

MINUTES OF AN ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS ON TUESDAY 23 MAY 2006

1. COMMENCEMENT

The President declared the meeting open at 11.00am.

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 W. S. McDonald		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
Cr S Leonhardt		North Ward
Mr K. L. Byers	Chief Executive Officer	
Mr S. P. Gollan	Deputy Chief Executive Officer	
Miss C. Emanuel	Secretary	

Apologies

Nil

Leave of Absence

Nil

3. PUBLIC QUESTION TIME

3.1 RECREATIONAL FLYING SCHOOL

Mr Harry Jones, representing residents of York-Williams/Springhill Roads, reported to Council the objection of many residents regarding the establishment of a recreational flying school (Kitty Hawk Farm). The main objections relate to low flying aircraft, the length of daily operations, and the disturbances these will create.

The Chief Executive Officer advised the meeting that the representatives of Kitty Hawk Farm had approached the Shire Planner regarding their developmental proposal for Lot 803 Springhill Road. The Shire Planner, in turn, advised the

proponents that a formalised plan must first be presented to Council for consideration.

3.2 STANDPIPES

Mr Bird approached Council about a letter he had written to the Shire regarding the locking of the Brooking Street standpipe. Mr Bird noted that he had received a reply advising that all standpipes in the Shire would be locked due to large amounts of water not being recorded. This raised concerns for residents, not on scheme water, being inconvenienced, as it is not always possible to come into the Shire Offices during office hours. They also feel they are being discriminated against as keys are allegedly being given to motoring clubs.

3.3 TOWN PLANNING SCHEME NO. 2 – AMENDMENT 11

Mr Bird and Mr Glassby reported concerns to Council over the lack of public consultation and the inability of the Shire to be able to furnish a 'Form 4' for objections, in relation to the proposed development of lot 3 Langsford Street, Beverley, under the Town Planning Scheme No.2 Amendment 11.

Mr Bird wrote to the Environmental Protection Authority and was concerned over their reply stating that:

1. Notice must be placed on the boundary of the property in question,
2. There was no right of appeal for neighbouring properties, and
3. Properties downstream would be affected by changes to the natural water way on the proposed property.

Russell Reid, Acting Shire Planner, entered Council Chambers at 11.04am.

Mr. Russell Reid, Acting Shire Planner, confirmed that there was a 42 day required period of time for the advertising of the proposed amendment 11 of the Town Planning Scheme No.2 to cater for the development on lot 3 Langsford Street, Beverley, and that the procedure for any submissions from neighbouring properties was clearly outlined in the advertisement.

Mr Reid explained he had advised Mr. Bird on several occasions, that although Form 4 was not available to assist with objections, a written submission would be acceptable.

In addition Mr. Reid suggested that residents consider benefits that the proposal would bring to the area.

Russell Reid, Acting Shire Planner, left Council Chambers at 11.16am.

3.4 GRIGSON STREET

Mr Simon Hutson of Grigson Street was of the understanding that Grigson Street, a gazetted road, was to be sealed, and since this had not happened he is now concerned that the trucks transporting a house he has purchased will not being able to traverse Grigson Street in September.

**M1/0506 Moved Cr McLean Seconded Cr Roberts
That the Works Supervisor investigate the condition of Grigson Street and advise Council of any works required for Mr Hutson to be able gain access to his property.**

CARRIED 9-0

3.5 TOWN HALL

Mrs Denise Strange reported to Council her concerns that the floor surface of the Town Hall was unsuitable for use by the Badminton Club and Line Dancers. Issues outlined were:

- Fall incurred on slippery floor surface;
- Proper footwear still finding the surface slippery;
- Repainting of lines; and
- Cover needed on front glass doors to prevent reflection.

Mrs Strange did not feel there is a suitable venue to relocate these activities, but advised that similar activities were held in the Quairading hall, on a more appropriate non-slip floor.

Mrs Strange was advised that repainting lines was very costly and time consuming and that other alternatives are being sought.

**M2/0506 Moved Cr Schilling Seconded Cr Foster
That as similar activities are conducted in the Quairading hall, an investigation be undertaken to ascertain what products are used to maintain their flooring and render it non-slip.**

CARRIED 9-0

Mr. Richard Smith entered the Council Chambers at 11.38am, departing at 12.20pm.

3.6 COOPERATIVE BULK HANDLING (CBH)

Mr Richard Smith reported to Council on the proceedings of the meeting, between CBH representatives, Beverley growers and a Shire Council delegate, held in the Beverley Council Chambers on Friday 19 May 2006. CBH are determined to maintain York as a primary site and phase out the storage bins at Beverley and Kokeby. Decisions of CBH would be forthcoming in October 2006.

6.3.2 USE OF KILNS

Mrs Jenny Broun wrote to Council requesting the kilns, stored at the Beverley Courthouse, be transferred to the Beverley Railway Station.

M8/0506 Moved Cr Foster Seconded Cr Roberts
That the kilns be moved to the latrine building, at the rear of the railway station, when it is renovated, and whoever uses them pays for electricity use.

CARRIED 8-0

Cr Alexander entered Council Chambers at 2.03pm.

Council adjourned for Dr Remi Citizenship at 2.05pm.

Council reconvened from Dr Remi Citizenship at 2.15pm.

7. REPORTS OF COMMITTEES AND OFFICERS

Mr Russell Reid, Acting Town Planner, entered Council Chambers at 2.15pm.

MARKET GARDEN FOLLOW-UP – 133 Vincent Street, Beverley

Item 7.1.5 of the April Minutes, requested the owner of 133 Vincent Street, Mr Aaron Mead meet certain conditions before Council approved the establishment of a market garden on this property.

M9/0506 Moved Cr Foster Seconded Cr Szczecinski
That Council is satisfied that Mr Aaron Mead, has met all the planning conditions as outlined, for the establishment of a market garden on 133 Vincent Street, Beverley.

CARRIED 9-0

7.1 TOWN PLANNING

ITEM NUMBER:	7.1.1
DATE:	26 April 2006
SUBJECT:	PROPOSED SUBDIVISION
LOCATION:	Lot 2 York-Williams Road, Dale
FILE REFERENCE:	PL
AUTHOR:	Acting Shire Planner – Russell Reid

Appendix 1

BACKGROUND

An application for a subdivision has been forwarded by the Western Australian Planning Commission for consideration and comment by Council.

COMMENT

The application proposes the subdivision of, Farming Zoned, Lot 2 York-Williams Road, Dale, which has an area of 236.704ha, into two (2) lots with areas of approx. 129ha and 77ha respectively. Under the provisions of Shire of Beverley Town Planning Scheme No.2, the land in question is located within Policy Area 3a.

Within Policy Area 3a, a subdivision is not to be supported where the proposal is inconsistent with the continued use of land for productive agricultural purposes. A minimum lot size of 40ha is recommended for the subdivision of land in this Policy Area.

Due to the fact that the lots proposed have areas, which are greater than the recommended minimum, and of a size larger than other adjoining farming lots, it is considered that support for the proposed subdivision is valid.

M10/0506 **Moved Cr Roberts** **Seconded Cr Leonhardt**
That Council recommend to the Western Australian Planning Commission that the subdivision as proposed be approved with nil conditions.

CARRIED 9-0

7.1 TOWN PLANNING

ITEM NUMBER:	7.1.2
DATE:	9 May 2006
SUBJECT:	PROPOSED SUBDIVISION – LOCATION 3366 BERINGER ROAD, MORBINNING
FILE REFERENCE:	
AUTHOR:	Acting Shire Planner – Russell Reid

Appendix 2:- copy of the proposed plan of subdivision and the site location plans

BACKGROUND

- An application for subdivision has been forwarded by the Western Australian Planning Commission for consideration and comment by Council.
- The application for the subdivision of location 3366, which is zoned farming under the provisions of Shire of Beverley Town Planning Scheme No.2, and which has an area of 1214.8663ha, proposes that the project site be subdivided into 20 lots with an average area of 60.0574ha (minimum lot size proposed is 40.0507ha, maximum lot size proposed is 107.3747ha).
- The project site is located in Policy Area Be6. It has frontage to Beringer Road and it is surrounded by locations, which generally have areas in the 40 to 190 ha range.
- The project area which has been substantially cleared of native vegetation has been historically used for broad-acre agriculture (i.e. cropping and grazing).
- The Farming zoned land, which is located in the locality of the project site, is also predominantly used for broad-acre agriculture, although landowner interest in more intensive agricultural land use is evident (i.e. sandalwood production).
- The minimum lot size proposed complies with the 40ha minimum lot area recommended for Policy Area Be6 under the provisions of Shire of Beverley Town Planning Scheme No.2.
- The Land Capability Study undertaken over the project site clearly concludes that the lots created under the subdivision proposed are all capable of supporting ongoing agricultural land use and indeed the application states that the subdivision has been prepared with the intention of retaining agricultural use on the site.

COMMENT

▪ **Design of Proposed Subdivision**

The smallest lot proposed is 40.0507ha, which meets the minimum lot size recommended in Policy Area Be6 under the provisions of Shire of Beverley Town Planning Scheme No.2.

The design has paid regard to issues associated with the capability of the land, adjoining land use and the physical features of the project site.

All lots to be created will have direct road frontage, although three (3) of them enjoy this frontage via battleaxe access.

▪ **Land Capability**

This has been addressed in the Land Capability Assessment, which forms part of the subdivision application and it is suggested that the subdivision design proposed pays regard to the land capability issues identified in a satisfactory manner. It is also noted that the actual lot sizes proposed are based on the exclusion of non-productive areas, such as drainage lines, rock outcrop and areas of remnant vegetation.

▪ **Rural Amenity**

The amenity of the farming hinterland which surrounds the project site will be maintained via the production of new lots with areas that match those of existing lots which prevail in the locality.

▪ **Fire Management**

The proposal suggests that this aspect be addressed as per standard farming area practice, due to the low-density agricultural land use proposed. Fire fighting equipment will, it is suggested, be available on each lot and appropriate firebreaks will be established, existing dams and water tanks will be used as a water source for fire fighting purposes.

In consideration of previous subdivision applications of a similar nature to the one proposed, Council has required that a Fire Management Plan for the project area be prepared and implemented to Council's satisfaction. It is suggested a similar approach should be taken in this particular instance.

▪ **Compliance with Shire of Beverley Town Planning Scheme No.2**

Clauses 3.5 and 3.6 of Council's Town Planning Scheme relate to the subdivision and development of land in the Farming zone. Clause 3.5 requires Council to support land use and subdivision proposals that are consistent with the continued viability of agricultural production. The

clause also requires all proposals to have regard to the district Rural Strategy.

Clause 3.6 provides specific subdivision and development requirements as they relate to the district Rural Strategy. Clause 3.6.2(i) lists the five main criteria for subdivision in the Farming zone. In general terms these are:-

1. Property consolidation and/or boundary realignments in order to address matters such as the protection of waterways, landform, remnant vegetation and landscape, the promotion of sound landcare practice, the provision of public constructed roads and the continued agricultural use of the majority of the land.
2. Creation of lots for uses ancillary to the agricultural use of the land or for tourism.
3. Amalgamation of multiple farm lots or boundary redistribution to consolidate the most productive agricultural land into one new lot. Subdivision of the remainder of the land will be supported subject to land capability assessment and the total number of new lots not exceeding the number that originally existed.
4. Creation of lots for intensive or other agricultural purposes where it can be demonstrated the proposal will not adversely affect the use of land for agricultural purposes in the area.
5. Subdivision of a property that is already severed by a road, railway or service installation.

District Rural Strategy

The subject land is included in Policy Area Be6 as identified by the Rural Strategy. A minimum lot size of 40 hectares is recommended.

M11/0506

Moved Cr Alexander

Seconded Cr Leonhardt

That Council advise the Western Australian Planning Commission that it supports the proposed subdivision, subject to the following conditions:-

1. **Those lots not fronting an existing constructed road being provided with frontage to a constructed road, and/or a constructed subdivisional road(s), connected to the local road system. Such roads being constructed and drained at the subdividers cost to the specifications approved by, and to the satisfaction of the local authority.**
2. **Battleaxe access proposed in the subdivisional proposal is to be constructed and drained at the subdividers cost, to the specifications approved by, and to the satisfaction of the local authority.**
3. **A Fire Management Plan being prepared and implemented by the subdivider, to the satisfaction of the local authority.**
4. **The subdivider to establish, to the local authority's satisfaction, a water supply to all proposed lots, such water supply being suitable for stock consumption.**

- 5. The proposed road which bisects the Project Site in an approximately East/West direction is to be contained within a 30-metre wide road reserve.**

CARRIED 8-1

7.1 TOWN PLANNING

ITEM NUMBER:	7.1.3
DATE:	16 May 2006
SUBJECT:	PROPOSED SECOND RESIDENCE ON LOT 302 EDISON MILL ROAD, BEVERLEY
OWNER:	G &C Vigilante
FILE REFERENCE:	EDI 1338
AUTHOR:	Acting Shire Planner – Russell Reid

Appendix 3: Plans, which accompanied submission, lodged.

BACKGROUND

- An application has been received which seeks Council approval to the construction of a second residence on the abovementioned lot which is zoned 'Farming' under the provisions of Shire of Beverley Town Planning Scheme No.2, and which has an area of 20.024ha.
- The applicants advise that the need for the second cottage onsite arises from the fact that:-
 - They wish to retire onsite and live in the existing cottage.
 - The new cottage is to be used initially to house family and casual employees.
 - The new cottage will, when they retire, be used to house a live-in Farm Manager
- The applicants advise that they propose to build the second cottage on their current building envelope and that they have no intention of subdividing their property in the future.

COMMENT

- Under the provisions of Shire of Beverley Town Planning Scheme No.2 (i.e. 3.6.2 (ii)) Council will not generally support the erection of more than one single dwelling per lot. However, Council may support additional dwellings in cases where it is clearly demonstrated that the development is required for farm management purposes, the siting of the development is to Councils satisfaction and the total number of dwellings on the lot does not exceed four (4).
- The provisions of Council's Town Planning Scheme clearly indicate that any approval that Council gives for more than one residence on a farming lot must be based on the fact that the additional residence is required for farm management purposes.

Mr Frank Buise, Environmental Health Officer/Building Surveyor, entered Council Chambers at 2.36pm.

7.2 HEALTH AND BUILDING

ITEM NUMBER:	7.2.1
DATE:	18 May 2006
SUBJECT:	CHANGE OF CLASSIFICATION
LOCATION:	13439 Blackburn road, Beverley
FILE REFERENCE:	BLA 1366
AUTHOR:	Environmental Health Officer/Building Surveyor – Frank Buise

BACKGROUND

An application has been received by the owners of this property to convert a shed into a dwelling. The owners will need to obtain a building licence for the conversion of the interior to a habitable standard. As part of the Building Licence a structural report will be required. The exterior may be altered.

The property is currently zoned “Farming” under the Shire of Beverley Town Planning Scheme.

Section 144 of the Health Act requires Council to approve the conversion of the shed into a dwelling. Section 144 of the Health Act 1911 states;

No person shall convert into or adapt or use as a dwelling any building not originally constructed or erected as a dwelling-house, and no person shall let, or lease, or sublet, or sublease, or otherwise permit, whether for any consideration or gratuitously, the use of, the building as a dwelling, without having first obtained the consent of the local government of the district in which the building is situated, and complied (in the case conditional consent is given) with such conditions as the local government has seen fit to impose.

COMMENT

Section 144 requires Council to approve the conversion of the shed to a dwelling. Council has previously approved similar applications. The proposal will be certified by a Structural Engineer to ensure the integrity of the structure.

It would therefore be prudent for Council to approve the application.

7.5 ADMINISTRATION

ITEM NUMBER:	7.5.2
DATE:	16 May 2006
SUBJECT:	BEVERLEY AIRFIELD – CARAVAN FACILITY
FILE REFERENCE:	
AUTHOR:	Chief Executive Officer – Keith Byers

BACKGROUND

Following the dispute between the Beverley Soaring Society and the Edwards family over the use of the airfield and de facto caravan park at the same venue, Council requested that enquiries be made with the insurers to ascertain Councils exposure to litigation should an accident occur at the de facto caravan park or Councils land and that of the adjoining land owner.

COMMENT

The advice from the Local Government Insurance Service is that primary duty of care in terms of public safety rests with the club, however, Council also has a duty of care to discharge, and it would be prudent to take steps to address this while negotiations are taking place between the society and the Edwards family.

It is recommended by the Local Government Insurance Service that Council investigate the following areas as an interim measure

- Check all electrical components at the Club to ensure compliance with Australian Standards and industry practice. This would include power supplies to any buildings or on site accommodation such as caravans and campers.
- Check the safety arrangements in terms of any chemicals or fuels kept on site and ensure that the safety and emergency management arrangements the operator has in place are adequate and sufficient.
- Ensure that fire fighting equipment and procedures are up to date and satisfactory.
- Ensure that the general housekeeping at the site is satisfactory.
- Check that fences are sound and that the operator is complying with any Fire Break requirements as detailed by the Shire's Local Laws.

- Obtain details of the operator's current insurance arrangements by requesting Certificates of Currency. In particular, the Shire should ensure that Public Liability cover is in place as is required by Item (h) (i) of the Lease.

A letter has been received from Local Government Insurance Services, dated 5 May 2006, regarding the facilities at the Beverley Airfield.

M14/0506 Moved Cr Schilling Seconded Cr Alexander
That a copy of the letter from Insurance company be forwarded to the Soaring Society with cover note stating that the Shire of Beverley Environmental Health Officer will be inspecting the site for compliance with the Insurer's recommendations.

CARRIED 9-0

Mr Frank Buise, Environmental Health Officer/Building Surveyor, left Council Chambers at 3.08pm.

8. INFORMATION BULLETIN

8.1 CHIEF EXECUTIVE OFFICER

ITEM NUMBER: 8.1.8
DATE: 16 May 2006
SUBJECT: OLD FIRE STATION
FILE REFERENCE:
AUTHOR: Chief Executive Officer – Keith Byers

BACKGROUND

Several requests have been presented to Council for the use of the Old Fire Station

A letter has been received from Isobel dated May 2006 asking what conditions would apply for leasing/renting or hiring of the Old Fire Station for a proposed 'gallery' to display illustrations from her book 'Nanbaree'.

M15/0506 Moved Cr Foster **Seconded Cr Alexander**
That Isobel be advised that the Old Fire Station is unavailable at this time as Council is considering other options.
CARRIED 9-0

Mr Steve Vincent, Works Supervisor, entered Council Chambers at 3.12pm.

7.3 PLANT, WORKS, TOURISM AND RECREATION

ITEM NUMBER: 7.3.1
DATE: 16 May 2006
SUBJECT: FORREST STREET DRAIN
FILE REFERENCE:
AUTHOR: Works Supervisor – Steve Vincent

Appendix 4

BACKGROUND

Ongoing issue with the drain through several lots at Forrest Street

COMMENT

The Chief Executive Officer and Works Supervisor meet with Peter Coughlan and Michael Wiesel from BG&E Consulting Engineers in Perth to explain face to face the situation the council is faced with. A quote has been received for \$4,860.00 plus GST to carry out an investigation and prepare a brief report regarding the existing drainage and provide recommendations for improvements.

M16/0506 Moved Cr Leonhardt Seconded Cr Roberts
That Council accept the quote from BG&E Consulting Engineers to carry out an investigation and prepare a report regarding the existing drainage and provide recommendations for improvements. **CARRIED 9-0**

7.3 PLANT, WORKS, TOURISM AND RECREATION

ITEM NUMBER:	7.3.2
DATE:	16 May 2006
SUBJECT:	TEN YEAR PLANT REPLACEMENT
FILE REFERENCE:	
AUTHOR:	Works Supervisor – Steve Vincent

Appendix 5

BACKGROUND

The ten-year plant replacement program has been worked on over the last few months and requires adopting by the council.

COMMENT

Consideration should be taken in regards to the side tipping truck and trailer, which has been listed to be purchased in 2006/2007. We have only completed one job with the new unit purchased this year. Although it is working well it would be good to see how it performs with other operations. This would help decide if the next truck is to be the same size and tipping configuration. I feel both the truck and trailer should be purchased at the same time to insure they are completely matched to each other.

The amount to be transferred into the plant reserve each year needs to be determined so that there is a set amount transferred each year. Depending on what level the plant reserve fund is to be kept at will determine this. The figure of \$160,000.00 is approximately the average required for these purchases over the next ten years.

M17/0506 **Moved Cr Leonhardt** **Seconded Cr Bailey**
That Council agree to adopt the ten-year plant replacement
program with the following alteration:
 The Side Tipping Trailer is placed in the 2007/2008 year.
CARRIED 9-0

Mr Wayne Ashworth, Maintenance Supervisor, entered Council Chambers at 4.00pm.

**6.2 MINUTES OF THE PLANT AND WORKS COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 10 MAY 2006**

Appendix 6

**M18/0506 Moved Cr Szczecinski Seconded Cr Roberts
That the Plant and Works Committee Meeting held in the Council
Chambers on Wednesday 10 May 2006, as amended, be received.
CARRIED 9-0**

6.2.1 PLANT AND WORKS COMMITTEE MEETING

**It was agreed that the next Plant and Works Committee meeting be
held in the Council Chambers on Friday 9th June 2006,
commencing at 8.00am.**

Mr Steve Vincent, Works Supervisor, left Council Chambers at 4.10pm.

Mr Wayne Ashworth, Council's Building Maintenance Officer gave a
verbal report on the progress of Council's Building Maintenance
Program.

Mr Wayne Ashworth, Maintenance Supervisor, left Council Chambers at 4.20pm.

Council adjourned at 4.20pm.

Council reconvened at 4.30pm.

7.4 FINANCE

ITEM NUMBER: 7.4.1
DATE: 15 May 2006
SUBJECT: SCHEDULE OF ACCOUNTS
AUTHOR: Deputy Chief Executive Officer – Stephen Gollan

Appendix 7

COMMENT

The Schedule of Accounts for the month of April 2006.

M19/0506 Moved Cr McLean **Seconded Cr Roberts**
That the Schedule of Accounts for the month of April 2006 be
received.

CARRIED 9-0

ITEM NUMBER: 7.4.2
DATE: 17 May 2006
SUBJECT: FINANCIAL REPORT FOR THE PERIOD ENDING 30
APRIL 2006
AUTHOR: Deputy Chief Executive Officer – Stephen Gollan

COMMENT

That the Financial Report for the period ending 30 April 2006 is under
separate cover.

M20/0506 Moved Cr Leonhardt **Seconded Cr Foster**
That the Financial Report for the month ending 30 April 2006, as
presented, be received.

CARRIED 9-0

7.4 FINANCE

ITEM:	7.4.4
DATE:	17 May 2006
SUBJECT:	FINANCIAL MANAGEMENT REVIEW
FILE REFERENCE:	
AUTHOR:	Deputy Chief Executive Officer – Stephen Gollan

Appendix 8

BACKGROUND

Financial Management Regulation 5 (2)(c) requires the Chief Executive Officer to undertake reviews of the appropriateness and effectiveness of the financial management system and procedures not less than once every four (4) financial years and report the result of the review to Council.

COMMENT

The current financial review was conducted by Beverley Webb on the 4th and 5th May 2006 and was received by Council on the 15th May 2006.

A copy of the Financial Review is attached. The review has some recommendations of a minor nature that will be addressed by the appropriate staff.

M22/0506 **Moved Cr Schilling** **Seconded Cr Szczecinski**
That the Financial Management Review in accordance with the
Financial Management Regulations 5 (2)(c) for 2005 / 2006 be
adopted. **CARRIED 9-0**

7.4 FINANCE

ITEM:	7.4.5
DATE:	17 May 2006
SUBJECT:	RAISING OF LOAN FUNDS FOR CARAVAN PARK RENOVATIONS
FILE REFERENCE:	FM015
AUTHOR:	Deputy Chief Executive Officer – Stephen Gollan

Appendix 9

BACKGROUND

Council when adopting their 2005 / 2006 budget agreed to raise a loan for the Caravan Park Renovations.

COMMENT

I have obtained quotes from the Western Australian Treasury Corporation and the ANZ Bank to borrow 98,000.00.

The attached schedules relate to taking the loan out over a, ten (10) year period.

The repayments are Semi Annual and are due in December and June each year.

Council is required to make a decision on what period they would prefer to have the loan taken out for.

M23/0506 Moved Cr McLean **Seconded Cr Roberts**
That Council authorise the raising of a loan for \$98,000.00, for the purpose of Caravan Park Renovation works, repayable over a period of ten (10) years from the Western Australian Treasury Corporation.

CARRIED 9-0

7.4 FINANCE

ITEM:	7.4.6
DATE:	17 May 2006
SUBJECT:	AUTHORITY TO PURCHASE POLICY
FILE REFERENCE:	
AUTHOR:	Deputy Chief Executive Officer – Stephen Gollan

BACKGROUND

During a recent audit of Council's Emergency Service Levy by PKF Chartered Accountants and Business Advisers, comment was made that some orders have exceeded the amount staff are authorised to expend.

COMMENT

Council has an "Authority to Purchase" Policy that currently reads as follows:

SHIRE OF BEVERLEY POLICY – AUTHORITY to PURCHASE

1. NO PERSON SHALL ACQUIRE ANY GOODS and/or SERVICES WITHOUT FIRST HAVING ISSUED AN ORDER FORM TO THE RELEVANT PROVIDER.

(In the case where multiple purchases are made from local businesses, orders forms shall be given to the supplier at least every month.)

2. ONLY THOSE PERSONS AUTHORISED TO SIGN PURCHASE ORDERS SHALL BE PERMITTED TO ACQUIRE GOODS and/or SERVICES.

All acquisitions should be in accordance with budget provisions or to a maximum specified cost. Where the amount exceeds that specified below, authorisation must be obtained from the officer's immediate superior.

3. The following persons are authorised to sign purchases orders:

CEO	GENERAL AUTHORITY	
DEPUTY CEO	GENERAL AUTHORITY	
WORKS SUPERVISOR.....	\$3,000 MAX	★
LEADING HAND.....	\$500 MAX	★
MOTOR MECHANIC	\$500 MAX	★
ENVIRONMENTAL HEALTH OFFICER	\$1,000 MAX	
BUILDING MAINTENANCE OFFICER	\$1,500 MAX	
LEADING HAND GARDENER.....	\$300 MAX	

★ *EXEMPTION is granted for purchase of fuel stocks.*

This policy was adopted at the October 2003 Council meeting (Motion 15/1003). As it has been some time since Council has reviewed this policy I consider that increasing the monetary amounts for the staff members is required.

I suggest that the following increases as shown below be adopted.

- CEO.....GENERAL AUTHORITY
 - DEPUTY CEOGENERAL AUTHORITY
 - WORKS SUPERVISOR.....\$5,000.00 MAX ★
 - LEADING HAND.....\$1,000.00 MAX ★
 - MOTOR MECHANIC\$3,000.00 MAX ★
 - LEADING HAND GARDENER.....\$1,000.00 MAX
 - TOWN PLANNER.....\$1,000.00 MAX
 - ENVIRONMENTAL HEALTH OFFICER\$3,000.00 MAX
 - BUILDING MAINTENANCE OFFICER\$3,000.00 MAX
- ★ EXEMPTION is granted for purchase of fuel stocks.

You would have noted that I have added the Town Planner to the list as he also orders materials in relation to his role.

Moved Cr Schilling

Seconded Cr Foster

That Council adopt the Authority to Purchase Policy as shown below.

**SHIRE OF BEVERLEY
POLICY – AUTHORITY to PURCHASE**

- 1. NO PERSON SHALL ACQUIRE ANY GOODS and/or SERVICES WITHOUT FIRST HAVING ISSUED AN ORDER FORM TO THE RELEVANT PROVIDER.**

(In the case where multiple purchases are made from local businesses, orders forms shall be given to the supplier at least every month.)

- 2. ONLY THOSE PERSONS AUTHORISED TO SIGN PURCHASE ORDERS SHALL BE PERMITTED TO ACQUIRE GOODS and/or SERVICES.**

All acquisitions should be in accordance with budget provisions or to a maximum specified cost. Where the amount exceeds that specified below, authorisation must be obtained from the officer's immediate superior.

- 3. The following persons are authorised to sign purchases orders:**

- CEO.....GENERAL AUTHORITY
- DEPUTY CEOGENERAL AUTHORITY
- WORKS SUPERVISOR..... \$5,000.00 MAX ★
- LEADING HAND \$1,000.00 MAX ★
- MOTOR MECHANIC \$3,000.00 MAX ★

LEADING HAND GARDENER..... \$1,000.00 MAX
TOWN PLANNER \$1,000.00 MAX
ENVIRONMENTAL HEALTH OFFICER ... \$3,000.00 MAX
BUILDING MAINTENANCE OFFICER \$3,000.00 MAX
★ *EXEMPTION is granted for purchase of fuel stocks.*
CARRIED 9-0

Amendment

M24/0506 Moved Cr Alexander Seconded Cr Roberts
That Council adopt the Authority to Purchase Policy as shown below.

SHIRE OF BEVERLEY
POLICY – AUTHORITY to PURCHASE

4. NO PERSON SHALL ACQUIRE ANY GOODS and/or SERVICES WITHOUT FIRST HAVING ISSUED AN ORDER FORM TO THE RELEVANT PROVIDER.

(In the case where multiple purchases are made from local businesses, orders forms shall be given to the supplier at least every month.)

5. ONLY THOSE PERSONS AUTHORISED TO SIGN PURCHASE ORDERS SHALL BE PERMITTED TO ACQUIRE GOODS and/or SERVICES.

All acquisitions should be in accordance with budget provisions or to a maximum specified cost. Where the amount exceeds that specified below, authorisation must be obtained from the officer's immediate superior.

6. The following persons are authorised to sign purchases orders:

CEO..... GENERAL AUTHORITY
DEPUTY CEO GENERAL AUTHORITY
WORKS SUPERVISOR..... \$4,000.00 MAX ★
LEADING HAND \$1,000.00 MAX ★
MOTOR MECHANIC \$2,000.00 MAX ★
LEADING HAND GARDENER..... \$500.00 MAX
TOWN PLANNER \$1,000.00 MAX
ENVIRONMENTAL HEALTH OFFICER ... \$1,500.00 MAX
BUILDING MAINTENANCE OFFICER \$1,500.00 MAX
★ *EXEMPTION is granted for purchase of fuel stocks.*

CARRIED 7-2

The Amendment then became the Motion and was CARRIED 7-2

7.5 ADMINISTRATION

ITEM NUMBER:	7.5.1
DATE:	16 May 2006
SUBJECT:	DIRECTIONAL SIGNAGE – ST JOHNS AMBULANCE CENTRE
FILE REFERENCE:	
AUTHOR:	Chief Executive Officer – Keith Byers

BACKGROUND

Following a request from St Johns Ambulance – Beverley Sub Centre, Council at its meeting of the 28th March 2006 resolved the following:

“That Council arrange for the erection of directional signs for the St Johns Ambulance Association at the corner of Forrest and Vincent Streets, Forrest and John Streets, and Hunt Road and John Street and that the Association contribute to the cost of the signs”.

COMMENT

The St John Ambulance Association has expressed disappointment that they have been expected to pay for the signs and have requested Council reconsider this matter.

As the signs are estimated to only cost \$60.00 each, I would suggest Council donate them and arrange for erection of same.

M25/0506 Moved Cr Schilling Seconded Cr Szczecinski
That Council agree to fund the directional signs agreed to when adopting Motion No.24/0306 at the ordinary meeting of the 28th March 2006.

CARRIED 9-0

7.5 ADMINISTRATION

ITEM NUMBER: 7.5.3
DATE: 17 May 2006
SUBJECT: RENTAL – 23 DAWSON STREET, BEVERLEY
FILE REFERENCE: DAW1139
AUTHOR: Chief Executive Officer – Keith Byers

Appendix 10

BACKGROUND

Mr Kim Isbister, the Regional Risk Coordinator for the Central Wheatbelt, has enquired as to the possibility of renting the property, 23 Dawson Street at a cost of approximately \$80 - \$90 per week.

Kim, who works out of the Shire Office in York, is currently commuting from Perth on a daily basis and would prefer to reside in the Beverley/York area enabling him to spend longer hours in the district.

He has also indicated he might be interested in purchasing the house in the longer term if this was Council's intention. In the meantime he did suggest that should Council be prepared to rent the premises and make available materials he would paint the building and improve the garden.

COMMENT

The Community Development Committee, upon their building inspection, did suggest that 23 Dawson Street be sold, and the funds received be utilised for building another staff house or units. The valuation (Info Bulletin item 8.1.3) is \$140,000 - \$160,000.

Although Council probably have a need for outside staff housing, if Council decide to sell then it would probably be better renting short term to Mr Isbister and obtain some income.

**M26/0506 Moved Cr Schilling Seconded Cr Roberts
That Council rent 23 Dawson Street to Mr Kim Isbister for \$100 per
week on a monthly basis.**

CARRIED 9-0

7.5 ADMINISTRATION

ITEM NUMBER:	7.5.4
DATE:	17 May 2006
SUBJECT:	LEASING OF CROPPING COMMITTEE LAND
FILE REFERENCE:	CP017
AUTHOR:	Deputy Chief Executive Officer – Stephen Gollan

Appendix 11

BACKGROUND

Submissions were originally called for the leasing of various Cropping Committee reserves for 3 years for grazing purposes only.

Council at their April meeting resolved to re-advertise some of the reserves for grazing rights only for a period of three years.

COMMENT

An advertisement was placed in the Beverley Blarney with submissions closing at 4.00pm on Friday 15th May 2006.

The following submissions were received:

	Peter Bremner & Son	CR & J Ridgway	Karl Morrell	JD & ME Alexander
Reserve 38798 (Mount Kokeby Block)	\$ 864.50	\$ 1,141.80		
Reserve 2633 (Old Aerodrome Opposite CBH)			\$ 500.00	
Reserve 3788 (Old Racecourse)				\$ 1,155.00

The leases are for a period of 3 years (20th May 2006 to 31st March 2009).

Council currently makes payments to the Department of Planning and Infrastructure for Reserve 38798 (Mount Kokeby) the cost being \$550.00 per annum.

In relation to Reserve 2633 (Old Aerodrome) Council would be aware that we are currently in negotiations with the Department of Planning and Infrastructure endeavouring to arrange a long term lease of this reserve. At the time of writing this report there has been no further correspondence received regarding the long-term lease.

Also attached is a letter received from CR & J Ridgway regarding Reserve 38798 (Mount Kokeby).
I have spoken to Councillors Schilling, McLean, Szczecinski and Leonhardt, being Council's delegates on the Cropping Committee, who have suggested that the following submissions actions be taken.

Reserve 38798 (Mount Kokeby Block) is discussed further at the Council meeting to be held on Tuesday 23rd May 2006.

Reserve 2633 (Old Aerodrome Opposite CBH) be leased to Karl Morrell for \$500.00 per annum (GST Inclusive)

Reserve 3788 (Old Racecourse) be leased to JD & ME Alexander for \$1,155.00 per annum (GST Inclusive)

- M27/0506 Moved Cr Alexander** **Seconded Cr McLean**
That Council agree:
- **That Reserve 38798 (Mount Kokeby Block) is reoffered to the tenderers for the same amount for a one-year period.**
 - **That Reserve 2633 (Old Aerodrome Opposite CBH) be leased to Karl Morrell for a period of one year at \$500.00 (GST Inclusive)**
- CARRIED 8-1**

Cr Alexander declared an interest in the following item and left Council Chambers 5.03pm.

- M28/0506 Moved Cr McLean** **Seconded Cr Roberts**
That Council agree that Reserve 3788 (Old Racecourse) be leased to JD & ME Alexander for a period of 3 years at \$1,155.00 per annum (GST Inclusive)
- CARRIED 8-0**

Cr Alexander entered Council Chambers 5.05pm.

