |
|----------|-----------------|----------|----------------------|
| Lic No   | 41 06/ 07       | Lic No   | 56 06/ 07            |
| Lot No   | 104 Vincent St  | Lot No   | 11 Rickeys Siding Rd |
| Building | Renovation      | Building | Shed                 |
| Value    | \$5,000         | Value    | \$6,000              |
| Lic No   | 57 06/ 07       | Lic No   | 59 06/ 07            |
| Lot No   | 79 Lennard Road | Lot No   | 169 Vincent St       |
| Building | Shed            | Building | Shed extension       |
| Value    | \$11,000        | Value    | \$11,000             |
| Lic No   | 60 06/ 07       | Lic No   | 61 06/ 07            |
| Lot No   | 51 Lukin St     | Lot No   | 126 Forrest St       |
| Building | Dwelling        | Building | Shed                 |
| Value    | \$144,769       | Value    | \$10,000             |
| Lic No   | 62 06/ 07       | Lic No   | 63 06/ 07            |
| Lot No   | 151 Millers Rd  | Lot No   | 25784 Westdale Rd    |
| Building | Dwelling        | Building | Shed                 |
| Value    | \$145,000       | Value    | \$11,475             |



## 8. INFORMATION BULLETIN

### 8.5 POOL MANAGER – END OF SEASON REPORT

#### 8.5.1 INTRODUCTION

The past month has been notable for its variety of weather and water temperatures. Water temperatures ranged from a high of 26°C to a low of 16°C.

The other notable occurrence was the **Swimming Pool Filtration & Water Treatment Survey report for Beverley Aquatic Centre**, prepared by Brian Beech. A response to this report is included in this report.

#### 8.5.2 ATTENDANCES AND INCOME

Attendances were very low particularly in the last week of the season when there was 7 days with less than 10 patrons per day.

#### 8.5.3 ATTENDANCES FOR MARCH

**Beverley Swimming Pool: March 2007**

| Date | Day   | Adult Pass | Child Pass | Spect | Adult Entry | Child Entry | Under 5 years | Total Entries | Entry Income | Total Income |
|------|-------|------------|------------|-------|-------------|-------------|---------------|---------------|--------------|--------------|
| 1    | Thurs | 5          | 2          | 28    | 1           | 1           | 3             | 37            | \$3.00       | \$3.00       |
| 2    | Frid  | 4          | 0          | 37    | 0           | 1           | 4             | 42            | \$1.00       | \$1.00       |
| 3    | Sat   | 4          | 4          | 2     | 6           | 15          | 0             | 31            | \$27.00      | \$27.00      |
| 4    | Sun   | 4          | 11         | 7     | 17          | 24          | 9             | 72            | \$58.00      | \$58.00      |
| 5    | Mon   | 6          | 12         | 7     | 9           | 22          | 9             | 65            | \$40.00      | \$40.00      |
| 6    | Tues  | 6          | 7          | 5     | 10          | 18          | 9             | 55            | \$38.00      | \$38.00      |
| 7    | Wed   | 7          | 12         | 15    | 17          | 18          | 15            | 84            | \$52.00      | \$52.00      |
| 8    | Thurs | 9          | 12         | 9     | 14          | 13          | 14            | 71            | \$41.00      | \$41.00      |
| 9    | Frid  | 2          | 3          | 4     | 2           | 8           | 1             | 19            | \$12.00      | \$12.00      |
| 10   | Sat   | 2          | 6          | 5     | 4           | 5           | 3             | 22            | \$13.00      | \$13.00      |
| 11   | Sun   | 2          | 3          | 4     | 2           | 8           | 1             | 20            | \$12.00      | \$12.00      |
| 12   | Mon   | 5          | 7          | 3     | 0           | 7           | 0             | 22            | \$7.00       | \$7.00       |
| 13   | Tues  | 6          | 2          | 3     | 1           | 5           | 4             | 21            | \$7.00       | \$7.00       |
| 14   | Wed   | 5          | 3          | 2     | 0           | 8           | 0             | 18            | \$8.00       | \$8.00       |
| 15   | Thurs | 5          | 2          | 3     | 2           | 6           | 3             | 21            | \$10.00      | \$10.00      |
| 16   | Frid  | 8          | 0          | 38    | 0           | 3           | 0             | 49            | \$3.00       | \$3.00       |
| 17   | Sat   | 3          | 5          | 4     | 8           | 13          | 5             | 38            | \$13.00      | \$13.00      |
| 18   | Sun   | 8          | 4          | 5     | 4           | 4           | 3             | 28            | \$12.00      | \$12.00      |
| 19   | Mon   | 7          | 2          | 4     | 3           | 5           | 3             | 24            | \$11.00      | \$11.00      |

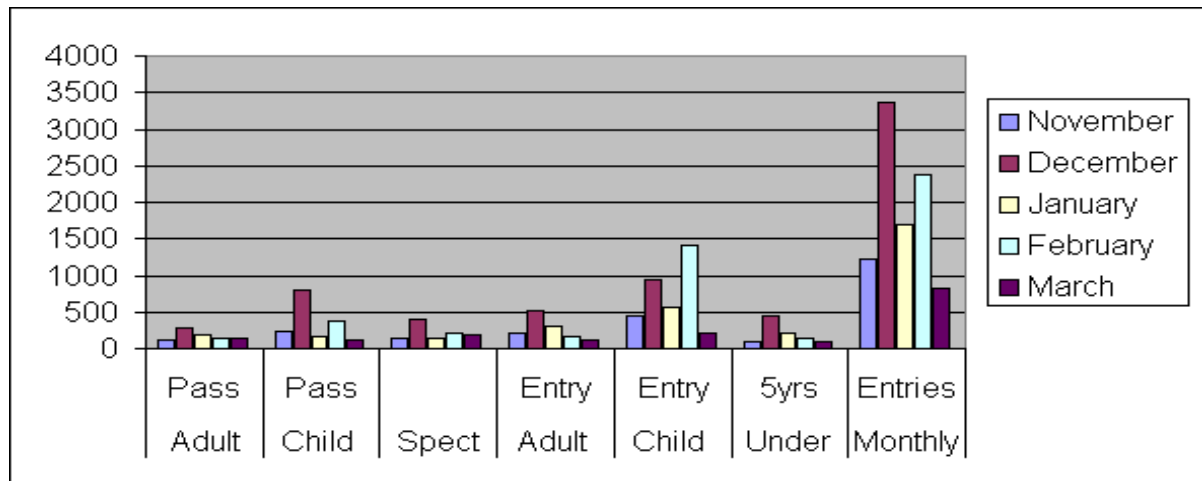
**Beverly Swimming Pool: March 2007 (cont'd)**

| Date                                   | Day   | Adult Pass | Child Pass | Spect      | Adult Entry | Child Entry | Under 5 years | Total Entries | Entry Income    | Total Income    |
|--|-------|------------|------------|------------|-------------|-------------|---------------|---------------|-----------------|-----------------|
| 20                                     | Tues  | 6          | 0          | 1          | 0           | 5           | 0             | 12            | \$5.00          | \$5.00          |
| 21                                     | Wed   | 5          | 2          | 0          | 2           | 4           | 0             | 13            | \$8.00          | \$8.00          |
| 22                                     | Thurs | 2          | 5          | 2          | 1           | 3           | 2             | 15            | \$5.00          | \$5.00          |
| 23                                     | Frid  | 4          | 2          | 1          | 3           | 4           | 3             | 17            | \$10.00         | \$10.00         |
| 24                                     | Sat   | 0          | 0          | 0          | 0           | 0           | 0             | 0             | \$0.00          | \$0.00          |
| 25                                     | Sun   | 0          | 0          | 0          | 0           | 0           | 0             | 0             | \$10.00         | \$10.00         |
| 26                                     | Mon   | 6          | 0          | 2          | 1           | 0           | 0             | 9             | \$2.00          | \$2.00          |
| 27                                     | Tues  | 4          | 0          | 0          | 0           | 1           | 0             | 5             | \$0.00          | \$0.00          |
| 28                                     | Wed   | 1          | 0          | 0          | 0           | 0           | 0             | 1             | \$0.00          | \$0.00          |
| 29                                     | Thurs | 4          | 0          | 0          | 0           | 0           | 0             | 4             | \$1.00          | \$1.00          |
| 30                                     | Frid  | 4          | 1          | 0          | 0           | 0           | 0             | 4             | \$0.00          | \$0.00          |
| School Swimming Carnivals – Free Entry |       |            |            |            |             |             |               | 285           |                 |                 |
| <b>Totals</b>                          |       | <b>134</b> | <b>107</b> | <b>191</b> | <b>107</b>  | <b>201</b>  | <b>91</b>     | <b>1096</b>   | <b>\$409.00</b> | <b>\$409.00</b> |

**8.5.4 ATTENDANCE AND INCOME 2006-2007 SEASON**

**Beverly Swimming Pool: 2006/2007 Season Attendances and Income**

|                                 | Adult Pass | Child Pass | Spect | Adult Entry | Child Entry | Under 5yrs | Monthly Entries | Entry Income | Family Pass | Adult Pass | Child Pass | Monthly Income |      |            |            |          |          |            |
|---------------------------------|------------|------------|-------|-------------|-------------|------------|-----------------|--------------|-------------|------------|------------|----------------|------|------------|------------|----------|----------|------------|
| November                        | 129        | 227        | 141   | 207         | 441         | 87         | 1232            | \$855.00     | \$1,475.75  | \$511.45   | \$228.60   | \$3,070.80     |      |            |            |          |          |            |
| December                        | 285        | 793        | 391   | 511         | 946         | 448        | 3355            | \$2,026.00   | \$304.90    | \$0.00     | \$76.20    | \$2,407.10     |      |            |            |          |          |            |
| January                         | 180        | 176        | 143   | 310         | 570         | 206        | 1692            | \$1,180.00   | \$0.00      | \$63.55    | \$0.00     | \$1,243.55     |      |            |            |          |          |            |
| February                        | 132        | 386        | 221   | 165         | 1410        | 148        | 2385            | \$1,771.00   | \$0.00      | \$0.00     | \$0.00     | \$1,771.00     |      |            |            |          |          |            |
| March                           | 134        | 107        | 191   | 107         | 201         | 91         | 831             | \$409.00     | \$0.00      | \$0.00     | \$0.00     | \$409.00       |      |            |            |          |          |            |
| Swimming Carnivals - Free Entry |            |            |       |             |             |            | 285             |              |             |            |            |                |      |            |            |          |          |            |
|                                 |            |            |       |             |             |            | 860             | 1689         | 1087        | 1300       | 3568       | 980            | 9780 | \$6,241.00 | \$1,780.65 | \$575.00 | \$304.80 | \$8,901.45 |



### 8.5.5 POOL ENTRY FEE STRUCTURE

The pool entry Fee Structure needs to be over hauled to overcome several problems as follows.

a. Child Entry Fee

There is continual dispute with patrons claiming to be children. There is no way of knowing if a teenager is 15yrs or 17yrs of age. There have been several instances of patrons claiming to be 15 or less when in fact they are over 16yrs, one patron was found to be 19yrs but claimed to be only 15yrs.

b. Spectator – Free Entry

There is a large proportion of patrons enter the facility free as they claim to be spectators. In fact the majority of the spectators do enter the water. It is a situation impossible to police and is patently unfair on the patrons who are honest enough to pay for their entry.

c. Entry per Day

Currently patrons are paying a **Daily** entry fee. This means they pay at the start of the day and can come and go as they see fit throughout the day. This creates real problems, as the Pool Staff have to remember who has paid the entry fee. This is an impossible task on busy days and many people are taking it as an opportunity to avoid paying the entry fees.

d. Family Season Passes

Many families who purchase Family Passes are including coverage for adult non-dependant children; visiting children they claim are theirs and other sundry relatives. There is no way of knowing who is rightfully covered by the family passes and patrons are taking advantage of the system to gain free entry for people who are not entitled.

### OFFICER'S RECOMMENDATION

It is suggested that the following Fee Structures for entry to the Beverley Pioneers Memorial Swimming Pool for the 2007/2008 Season.

**Adults and Children (per Entry) \$ 1.00**

"Pass outs" to be allowed for 10mins to go to the car park.

**Children Under 5yrs FREE**

**Family Season Pass \$ 200**

Family being 2 Parents/Guardians and dependant children under 18yrs of age

**Seniors/Pensioners Season Pass \$ 50**

(Over 50yrs, Aged, Disability, Newstart or Service pension cards)

It is suggested that the above Entry Fee structure will **increase revenue** and ensure patrons pay the appropriate entry fee to the Pool.



The reduction of the Adult entry fee will remove the problems in determining the age of patrons and also encourage more Adults to swim with their children.

Removing the Free Entry for spectators combined with the reduction of the Adult entry fee will increase income without alienating patrons.

The following sheets demonstrate the overall **26% increase in income**, which would result in the clarification and simplification of the Pool Entry Fee Structure as suggested.

### Entries and Income 2006/2007

|          | Monthly Entries | Adult Fees | Child Fees | Entry Income | Family Pass | Adult Pass | Child Pass | Monthly Income    |
|----------|-----------------|------------|------------|--------------|-------------|------------|------------|-------------------|
| November | 1232            | \$258.00   | \$227.00   | \$855.00     | \$1,475.75  | \$511.45   | \$228.60   | \$3,070.80        |
| December | 3355            | \$570.00   | \$793.00   | \$2,026.00   | \$304.90    | \$0.00     | \$76.20    | \$2,407.10        |
| January  | 1692            | \$360.00   | \$176.00   | \$1,180.00   | \$0.00      | \$63.55    | \$0.00     | \$1,243.55        |
| February | 2385            | \$264.00   | \$386.00   | \$1,771.00   | \$0.00      | \$0.00     | \$0.00     | \$1,771.00        |
| March    | 831             | \$268.00   | \$107.00   | \$409.00     | \$0.00      | \$0.00     | \$0.00     | \$409.00          |
|          |                 |            |            |              |             |            |            |                   |
|          | 9495            | \$1,720.00 | \$1,689.00 | \$6,241.00   | \$1,780.65  | \$575.00   | \$304.80   | <b>\$8,901.45</b> |

### Entries and Income 2007/2008

|                    | Under 5yrs | Monthly Entries | Entry Income | Family Pass | Pension Pass | Monthly Income     |
|--------------------|------------|-----------------|--------------|-------------|--------------|--------------------|
| November           | 87         | 1232            | \$1,145.00   | \$1,600.00  | \$400.00     | \$3,145.00         |
| December           | 448        | 3355            | \$2,926.00   | \$400.00    | \$0.00       | \$3,326.00         |
| January            | 206        | 1692            | \$1,379.00   | \$0.00      | \$50.00      | \$1,429.00         |
| February           | 148        | 2385            | \$2,314.00   | \$0.00      | \$0.00       | \$2,314.00         |
| March              | 91         | 831             | \$740.00     | \$0.00      | \$0.00       | \$740.00           |
| Swimming Carnivals |            | 285             | \$285.00     |             |              | \$285.00           |
|                    | 980        | 9780            | \$8,789.00   | \$2,000.00  | \$450.00     | <b>\$11,239.00</b> |

**Income 2006/2007** **\$ 8,901.45**

**Income 2007/2008** **\$11,239.00**

## 8.6 BEVERLEY SWIMMING POOL REDEVELOPMENT

### Appendix 10

The report submitted by the consulting Engineer Brian Beech identified many problems with the Pool Circulation System of the Beverley Swimming Pool. The cost of overcoming these problems is very expensive with estimated costs ranging from \$1.4mill to \$1.8mill if the existing 50m Pool is to be retained.

There is several high cost Items within the recommendations that need to be closely examined as follows:

- a. Filtration System Replacement.

- b. Chlorination System Upgrade.
- c. Plastering and Tiling of Pool Bowls.
- d. Separation of the systems for the Learners/Toddlers Pools and Main Pool.

The following suggestions address the above and attempt to provide solutions to reduce the impact of the above items on the cost of Redevelopment.

#### **8.6.1 FILTRATION SYSTEM REPLACEMENT**

The only reason to replace the existing Filtration System is enable the required flow/turn over rates for the Main and learners/Toddlers Pools to be achieved.

Reducing the total volume of the Pools can do this. Combining the Main and Learners/Toddlers Pools, into one Pool requiring only a 3.5hr turnover rate will remove the need to replace the existing Filtration System. It will then only require minor upgrade work.

#### **8.6.2 CHLORINATION SYSTEM UPGRADE**

The largest cost involved in the upgrade of the chlorination system directly relates to the use of Chlorine Gas as a disinfection agent for the Pool Water. The OH&S, Dangerous Goods requirements make it an expensive system to install and maintain.

The cost of any upgrade can be greatly reduced by conversion to Salt Water, Liquid Chlorine (Sodium Hypochlorite) or Chlorine Pellet (Calcium Hypochlorite) erosion Chlorination system.

#### **8.6.3 PLASTERING AND TILING OF POOL BOWLS**

The initial plastering and tiling of Pool Bowls is very expensive. In addition the long-term maintenance of tiled pools is also expensive.

Upgrading The Pools using “Myrtha Technology”, or a similar system can reduce the cost of refurbishment of Pool Bowls. These systems clad the pool bowl with Stainless Steel sheets with a bonded PVC coating precluding any extensive Pool Bowl surface preparation.

The system provides a much more durable finish requiring much less long-term maintenance.

Further information can be obtained on [www.myrthapools.com](http://www.myrthapools.com) or [www.avpc.com.au](http://www.avpc.com.au)

#### **8.6.4 SEPARATION OF THE SYSTEMS FOR THE LEARNERS / TODDLERS POOLS AND MAIN POOL**

The cost associated with separating the systems for the Learners/Toddlers and Main Pools becomes a non-issue with the

combining of the Pools into One Pool as is being suggested. It is to be noted that the cost of separation of the Pools including the cost of an additional filtration system for the Learners/Toddlers Pools is in excess of \$200,000.

#### 8.6.5 RETENTION OF 50M POOL

The report submitted by Brian Beech assumes the 50m Pool will be retained.

This has several disadvantages as follows:

- a. The Pool is over 40yrs old and retaining it essentially as is also retains the maintenance problems associated with a 40yr+ old Pool Bowl.
- b. The volume of the 50m Pool means that a new Filtration System and Plant Room must also be installed at a cost exceeding \$300,000.
- c. The existing facility is single purpose and does not meet the Aquatic recreational needs of the community

#### 8.7 REFURBISHED SWIMMING POOL DESIGN – SINGLE MULTI PURPOSE 25M POOL

The suggested submitted drawings/designs comprise a single 25m pool with a “Free Form Learners/Toddlers Swimming Area attached to the 25m competition swimming area.

The concepts include the following features/advantages.

- a. Reduction of the **total water volume** by reducing the Competition Pool area to 25m x 12.8m.

The main advantages of this being:

- i. Reducing water volume so that the **existing Filtration System can be retained** and be capable of achieving the required “turnover rate”, required by the current “Swimming Pool Design guidelines”.

This **reduces the cost** of any development/upgrade by more than **\$300,000**.

- ii. Retaining a large part of the existing Pool Bowl to further **reduce the cost** of the renovation/Upgrade.
- iii. Retention of a Competition Swimming Area to cater for the needs of the Swimming Club and Lap Swimmers.

- b. Inclusion of a **Free Form Learners/Toddlers Swimming** area with “Beach Entry” attached to the 25m Competition Swimming Area.

The advantages of this are:

- i. With the Learners/Toddlers Area attached to and part of the whole Pool, it can be seen to be only **One Pool**.

This means that under the Swimming pool Design guidelines the whole pool is only required to have a **Turnover Rate of 3.5hrs**, the existing Filtration System can achieve this.

- Retention of the existing Filtration System will greatly reduce the cost of any Renovation/Development.
- ii. A “Beach Entry” enables easy access to the Pools for the Disabled and Aged. Those patrons with severe mobility issues can be simply wheeled in to the Pool using a “Pool Wheel Chair” without the need for lifting.
  - iii. “Beach Entries” combined with a “Wet Deck” gutter system remove the poolside trip points and greatly **improve the safety** of the facility.
  - iv. **Safety is greatly improved** because there is no incentive to run from one pool to the next.
  - v. **Safety is greatly improved** for young patrons in particular as a “Beach Entry” reduces the chances of Dive Entry injuries simply because they are entering the Pool by walking into the water.
- c. Inclusion of **Indoor Cricket Net, Beach Volley Ball Court and a half Basket Ball Court** makes the centre a Multi Function Recreation Facility. This will increase greatly the customer base for the Centre and make it a much more attractive facility for prospective patrons.
  - d. Inclusion of a fixed **BBQ Facility and Play Ground** will make the Centre a focus for Family Oriented Recreational Activities.
  - e. Inclusion of fixed **Shade over the Learners/Toddlers Swimming Area** ensures young swimmers are protected from excess UV light exposure.  
This roof area combined with the extension of the Kiosk/Change Rooms/Swimming Club Rooms roof provides an area suitable for the mounting of **Solar Panels**.
  - f. Inclusion of **Solar Heating** combined with the use of **Pool Blankets** will enable the Pool Water Temperature to be **raise by as much as 10C**.  
The advantages of this are:
    - i. This will enable the Swimming Season to be extended by at least another 6 weeks.
    - ii. It will ensure that the Water Temperature is always conducive to conducting Learn to Swim Programs.
    - iii. Patrons will be encouraged to utilise the Facility on a more regular basis, as they will know the water is always warm enough for enjoyable swimming.
  - g. Inclusion of a **Water Slide** gives an additional focal attraction for young patrons to burn up excess energy.



Mr S Vincent, Works Supervisor, entered the meeting at 11.13am.

**7.3 PLANT, WORKS, RECREATION AND TOURISM**

Nil.

**8. INFORMATION BULLETIN**

**8.3 WORKS SUPERVISOR**

**8.3.1 GENERAL – PLANT AND WORKS**

**8.3.1.1 Tree Lopping**

Tree lopping has been completed.

**8.3.1.2 Maintenance**

Maintenance grading is being carried out in the Beverley Mawson road areas and parts of York-Williams and Dale Kokeby.

DeLisle Street is our next project which we have started.

Blocked culverts are being cleaned out on Beverley East Road and Barrington Road - where damage to wood railings is also being fixed.

Road patching is on going around Shire roads along with guide posts.

Simmons Road verges and shoulders have been cleaned up and graded.

Bethany Road - build up of top soil, vegetation and dead trees have been carted away and the road widened.

**8.3.1.3 Plant Report**

Appendix 11: Compiled by Mr Jim Evans, Shire Mechanic.

**8.3.2 CONSTRUCTION**

**8.3.2.1 Talbot West Road**

1.2km on Talbot West Road has been bituminised – Boral did an excellent job this time.

**8.3.2.2 Reseals**

Reseals should commence next week – starting in town first and then the rural areas.

The Works Supervisor reported that reseals commenced on Friday 29 April 2007 and are continuing.



**7.4 FINANCE**

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**ITEM NUMBER:** 7.4.1  
**DATE:** 19 April 2007  
**SUBJECT:** SCHEDULE OF ACCOUNTS  
**AUTHOR:** Deputy Chief Executive Officer – Stephen Gollan

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Appendix 12

**M14/0407 Moved Cr Foster** **Seconded Cr Szczecinski**  
**That the Schedule of Accounts for the month of March 2007 be received.**

**CARRIED 7-0**

**7.4 FINANCE**

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**ITEM NUMBER:** 7.4.2  
**DATE:** 19 April 2007  
**SUBJECT:** FINANCIAL REPORT FOR THE PERIOD ENDED 31 MARCH 2007  
**AUTHOR:** Deputy Chief Executive Officer – Stephen Gollan

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**M15/0407 Moved Cr Foster** **Seconded Cr Roberts**  
**That the Financial Report, as presented, for the period ended 31 March 2007 be received.**

**CARRIED 7-0**



## 7.4 FINANCE

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**ITEM:** 7.4.3  
**DATE:** 16 April 2007  
**SUBJECT:** INVESTMENT OF SURPLUS FUNDS  
**FILE REFERENCE:** FM 008  
**AUTHOR:** Deputy Chief Executive Officer – Stephen Gollan

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### BACKGROUND

Council has at present surplus funds that have been invested in line with Council's policy.

### COMMENT

Listed below are surplus funds that have been invested during the month of April 2007 with Esanda Investments.

|                                  |               |
|----------------------------------|---------------|
| ▪ Office Equipment Reserve       | \$ 18,681.00  |
| ▪ Annual Leave Reserve           | \$ 94,179.00  |
| ▪ Building Reserve               | \$ 358,803.00 |
| ▪ Leave and Gratuity Reserve     | \$ 18,142.00  |
| ▪ Plant Reserve                  | \$ 511,109.00 |
| ▪ Recreation Ground Reserve      | \$ 221,101.00 |
| ▪ Bush Fire Fighters Reserve     | \$ 59,501.00  |
| ▪ Avon River Development Reserve | \$ 24,972.00  |
| ▪ Community Bus Reserve          | \$ 17,978.00  |
| ▪ Cropping Committee Reserve     | \$ 67,350.00  |
| ▪ Municipal Fund                 | \$ 400,000.00 |
| ▪ Municipal Fund                 | \$ 400,000.00 |

The Investment terms are as follows:

| Certificate# | Term    | Interest Rate | Amount          | Expires    |
|--------------|---------|---------------|-----------------|------------|
| 1712817005   | 63 Days | 6.35%         | \$ 1,391,816.00 | 12/06/2007 |
| 1412801006   | 33 Days | 6.35%         | \$ 400,000.00   | 16/05/2007 |
| 1412803002   | 30 Days | 6.35%         | \$ 400,000.00   | 16/05/2007 |

**M16/0407 Moved Cr McLean** **Seconded Cr Szczecinski**  
**That the investment report for the month of April 2007 be received.**  
**CARRIED 7-0**

## 7.5 ADMINISTRATION

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|                     |  |
|---------------------|--|
| <b>ITEM NUMBER:</b> | <b>7.5.1</b>                                 |
| <b>DATE:</b>        | <b>16 April 2007</b>                         |
| <b>SUBJECT:</b>     | <b>PURCHASING POLICY</b>                     |
| <b>AUTHOR:</b>      | <b>Chief Executive Officer – Keith Byers</b> |

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### BACKGROUND

Since legislation was changed for State Government to increase the requirement for calling of tenders from fifty thousand dollars (\$50,000) to one hundred thousand dollars (\$100,000), the Western Australia Local Government Association (WALGA) and individual local governments have been lobbying the Department of Local Government to bring the Local Government Act into line with these requirements.

Total Purchasing Solutions, a division of WALGA, has prepared a Model Purchasing Policy, which has been used as a base for a Purchasing Policy. The Department of Local Government and Regional Development have reviewed the model document and noted that the WALGA model policy contains greater requirements than the minimum under the draft amendment to the regulations.

### STATUTORY ENVIRONMENT

Local Government (Functions and General) Regulations 1996 (WA).

### VOTING REQUIREMENT

Simple Majority

**M17/0407 Moved Cr Foster** **Seconded Cr Roberts**  
**That the following Purchasing Policy be adopted:**

***“SHIRE OF BEVERLEY – POLICY MANUAL  
PURCHASING POLICY***

***Policy Number:***

#### **1.1 STATEMENT OF INTENT**

*The intent of this policy is to provide clear direction to staff when carrying out purchasing of goods and services for the Shire of Beverley and to ensure that purchasing is undertaken in an efficient, effective, economical and sustainable manner that provides transparency and accountability of the procurement process. This policy:*

- Provides the Shire of Beverley with a more effective way of purchasing goods and services.*

- *Ensures that purchasing transactions are carried out in a fair and equitable manner.*
- *Strengthens integrity and confidence in the purchasing system.*
- *Ensures that the Shire of Beverley receives value for money in its purchasing.*
- *Ensures that the Shire of Beverley considers the environmental impact of the procurement process across the life cycle of goods and services.*
- *Ensures the Shire of Beverley is compliant with all regulatory obligations.*
- *Promotes effective governance and definition of roles and responsibilities.*
- *Uphold respect from the public and industry for the Shire of Beverley purchasing practices that withstands probity.*

## **1.2 OBJECTIVES**

*Purchasing Procedures are to encompass the following requirements:*

*To provide compliance with the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996.*

*Compliance with the guidelines contained within the Local Government Purchasing and Tender Guide published by the Western Australia Local Government Association.*

*To deliver a best practice approach and procedures to internal purchasing for the Shire of Beverley.*

*To ensure consistency for all purchasing activities that integrates within all the Shire of Beverley operational areas.*

## **1.3 ETHICS AND INTEGRITY**

*All officers and employees of the Shire of Beverley shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Beverley.*

*The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties;*

- *Fully accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;*
- *All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Beverley policies and code of conduct;*

- *Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;*
- *All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;*
- *Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and*
- *Any information provided to the Shire of Beverley by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.*

#### **1.4 VALUE FOR MONEY**

*Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Beverley. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.*

*An assessment of the best value for money outcome for any purchasing should consider:*

- *All relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.*
- *The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;*
- *Financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history); and*
- *A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.*

*Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.*

#### **1.5 SUSTAINABLE PROCUREMENT**

*Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.*

*The Shire of Beverley is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with any Shire of Beverley sustainability objectives.*

## **1.6 PURCHASING THRESHOLD**

*Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be: -*

| <i>Amount of Purchase</i>  | <i>Requirements</i>   |
|----------------------------|---|
| <i>Up to \$5,000</i>       | <i>Direct purchase from supplier at purchaser(s) discretion.</i>  |
| <i>\$5,001-\$29,999</i>    | <i>Obtain at least two verbal or written quotations.</i>  |
| <i>\$30,000 - \$49,999</i> | <i>Obtain at least two written quotations.</i>  |
| <i>\$50,000 - \$99.999</i> | <i>Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).</i> |
| <i>\$100,000 and above</i> | <i>Conduct a public tender process.</i>   |

*Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$100,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$100,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.*

*The Chief Executive Officer may, in justifiable circumstances, waive the need to seek the required number of quotations prior to undertaking a purchase.*

*For purchases greater than \$15,000 (ex GST), all parties providing quotations are to be notified in writing (including by fax/email) if they are unsuccessful (note successful parties will be notified formally by issue of a purchase order).*

*The Shire of Beverley will compile and maintain a preferred list of suppliers if the Chief Executive Officer believes it is warranted. Only one quote, unless considered prudent to seek more, is required for*

*prospective purchases made from a supplier listed on the Shire's preferred list of suppliers.*

### **1.6.1 Up to \$5,000**

*Where the value of procurement of goods or services does not exceed \$5,000, direct purchase from the supplier may be made. However, it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.*

*This purchasing method is suitable where the purchase is relatively small and low risk.*

*Record keeping requirements must be maintained in accordance with record keeping policies.*

### **1.6.2 \$5,001 to \$29,999**

*This category is for the procurement of goods or services where the value of such procurement ranges between \$5,001 and \$29,999.*

*At least two verbal or written quotations (or a combination of both) are required. Where this is not practical, e.g. due to limited suppliers it must be noted through records relating to the process.*

*The general principles for obtaining verbal quotations are:*

- *Ensure that the requirement/specification is clearly understood by the Shire of Beverley employee seeking the verbal quotations;*
- *Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote;*
- *Read back the details to the Supplier contact person to confirm their accuracy; and*
- *Written notes detailing each verbal quotation must be recorded.*

*Record keeping requirements must be maintained in accordance with record keeping policies.*

### **1.6.3 \$30,000 to \$49,999**

*For the procurement of goods or services where the value exceeds \$30,000 but is less than \$49,999, it is required to obtain at least two written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).*

*The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.*

*Record keeping requirements must be maintained in accordance with record keeping policies.*

**NOTES:** *The general principles relating to written quotations are:*

- *An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.*
- *The request for written quotation should include as a minimum:*
  - *Written Specification*
  - *Selection Criteria to be applied.*
  - *Price Schedule.*
  - *Conditions of responding.*
  - *Validity period of offer*
- *Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.*
- *Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.*
- *Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.*
- *Respondents should be advised in writing as soon as possible after the final determination is made and approved.*

#### **1.6.4 \$50,000 to \$99,999**

*For the procurement of goods or services where the value exceeds \$50,000 but is less than \$99,999, it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.*

*For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.*

*Record keeping requirements must be maintained in accordance with record keeping policies.*

### **1.7 REGULATORY COMPLIANCE**

#### **1.7.1 Tender Exemption**

*In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):*

- *An emergency situation as defined by the Local Government Act 1995;*
- *The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;*
- *The purchase is under auction which has been authorised by Council;*
- *The contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or*
- *Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.*

### **1.7.2 Sole Source of Supply (Monopoly Suppliers)**

*The procurement of goods and/or services available from only one private sector source of supply (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.*

**Note:** *The application of provision “sole source of supply” should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.*

### **1.7.3 Anti-Avoidance**

*The Shire of Beverley shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$100,000, thereby avoiding the need to publicly tender.*

### **1.7.4 Tender Criteria**

*The Shire of Beverley shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.*

*The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.*

*For Requests with a total estimated (ex GST) price of:*

- *Between \$40,000 and \$99,999, the panel must contain a minimum of 2 staff members; and*
- *\$100,000 and above, the panel must contain a minimum of 3 staff members.*



### **1.7.5 Advertising Tenders**

*Tenders are to be advertised in a statewide publication e.g. "The West Australian" newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.*

*The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 **full** days are provided as a minimum.*

*The notice must include:*

- *A brief description of the goods or services required;*
- *Information as to where and how tenders may be submitted;*
- *The date and time after which tenders cannot be submitted;*
- *Particulars identifying a person from who more detailed information as to tendering may be obtained;*
- *Detailed information shall include:*
  - *Such information as the Shire of Beverley decides should be disclosed to those interested in submitting a tender;*
  - *Detailed specifications of the goods or services required;*
  - *The criteria for deciding which tender should be accepted;*
- *Whether or not the Shire of Beverley has decided to submit a tender; and*
  - *Whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.*

### **1.7.6 Issuing Tender Documentation**

*Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.*

*This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Shire of Beverley not to compromise its Duty to be Fair.*

### **1.7.7 Tender Deadline**

*A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.*

### **1.7.8 Opening of Tenders**

*No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.*

*Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Council*

*Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.*

*Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as commercial-in-confidence to the Local Government. Members of the public are entitled to be present.*

*The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Shire of Beverley Officers present at the opening of tenders.*

#### **1.7.9 No Tenders Received**

*Where the Shire of Beverley has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:*

- *A sufficient number of quotations are obtained;*
- *The process follows the guidelines for seeking quotations between \$40,000 and \$99,999 (listed above);*
- *The specification for goods and/or services remains unchanged; and*
- *Purchasing is arranged within 6 months of the closing date of the lapsed tender.*

#### **1.7.10 Tender Evaluation**

*The Shire of Beverley by means of a written evaluation against the pre-determined criteria shall assess tenders that have not been rejected. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.*

#### **1.7.11 Addendum to Tender**

*If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire of Beverley may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.*

#### **1.7.12 Minor Variation**

*If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire of Beverley and tenderer have entered into a Contract, a minor variation may be made by the Shire of Beverley.*

*A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.*

#### **1.7.13 Notification of Outcome**

*Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:*

- *The name of the successful tenderer.*
- *The total value of consideration of the winning offer.*

*The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.*

#### **1.7.14 Records Management**

*All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:*

- *Tender documentation;*
- *Internal documentation;*
- *Evaluation documentation;*
- *Enquiry and response documentation;*
- *Notification and award documentation.*

*For a direct purchasing process this includes:*

- *Quotation documentation;*
- *Internal documentation;*
- *Order forms and requisitions.*

*Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire of Beverley internal records management policy.”*

**CARRIED 6-1**



## 7.5 ADMINISTRATION

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|                        |  |
|------------------------|--|
| <b>ITEM NUMBER:</b>    | <b>7.5.3</b>   |
| <b>DATE:</b>           | <b>17 April 2007</b>   |
| <b>SUBJECT:</b>        | <b>GATE PERMIT APPLICATION – LOT 179 BENNETTS ROAD, BEVERLEY</b> |
| <b>FILE REFERENCE:</b> | <b>WO BEN</b>  |
| <b>AUTHOR:</b>         | <b>Chief Executive Officer – Keith Byers</b>                     |

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### BACKGROUND

Permission is being sought by the owner of Lot 179 Bennetts Road, Beverley to place a gate at the northern boundary of his property on Bennetts Road.

### COMMENT

Clause 9 of the Local Government (Uniform Provisions) Regulation 1996 states:

*“9. (1) A person may apply to the local government for permission to have across a public thoroughfare under the control or management of the local government a gate or other device that enables motor traffic to pass across the public thoroughfare and prevents livestock from straying.*

*(2) The local government may, before dealing with the application, require the applicant to publish notice of the application in such manner as the local government thinks fit.*

*(3) Permission granted by the local government under this regulation is required to specify the period for which it is granted and may be renewed from time to time.*

*(4) The local government may impose such conditions as it thinks fit on the construction, placement and maintenance of the gate or other device across the public thoroughfare and may, when renewing the permission or at any other time, vary any condition.*

*(5) The local government may at any time withdraw permission granted under this regulation and request the person responsible for the gate or other device to; remove it within a time specified in the request.*

*(6) A person to whom a request is made under subregulation (5) commits an offence if the person fails to comply with the request.*

*(7) The penalty for an offence under subregulation (6) is \$1,000.*

*(8) A local government is required to keep a register of gates and other devices constructed under this regulation.*

**Council agreed to defer this item until the May meeting of Council after which time the majority of Councillors will have inspected the road.**

## 7.5 ADMINISTRATION

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**ITEM NUMBER:** 7.5.4  
**DATE:** 17 April 2007  
**SUBJECT:** FORREST/RAILWAY STREET DRAINAGE  
**FILE REFERENCE:** WO FOR and RO 020  
**AUTHOR:** Chief Executive Officer – Keith Byers

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Appendix 14

### **BACKGROUND**

In response to Council's motion M49/0207:  
"That Council write and advise Mayberry Hammond & Co that in an endeavour to resolve the problem an offer as recommended by the consultant engineers has been made to Mr. Boyle which he has rejected."

The attached correspondence has been received from Mayberry Hammond.

*Council has been put on notice that if this matter is not attended to and damage is therefore suffered by their clients in regard to the flooding of their property which will inevitably occur, then a writ for damages will be issued against Council.*

### **COMMENT**

If Council wishes to address the problem it needs to obtain a design of the entire Railway, Horley, Taylor Streets catchment area, as in time it could be expected that all lots in the locality will be developed. The Trevor Boyle issue is only a part of the scenario.

**M19/0407 Moved Cr Szczecinski** **Seconded Cr McLean**  
**That Council resolve to obtain quotations to prepare a drainage design for the entire Railway Street, Horley Street and Taylor Street catchment area.**

**CARRIED 7-0**

**M20/0407 Moved Cr Alexander** **Seconded Cr Foster**  
**That Council resolve to write to the solicitors Mayberry Hammond & Co advising of the above motion and that Council had inspected the area immediately after approximately 40mm of rainfall had fallen on the 19 December 2006 and it appeared no water had run onto Mr Boyle's property from adjoining land.**

**CARRIED 6-1**

Council adjourned for lunch at 12.30pm.

Council reconvened at 2.06pm

Mr K Byers, Chief Executive Officer, left the meeting.

## **7.5 ADMINISTRATION**

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|                        |   |
|------------------------|---|
| <b>ITEM NUMBER:</b>    | <b>7.5.5</b>                                    |
| <b>DATE:</b>           | <b>17 April 2007</b>                            |
| <b>SUBJECT:</b>        | <b>COUNCILLOR SCOTT LEONHARDT'S RESIGNATION</b> |
| <b>FILE REFERENCE:</b> | <b>GOV 008</b>                                  |
| <b>AUTHOR:</b>         | <b>Chief Executive Officer – Keith Byers</b>    |

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### **BACKGROUND**

Councillor Scott Leonhardt has tendered his resignation as a Councillor effective from the 10<sup>th</sup> April 2007. Cr Leonhardt advised that employment outside the district has meant that he cannot continue to meet his commitments as a Councillor.

### **COMMENT**

Councillor Leonhardt's Term of Office was to expire in the year 2009 and as such his resignation has created a vacancy in the North Ward.

Council can either conduct an extra-ordinary election or in accordance with Section 4.16 of the Local Government Act seek approval from the Electoral Commissioner to defer such an election until the date of the ordinary elections, being 20 October 2007.

Section 4.16(4) states:

*"If a member's office becomes vacant under section 2.32 –*

*a) after the third Saturday in January in an election year; but*

*b) before the third Saturday in July in that election year,*

*the Council may, with the approval of the Electoral Commissioner, fix the ordinary elections day in that election year as the day for holding any poll needed for the extraordinary election to fill that vacancy."*





## **8. INFORMATION BULLETIN**

### **8.1 CHIEF EXECUTIVE OFFICER**

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|                        |  |
|------------------------|--|
| <b>ITEM NUMBER:</b>    | <b>8.1.1</b>                                 |
| <b>DATE:</b>           | <b>17 April 2007</b>                         |
| <b>SUBJECT:</b>        | <b>BEVERLEY FIRE STATION</b>                 |
| <b>FILE REFERENCE:</b> | <b>VIN 1114 and DB 003</b>                   |
| <b>AUTHOR:</b>         | <b>Chief Executive Officer – Keith Byers</b> |

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#### **BACKGROUND**

The Heritage Council of W.A. has advised that the assessment documentation recognises that the Beverley Fire Station is of cultural significance, as it is a rare remaining example of a single appliance brick fire station with quarters built immediately post-war and is in largely original condition.

Should the Beverley Fire Station enter the State Register, the Heritage Council cannot compel the Shire to maintain a place beyond local government requirements.

**Council agreed to note the matter.**

### **8.1 CHIEF EXECUTIVE OFFICER**

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|                        |  |
|------------------------|--|
| <b>ITEM NUMBER:</b>    | <b>8.1.2</b>                                 |
| <b>DATE:</b>           | <b>17 April 2007</b>                         |
| <b>SUBJECT:</b>        | <b>AVON ARC STRATEGY</b>                     |
| <b>FILE REFERENCE:</b> | <b>LUP 013</b>                               |
| <b>AUTHOR:</b>         | <b>Chief Executive Officer – Keith Byers</b> |

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#### **BACKGROUND**

The Chief of Staff for the Office of the Minister for Planning and Infrastructure in reply to Council's correspondence of the 15<sup>th</sup> June 2006 has advised that the current Avon Arc Strategy was published in 2001 and provides an excellent starting point to guide and co-ordinate regional planning across this region. It highlights many of the key issues and necessary actions in the Avon Arc, but given the time that has elapsed, the Minister agrees there are some matters that could be updated to reflect recent changes in the area. A review of the Strategy is one option, but this would take considerable time and resources and it is understood the Wheatbelt Development Commission is currently discussing options to progress the implementation of the Avon Arc Strategy with relevant local governments.

An alternative to a complete review of the Strategy would be to focus on specific issues prioritised by the Avon Arc Implementation Committee and also the Infrastructure Group.

The Minister encourages Council to discuss the issues of concern with the Wheatbelt Development Commission, the Avon Arc Implementation Committee and Wheatbelt Infrastructure Group to ensure that the requirements of the local governments within the region are adequately addressed in the implementation process.

**Council advise the Wheatbelt Development Commission that it encourages the implementation of the Avon Arc Strategy and that the CEO/DCEO discuss any issues of concern with them.**

## 8.1 CHIEF EXECUTIVE OFFICER

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|                 |                                       |
|-----------------|---------------------------------------|
| ITEM NUMBER:    | 8.1.3                                 |
| DATE:           | 17 April 2007                         |
| SUBJECT:        | BEVERLEY AIRFIELD                     |
| FILE REFERENCE: | BRE1 32745                            |
| AUTHOR:         | Chief Executive Officer – Keith Byers |

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### BACKGROUND

The solicitors acting on behalf of the Beverley Soaring Society advised that with regards to the dispute over the Beverley Airfield the Soaring Society is prepared to agree to discontinue its Supreme Court action on the basis that each party bear its own costs of the action to date, provided that the Edwards family agrees not to relocate the fence any closer to the intersection of the two runways.

The writer is confident that the Shire will see this as a reasonable proposition by the Soaring Society and seek the Shire's assistance in procuring the Edwards family agreement to the same.

Advice of Council's intentions have been requested.

**Council agreed that the status quo remain.**

## 8.1 CHIEF EXECUTIVE OFFICER

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|                        |  |
|------------------------|--|
| <b>ITEM NUMBER:</b>    | <b>8.1.4</b>                                 |
| <b>DATE:</b>           | <b>17 April 2007</b>                         |
| <b>SUBJECT:</b>        | <b>BEVERLEY SWIMMING POOL</b>                |
| <b>FILE REFERENCE:</b> | <b>RC 006</b>                                |
| <b>AUTHOR:</b>         | <b>Chief Executive Officer – Keith Byers</b> |

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### **BACKGROUND**

Ted and Sheila Sheahan have requested that Council keep the Swimming Pool open at least until Easter in future years.

**M22/0407 Moved Cr Schilling Seconded Cr Foster**  
That Council resolve to write to T & S Sheahan advising that as numbers had fallen away prior to Easter it was decided it was not viable to keep the Beverley Swimming Pool open until Easter. Council also advise that the matter is reviewed annually.  
**CARRIED 7-0**

## 8.1 CHIEF EXECUTIVE OFFICER

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|                        |  |
|------------------------|--|
| <b>ITEM NUMBER:</b>    | <b>8.1.5</b>                                 |
| <b>DATE:</b>           | <b>17 April 2007</b>                         |
| <b>SUBJECT:</b>        | <b>WALGA 2007 ANNUAL GENERAL MEETING</b>     |
| <b>FILE REFERENCE:</b> | <b>GR 002</b>                                |
| <b>AUTHOR:</b>         | <b>Chief Executive Officer – Keith Byers</b> |

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### **BACKGROUND**

The Annual General Meeting of the Western Australian Local Government Association will be held at the Burswood Convention Centre on Sunday 5<sup>th</sup> August 2007.

Agenda Items for the Annual General Meeting close on Friday 15<sup>th</sup> June 2007.

**Council agreed that the matter be noted.**



**10.4 LOCAL GOVERNMENT DISCUSSION PAPER – INQUIRY INTO FIRE AND EMERGENCY SERVICES LEGISLATION 2006**

E-mailed Info Page, Discussion Paper seeking Council response to Local Government Management of Emergencies.

**Council agreed the matter be noted.**

**10.5 SEAVROC**

Cr Schilling and the Chief Executive Officer gave a verbal report.

**Council noted that the SEAVROC meetings will now be held bi-monthly with the next meeting being held at the Shire of Beverley on the 6 June 2007.**

**10.6 AVON CATCHMENT COUNCIL – BRIDAL CREEPER WORKSHOP**

Correspondence from the Avon Catchment Council advising they in conjunction with the National Coordinator for Bridal Creeper will be holding a workshop in Northam on Tuesday 1 May 2007 to discuss Bridal Creeper control methods and plans to implement the Bridal Creeper control project throughout the Avon River Basin.

**Cr Szczecinski agreed to attend the meeting at Northam to discuss control methods for Bridal Creeper.**

**10.7 DEVELOPMENT SERVICES COMMITTEE MEETING**

**The next meeting of the Development Services Committee will be held on Thursday 10 May 2007 commencing at 3pm.**

**11. CLOSURE**

**There being no further business the meeting closed at 3.15pm.**

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

**Presiding Member**

**Date**