



SHIRE OF BEVERLEY NOTICE OF MEETING

Notice is hereby given that the next Ordinary Meeting of Council will be held in the Council Chambers, 136 Vincent Street Beverley, on Tuesday 28 June 2022. Please arrive by 2.50pm if attending the meeting to register your attendance. A maximum of three questions may be asked.

Program

3.00pm – 5.00pm Ordinary Meeting

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

Stephen Gollan
Chief Executive Officer

23 June 2022

DISCLAIMER

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



28 June 2022

ORDINARY MEETING

AGENDA

CONTENTS

1. OPENING	1
2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE	1
2.1 Members	1
2.2 Staff.....	1
2.3 Observers and Visitors.....	1
2.4 Apologies and Approved Leave of Absence	1
2.5 Applications for Leave of Absence	1
3. DECLARATIONS OF INTEREST	1
4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	1
5. PUBLIC QUESTION TIME	1
6. CONDOLENCES	1
7. CONFIRMATION OF MINUTES	2
7.1 Minutes Of The Ordinary Council Meeting Held 24 May 2022	2
8. TECHNICAL SERVICES	3
9. PLANNING SERVICES	4
9.1 Subdivision Application WAPC 162395: Lots 940 and 3512 Westdale Road, Beverley	4
9.2 Development Application – Outbuilding (Storage Shed/Garage) – 43 (Lot 24) John Street, Beverley.....	9
9.3 Development Application – Outbuilding (Storage Shed) – 63 (Lot 164) Richardson Street, Beverley	16
9.4 Proposed Outbuilding (Storage Shed) - Lot 3 on Survey Strata Plan 68980 Maitland Road, Beverley	24
10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES	30
11. FINANCE	31
11.1 Monthly Financial Report	31
11.2 Accounts Paid by Authority	41
11.3 2022/23 Budget – Fees and Charges	44
11.4 Rates Exemption (Non-Rateable Land) Policy.....	49
12. ADMINISTRATION	53
12.1 Delegations Review	53
12.2 Avon River Park Redevelopment Project – Adoption of Concept Plan	56
12.3 Arrangements For Management Of Volunteer Bush Fire Brigades: Response To WALGA Proposed Advocacy Position	58
13. ELECTED MEMBERS’ MOTIONS WHERE NOTICE HAS BEEN GIVEN	63
14. NEW BUSINESS ARISING BY ORDER OF THE MEETING	63
15. CLOSURE	63

1. OPENING

The Chairman to declare the meeting open.

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

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 Members

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

2.2 Staff

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

2.3 Observers and Visitors

2.4 Apologies and Approved Leave of Absence

Mr SK Marshall	Deputy Chief Executive Officer
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2.5 Applications for Leave of Absence

3. DECLARATIONS OF INTEREST

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

6. CONDOLENCES

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

STARLING	John Raymond	11 June 2022
CARR	Shirley Wilhelmina	17 June 2022

7. CONFIRMATION OF MINUTES

7.1 Minutes Of The Ordinary Council Meeting Held 24 May 2022

OFFICER'S RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held Tuesday 24 May 2022 be confirmed.

8. TECHNICAL SERVICES

Nil

9. PLANNING SERVICES

9.1 Subdivision Application WAPC 162395: Lots 940 and 3512 Westdale Road, Beverley

Submission To:	Ordinary Council Meeting 28 June 2022
Report Date:	10 June 2022
Applicant:	Scanlan Surveys
File Reference:	PL 162395
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	No
Disclosure(s) Of Interest:	None
Attachments:	Site Subdivision Plan & Application Documentation

SUMMARY

An application had been referred for comment to the Shire by the Western Australian Planning Commission (submitted by Scanlan Surveys) for the subdivision of Lots 940 & 3512 Westdale Road, Beverley. The application will be recommended for approval.

BACKGROUND

An application has been received from the Western Australian Planning Commission (WAPC) to realign boundaries as per the attached sketch plans. The subject lots are Zoned 'Rural' and is used for broad acre farming.

The applicant mentions the following in the submission:

'We are proposing to readjust the boundaries between Lots 940 and 3512 per this application. The purpose of the boundary adjustment is to align the boundary to outside of the vegetated area where the current dividing boundary between the two lots resides. Shifting the boundary will ensure the vegetation is undistributed.'

COMMENT

The subdivision proposal (proposed re-alignment of boundaries) accords with the aims of the Shire of Beverley Local Planning Strategy and the Shire of Beverley Local Planning Scheme No. 3.

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

There are no policy implications relative to this application.

RISK IMPLICATIONS

It is considered that the proposal has insignificant risks.

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to recommend to the Western Australian Planning Commission that application WAPC No. 162395 for the subdivision of Lots 940 & 3512 Westdale Road, Beverley, be approved.

Attachment 9.1



SCANLAN
SURVEYS
LICENSED SURVEYORS

ABN 88 009 402 608
ACN 009 402 608

23 Spring Park Road, MIDLAND WA 6056
PO Box 429, MIDLAND WA 6936
(08) 9250 2261
www.scanlansurveys.com.au

DATE: 18/05/2022

Western Australian Planning Commission
Locked Bag 2506
PERTH WA 6001

Dear Assessing Officer,

RE: PROPOSED BOUNDARY ADJUSTMENT – WESTDALE ROAD, DALE

We are proposing to readjust the boundaries between Lots 940 and 3512 per this application. The purpose of the boundary adjustment is to align the boundary to outside of the vegetated area where the current dividing boundary between the two lots resides. Shifting the boundary will ensure the vegetation is undistributed.

As the purpose of this application is to better align the dividing boundary to the natural features of the land, we request that the Western Australian Planning Commission impose **no** conditions on the approval.

If the Western Australian Planning Commission would like to impose conditions on the boundary adjustment, we ask that we be contacted with draft conditions prior to issuing a decision letter.

If you have any queries, don't hesitate to contact our office.

Yours sincerely,

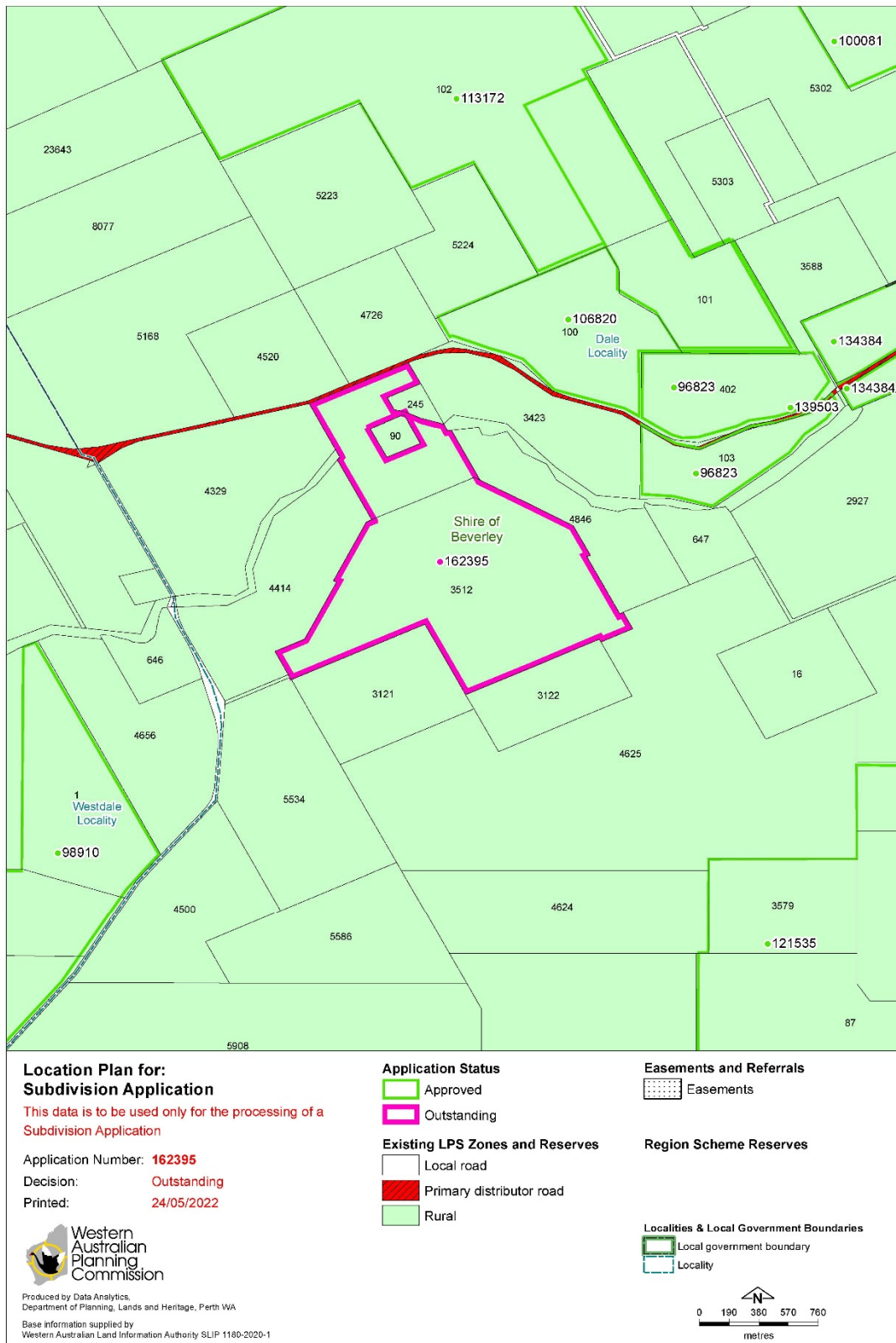


Scanlan Surveys Pty Ltd

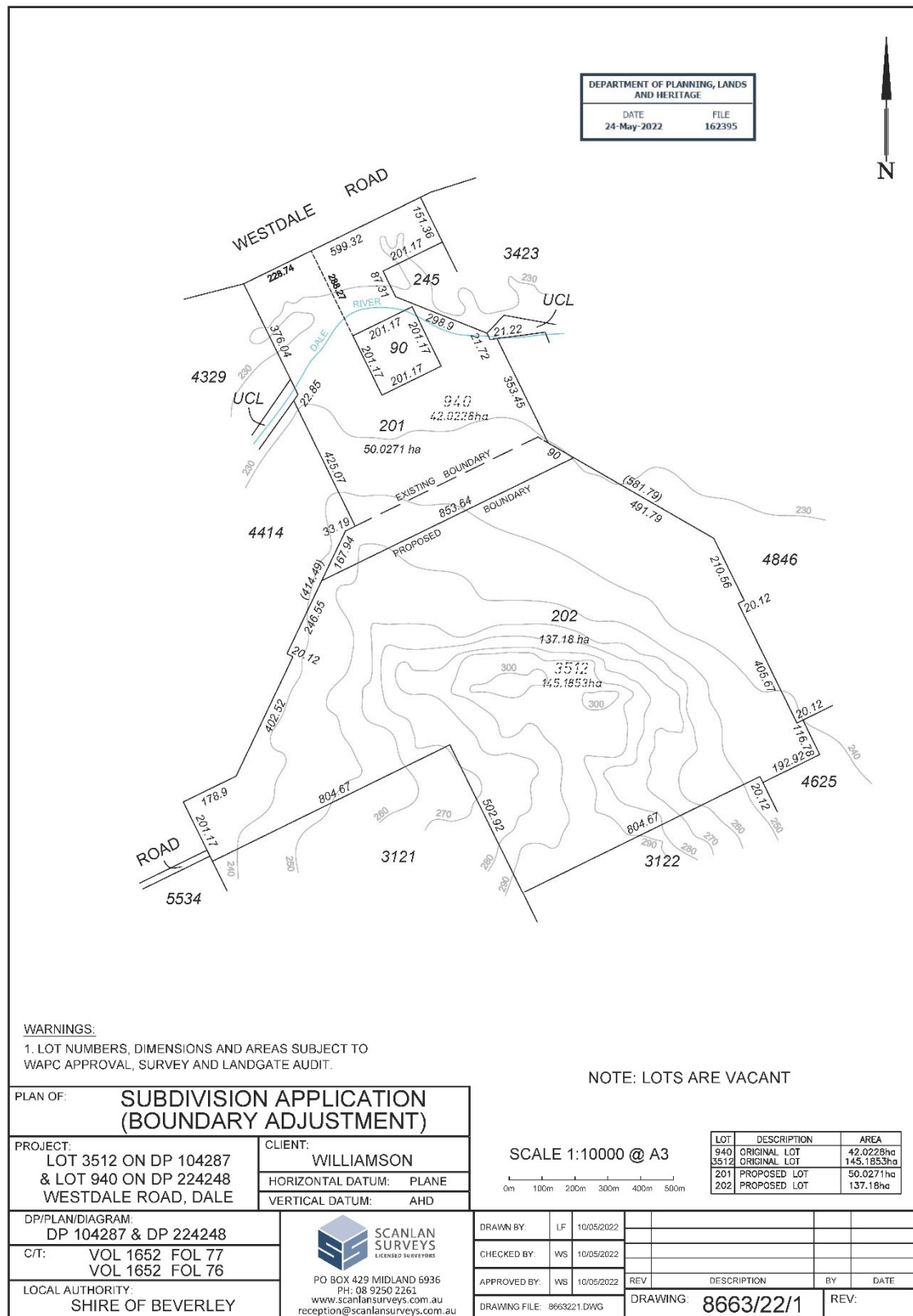
WILLIAM SCANLAN
LICENSED SURVEYOR
M.I.S. (AUSTRALIA)
bill@scanlansurveys.com.au

JOHN SCANLAN
LICENSED SURVEYOR
BACHELOR OF SURVEYING (CURTIN)
john@scanlansurveys.com.au

Attachment 9.1



Attachment 9.1



9.2 Development Application – Outbuilding (Storage Shed/Garage) – 43 (Lot 24) John Street, Beverley

Submission To:	Ordinary Council Meeting 28 June 2022
Report Date:	16 June 2022
Applicant:	Noel and Valda Morton
File Reference:	JOH 338
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	No
Disclosure(s) Of Interest:	None
Attachments:	Locality Map, Site Plan and Shed Drawings

SUMMARY

An application has been received to construct a Colorbond Outbuilding (Storage Shed/Garage) at 43 (Lot 24) John Street. The application will be recommended for approval.

BACKGROUND

The subject site is located at 43 (Lot 24) John Street, is 1,472 m² in extent and zoned Residential R10/25 in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS 3). It contains a single house and outbuildings (a brick detached double garage in extent 34m² and a single Colorbond garage in extent 23 m²).

The proposal is to construct an additional new Colorbond Outbuilding (Storage Shed/Garage) in extent 6m x 10m = 60m²

The proposal for the storage shed/garage requires departure from the Shire's Outbuilding Policy on the following matter:

- In terms of the Outbuilding Policy, the maximum total combined area of all Outbuildings in the Residential R10/25 Zone is 75 m² , whereas the proposed total area will be approx. 117 m².

The applicant submitted the below justification for the proposal:

The house is only a 2 bedroom, 1 bathroom configuration with little to no storage. Storage is a big problem for us having downsized from a 4x2 home. We are working on this internally although space is scarce.

Firstly it would enhance the property aesthetically and secondly it would provide much needed storage.

With regard to the existing outbuildings, these are the reasons we propose to build another garage:

- *The old brick double garage with rusted out lift doors measures 34 square metres. We wish to enclose this and convert it to a studio/office if possible which we would furnish & equip accordingly. (Thus losing the capacity to house 2 cars).*
- *The rear colorbond single garage measures 23 square metres. This is chock-a-block full of storage.*

We propose to build the garage in front of the brick garage structure. (Our proposal includes a concrete driveway and floor). This would enable us to house 2 x vehicles, a dinghy and a valuable Sheep Weighing Crate on trailer which is essential to our Livestock business.

The dinghy & weighing crate are currently parked/stored in the driveway totally exposed to the elements of harsh sun and winter rain. Both are showing signs of deteriorating consequently.

We hope you will view our proposed development favourably and understand our requirement to build a bigger garage.

COMMENT

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

The specific siting of the Outbuilding/Garage on the property;

The general character of the immediate area;

The proposed use of the Outbuilding;

The size of the subject property.

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

The positioning of the new Garage will be aligned with the setback of the existing dwelling thus benefiting the streetscape. It is considered that the proposed development will be in pace with the character of the area.

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

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

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

STATUTORY ENVIRONMENT

Shire of Beverley Local Planning Scheme No. 3.

FINANCIAL IMPLICATIONS

There are no Financial Implications relative to this issue.

STRATEGIC IMPLICATIONS

There are no Strategic Plan Implications relative to this issue.

POLICY IMPLICATIONS

There are no Policy Implications relative to this issue.

RISK IMPLICATIONS

It is considered that the proposal has insignificant risks.

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council grant Planning Approval for an Outbuilding (Storage Shed/Garage) at 43 (Lot 24) John Street, Beverley, subject to the following conditions and advice notes: -

Conditions:

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

Advice Notes:

- Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- Note 2: Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.
- Note 3: The applicant is advised a building permit is required prior to commencement of any building works.
- Note 4: If the Outbuilding is to be used for the collection of rainwater for human consumption, all cladding and other material associated with water collection shall comply with Australian Standard 4020 (Products for use in contact with drinking water).
- Note 5: If an applicant is aggrieved by this decision there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

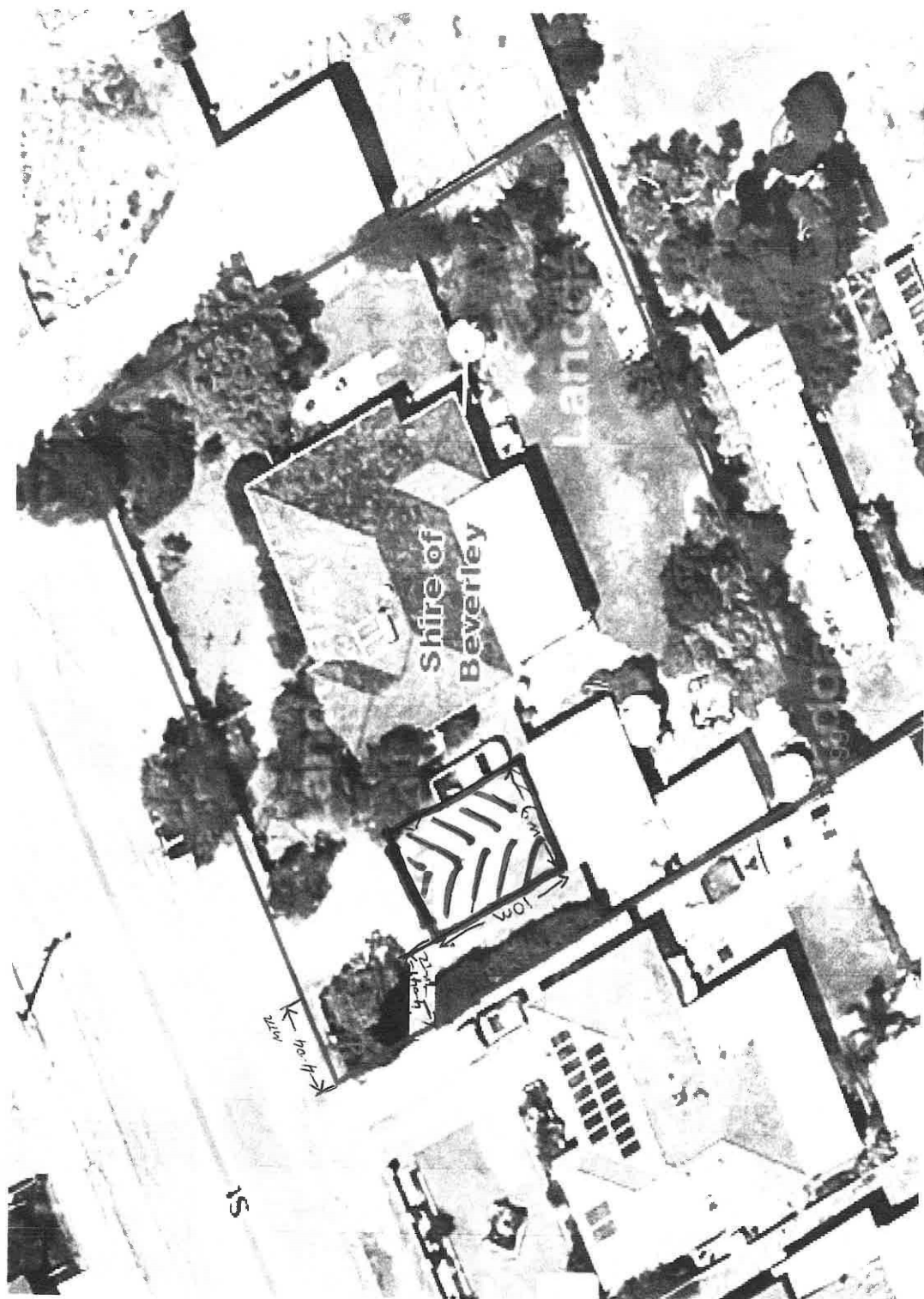
Attachment 9.2

43 (Lot 24) John Street



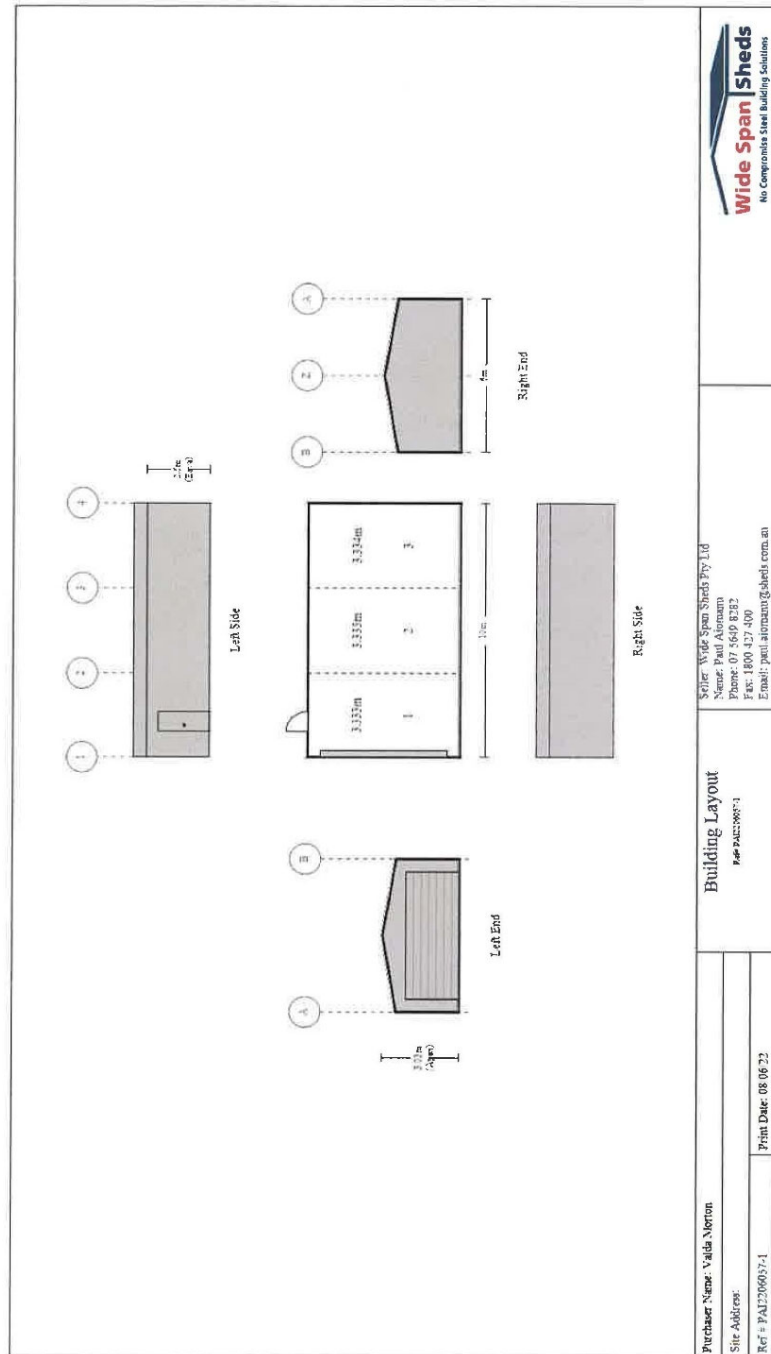
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Please refer to original documentation for all legal purposes.

Attachment 9.2



Attachment 9.2

Building Layout



NO COMPROMISE STEEL BUILDING SOLUTIONS

www.sheds.com.au

9.3 Development Application – Outbuilding (Storage Shed) – 63 (Lot 164) Richardson Street, Beverley

Submission To:	Ordinary Council Meeting 28 June 2022
Report Date:	17 June 2022
Applicant:	Christopher Kelly
File Reference:	RIC 652
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	No
Disclosure(s) Of Interest:	None
Attachments:	Application Docs, Locality Map and existing Colorbond & Zincalume Sheds in Richardson Street

SUMMARY

An application has been received to construct a Zincalume clad Outbuilding (Storage Shed) at 63 (Lot 164) Richardson Street. The application will be recommended for approval.

BACKGROUND

The subject site is located at 63 (Lot 164) Richardson Street, is 2,02 ha in extent and zoned Residential R5 in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS 3). It contains a single house and two Outbuildings (existing Outbuildings in extent approx. 11 m² and 52 m² respectively).

The proposal is to construct a Zincalume Outbuilding (Storage Shed) in extent 10 m x 16.7 m = 167 m².

The proposal for the storage shed requires departure from the Shire's Outbuilding Policy on the following matters:

- In terms of the Shire's Outbuilding Policy (Policy), the walls and roof are to be constructed of Colorbond (Zincalume excluded);
- In terms of the Policy, the maximum individual area of an Outbuilding is 75 m², whereas the proposed Outbuilding is approx. 167 m² in size;
- The maximum total area of all outbuildings in this zone is 100 m² as per the Policy. The combined total of the existing Outbuildings and the proposed Outbuilding will be 230 m².

The applicant submitted the following justification for the proposal:

PURPOSE: Shed – Part of shed is to be used for storage but the main purpose for the shed is to securely house show vehicles and be used as a private workshop for cars and tools.

*AREA: 10m x 16.7m = 167 sqm ***

HEIGHT WALL: 2.64m

HEIGHT ROOF: gable max height 3.4m

MATERIALS: The shed is a metal shed – Zincalume

SITE PLAN: As Attached – see map

Approximate Distance from House: 8m

Street: 30m

Driveway: will adjoin

Proposed New Septic: 5m

ELEVATION SKETCH: See attached diagrams.

TREES: No trees will be removed from the property but we will be planting a row of trees beside the shed, to block the view from the street, and the front section will be having fruit and ornamental trees being planted there.

OTHER: Along our street and surrounding areas, there a quite a few large sized sheds that have the same colour etc.

The reason for the location of the shed, is that there is already a driveway area that has been made that is sound and in good condition. We would use this existing driveway, to access the new shed.

The placement of the shed sits to the side of the house so it doesn't affect the street view of the house.

We do intend to put a toilet and wash area inside the shed, as mechanical work can be very dirty. We do not want that dirt and mess being brought into the home to use toilets and wash up.

*** I am aware that this shed is larger than the general permitted size in this area, but in order to keep my property need and tidy, reduce fire hazards from stored piles, and to keep everything safe and secure and protected from the weather, this size is the minimum I could get away with. I am asking that you will approve this.*

COMMENT

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

The specific siting of the Outbuilding on the property;

The general character of the immediate area;

The proposed use of the Outbuilding;

The size of the subject property.

It is the opinion that the proposed siting of the Outbuilding at the subject property is such that it will not have any negative visual impact on the surrounding area. The existing and proposed landscaping will effectively screen the development from the street so as to mitigate any perceived negative visual impact that the proposed development might have. It is considered that the proposed development will be in pace with the character of the area.

The Zincalume cladding proposed for the Shed is considered to be in pace with the tendency in the area, as can be seen from the attached plan showing the location of

existing Zinacume Outbuildings vs. existing Colorbond Outbuildings in Richardson Street.

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

No issue is foreseen in having ablution facilities provided in the shed as the development is associated with an existing established dwelling.

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

The proposal complies with other aspects of the Outbuilding Policy.

STATUTORY ENVIRONMENT

Shire of Beverley Local Planning Scheme No. 3.

FINANCIAL IMPLICATIONS

There are no Financial Implications relative to this issue.

STRATEGIC IMPLICATIONS

There are no Strategic Plan Implications relative to this issue.

POLICY IMPLICATIONS

There are no Policy Implications relative to this issue.

RISK IMPLICATIONS

It is considered that the proposal has insignificant risks.

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council grant Planning Approval for an Outbuilding (Storage Shed) at 63 (Lot 164) Richardson Street, Beverley, subject to the following conditions and advice notes: -

Conditions:

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

Advice Notes:

- Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- Note 2: Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.
- Note 3: The applicant is advised a building permit is required prior to commencement of any building works.
- Note 4: If the Outbuilding is to be used for the collection of rainwater for human consumption, all cladding and other material associated with water collection shall comply with Australian Standard 4020 (Products for use in contact with drinking water).
- Note 5: If an applicant is aggrieved by this decision there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

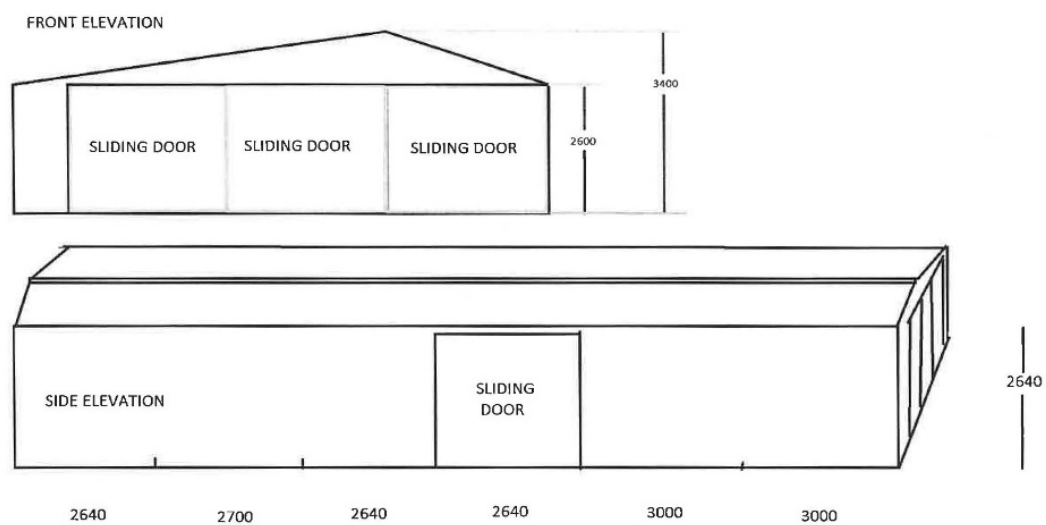
Attachment 9.3



Attachment 9.3



Attachment 9.3



Attachment 9.3

Planning Application for Shed at 63 Richardson St, Beverley 6304

PURPOSE: Shed – Part of shed is to be used for storage but the main purpose for the shed is to securely house show vehicles and be used as a private workshop for cars and tools.

AREA: 10m x 16.7m - 160.7 sqm **

HEIGHT WALL: 2.64m

HEIGHT ROOF: gable max height 3.4m

MATERIALS: The shed is a metal shed – Zincalume

SITE PLAN: As Attached – see map

Approximate Distance from House: 8m

Street: 30m

Driveway: will adjoin

Proposed New Septic: 5m

ELEVATION SKETCH: See attached diagrams.

TREES: No trees will be removed from the property but we will be planting a row of tress beside the shed, to block the view from the street, and the front section will be having fruit and ornamental tress being planted there.

OTHER: Along our street and surrounding areas, there a quite a few large sized sheds that have the same colour etc.

The reason for the location of the shed, is that there is already a driveway area that has been made that is sound and in good condition. We would use this existing driveway, to access the new shed.

The placement of the shed sits to the side of the house so it doesn't affect the street view of the house.

We do intend to put a toilet and wash area inside the shed, as mechanical work can be very dirty. We do not want that dirt and mess being brought into the home to use toilets and wash up.

** I am aware that this shed is larger than the general permitted size in this area, but in order to keep my property need and tidy, reduce fire hazards from stored piles, and to keep everything safe and secure and protected from the weather, this size is the minimum I could get away with. I am asking that you will approve this.

Thanks

9.4 Proposed Outbuilding (Storage Shed) - Lot 3 on Survey Strata Plan 68980 Maitland Road, Beverley

Submission To:	Ordinary Council Meeting 28 June 2022
Report Date:	21 June 2022
Applicant:	Joseph Ashton
File Reference:	MAI 51548
Author and Position:	Stefan de Beer, Manager of Planning
Previously Before Council:	No
Disclosure(s) Of Interest:	None
Attachments:	Locality Map, Site Plan, Shed Drawings

SUMMARY

An application has been received to construct an Outbuilding outside of the designated building envelope on Lot 3 on Survey Strata Plan 68980 Maitland Road, Beverley. It will be recommended the application be approved.

BACKGROUND

The applicant is proposing to construct an Outbuilding (Storage Shed – in extent 18m x 15m = 270 m²) outside of the designated building envelope on the abovementioned lot (Lot 3 on Survey Strata Plan 68980). Please refer to existing building envelope on site development plan, attached hereto.

The subject property is zoned ‘*Rural*’ in terms of the Shire of Beverley Local Planning Scheme No. 3 (LPS3), is 43.4794 ha in extent and contains a swimming pool, associated with planning approval on file for a single dwelling (dwelling not yet constructed).

COMMENT

An extract from the *Survey Strata Management Statement* is provided below:

- 18. RESTRICTION ON BUILDING ON PART OF A LOT**

(1) The proprietor of a lot is permitted to construct a permanent residential dwelling only within the confines of the building envelop that is depicted on the plan at Annexure “A”.

(2) Any dwelling, building shed or other structure must have building licenses issued by the Shire of Beverley before construction commences.

From the above it would seem that the Building Envelope only relates to Residential Dwellings. It is silent on whether it is applicable to Outbuildings as well.

Shire Planner considered the historical subdivision application that had been submitted to obtain approval for the Strata Title Subdivision. It would seem that the WAPC imposed the Building Envelope condition specifically to address Bush Fire Risks for when new Residential Dwellings are constructed within this Strata Subdivision precinct.

Furthermore, subsequent to the subdivision being approved, new Regulations were Gazetted requiring BAL assessments to be submitted for construction of new dwellings within Bushfire Prone Areas. This is not applicable to Outbuildings.

Given the above it is not considered inappropriate to permit construction of an Outbuilding outside of the designated Building Envelope, and the application will be recommended for approval.

STATUTORY ENVIRONMENT

The application may be approved under the Shire of Beverley's Local Planning Scheme No. 3.

CONSULTATION

No consultation was deemed required.

FINANCIAL IMPLICATIONS

There are no financial implications relative to this application.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this application.

POLICY IMPLICATIONS

There are no policy implications relative to this application.

RISK IMPLICATIONS

It is considered that the proposal has insignificant risks.

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council grant approval for an Outbuilding (Storage Shed) at Lot 3 on Survey Strata Plan 68980 Maitland Road, Beverley subject to the following conditions and advice notes:

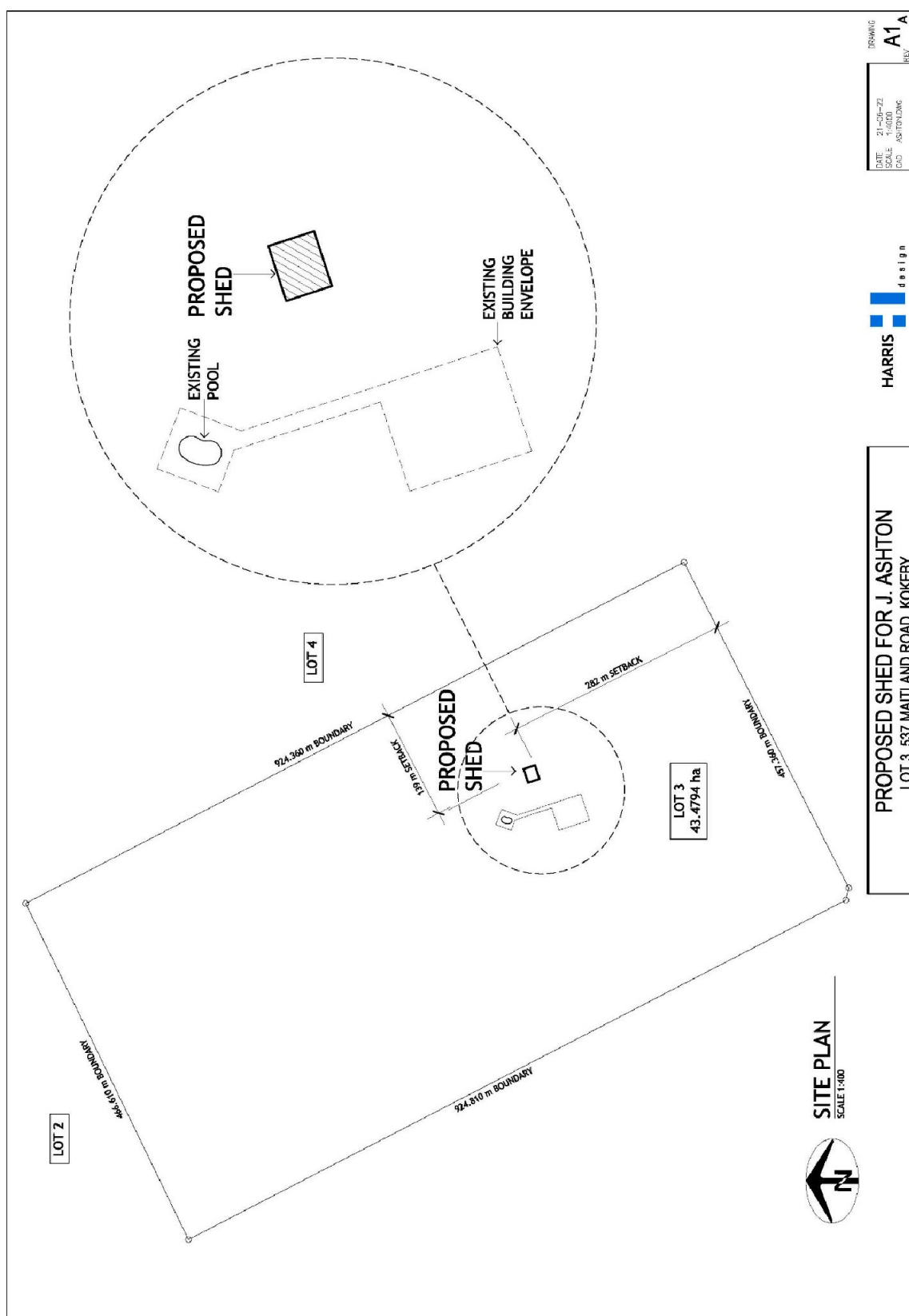
Conditions:

1. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan, prepared by the applicant and endorsed by the Manager: Planning & Development Services.
2. The Outbuilding shall not be used for human habitation, Commercial or Industrial purposes.

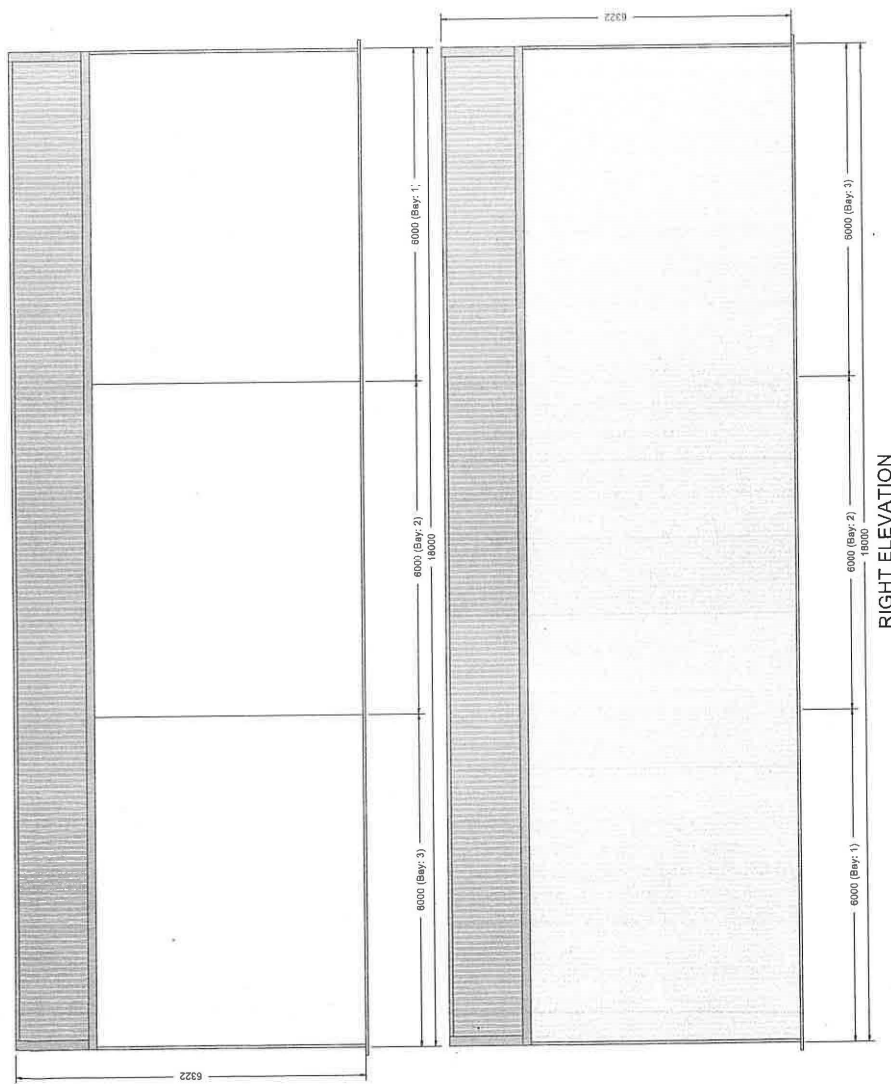
Advice Notes:

- Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- Note 2: Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.
- Note 3: Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
- Note 4: The applicant is advised a building permit is required prior to commencement of any building works.
- Note 5: If the Outbuilding is to be used for the collection of rainwater for human consumption, all cladding and other material associated with water collection shall comply with Australian Standard 4020 (Products for use in contact with drinking water).
- Note 6: If an applicant is aggrieved by this decision there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

Attachment 9.4

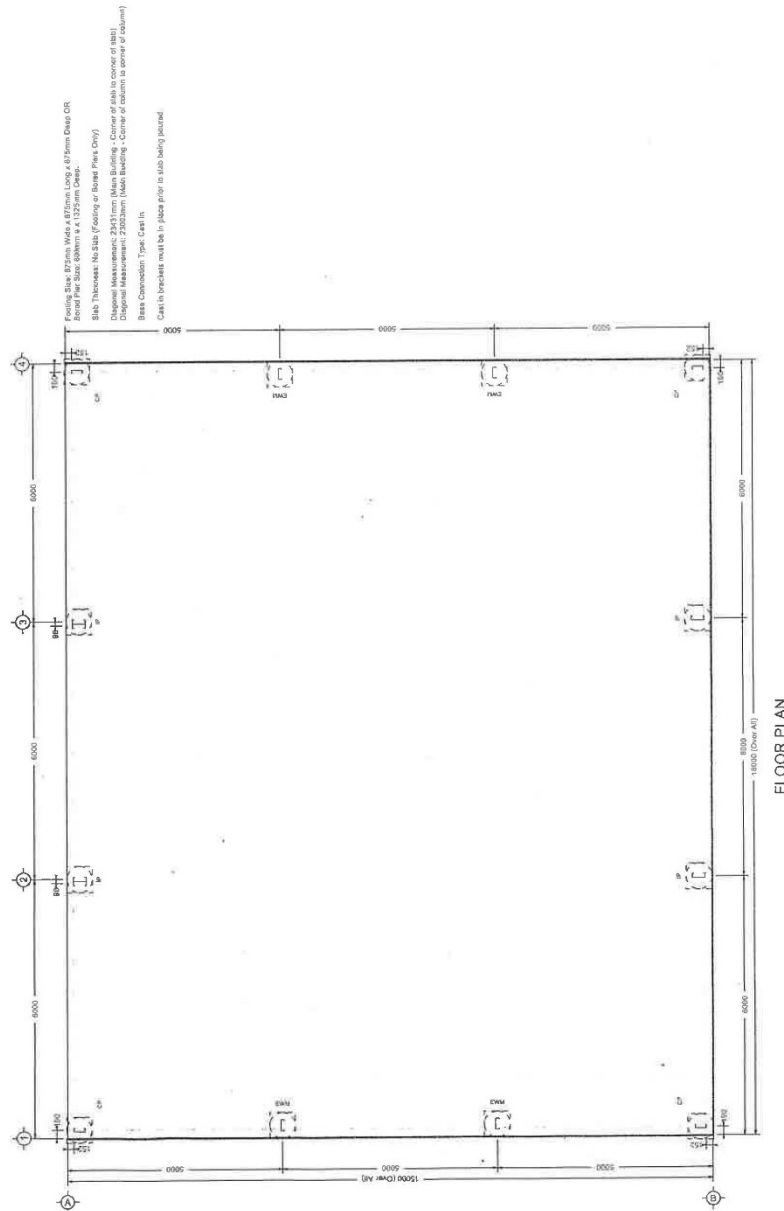


Attachment 9.4



OENIX HEDS	Phoenix Sheds Pty Ltd Lot 503 De Lisie Street, Beverley, Western Australia, 6304 Unit 2, 31 Shields Crescent, Booragoon, Western Australia, 6154 P.O. Box 464, Applecross, Western Australia, 6963 Head Office - 0468 854 072 admin@phoenixsheds.com.au	Company: Wheatbelt Agricultural Services Client: Tim Yeaton Site Address: Lot 1, 202 Maitland Road Kookynie, WA, 6304 Email: w.a.s@active.net.au	Drawing Title: Side Elevations Scale: 1:94.355 Date: 13-12-2021 Job Name: T00217 - Wheatbelt Agricultural Services Drawing Revision:
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Attachment 9.4



FLOOR PLAN

	<p>Phoenix Sheds Pty Ltd Lot 503 De Lisle Street, Beverley, Western Australia, 6304 Unit 2, 31 Shields Crescent, Booragoon, Western Australia, 6154 P.O. Box 464, Applecross, Western Australia, 6953 Head Office - 0468 854 072 admin@phoenixsheds.com.au</p>	<p>Company: Wheatbelt Agricultural Services Client: Tim Yeason Site Address: Lot 1, 202 Meilard Road Kokely, WA, 6304 Email: w.a.s@active.net.au</p>	<p>Project Title: Floor Plan Scale: 1:121.606 Date: 13-12-2021 Job Number: T00217 - Wheatbelt Agricultural Services Drawing Number</p>
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10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES

Nil

11. FINANCE

11.1 Monthly Financial Report

Submission To:	Ordinary Council Meeting 28 June 2022
Report Date:	17 June 2022
Applicant:	N/A
File Reference:	N/A
Author and Position:	S.K. Marshall, Deputy Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	May 2022 Financial Reports

SUMMARY

Council to consider accepting the financial reports for the period ending 31 May 2022.

BACKGROUND

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

Council adopted a budget variance reporting parameter of 10% on budgeted items of \$10,000 or greater at the July 2022 Ordinary Meeting, item 11.3.

COMMENT

The monthly financial reports for the period ending 31 May 2022 have been provided and include:

- Financial Activity Statement;
- Statement of Net Current Assets;
- Statement of Financial Position; and
- Supplementary information, including;
 - Operating Statement by Nature and Type;
 - Road Maintenance Report; and
 - Investment of Surplus Funds Report.

STATUTORY ENVIRONMENT

Section 6.4(1) of the *Local Government Act* provides that a local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

Regulation 34 of the *Local Government (Financial Management) Regulations* requires a Statement of Financial Activity to be prepared each month which is to contain the following details:

- (a) annual budget estimates;
- (b) budget estimates to the end of the month;
- (c) actual amount of expenditure and revenue;
- (d) material variances between comparable amounts in (b) and (c) above; and
- (e) the net current assets at the end of the month to which the statement relates (i.e. surplus / (deficit) position).

The Statement is to be accompanied by:

- (a) explanation of the composition of net current assets, less committed assets and restricted assets;
- (b) explanation of the material variances; and
- (c) such other information considered relevant by the local government.

FINANCIAL IMPLICATIONS

All revenue and expenditure, unless disclosed in the notes to material variances, are as per the 2021/22 Budget.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

AF004 – Investing Surplus Funds

RISK IMPLICATIONS

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

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the monthly financial report for the month of May 2022 be accepted and material variances be noted.

SHIRE OF BEVERLEY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 May 2022					
Description	Budget 2021/22	YTD Budget 2021/22	YTD Actual 2021/22	YTD Variance	Notes To Material Variances
Operating Revenue					
General Purpose Funding	3,388,968.00	3,370,130.00	3,924,775.00	554,645.00	Financial Assistance Grant 22/23 Advanced Payment \$542,989 unbudgeted. Rates enquiries on property sales \$15,684, Interest received on Reserve Investments \$3,706 greater than anticipated. Rate refunds (\$1,809), Rate discount expense (\$2,939) greater than anticipated.
Governance	2,100.00	2,000.00	26,271.01	24,271.01	CCZ Golf Day Sponsorship and Green Fees \$11,646, BBRF Consultant fee partial refund \$7,610, LSL contribution for T Jurmann \$2,540 and Good Driver Rebate \$2,384 unbudgeted.
Law, Order & Public Safety	242,100.00	135,052.00	273,127.38	138,075.38	Insurance reimbursement \$136,364 for BE034 Fire Truck write off.
Health	300.00	176.00	1,218.19	1,042.19	
Education & Welfare	0.00	0.00	0.00	0.00	
Housing	129,692.00	120,203.00	117,292.74	(2,910.26)	
Community Amenities	211,385.00	208,890.00	222,895.22	14,005.22	Refuse and Recycling charges \$1,844, Town Planning Fees \$11,497 greater than anticipated.
Recreation & Culture	218,434.00	178,139.00	222,896.12	44,757.12	Moort Wabiny Park Retention Fee \$33,963 transfer from Trust partially offset by final retention fee repayment to Contractor. Swimming Pool season fees \$2,044, Gym memberships \$2,250, Bi-Tone Caravan Club Oval Hire \$2,041 greater than anticipated.
Transport	3,950,230.00	2,150,148.00	2,498,139.28	347,991.28	Financial Assistance Grant 21/22 \$27,617 greater than anticipated. Regional Airports Funding grant for runway seal \$104,169 and Financial Assistance Grant 22/23 Advanced payment \$434,382 unbudgeted. LGGC Special Bridge Funding (\$220,965) deferred to 22/23 as project works carried over.
Economic Activities	197,344.00	182,319.00	256,577.91	74,258.91	Caravan Park and Cabin charges \$69,287 and Building Fees \$3,537 greater than anticipated.
Other Property & Services	43,100.00	33,702.00	38,917.86	5,215.86	
Total Operating Revenue	8,383,653.00	6,380,759.00	7,582,110.71	1,201,351.71	
Operating Expenditure					
General Purpose Funding	(162,227.00)	(140,936.00)	(127,901.89)	13,034.11	Admin costs reallocated \$12,043 lower than anticipated YTD.
Governance	(306,541.00)	(257,721.00)	(258,526.70)	(805.70)	
Law, Order & Public Safety	(432,526.00)	(326,204.00)	(298,588.31)	27,615.69	ESL expenditure \$10,107, Depreciation charged \$3,995 and Admin costs reallocated \$12,493 lower than anticipated YTD.
Health	(154,777.00)	(129,995.00)	(112,805.44)	17,189.56	Doctor's Surgery and House \$12,534 and Admin costs reallocated \$7,662 lower than anticipated YTD. Doc Vehicle running expenses (\$1,859) greater than anticipated YTD.
Education & Welfare	(111,017.00)	(85,424.00)	(64,853.97)	20,570.03	150 Year Beverley Road Board celebration funding \$20,000 to be carried over to 22/23.
Housing	(205,724.00)	(190,360.00)	(159,031.97)	31,328.03	Staff and Other Housing Maintenance expenses \$39,133 and Admin costs reallocated \$3,926 lower than anticipated YTD. Staff Housing costs reallocated (\$13,548) less than anticipated YTD.

<p style="text-align: center;">SHIRE OF BEVERLEY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 May 2022</p>					
Description	Budget 2021/22	YTD Budget 2021/22	YTD Actual 2021/22	YTD Variance	Notes To Material Variances
Community Amenities	(666,749.00)	(581,575.00)	(560,355.93)	21,219.07	Stormwater drainage maintenance \$25,988, Waste collection costs \$4,659, Other Planning Expenses \$2,233, Drum Muster \$2,530 and Admin costs reallocated \$6,436 lower than anticipated YTD. Refuse Site Mtce expenses (\$13,154) and Street Bin collection costs (\$4,814) greater than anticipated.
Recreation & Culture	(1,592,700.00)	(1,383,589.00)	(1,354,844.00)	28,745.00	Admin costs reallocated \$16,132 and Various building maintenance \$11,173 lower than anticipated YTD.
Transport	(2,519,187.00)	(2,331,224.00)	(2,378,422.93)	(47,198.93)	Airfield (\$4,800), Road (\$22,547) and Bridge maintenance expense (\$20,057) greater than anticipated, to be partially offset by MRWA Emergency Mtce Funding. Interest on Vincent St Loan (\$12,714) unbudgeted. Admin costs reallocated \$11,653 lower than anticipated YTD.
Economic Activities	(593,888.00)	(464,485.00)	(456,189.36)	8,295.64	Loss on disposal of Kinetic Sculpture (\$5,418) unbudgeted. Depreciation charged (\$13,952) greater than anticipated. Standpipe maintenance expenses \$5,371, Tourism officer expenses \$2,685 and Admin costs reallocated \$20,305 lower than anticipated YTD.
Other Property & Services	(15,050.00)	(7,191.00)	97,732.87	104,923.87	PWOH & POC allocation timing versus expenditure.
Total Operating Expenditure	(6,760,386.00)	(5,898,704.00)	(5,673,787.63)	224,916.37	
Net Operating	1,623,267.00	482,055.00	1,908,323.08	1,426,268.08	
Capital Income					
Self Supporting Loan - Principal Repayment	14,285.00	9,045.00	9,045.38	0.38	
Proceeds from Sale of Assets	359,000.00	359,000.00	540,281.81	181,281.81	Proceeds from Vehicle Trade Ins lower than anticipated. Sale of 50 Dawson Street \$230,000 unbudgeted.
New Loan Raised	1,000,000.00	1,000,000.00	1,000,000.00	0.00	
Total Capital Income	1,373,285.00	1,368,045.00	1,549,327.19	181,282.19	
Capital Expenditure					
Land and Buildings	(329,893.00)	(329,893.00)	(304,030.24)	25,862.76	Moort Wabiny Park final retention fee payment (\$15,438) offset by transfer from Trust. Onsite Cabin Carports (\$3,789) greater than anticipated due to internal labour and plant allocations. 20/21 Hunt Road Village works carried over (\$18,883). Rec Ground Terrace development (\$27,844) unbudgeted. Onsite Cabin Solar works \$76,166 not to proceed. Recreation Ground Play Area Extension \$10,049 and Town Hall Floor Replacement \$2,671 lower than budgeted.
Plant and Equipment	(946,980.00)	(838,980.00)	(716,690.05)	122,289.95	Grader purchase \$41,500, Rubber tyred roller \$42,320, Mechanics Ute \$4,350 and DCEO Vehicle \$2,998 less than anticipated. Doc vehicle \$32,000 carried over to 22/23.
Office Furniture and Equipment	0.00	0.00	0.00	0.00	
Road Construction	(4,784,186.00)	(2,954,690.00)	(3,119,084.23)	(164,394.23)	Airstrip Sealing works \$163,345 unbudgeted offset by Grant income.

<p style="text-align: center;">SHIRE OF BEVERLEY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 May 2022</p>					
Description	Budget 2021/22	YTD Budget 2021/22	YTD Actual 2021/22	YTD Variance	Notes To Material Variances
Other Infrastructure	(2,017,912.00)	(1,722,271.00)	(1,362,900.57)	359,370.43	Vincent St undergrounding of power works saving \$113,428. Bridge 3202 works \$220,965, Heritage Trail \$14,041 and Forrest St Drainage works \$10,505 to be carried over to 22/23.
Land Under Control	0.00	0.00	0.00	0.00	
Loans - Principal Repayments	(102,053.00)	(77,696.00)	(98,172.50)	(20,476.50)	Vincent St loan repayments (\$20,476) unbudgeted.
Total Capital Expenditure	(8,181,024.00)	(5,923,530.00)	(5,600,877.59)	322,652.41	
Net Capital	(6,807,739.00)	(4,555,485.00)	(4,051,550.40)	503,934.60	
Adjustments					
Depreciation Written Back	2,405,056.00	2,182,038.00	2,183,184.03	1,146.03	
Movement in Leave Reserve Cash Balance	0.00	0.00	369.88	369.88	
Movement in Non-Current Loan Repayments	0.00	0.00	0.00	0.00	
Movement in Non-Current SSL Income	0.00	0.00	0.00	0.00	
Movement in Non-Current Lease Repayments	0.00	0.00	0.00	0.00	
Movement in Non-Current Investments	0.00	0.00	0.00	0.00	
Movement in Non-Current LSL Provision	0.00	0.00	0.00	0.00	
Movement in Non-Current Deferred Pensioner Rates	0.00	0.00	0.00	0.00	
(Profit)/Loss on Disposal of Assets Written Back	(35,100.00)	(64,000.00)	(53,919.87)	10,080.13	Profit on asset disposals lower than anticipated YTD.
Loss on Revaluation of Non-Current Assets Written Back	0.00	0.00	0.00	0.00	
Rounding	0.00	0.00	0.00	0.00	
Add Funding From					
Transfer (To)/From Reserves	1,160,706.00	1,160,706.00	1,030,457.48	(130,248.52)	Onsite Cabin contribution (\$100,000) less from Building Reserve. Grader contribution (\$22,500) less from Plant Reserve.
Opening Surplus/(Deficit)	1,653,810.00	1,653,810.00	1,653,809.54	(0.46)	
Total Adjustments	5,184,472.00	4,932,554.00	4,813,901.06	(118,652.94)	
CLOSING SURPLUS/(DEFICIT)	0.00	859,124.00	2,670,673.74	1,811,549.74	

SHIRE OF BEVERLEY STATEMENT OF NET CURRENT ASSETS FOR THE PERIOD ENDING 31 May 2022		
Description	Actual 2020/21	YTD Actual 2021/22
Current Assets		
Cash at Bank	2,311,028.21	3,071,750.04
Cash - Unrestricted Investments	0.00	0.00
Cash - Restricted Reserves	2,830,708.90	1,800,251.42
Cash on Hand	300.00	700.00
Accounts Receivable	460,327.66	461,734.58
Prepaid Expenses	0.00	0.00
Self Supporting Loan - Current	14,284.95	5,239.57
Inventory - Fuel	10,281.78	8,696.17
Total Current Assets	5,626,931.50	5,348,371.78
Current Liabilities		
Accounts Payable	(908,299.23)	(652,748.05)
Loan Liability - Current	(102,053.23)	(24,356.37)
Annual Leave Liability - Current	(252,079.13)	(252,079.13)
Long Service Leave Liability - Current	(107,438.93)	(107,438.93)
Doubtful Debts	0.00	0.00
Total Current Liabilities	(1,369,870.52)	(1,036,622.48)
Adjustments		
Less Restricted Reserves	(2,830,708.90)	(1,800,251.42)
Less Self Supporting Loan Income	(14,284.95)	(5,239.57)
Add Leave Reserves - Cash Backed	139,689.18	140,059.06
Add Loan Principal Expense	102,053.23	24,356.37
Total Adjustments	(2,603,251.44)	(1,641,075.56)
NET CURRENT ASSETS	1,653,809.54	2,670,673.74

SHIRE OF BEVERLEY
STATEMENT OF FINANCIAL POSITION
AS AT
31 May 2022

Description	Actual 2020/21	YTD Actual 2021/22	Movement
Current Assets			
Cash and Cash Equivalents	5,142,037.11	4,872,701.46	(269,335.65)
Accounts Receivable	360,327.66	361,734.58	1,406.92
Contract Asset - Current	100,000.00	100,000.00	0.00
Prepaid Expenses	0.00	0.00	0.00
Self Supporting Loan - Current	14,284.95	5,239.57	(9,045.38)
Inventory	10,281.78	8,696.17	(1,585.61)
Total Current Assets	5,626,931.50	5,348,371.78	(278,559.72)
Current Liabilities			
Accounts Payable	(438,600.91)	(277,657.43)	160,943.48
Contract Liability - Current	(462,861.62)	(375,090.62)	87,771.00
Loan Liability - Current	(102,053.23)	(24,356.37)	77,696.86
Lease Liability - Current	(6,836.70)	0.00	6,836.70
Annual Leave Liability - Current	(252,079.13)	(252,079.13)	0.00
Long Service Leave Liability - Current	(107,438.93)	(107,438.93)	0.00
Doubtful Debts	0.00	0.00	0.00
Total Current Liabilities	(1,369,870.52)	(1,036,622.48)	333,248.04
Non-Current Assets			
Non-Current Debtors	134,837.98	134,837.98	0.00
Non-Current Investments	55,355.13	55,355.13	0.00
Land and Buildings	30,374,265.91	29,775,141.86	(599,124.05)
Plant and Equipment	1,902,265.11	2,137,018.63	234,753.52
Furniture and Equipment	124,354.85	95,461.70	(28,893.15)
Infrastructure	60,266,728.95	63,493,151.75	3,226,422.80
Self Supporting Loan - Non Current	10,968.23	10,968.23	0.00
Total Non-Current Assets	92,868,776.16	95,701,935.28	2,833,159.12
Non-Current Liabilities			
Loan Liability - Non Current	(1,277,171.79)	(2,256,696.15)	(979,524.36)
Lease Liability - Non Current	(13,673.30)	(13,673.30)	0.00
Annual Leave - Non Current	0.00	0.00	0.00
Long Service Leave Liability - Non Current	(98,416.32)	(98,416.32)	0.00
Total Non Current Liabilities	(1,389,261.41)	(2,368,785.77)	(979,524.36)
Net Assets	95,736,575.73	97,644,898.81	1,908,323.08

<p style="text-align: center;">SHIRE OF BEVERLEY STATEMENT OF FINANCIAL POSITION AS AT 31 May 2022</p>			
Description	Actual 2020/21	YTD Actual 2021/22	Movement
Equity			
Accumulated Surplus	(44,609,994.71)	(47,548,775.27)	(2,938,780.56)
Reserves - Cash Backed	(2,830,708.90)	(1,800,251.42)	1,030,457.48
Reserve - Revaluations	(48,295,872.12)	(48,295,872.12)	0.00
Total Equity	(95,736,575.73)	(97,644,898.81)	(1,908,323.08)

SHIRE OF BEVERLEY OPERATING STATEMENT BY NATURE & TYPE FOR THE PERIOD ENDING 31 May 2022		
Description	Budget 2021/22	YTD Actual 2021/22
Income		
Rates	2,940,151.00	2,932,828.50
Operating Grants, Subsidies and Contributions	1,063,533.00	2,102,339.47
Profit On Asset Disposal	72,600.00	64,208.85
Service Charges	0.00	0.00
Fees & Charges	648,180.00	709,259.29
Interest Earnings	25,831.00	20,729.50
Other Revenue	60,500.00	122,648.35
Non-Operating Grants, Subsidies and Contributions	3,659,796.00	1,698,471.00
Total Income by Nature & Type	8,470,591.00	7,650,484.96
Expenditure		
Employee Costs	(2,245,286.00)	(1,948,601.86)
Materials & Contracts	(2,000,424.00)	(1,317,485.95)
Utilities	(199,182.00)	(210,982.91)
Depreciation On Non-Current Assets	(2,405,056.00)	(2,183,184.03)
Interest Expenses	(65,273.00)	(57,511.89)
Insurance Expenses	(227,251.00)	(229,583.75)
Other Expenditure	(107,725.00)	(113,057.31)
Loss On Asset Disposal	(37,500.00)	(10,288.98)
Loss on Revaluation of Non-Current Assets	0.00	0.00
Total Expenditure by Nature & Type	(7,287,697.00)	(6,070,696.68)
Allocations		
Reallocation Codes Expenditure	440,373.00	328,534.80
Reallocation Codes Income	0.00	0.00
Total Allocations	440,373.00	328,534.80
Net Operating by Nature & Type	1,623,267.00	1,908,323.08

SHIRE OF BEVERLEY						
INVESTMENT OF SURPLUS FUNDS						
AS AT 31 May 2022						
Account #	Account Name	Amount Invested (\$)		Term	Interest Rate	Maturation
40044966	Reserve Funds Bendigo					
	Long Service Leave	0.00				
	Airfield Emergency	40,236.68				
	Plant	244,642.54				
	Emergency Services	28,776.97				
	Building	190,958.49				
	Recreation Ground	583,996.44				
	Cropping Committee	167,176.00				
	Avon River Development	(3,560.00)				
	Annual Leave	140,059.06				
	Community Bus	38,116.42				
	Infrastructure	166,983.58				
	Senior Housing	122,430.75				
	Mainstreet Development	0.00				
	Avondale Mach Museum	60,434.49				
	ITC Renewal Reserve	20,000.00	1,800,251.42	1 mnth	0.85%	29/06/2022
	Total		1,800,251.42			

11.2 Accounts Paid by Authority

Submission To:	Ordinary Council Meeting 28 June 2022
Report Date:	22 June 2022
Applicant:	N/A
File Reference:	N/A
Author and Position:	S.K. Marshall, Deputy Chief Executive Officer
Previously Before Council:	N/A
Disclosure(s) Of Interest:	Nil
Attachments:	May 2022 List of Accounts Paid

SUMMARY

Council to consider authorising the payment of accounts.

BACKGROUND

The following list represents accounts paid by authority for the month of May 2022.

COMMENT

Unless otherwise identified, all payments have been made in accordance with Council's 2021/22 Budget.

STATUTORY ENVIRONMENT

Regulation 12 of the *Local Government (Financial Management) Regulations* provides that:

- (1) A payment may only be made from the municipal fund or the trust fund —
 - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

Regulation 13 of the *Local Government (Financial Management) Regulations* provides that:

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
 - (a) for each account which requires council authorisation in that month —
 - (i) the payee's name;
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction;

and

- (b) the date of the meeting of the Council to which the list is to be presented.
- (3) A list prepared under sub regulation (1) or (2) is to be —
- (a) presented to the Council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

FINANCIAL IMPLICATIONS

Unless otherwise identified, all payments have been made in accordance with Council's 2021/22 Budget.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

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

RISK IMPLICATIONS

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

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the List of Accounts as presented, be received:

May 2022:

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

Cheque vouchers

04 May 2022	1861-1861	(1)	\$	18,886.97	(authorised by CEO S Gollan and Cr D Davis)
27 May 2022	1862-1862	(1)	\$	121.65	(authorised by CEO S Gollan and Cr D Davis)
Total of cheque vouchers for May 2022 incl			\$	19,008.62	previously paid.

EFT vouchers

04 May 2022	EFT 8082-8122	(41)	\$	661,771.87	(authorised by CEO S Gollan and Cr D Davis)
06 May 2022	EFT 8123-8124	(2)	\$	2,592.42	(authorised by CEO S Gollan and DCEO S Marshall)
11 May 2022	EFT 8125-8130	(6)	\$	12,202.76	(authorised by CEO S Gollan and DCEO S Marshall)
11 May 2022	EFT 1-38	(38)	\$	59,176.05	(authorised by CEO S Gollan and DCEO S Marshall)
18 May 2022	EFT 8131-8135	(5)	\$	160,110.06	(authorised by DCEO S Marshall and Cr D Davis)
24 May 2022	EFT 8136-8139	(4)	\$	14,118.92	(authorised by CEO S Gollan and DCEO S Marshall)
25 May 2022	EFT 1-38	(38)	\$	56,312.72	(authorised by CEO S Gollan and Cr D Davis)
27 May 2022	EFT 8141-8174	(34)	\$	430,667.17	(authorised by CEO S Gollan and Cr D Davis)
31 May 2022	EFT 8176-8184	(9)	\$	12,253.67	(authorised by CEO S Gollan and DCEO S Marshall)
Total of EFT vouchers for May 2022 incl			\$	1,409,205.64	previously paid.

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

Cheque vouchers

Nil vouchers

Total of cheque vouchers for May 2022 incl			\$	0.00	previously paid.
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EFT vouchers

27 May 2022	EFT 8140-8140	(1)	\$	200.00	(authorised by CEO S Gollan and Cr D Davis)
Total of EFT vouchers for May 2022 incl			\$	200.00	previously paid.

(3) **Direct Debit** Payments totalling \$ 83,003.42 previously paid.

(4) **Credit Card** Payments totalling \$ 1,217.01 previously paid.

11.3 2022/23 Budget – Fees and Charges

Submission To:	Ordinary Council Meeting 28 June 2022
Report Date:	8 June 2022
Applicant:	Administration
File Reference:	ADM 0099
Author and Position:	Simon Marshall, Deputy Chief Executive Officer
Previously Before Council:	Occurs Annually
Disclosure(s) Of Interest:	Nil
Attachments:	Draft 2022/23 Schedule of Fees and Charges

SUMMARY

Council to review the Fees and Charges Schedule for the 2022/23 financial year.

BACKGROUND

The Shire of Beverley's Schedule of Fees and Charges is reviewed annually and forms part of Council's Annual Budget.

COMMENT

The full Schedule of Fees and Charges is attached. Generally, a blanket percentage increase of 5.1% has currently been applied in line with March Quarter CPI. Previously Council has considered increasing fees and charges at the same percentage rate as any intended Rate increase.

Variations to the 2022/23 Schedule include:

- Removal of Marquee hire fees;
- Increase to Caravan Park and Onsite Accommodation Booking charges;
- Increase to Child and Spectator entrance fees to the Swimming Pool;
- Decrease in Swimming Pool Season Pass fees;
- Increase to ILU Management fee;
- Adjustment to Blarney advertising descriptions;
- Removal of Cherry Picker hire;
- Removal of several Refuse Site Dumping fees;
- Addition of Tyre, Mattress and Fridge/AC Disposal fees;
- Increase in Health fees in line with Department of Health charges;
- Addition of Annual Food Premises Annual Inspection Fee.

Swimming Pool

To encourage local usage of the Pool, it is proposed to increase gate fees for children and spectators and significantly reduce Season Pass charges made available to local Residents/Ratepayers only.

The Season Pass fee has been set at the equivalent of 10 visits to the Pool.

Fee Schedule

The draft 2022/23 Fees and Charges schedule includes a proposed increase of CPI (5.1% March Quarter All Groups – see attached).

Some fees are increased annually by CPI under agreement, these fees are identified in the notes section of the schedule. These increases have been applied.

Statutory charges (for Dogs/Cats, Health, Building and Planning) may change following advice from the relevant Government departments. If changes do occur, the schedule will be updated accordingly.

STATUTORY ENVIRONMENT

Section 6.16 of the *Local Government Act* provides that:

- (1) a local government may impose (by absolute majority) and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.
- (2) A fee or charge may be imposed for the following
 - a. Providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government
 - b. Supplying a service or carrying out work at the request of a person
 - c. Subject to section 5.94, providing information from local government records;
 - d. Receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorization or certificate;
 - e. Supplying goods;
 - f. Such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be –
 - a. Imposed (by absolute majority) during a financial year; and
 - b. Amended (by absolute majority) from time to time during a financial year.

Section 6.17 further provides:

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

Regulation 2 of the *Local Government (Financial Management) Regulations* (2) provides that the CEO is to —

- (a) ensure that the resources of the local government are effectively and efficiently managed;
- (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and

Section 6.19 of the *Local Government Act* provides that if a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

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

Section 41 of the *Health Act* provides that every local government may from time to time, as occasion may require, make and levy as aforesaid and cause to be collected an annual rate for the purpose of providing for the proper performance of all or any of the services mentioned in section 112, and the maintenance of any sewerage works constructed by the local government under Part IV. Such annual rate shall not exceed —

- (a) 12 cents in the dollar on the gross rental value; or
- (b) where the system of valuation on the basis of the unimproved value is adopted, 3 cents in the dollar on the unimproved value of the land in fee simple, provided that the local government may direct that the minimum annual amount payable in respect of any one separate tenement shall not be less than \$1.

Provided also, that where any land in the district is not connected with any sewer, and a septic tank or other sewerage system approved by the local government is installed and used upon such land by the owner or occupier thereof for the collection, removal, and disposal of nightsoil, urine, and liquid wastes upon such land, the local government may by an entry in the rate record exempt such land from assessment of the annual rate made and levied under this section, and, in lieu of such annual rate, may, in respect of such land, make an annual charge under and in accordance with section 106 for the removal of refuse from such land.

Section 112 of the *Health Act* provides that:

- (1) A local government may, and when the Executive Director, Public Health so requires, shall undertake or contract for the efficient execution of the following works within its district, or any specified part of its district:
 - (a) The removal of house and trade refuse and other rubbish from premises.
 - (b) The supply of disinfectants for the prevention or control of disease, and pesticides for the destruction of pests.
 - (c) The cleansing of sanitary conveniences and drains.
 - (d) The collection and disposal of sewage.
 - (e) The cleaning and watering of streets.
 - (f) The providing, in proper and suitable places, of receptacles for the temporary deposit of refuse and rubbish collected under this section.
 - (g) The providing of suitable places, buildings, and appliances for the disposal of refuse, rubbish and sewage.
 - (ga) The construction and installation of plant for the disposal of refuse, rubbish and sewage.

- (h) The collection and disposal of the carcasses of dead animals, provided that it shall not be lawful to deposit nightsoil in any place where it will be a nuisance or injurious or dangerous to health.
- (2) Any local government which has undertaken or contracted for the efficient execution of any such work as aforesaid within its district or any part thereof may by local law prohibit any person executing or undertaking the execution of any of the work undertaken or contracted for within the district or within such part thereof as aforesaid, as the case may be, so long as the local government or its contractor executes or continues the execution of the work or is prepared and willing to execute or continue the execution of the work.
- (3) After the end of the year 1934 no nightsoil collected in one district shall be deposited in any other district, except with the consent of the local government of such other district, or of the Executive Director, Public Health.

Section 30 of the *Residential Tenancies Act* provides that:

- (1) Subject to this section, the rent payable under a residential tenancy agreement may be increased by the owner by notice in writing to the tenant specifying the amount of the increased rent and the day as from which the increased rent becomes payable, being a day —
 - (a) not less than 60 days after the day on which the notice is given; and
 - (b) not less than 6 months after the day on which the tenancy commenced, or, if the rent has been increased under this section, the day on which it was last so increased, but otherwise the rent shall not increase or be increased.
- (2) The right of the owner to increase rent in accordance with subsection (1) —
 - (a) is not exercisable in relation to an agreement that creates a tenancy for a fixed term during the currency of that term unless the agreement provides that the rent may increase or be increased; and
 - (b) in any case, may be excluded or limited by agreement between the owner and the tenant.
- (3) A notice of increase of rent that has been given in accordance with this section and that has not been withdrawn by the owner varies the residential tenancy agreement to the effect that the increased rent specified in the notice is payable under the agreement as from the day specified in the notice.

Section 66 of the *Waste Avoidance and Resource Recovery Act 2007* (Local government may impose waste collection rate) provides:

- (1) A local government may impose on rateable land within its district, and cause to be collected, an annual rate for the purpose of providing for the proper performance of all or any of the waste services it provides.
- (2) The annual rate must not exceed —
 - (a) 12 cents in the dollar on the gross rental value; or
 - (b) where the system of valuation on the basis of the unimproved value is adopted, 3 cents in the dollar on the unimproved value of the land in fee simple.
- (3) The provisions of the *Local Government Act 1995* relating to the making, payment and recovery of general rates apply with respect to rates referred to in subsection (1).

CONSULTATION

Shire Staff
Swimming Pool Manager

FINANCIAL IMPLICATIONS

2022/23 Budget

STRATEGIC IMPLICATIONS

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

POLICY IMPLICATIONS

N/A

RISK IMPLICATIONS

Low (3) – Fees and Charges form part of the Annual Budget. Preparation of the Annual Budget is done in a staged and planned process and is presented through this report to Council to mitigate the risk of failing to adopt the budget by 31 August.

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

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

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That the draft 2022/23 Fees and Charges Schedule be adopted and included in the 2022/23 Budget.

SHIRE OF BEVERLEY
2022/23 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2022

Description	Charge 2021/22	Charge 2022/23	Frequency	GST Exempt	Increase \$	Information/Conditions
SPORTING CLUBS/COMMUNITY ORGANISATIONS						
Football Club	3,600.00	3,784.00	per year		⬆ 184.00	Oval, Function Centre and Changerooms
Netball Clubs (Beverley Netball Club & Redbacks Netball Club)	550.00	578.00	per year		⬆ 28.00	Courts, Function Centre and Changerooms
Cricket Club	550.00	578.00	per year		⬆ 28.00	Oval, Function Centre and Changerooms
Hockey Club	550.00	578.00	per year		⬆ 28.00	Oval, Function Centre and Changerooms
Horse and Pony Club (Annual Fee)	120.00	126.00	per year		⬆ 6.00	Annual CPI Mar Quarter Review as per Licence Agreement (#55). Oval <u>NOT</u> included. Club provide own cleaner.
Horse and Pony Club (Extra Events)	185.00	194.00	per event		⬆ 9.00	Includes Main Oval - Function Centre hire extra.
Tennis Club	605.00	636.00	per year		⬆ 31.00	Club provide own cleaner/ Ablutions Only
Ladies Badminton Club	41.00	43.00	per booking (AM/PM/Eve)		⬆ 2.00	Times must be allocated AM (Morning) PM (Afternoon) or Evening (Night)
Boot Scooting	41.00	43.00	per booking (AM/PM/Eve)		⬆ 2.00	Times must be allocated AM (Morning) PM (Afternoon) or Evening (Night)
Ballet Group	41.00	43.00	per booking (AM/PM/Eve)		⬆ 2.00	Times must be allocated AM (Morning) PM (Afternoon) or Evening (Night)
CRC Bingo	41.00	43.00	per booking (AM/PM/Eve)		⬆ 2.00	Times must be allocated AM (Morning) PM (Afternoon) or Evening (Night)
Soaring Society	4,271.00	4,596.00	per year		⬆ 325.00	Annual CPI Mar Quarter Perth Review and Billed July as per Lease Agreement. (Agreement# 33)
Soaring Society - Hangar Fees	100.00	100.00	per glider/year		⬆ 0.00	Fixed Fee - billed July as per Lease Agreement. (Agreement# 33)
Tractor Pull	294.00	294.00	per event		⬆ 0.00	Annual CPI Dec Quarter Review as per Licence Agreement. (Agreement# 9)
Beverley Districts Motor Cycle Club (Ulinga Park)	1,144.00	1,231.00	per year		⬆ 87.00	Annual CPI Perth Review as per Lease Agreement. (Agreement# 12)
Ladies Hospital Auxiliary - Op Shop (Lesser Hall)	10.00	11.00	per week		⬆ 1.00	Lesser Hall use.
Community Markets (Old School Building)	10.00	10.00	per event		⬆ 0.00	Old School Building use.
Beverley Station Arts (Licence Fee)	107.00	112.00	per year		⬆ 5.00	Annual CPI Mar Quarter Review as per Licence Agreement. (Agreement# 24)
Beverley Off Road Motor Sports Association (BORMSA)	2,000.00	2,000.00	per year		⬆ 0.00	Fixed Lease. (Agreement# 57)
Telstra (Mobile Tower Lease)	1,000.00	1,000.00	per year		⬆ 0.00	Fixed Lease. (Agreement# 3)
CORNERSTONE COMMUNITY CENTRE CHARGES						
Beverley Community Resource Centre Lease	12,156.00	13,080.00	per year		⬆ 924.00	As per Management Agreement reviewed annually by CPI Mar Quarter Perth. (Agreement# 75)
Commercial Office 1 Lease	100.00	100.00	per week		⬆ 0.00	(Agreement# 86)
Commercial Office 2 Lease	150.00	161.00	per week		⬆ 11.00	Agreement reviewed at renewal by CPI Mar Quarter Perth. (Agreement# 103)
Commercial Office 3 Lease	90.00	90.00	per week		⬆ 0.00	Not currently leased.
Commercial Office 4 Lease	220.00	237.00	per week		⬆ 17.00	Agreement reviewed at renewal by CPI Mar Quarter Perth. (Agreement# 90)
Creche Lease	350.00	350.00	per week		⬆ 0.00	(Agreement# 88)
Conference/Training Facility - Hourly	20.00	21.00	per hour		⬆ 1.00	Per Room
Conference/Training Facility - Daily	140.00	147.00	per day		⬆ 7.00	Per Room - max. 8 hours inc. use of Kitchen facilities.
Conference/Training Facility - Hourly - Community Group	10.00	11.00	per hour		⬆ 1.00	Per Room. Incorporated bodies only. Includes use of tea and coffee making facilities.
Conference/Training Facility - Daily - Community Group	70.00	74.00	per day		⬆ 4.00	Per Room - max. 8 hours inc. use of Kitchen facilities. Incorporated bodies only. Includes use of tea and coffee making facilities.
Electronic Display - Advertising Set Up	55.00	55.00	per advert		⬆ 0.00	As per Council Policy C015. Community Groups exempt.
Electronic Display - Monthly Advertising	55.00	55.00	per month		⬆ 0.00	As per Council Policy C015. Community Groups exempt.

SHIRE OF BEVERLEY
2022/23 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2022

Description	Charge 2021/22	Charge 2022/23	Frequency	GST Exempt	Increase \$	Information/Conditions
ROAD MAINTENANCE CHARGES						
Austral Brick	5,000.00	5,000.00	per year		↑ 0.00	Road Maintenance Contribution as per Tonnage transported @ 48c per ton - \$5,000 agreed floor price.
HALL						Tables, Chairs, Crockery & Cutlery <u>not</u> to be removed from Hall
Main Hall - Community Group Functions	191.00	201.00	per day		↑ 10.00	<u>Incorporated bodies</u> only. Includes use of Kitchen and Bar Facilities less \$50 if not required.
Lesser Hall - Community Group Functions	152.00	160.00	per day		↑ 8.00	<u>Incorporated bodies</u> only. Includes use of Kitchen and Bar Facilities less \$50 if not required.
Full Complex - Community Group Functions	240.00	252.00	per day		↑ 12.00	<u>Incorporated bodies</u> only. Includes use of Kitchen and Bar Facilities
Main Hall - Private Functions	332.00	349.00	per day		↑ 17.00	Includes use of Kitchen and Bar Facilities less \$50 if not required.
Lesser Hall - Private Functions	255.00	268.00	per day		↑ 13.00	Includes use of Kitchen and Bar Facilities less \$50 if not required.
Full Complex - Private Functions	480.00	504.00	per day		↑ 24.00	Includes use of Kitchen and Bar Facilities
Full Complex - Special Functions	1,000.00	1,000.00	per Event		↑ 0.00	Includes Use of Kitchen and Bar Facilities. Access day before and after to set up/pack up. Use of Hall Chairs and Tables and Scaffold.
Community Meeting Room	FREE	FREE			↑ 0.00	Front room adjacent to Hall Foyer.
Bally Bally Hall	57.00	60.00	per day		↑ 3.00	Cleaning responsibility of Hirer.
Morbinning Hall	57.00	60.00	per day		↑ 3.00	Cleaning responsibility of Hirer.
Key Bond	50.00	50.00	per key	✓	↑ 0.00	Clubs pay one Bond per Season.
Function/Cleaning Bond	150.00	150.00	per event	✓	↑ 0.00	Function Application required. Clubs pay one Bond per Season.

SHIRE OF BEVERLEY
2022/23 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2022

Description	Charge 2021/22	Charge 2022/23	Frequency	GST Exempt	Increase \$	Information/Conditions
EQUIPMENT RENTALS						
Chairs	1.00	1.00	per chair		⬆ 0.00	Old Green Amenities Chairs (stored in Exhibition Shed) only.
RECREATION GROUND						
Oval Hire (Day)	190.00	200.00	per day		⬆ 10.00	APPLICATION MUST BE SUBMITTED and is SUBJECT TO APPROVAL
Oval Hire (Night)	267.00	281.00	per night		⬆ 14.00	APPLICATION MUST BE SUBMITTED and is SUBJECT TO APPROVAL
Exhibition Shed	77.00	81.00	per day		⬆ 4.00	Beverley Agricultural Society Exempt. If leased, private hire not available.
Exhibition Shed Commercial Lease	500.00	500.00	per year		⬆ 0.00	Beverley Agricultural Society to have access for 2 weeks per year.
Ram Shed	77.00	81.00	per day		⬆ 4.00	Beverley Agricultural Society Exempt.
Poultry Shed	77.00	81.00	per day		⬆ 4.00	Beverley Agricultural Society Exempt.
Caravan Overflow (Per Van)	28.00	30.00	per day		⬆ 2.00	Including Power.
FUNCTION & RECREATION CENTRE						<i>Tables, Chairs, Crockery & Cutlery <u>not</u> to be removed from Centre</i>
Community Group Functions	152.00	160.00	per day		⬆ 8.00	<u>Local Incorporated Bodies</u> only. Kitchen, Bar and Outside BBQ use included in Function Centre hire fee.
Community Group Meetings	46.00	48.00	per event		⬆ 2.00	<u>Local Incorporated Bodies</u> only. Use of meeting room only includes tea and coffee making facilities.
Private Functions	304.00	320.00	per day		⬆ 16.00	Kitchen, Bar and Outside BBQ use included in Function Centre hire fee.
Private Meetings	91.00	96.00	per event		⬆ 5.00	Use of meeting room only includes tea and coffee making facilities.
Key Bond	50.00	50.00	per key	✓	⬆ 0.00	Clubs pay one Bond per Season.
Function/Cleaning Bond	150.00	150.00	per event	✓	⬆ 0.00	Function Application required. Clubs pay one Bond per Season.
COMMUNITY BUS						<i>24 seats inc driver, 50% subsidy for transport of school aged children (Local Children Only)</i>
Fee Includes Fuel Charges etc. (Minimum \$50)	1.57	1.65	per km		⬆ 0.08	Minimum Hire charge of \$50 applies.

SHIRE OF BEVERLEY
2022/23 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2022

Description	Charge 2021/22	Charge 2022/23	Frequency	GST Exempt	Increase \$	Information/Conditions
CARAVAN PARK - Power Charges INCLUDED						
Powered - Van/RV Site	28.00	30.00	per day		↑ 2.00	Charge includes use of ablutions for maximum of 2 Persons (Age 5+)
Unpowered - Van/RV Site	16.00	18.00	per day		↑ 2.00	Charge includes use of ablutions for maximum of 2 Persons (Age 5+)
Powered - Campsite	16.00	18.00	per day		↑ 2.00	Charge includes use of ablutions for maximum of 2 Persons (Age 5+)
Unpowered - Campsite	11.00	13.00	per day		↑ 2.00	Charge includes use of ablutions for maximum of 2 Persons (Age 5+)
Additional Person/s (Age 5+ Years)	5.00	5.00	each per day		↑ 0.00	
Children 5 Years Or Under	FREE	FREE			↑ 0.00	
Showers	5.00	5.00	each per shower use		↑ 0.00	
Extended Stay Site (First 28 Days)	170.00	180.00	per week		↑ 10.00	Maximum of 2 Persons (Age 5+) (1-28 days) [140.91 + 14.09 GST]
Extended Stay Site (29+ Days)	170.00	180.00	per week	5% GST	↑ 10.00	Maximum of 2 Persons (Age 5+) <u>12 Weeks Max - Permission Required</u> [146.92+8.08 GST]
CARAVAN PARK - Onsite Accommodation						<i>All bookings to be made through the Online Portal. Payment via Credit Card.</i>
One Bedroom Unit	120.00	125.00	per night		↑ 5.00	Accommodation for up to 2 people. 1 x King Size Bed
Two Bedroom Unit	140.00	145.00	per night		↑ 5.00	Accommodation for up to 4 people. 1 x King Size Bed 2 x King Single Beds
Extra Persons	15.00	15.00	per person		↑ 0.00	Double fold out couch available in each Unit. Limit 2 additional guests per Unit.
Additional Cleaning Fee	50.00	55.00	per hour		↑ 5.00	Where additional cleaning is required charged at the discretion of the Chief Executive Officer.
Cancellation/No Show Charge			One Nights Charge		↑ 0.00	Fee equivalent to one nights charge payable for no show or cancellation within 24 hours of booking.
One Bedroom Unit - Weekly Rate	700.00	730.00	per 7 days		↑ 30.00	Linen changed every 7 days.
Two Bedroom Unit - Weekly Rate	840.00	870.00	per 7 days		↑ 30.00	Linen changed every 7 days.
GYM MEMBERSHIP						
Junior Membership - 16-18 Years	75.00	75.00	6 months		↑ 0.00	Written permission required from Parent/Guardian.
Junior Membership - 16-18 Years	125.00	125.00	12 months		↑ 0.00	Written permission required from Parent/Guardian.
Adult Membership - Over 18 Years	120.00	120.00	6 months		↑ 0.00	
Adult Membership - Over 18 Years	200.00	200.00	12 months		↑ 0.00	
Senior/Pensioner Membership	75.00	75.00	6 months		↑ 0.00	
Senior/Pensioner Membership	125.00	125.00	12 months		↑ 0.00	
Occasional Use	50.00	50.00	30 Days		↑ 0.00	Must be 18 years old or over. Valid for 30 consecutive days from date of payment.
Personal Trainer Membership	400.00	400.00	12 months		↑ 0.00	Personal Trainers must provide a copy of Accreditation and CoC of Public Liability cover.
Gym Induction Fee	25.00	30.00			↑ 5.00	Compulsory for New Memberships only.
Gym Induction - Personal Trainer Consultation	25.00	30.00			↑ 5.00	Optional for New Memberships only; conducted at same time as compulsory induction.
Gym Access Card - Replacement	20.00	20.00	per Card		↑ 0.00	Applicable to replacement cards only.

SHIRE OF BEVERLEY
2022/23 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2022

Description	Charge 2021/22	Charge 2022/23	Frequency	GST Exempt	Increase \$	Information/Conditions
SWIMMING POOL						
Adult	5.00	5.00	per entry		↑ 0.00	
Pensioner/Senior	3.00	3.00	per entry		↑ 0.00	
Child (17 Years and Under)	1.00	2.00	per entry		↑ 1.00	
Spectator	1.00	2.00	per entry		↑ 1.00	Spectators include Parents supervising children who cannot swim and may need to enter the toddler or learner pools.
Season Ticket - Adult	170.00	50.00	per season		↓ (120.00)	Equivalent to 10 Entries. Shire of Beverley Residents/Ratepayers Only - Residential address proof required.
Season Ticket - Pensioner/Senior	102.00	30.00	per season		↓ (72.00)	Equivalent to 10 Entries. Shire of Beverley Residents/Ratepayers Only - Residential address proof required.
Season Ticket - Child (17 years and under)	34.00	20.00	per season		↓ (14.00)	Equivalent to 10 Entries. Shire of Beverley Residents/Ratepayers Only - Residential address proof required.
Season Ticket - Family - Two Adults + 1 Child	300.00	100.00	per season		↓ (200.00)	Complimentary Single Child Season Pass
Season Ticket - Family - Two Adults + 2 Children	327.00	120.00	per season		↓ (207.00)	Complimentary Single Child Season Pass
Season Ticket - Family - Two Adults + 3 Children	354.00	140.00	per season		↓ (214.00)	Complimentary Single Child Season Pass
Season Ticket - Family - Two Adults + 4 Children (Maximum)	381.00	160.00	per season		↓ (221.00)	Complimentary Single Child Season Pass
COMMUNITY HEALTHY LIFESTYLE PACKAGE						
Combined 12 Month Gym Membership and Pool Season Pass (Adult)	297.00	225.00	per year		↓ (72.00)	10% Saving
Combined 12 Month Gym Membership and Pool Season Pass (Senior)	182.00	140.00	per year		↓ (42.00)	10% Saving

SHIRE OF BEVERLEY
2022/23 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2022

Description	Charge 2021/22	Charge 2022/23	Frequency	GST Exempt	Increase \$	Information/Conditions
HUNT ROAD VILLAGE						
Rental Charge	150.00	150.00	per week	✓	↑ 0.00	
30B DAWSON STREET						
Rental Charge	250.00	250.00	per week	✓	↑ 0.00	
INDEPENDENT LIVING UNITS						
ILU Management Fee	71.00	75.00	per week per Unit	✓	↑ 4.00	As per ILU Contract.
ILU Deposit Drawdown	5,990.00	5,990.00	per Unit			As per ILU Contract.
BLARNEY ADVERTISING						
Full Page 18.5 x 26.8 cm	182.00	182.00	per advert		↑ 0.00	
Half Page 18.5 x 13.3 cm	96.00	96.00	per advert		↑ 0.00	
Quarter Page 9.2 x 13.3 cm	47.00	47.00	per advert		↑ 0.00	
Small 6 x 8.7 cm	29.00	29.00	per advert		↑ 0.00	
Trade 6 x 4.5 cm	8.00	8.00	per advert		↑ 0.00	
Full Page - 12 Months	1,820.00	1,820.00	per year		↑ 0.00	12 Editions
Half Page - 12 Months	960.00	960.00	per year		↑ 0.00	12 Editions
Quarter Page - 12 Months	470.00	470.00	per year		↑ 0.00	12 Editions
Small - 12 Months	290.00	290.00	per year		↑ 0.00	12 Editions
Community Notice	0.00	0.00	per advert		↑ 0.00	

SHIRE OF BEVERLEY
2022/23 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2022

Description	Charge 2021/22	Charge 2022/23	Frequency	GST Exempt	Increase \$	Information/Conditions
LIBRARY						
Library - Replacement Card	10.00	11.00	per card		⬆ 1.00	
Library - Lost Books - Admin Fee	25.00	26.00	per investigation		⬆ 1.00	Replacement Books to be charged at Cost.
FREEDOM OF INFORMATION (FOI)						<i>Freedom of Information Regulations 1993</i>
Personal Information About Applicant	No charge	No charge				Copies as per copying fees.
FOI - NON PERSONAL INFORMATION						
Application Fee	30.00	30.00	per application	✓		Disadvantaged applicants/pension card - 25% discount.
Time Dealing With Applicant	30.00	30.00	per hour	✓		
Access Time	30.00	30.00	per hour	✓		Supervised by staff.
Duplication Of Information			Actual cost + GST			
Delivery, Packing Or Postage			Actual cost + GST			
Deposits - Advance Deposit			75% of estimated cost			
ACCOUNT ENQUIRIES						
Rate Account Enquiry	250.00	250.00	per enquiry	✓	⬆ 0.00	
Rates Credit Balance Refund - Admin Charge	50.00	50.00	per request		⬆ 0.00	First credit balance refund free of charge per financial year.
Title Search	68.00	68.00	per enquiry		⬆ 0.00	
Rate Book (Printed Or Electronic)	250.00	250.00	per copy		⬆ 0.00	
RUBBISH/RECYCLING						
Refuse Collection	199.00	214.00	per refuse bin/year	✓	⬆ 15.00	Annual March Quarter Perth CPI increase as per agreement.
Recycling Collection	89.00	96.00	per recycle bin/year	✓	⬆ 7.00	Annual March Quarter Perth CPI increase as per agreement.

SHIRE OF BEVERLEY
2022/23 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2022

Description	Charge 2021/22	Charge 2022/23	Frequency	GST Exempt	Increase \$	Information/Conditions
CAT LICENSE						<i>Cat Act 2011</i>
1. Annual registration of a cat, unless concessional fees are applicable.	20.00	20.00	per year	✓		
2. Concessional registration fee-						
a) Three Year Registration Period	42.50	42.50		✓		
b) Three Year Registration Period - Pensioner	21.25	21.25		✓		Full Concession Card required
c) Lifetime registration period	100.00	100.00		✓		
c) Lifetime registration period - Pensioner	50.00	50.00		✓		Full Concession Card required
d) Registration after 31 May in any year, for that registration year.	50% of fee payable otherwise.			✓		
3. Annual application for approval or renewal to breed cats (per cat).	100.00	100.00		✓		
CAT TRAP						
Cat Trap Hire	15.00	16.00	per day		↑ 1.00	Hire fees to be paid in advance
Cat Trap Bond	50.00	50.00	per hire	✓	↑ 0.00	Bond returned via Cheque payment
DOG LICENSE						<i>Dog Act 1976</i>
Dog - Male Or Female	50.00	50.00	1 year	✓	↑ 0.00	
Dog - Male Or Female	120.00	120.00	3 years	✓	↑ 0.00	
Dog - Male Or Female	250.00	250.00	Lifetime	✓	↑ 0.00	
Sterilised Dog - Male or Female	20.00	20.00	1 year	✓	↑ 0.00	Certificate of Sterilisation required
Sterilised Dog - Male or Female	42.50	42.50	3 years	✓	↑ 0.00	Certificate of Sterilisation required
Sterilised Dog - Male or Female	100.00	100.00	Lifetime	✓	↑ 0.00	Certificate of Sterilisation required
Pension Rate: Dog - Male Or Female	25.00	25.00	1 year	✓	↑ 0.00	Full Concession Card required
Pension Rate: Dog - Male Or Female	60.00	60.00	3 years	✓	↑ 0.00	Full Concession Card required
Pension Rate: Dog - Male Or Female	125.00	125.00	Lifetime	✓	↑ 0.00	Full Concession & Certificate Of Sterilisation required
Pension Rate: Sterilised Dog - Male or Female	10.00	10.00	1 year	✓	↑ 0.00	Full Concession & Certificate Of Sterilisation required
Pension Rate: Sterilised Dog - Male or Female	21.25	21.25	3 years	✓	↑ 0.00	Full Concession & Certificate Of Sterilisation required
Pension Rate: Sterilised Dog - Male or Female	50.00	50.00	Lifetime	✓	↑ 0.00	
Sheep Dog	25% of fee otherwise payable		1 year	✓		
Sheep Dog	25% of fee otherwise payable		3 years	✓		
Sheep Dog	25% of fee otherwise payable		Lifetime	✓		
Bulk Dog Registration	200.00	200.00		✓	↑ 0.00	For approved kennel establishments only. Fee payable per establishment.

SHIRE OF BEVERLEY
2022/23 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2022

Description	Charge 2021/22	Charge 2022/23	Frequency	GST Exempt	Increase \$	Information/Conditions
DOG IMPOUNDING FEES						
Impound Fee	69.00	69.00	per impounding		↑ 0.00	
Sustenance	12.00	13.00	per day		↑ 1.00	
DOG PENALTIES/INFRINGEMENTS						<i>Dog Act 1976</i>
1. Unregistered Dog	100.00	100.00		✓	↑ 0.00	Double penalty for Dangerous Dog
2. Failure to give notice of new owner	40.00	40.00		✓	↑ 0.00	
3. Keeping more than the prescribed number of dogs	100.00	100.00		✓	↑ 0.00	
4. Breach of kennel establishment licence	200.00	200.00		✓	↑ 0.00	
5. Dog in public place without collar or registration tag	50.00	50.00		✓	↑ 0.00	Double penalty for Dangerous Dog
6. Owners name and address not on collar	50.00	50.00		✓	↑ 0.00	Double penalty for Dangerous Dog
7. Dog not held by a leash in certain public places	100.00	100.00		✓	↑ 0.00	Double penalty for Dangerous Dog
8. Failure to control a dog in exercise areas and rural areas	100.00	100.00		✓	↑ 0.00	Double penalty for Dangerous Dog
9. Greyhound not muzzled	200.00	200.00		✓	↑ 0.00	
10. Dog in place without consent	100.00	100.00		✓	↑ 0.00	Double penalty for Dangerous Dog
11. Dangerous dog not muzzled	250.00	250.00		✓	↑ 0.00	
12. Dangerous dog not on leash in exercise area	200.00	200.00		✓	↑ 0.00	
13. Dangerous dog not under continuous supervision	200.00	200.00		✓	↑ 0.00	
14. Dangerous dog in specifically prohibited area	200.00	200.00		✓	↑ 0.00	
15. Dangerous dog enclosure requirement not complied with	200.00	200.00		✓	↑ 0.00	
16. Dangerous dog not wearing specified collar	200.00	200.00		✓	↑ 0.00	
17. Dangerous dog signs not displayed	200.00	200.00		✓	↑ 0.00	
18. Local Government not advised of dangerous dog attack	200.00	200.00		✓	↑ 0.00	
19. Local Government not advised of missing dangerous dog	200.00	200.00		✓	↑ 0.00	
20. Local Government not advised of dangerous dog ownership change	200.00	200.00		✓	↑ 0.00	
21. Local Government not advised of dangerous dog location change	200.00	200.00		✓	↑ 0.00	
22. Failure to take steps against parasites	50.00	50.00		✓	↑ 0.00	
23. Dog causing nuisance	100.00	100.00		✓	↑ 0.00	Double penalty for Dangerous Dog
24. Failure to produce document issued under Dog Act 1976	100.00	100.00		✓	↑ 0.00	
25. Failure of alleged offender to give name and address.	100.00	100.00		✓	↑ 0.00	

SHIRE OF BEVERLEY
2022/23 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2022

Description	Charge 2021/22	Charge 2022/23	Frequency	GST Exempt	Increase \$	Information/Conditions
PRIVATE WORKS						
Back Hoe With Post Hole Digger	184.00	193.00	per hour		⬆ 9.00	With Shire Operator Only
Backhoe	184.00	193.00	per hour		⬆ 9.00	With Shire Operator Only
Bobcat	137.00	144.00	per hour		⬆ 7.00	With Shire Operator Only
Grader (BE001, BE003)	209.00	220.00	per hour		⬆ 11.00	With Shire Operator Only
Loader (BE004, BE036)	196.00	206.00	per hour		⬆ 10.00	With Shire Operator Only
Roller - Rubber Tyre (BE033)	184.00	193.00	per hour		⬆ 9.00	With Shire Operator Only
Roller - Vibrator (BE033)	184.00	193.00	per hour		⬆ 9.00	With Shire Operator Only
Slasher (BE008)	171.00	180.00	per hour		⬆ 9.00	With Shire Operator Only
Tractor (BE023)	147.00	154.00	per hour		⬆ 7.00	With Shire Operator Only
Tractor Ford (BE014)	147.00	154.00	per hour		⬆ 7.00	With Shire Operator Only
Truck Light (BE015, BE028)	110.00	116.00	per hour		⬆ 6.00	With Shire Operator Only
Truck Tandem (BE010, BE012, BE013)	142.00	149.00	per hour		⬆ 7.00	With Shire Operator Only
LABOUR						
Engineering Consultation	180.00	189.00	per hour		⬆ 9.00	Minimum Charge = One Hour
Works Staff	83.00	87.00	per hour		⬆ 4.00	Minimum Charge = One Hour
BUILDING MATERIALS						SUPPLY RESTRICTIONS OF MATERIALS:
Gravel	44.00	46.00	per m ³		⬆ 2.00	PICK UP - MIN. of 1m³ (During Tip Opening Hours Only)
Gravel - Truck Load	227.00	239.00	per truck load		⬆ 12.00	DELIVERED - MIN. of 2m³
Metal - All Sizes	83.00	87.00	per m ³		⬆ 4.00	CARTAGE extra
Metal - Truck Load	658.00	692.00	per truck load		⬆ 34.00	Tandem truck carries ~ 8m ³ or 12 tonne
Metal Dust	44.00	46.00	per m ³		⬆ 2.00	Loader Bucket = ~ 2 m ³
Metal Dust - Truck Load	227.00	239.00	per truck load		⬆ 12.00	
Sand Filling	44.00	46.00	per m ³		⬆ 2.00	
Sand Filling - Truck Load	202.00	212.00	per truck load		⬆ 10.00	
Sweepings - When Available	42.00	44.00	per m ³		⬆ 2.00	
Sweepings - Truck Load	329.00	346.00	per m ³		⬆ 17.00	

SHIRE OF BEVERLEY
2022/23 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2022

Description	Charge 2021/22	Charge 2022/23	Frequency	GST Exempt	Increase \$	Information/Conditions
CARTAGE						
Per Load - Cartage Both Ways	3.00	3.00	per km		↑ 0.00	E.g.: Client is 20kms out, 40kms cartage is charged
RURAL ROAD NUMBERS						
Replacement Rural Road Numbers	100.00	105.00	per Sign		↑ 5.00	First Sign - No Charge. Replacement includes Sign, Post and Erection Labour.
TELSTRA/WATER CORP REINSTATEMENTS						
Bitumen & Concrete	443.00	466.00	per m ²		↑ 23.00	
Gravel	443.00	466.00	per m ²		↑ 23.00	
CROSS OVERS (RURAL) - Gravel Only						<i>Payment to be made in Advance</i>
300mm pipe	1,977.00	2,078.00	per Crossover (2x Pipes)		↑ 101.00	50% subsidy for 1st crossover on the property
375mm pipe	PRICE ON APPLICATION					
450mm pipe	PRICE ON APPLICATION					
CROSS OVERS (TOWN SITE) - Concrete						<i>Payment to be made in Advance</i>
Per square metre	67.00	70.00	per m ²		↑ 3.00	50% Subsidy for 1st Crossover of the property
STANDPIPES						
Per 1,000L (1kL)	9.35	9.35	per kL	✓	↑ 0.00	Charges billed monthly
Administration Charge	5.00	5.00	per Invoice		↑ 0.00	
Standpipe Access Card	20.00	20.00	per Card		↑ 0.00	
Non-potable water per 1,000L (1kL)	3.35	4.00	per kL	✓	↑ 0.65	Water from Town Dam. Charges billed monthly.

SHIRE OF BEVERLEY
2022/23 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2022

Description	Charge 2021/22	Charge 2022/23	Frequency	GST Exempt	Increase \$	Information/Conditions
RESERVATIONS OF GRAVE PLOTS / NICHE WALLS						
Grave Reservation - Initial	101.00	106.00	per site		↑ 5.00	25 Years validity.
Niche Wall Single Reservation - Initial	101.00	106.00	per site		↑ 5.00	
Niche Wall Double Reservation - Initial	182.00	191.00	per two sites		↑ 9.00	25 Years validity.
Transfer of Reservation - Grave & Niche Wall	51.00	54.00	per reservation		↑ 3.00	25 Years validity from date of transfer.
Reservation - Renewal Every 5 Years	25.00	26.00	per site		↑ 1.00	APPLICABLE TO BOTH GRAVE PLOT & NICHE WALL RESERVATIONS
CEMETERIES - GRAVE PLOTS, DIGGING & ASSOC CHARGES						
Grant of Right of Burial Charge	1,013.00	1,065.00			↑ 52.00	25 Year Period.
Standard Grave - Plot - Land 2.44m (L) X 1.52m (W) X 1.80m (D)	101.00	106.00	per Grave		↑ 5.00	On application of Grant of Right of Burial
Standard Grave - Grave digging to 1.80m	1,013.00	1,065.00	per Grave		↑ 52.00	On application of Grant of Right of Burial
Standard Grave - Grave Number Plate - Per Standard Plot	51.00	54.00	per Grave		↑ 3.00	On application of Grant of Right of Burial
Standard Grave - Overtime Fee - Weekends/Public Holidays/RDOs	760.00	799.00	per Grave (if applicable)		↑ 39.00	On application of Grant of Right of Burial (if applicable)
Plot - Land 2.44m (L) X 1.52m (W) X 1.80m (D)	101.00	106.00			↑ 5.00	
Double Plot - Land 2.44m (L) X 3.05m (W) X 1.80m (D)	152.00	160.00			↑ 8.00	
Triple Plot - Land 2.44m (L) X 4.57m (W) X 1.80m (D)	203.00	213.00			↑ 10.00	
Grave - Child (7 & Under) - Grave digging to 1.80m	507.00	533.00	per Grave		↑ 26.00	
Excess Depth Of 1.80m - Per Every 300mm	200.00	210.00	per each 300mm		↑ 10.00	
Reopening Of Grave - Ordinary	1,013.00	1,065.00	per Grave		↑ 52.00	
Reopening Of Grave - Child (7 & Under)	507.00	533.00	per Grave		↑ 26.00	
Exhumation Fee	2,026.00	2,129.00	per exhumation		↑ 103.00	In addition to grave digging charge.
Permission to Erect Headstone	152.00	160.00	per Headstone		↑ 8.00	PERMISSION and/or KERBING
Attendance When Required By Grantee	152.00	160.00	per attendance		↑ 8.00	
Internment Of Ashes In Grave Plot	152.00	160.00			↑ 8.00	
Extra Charge Of Ashes Internment - Overtime Fee - Weekends/Public Holidays/RDOs	253.00	266.00			↑ 13.00	
NICHE WALLS - PLOTS, INTERNMENT & ASSOC. CHARGES						
Internment Fee - Niche Wall - Single Compartment	203.00	213.00			↑ 10.00	Not including cost of PLAQUE / TABLET or FITTING
Internment Fee - Niche Wall - Double Compartment - 1st Internment	203.00	213.00			↑ 10.00	Not including cost of PLAQUE / TABLET or FITTING
Internment Fee - Niche Wall - Double Compartment - 2nd Internment	101.00	106.00			↑ 5.00	Not including cost of PLAQUE / TABLET or FITTING
Plaque Fee	AT COST	AT COST	per plaque			Plaque Cost to be recovered in full.
Plaque Installation Fee	152.00	160.00	per plaque		↑ 8.00	
Urn Container	25.00	26.00	per container		↑ 1.00	
Vases	75.00	79.00	per vase		↑ 4.00	Cost on application

SHIRE OF BEVERLEY 2022/23 SCHEDULE OF FEES AND CHARGES EFFECTIVE FROM 1 JULY 2022						
Description	Charge 2021/22	Charge 2022/23	Frequency	GST Exempt	Increase \$	Information/Conditions
REFUSE SITE FEES						
Asbestos Burial (Beverley District Only)	119.00	125.00	per m ³		⬆ 6.00	By Appointment Only Minimum \$50 charge. <u>MUST BE DOUBLE BLACK PLASTIC WRAPPED AND LABELLED.</u>
Asbestos Burial (Beverley District Only)	Large quantities					Price based on per m ³ rate plus machine hire.
Building Rubble, Concrete, Rock, Gravel, Sand Or Like	29.00	30.00	per tonne		⬆ 1.00	
Car & 4WD Tyre Disposal	0.00	5.00	per tyre		⬆ 5.00	Other Sized Tyres By Application
Matresses	0.00	25.00	per mattress		⬆ 25.00	
Fridges/Air Conditioners	0.00	10.00	per unit		⬆ 10.00	No charge if degassed.
Septic Tank Waste (Local)	253.00	266.00	per 2,000L		⬆ 13.00	per 2,000L or part thereof.
Septic Tank Waste (Outside of Beverley District)	507.00	533.00	per 2,000L		⬆ 26.00	per 2,000L or part thereof - Double Rate.
HEALTH FEES						Health Act 1911
Public Building Event Approval Registration Fee	200.00	230.00	per Registration	✓	⬆ 30.00	
Food Premises Registration Fee	180.00	230.00	per Registration	✓	⬆ 50.00	
Food Business Notification Fee	60.00	75.00	per Notification	✓	⬆ 15.00	
Food Business (Food Stalls) Notification Fee	60.00	75.00	per Notification	✓	⬆ 15.00	
Food Premises Annual Inspection Fee	0.00	160.00	per Year	✓	⬆ 160.00	Annual Inspection of Food Premises.
Septic Tank/Onsite Waste Water Disposal Application	226.00	236.00	per Application	✓	⬆ 10.00	

SHIRE OF BEVERLEY
2022/23 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2022

Description	Charge 2021/22	Charge 2022/23	Frequency	GST Exempt	Increase \$	Information/Conditions
BUILDING FEES						<i>Building Act 2011</i>
Building Permit Fees						<i>As per Building Regulations 2012</i>
Building Inspection	150.00	150.00	per Inspection	✓		
Building Certification	PRICE ON APPLICATION		per Certification	✓		Price On Application
BCITF Levy	0.2% of total construction value for all works valued over \$20,000.00			✓		
Building Services Levy (BSL)						
Building Permit						
- \$45,000 or Less	61.65	61.65	per Application	✓		
- Over \$45,000	0.137% of the value of work		per Application	✓		
Demolition Permit						
- \$45,000 or Less	61.65	61.65	per Application	✓		
- Over \$45,000	0.137% of the value of work		per Application	✓		
Occupancy Permit or Building Approval Certificate for approved building work under s47, 49, 50 or 52 of the <i>Building Act</i> .						
- \$45,000 or Less	61.65	61.65	per Application	✓		
- Over \$45,000	61.65	61.65	per Application	✓		
Occupancy Permit or Building Approval Certificate for approved building work under s51 of the <i>Building Act</i> .						
- \$45,000 or Less	91.00	91.00	per Application	✓		
- Over \$45,000	0.18% of the value of work		per Application	✓		
Occupancy Permit or Building Approval Certificate for <u>unauthorised</u> building work under s51 of the <i>Building Act</i> .						
- \$45,000 or Less	123.30	123.30	per Application	✓		
- Over \$45,000	0.274% of the value of work		per Application	✓		
Occupancy Permit under s46 of the <i>Building Act</i> .						
- \$45,000 or Less	No Levy	No Levy				
- Over \$45,000	No Levy	No Levy				
Modification of Occupancy Permit for additional use of building on temporary basis under s48 of the <i>Building Act</i> .						
- \$45,000 or Less	No Levy	No Levy				
- Over \$45,000	No Levy	No Levy				

SHIRE OF BEVERLEY
2022/23 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2022

Description	Charge 2021/22	Charge 2022/23	Frequency	GST Exempt	Increase \$	Information/Conditions
Building/Demolition Permits						
1. Certified application for building permit-						
a) for building work for a Class 1 or Class 10 building or incidental structure.	0.19% of the estimated value of building as determined by the relevant permit authority, but not less than \$110.			✓		
b) for building work for a Class 2 to Class 9 building or incidental structure.	0.09% of the estimated value of building as determined by the relevant permit authority, but not less than \$110.			✓		
2. Uncertified application for a building permit	0.32% of the estimated value of the building as determined by the relevant permit authority, but not less than \$110.			✓		
3. Application for a demolition permit -						
a) for demolition work in respect of a Class 1 or Class 10 building or incidental structure.	105.00	110.00		✓		
b) for demolition work in respect of a Class 2 to Class 9 building.	\$110 for each storey of the building.			✓		
4. Application to extend the time which a building or demolition permit has effect.	105.00	110.00		✓		
5. Application for an occupancy permit for a completed building.	105.00	110.00		✓		
6. Application for a temporary occupancy permit for an incomplete building.	105.00	110.00		✓		
7. Application for modification of an occupancy permit for additional use of a building on a temporary basis.	105.00	110.00		✓		
8. Application for a replacement occupancy permit for permanent change of the building's use/classification.	105.00	110.00		✓		
9. Application for an occupancy permit or building approval certificate for registration of strata scheme/plan of resubdivision.	11.60 115.00	11.60 115.00		✓		per Strata Unit minimum
10. Application for an occupancy permit for a building in respect of which unauthorised work has been done.	105.00	110.00		✓		
11. Application for a building approval certificate for a building in respect of which unauthorised work has been done.	105.00	110.00		✓		
12. Application to replace an occupancy permit for an existing building.	105.00	110.00		✓		
13. Application for a building approval certificate for an existing building where unauthorised work has not been done.	105.00	110.00		✓		
14. Application to extend the time during which an occupancy permit or building approval certificate has effect.	105.00	110.00		✓		

SHIRE OF BEVERLEY 2022/23 SCHEDULE OF FEES AND CHARGES EFFECTIVE FROM 1 JULY 2022						
Description	Charge 2021/22	Charge 2022/23	Frequency	GST Exempt	Increase \$	Information/Conditions
Building/Demolition Permits (Continued)						
15. Application as defined in Regulation 31 (for each building standard in respect of which a declaration is sought).	2,160.15	2,160.15		✓		
16. Inspection of pool enclosures.	58.45	58.45		✓		Regulation 53.
17 Local government approval of battery powered smoke alarms	179.40	179.40		✓		Regulation 61.
18. Certificate of Design Compliance	0.19% of the estimated value of building as determined by the relevant permit authority, but not less than \$110.			✓		
19. Certificate of Building Compliance	0.32% of the estimated value of the building as determined by the relevant permit authority, but not less than \$110.			✓		

SHIRE OF BEVERLEY
2022/23 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2022

Description	Charge 2021/22	Charge 2022/23	Frequency	GST Exempt	Increase \$	Information/Conditions
TOWN PLANNING FEES						<i>Planning and Development Regulations 2009 (Part 7 Local Government Planning Charges)</i>
1. Determining a development application (other than for an extractive industry) where the development has not commenced or been carried out and the estimated cost of the development is-						
(a) not more than \$50,000	147.00	147.00		✓	↑ 0.00	
(b) more than \$50,000 but not more than \$500,000	0.32% of the estimated cost of development			✓		
(c) more than \$500,000 but not more than \$2.5 million	\$1,700 + 0.257% for every \$1 in excess of \$500,000			✓		
(d) more than \$2.5 million but not more than \$5 million	\$7,161 + 0.206% for every \$1 in excess of \$2.5 million			✓		
(e) more than \$5 million but not more than \$21.5 million	\$12,633 + 0.123% for every \$1 in excess of \$5 million			✓		
(f) more than \$21.5 million	34,196.00	34,196.00		✓	↑ 0.00	
2. Determining a development application (other than for an extractive industry) where the development has commenced or been carried out	The fee in item 1 plus, by way of penalty, twice that fee.			✓		
3. Determining a development application for an extractive industry where the development has not commenced or been carried out	739.00	739.00		✓	↑ 0.00	
4. Determining a development application for an extractive industry where the development has commenced or been carried out	The fee in item 3 plus, by way of penalty, twice that fee			✓		
5. Providing a subdivision clearance for						
(a) not more than 5 lots	73.00	73.00	per Lot	✓	↑ 0.00	
(b) more than 5 lots but not more than 195 lots	\$73 per lot for the first 5 lots and then \$35 per lot			✓		
(c) more than 195 lots	7,393.00	7,393.00		✓	↑ 0.00	
6. Determining an initial application for approval of a home occupation where the home occupation has not commenced.	222.00	222.00		✓	↑ 0.00	
7. Determining an initial application for approval of a home occupation where the home occupation has commenced.	The fee in item 6 plus, by way of penalty, twice that fee			✓		
8. Determining an application for the renewal of an approval of a home occupation where the application is made before the approval expires.	73.00	73.00		✓	↑ 0.00	
9. Determining an application for the renewal of an approval of home occupation where the application is made after the approval has expired.	The fee in item 8 plus, by way of penalty, twice that fee			✓		

SHIRE OF BEVERLEY
2022/23 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2022

Description	Charge 2021/22	Charge 2022/23	Frequency	GST Exempt	Increase \$	Information/Conditions
TOWN PLANNING FEES (Continued)						<i>Planning and Development Regulations 2009 (Part 7 Local Government Planning Charges)</i>
10. Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or the alteration, extension or change has not commenced or been carried out.	295.00	295.00		✓	⬆ 0.00	
11. Determining an application for change of use or for alteration or extension or change of a non-conforming use to which item 2 does not apply, where the change or the alteration, extension or change has commenced or been carried out.	The fee in item 10 plus, by way of penalty, twice that fee.			✓		
12. Providing a zoning certificate.	73.00	73.00		✓	⬆ 0.00	
13. Replying to a property settlement questionnaire.	73.00	73.00		✓	⬆ 0.00	
14. Providing written planning advice.	73.00	73.00		✓	⬆ 0.00	
15. Scheme Amendments - initiated outside of Council						
Shire Planner	88.00	88.00	per hour		⬆ 0.00	
Administration Officer	30.20	30.20	per hour		⬆ 0.00	
16. Structure Plans - initiated outside of Council						
Shire Planner	88.00	88.00	per hour		⬆ 0.00	
Administration Officer	30.20	30.20	per hour		⬆ 0.00	
PLANNING ADVERTISING AND NOTIFICATION COSTS						
Applicant to pay	Borne by applicant					
DEVELOPMENT APPLICATIONS						<i>Planning and Development (DAP) Amendment Regulations 2013</i>
1. A DAP application where the estimated cost of development is-						
a) not less than \$2 million and less than \$7 million	5,701.00	5,701.00		✓	⬆ 0.00	
b) not less than \$7 million and less than \$10 million	8,801.00	8,801.00		✓	⬆ 0.00	
c) not less than \$10 million and less than \$12.5 million	9,576.00	9,576.00		✓	⬆ 0.00	
d) not less than \$12.5 million and less than \$15 million	9,849.00	9,849.00		✓	⬆ 0.00	
e) not less than \$15 million and less than \$17.5 million	10,122.00	10,122.00		✓	⬆ 0.00	
f) not less than \$17.5 million and less than \$20 million	10,397.00	10,397.00		✓	⬆ 0.00	
g) \$20 million or more	10,670.00	10,670.00		✓	⬆ 0.00	
2. An application under Reg.17	245.00	245.00		✓	⬆ 0.00	
ROAD CLOSURE PROCESSING FEE						
Charge	253.00	266.00	per application		⬆ 13.00	

11.4 Rates Exemption (Non-Rateable Land) Policy

Submission To:	Ordinary Council Meeting 28 June 2022
Report Date:	17 June 2022
Applicant:	N/A
File Reference:	ADM 0566
Author and Position:	Natalie Ashworth, Finance Officer
Previously Before Council:	Annual Item
Disclosure(s) Of Interest:	Member of Beverley Lawn Tennis Club
Attachments:	Nil

SUMMARY

Council to review and consider approving the current list of Non-Rateable properties.

BACKGROUND

Council first adopted policy AF012 Rates – Rates Exemption (Non-Rateable Land) in June 2018 at its Ordinary Council meeting. The properties holding rate exemption status from rates are reviewed annually to ensure continued rating exemption.

COMMENT

The following properties currently attract a rates exemption and are due for review:

Assess No	House No.	Lot No.	Street Name	Owners Name
A1135	64	R51	JOHN ST	Beverley Anglican Church
A2977	64-68	39	JOHN ST	Beverley Anglican Church
A791	20	97	JOHN ST	Beverley District High School
A37	7669	Various	GREAT SOUTHERN HWY	Beverley Golf Club
A38		Various	SMITH ST	Beverley Golf Club Inc
A41	34	72	SMITH ST	Beverley Golf Club Inc
A1462		504	FORREST ST	Beverley Lawn Tennis Club
A1003	48	50	HUNT RD	Beverley Masonic Lodge
A91	104	Various	FORREST ST	Beverley Medical Practice
A1259	75	15	NICHOLAS ST	Beverley Rifle Club Inc
A1140	59	409	HUNT RD	Commissioner Of Police
A1599			FORREST ST	Co-operative Bulk Handling Ltd
A868	143	531	VINCENT ST	Country Women's Association
A873		1	BROOKTON HWY	Dale River Tennis Club
A1141	50	51	HUNT RD	Eng
A73	6608	Various	GREAT SOUTHERN HWY	Indigenous Land Corporation
A660	55	367	BARTRAM ST	National Trust Of Australia
A668	50	Various	FORREST ST	Returned Services League
A793	94	6ü8	LUKIN ST	Roman Catholic Bishop Of Perth
A1262		387	JOHN ST	St John Ambulance WA Ltd - Beverley Sub Centre
A1216			VINCENT ST	Telstra Corporation
A1147		405	JOHN ST	WA Country Health Service - Beverley Hospital
A1148		345	FORREST ST	WA Country Health Service - Lodge
A1298			GREAT SOUTHERN HWY	Water Corporation

Assess No	House No.	Lot No.	Street Name	Owners Name
A51706		800	SIMMONS RD	Water Corporation
A792			TAYLOR ST	Westrail

There has been no change of use to any of the mentioned properties/land and no additions since the last review in June 2021.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.26

6.26. Rateable land

- (1) Except as provided in this section all land within a district is rateable land.
- (2) The following land is not rateable land —
 - (a) land which is the property of the Crown and —
 - (i) is being used or held for a public purpose; or
 - (ii) is unoccupied, except —
 - (I) where any person is, under paragraph (e) of the definition of **owner** in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting licence held under the *Mining Act 1978* in respect of land the area of which does not exceed 10 ha or a miscellaneous licence held under that Act; or
 - (II) where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of **owner** in section 1.4 occupies or makes use of the land;
 - and
 - (b) land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government; and
 - (c) land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and
 - (d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and
 - (e) land used exclusively by a religious body as a school for the religious instruction of children; and
 - (f) land used exclusively as a non-government school within the meaning of the *School Education Act 1999*; and

- (g) land used exclusively for charitable purposes; and
 - (h) land vested in trustees for agricultural or horticultural show purposes; and
 - (i) land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the *Financial Management Act 2006*) by that co-operative and used solely for the storage of grain where that co-operative has agreed in writing to make a contribution to the local government; and
 - (j) land which is exempt from rates under any other written law; and
 - (k) land which is declared by the Minister to be exempt from rates.
- (3) If Co-operative Bulk Handling Limited and the relevant local government cannot reach an agreement under subsection (2)(i) either that co-operative or the local government may refer the matter to the Minister for determination of the terms of the agreement and the decision of the Minister is final.
- (4) The Minister may from time to time, under subsection (2)(k), declare that any land or part of any land is exempt from rates and by subsequent declaration cancel or vary the declaration.
- (5) Notice of any declaration made under subsection (4) is to be published in the *Gazette*.
- (6) Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.

CONSULTATION

N/A

FINANCIAL IMPLICATIONS

No Rate Revenue from exempt land

STRATEGIC IMPLICATIONS

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

POLICY IMPLICATIONS

AF012 Rates Exemption (Non Rateable Land)

RISK IMPLICATIONS

Low (4) - There is minimal risk implications.

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

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

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council endorse the reviewed rates exemptions on:

Assess No	House No.	Lot No.	Street Name	Owners Name
A1135	64	R51	JOHN ST	Beverley Anglican Church
A2977	64-68	39	JOHN ST	Beverley Anglican Church
A791	20	97	JOHN ST	Beverley District High School
A37	7669	Various	GREAT SOUTHERN HWY	Beverley Golf Club
A38		Various	SMITH ST	Beverley Golf Club Inc
A41	34	72	SMITH ST	Beverley Golf Club Inc
A1462		504	FORREST ST	Beverley Lawn Tennis Club
A1003	48	50	HUNT RD	Beverley Masonic Lodge
A91	104	Various	FORREST ST	Beverley Medical Practice
A1259	75	15	NICHOLAS ST	Beverley Rifle Club Inc
A1140	59	409	HUNT RD	Commissioner Of Police
A1599			FORREST ST	Co-operative Bulk Handling Ltd
A868	143	531	VINCENT ST	Country Women's Association
A873		1	BROOKTON HWY	Dale River Tennis Club
A1141	50	51	HUNT RD	Eng
A73	6608	Various	GREAT SOUTHERN HWY	Indigenous Land Corporation
A660	55	367	BARTRAM ST	National Trust Of Australia
A668	50	Various	FORREST ST	Returned Services League
A793	94	6ü8	LUKIN ST	Roman Catholic Bishop Of Perth
A1262		387	JOHN ST	St John Ambulance WA Ltd - Beverley Sub Centre
A1216			VINCENT ST	Telstra Corporation
A1147		405	JOHN ST	WA Country Health Service - Beverley Hospital
A1148		345	FORREST ST	WA Country Health Service - Lodge
A1298			GREAT SOUTHERN HWY	Water Corporation
A51706		800	SIMMONS RD	Water Corporation
A792			TAYLOR ST	Westrail

12. ADMINISTRATION

12.1 Delegations Review

Submission To:	Ordinary Council Meeting 28 June 2022
Report Date:	17 June 2022
Applicant:	Administration
File Reference:	ADM 0332
Author and Position:	Stephen Gollan, Chief Executive Officer
Previously Before Council:	Occurs Annually
Disclosure(s) Of Interest:	Nil
Attachments:	Delegations Register

SUMMARY

Council to complete the annual review of the Delegations Register.

BACKGROUND

The *Local Government Act 1995* (the Act) requires the Chief Executive Officer (CEO) of the Local Government to keep a Register of Delegations made by the Council to a Committee, CEO and by the CEO to other employees.

Council first formally adopted the Delegations Register at its 23 August 2016 Ordinary Council meeting, being prepared through references to the Act and previous years delegations that were approved yearly.

COMMENT

Management have reviewed the register and proposed amendments for consideration are highlighted in red.

Most changes are minor, however of note, Council are required to update Delegation C-D002 Art Exhibition/Acquisition, approve the deletion of Delegation TP D002 Temporary Advertising Signs, approve the changes to Delegation TP-D003 Traders Licences and approve the addition of Manager of Works to Delegation AP-D012 Appointment of Staff.

The following delegations are reported monthly to Council, or as they occur through the Council Agenda or Information Bulletin and a therefor not listed in the record; BD-002 – Building Permits, EO-D010 – Common Seal, AF-D001 – Investment of Funds, AF-D005 – Payments Municipal and AF-D006 – Payments Trust.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
 - (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

** Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.43. Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

5.44. CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
 - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate,

are subject to any conditions imposed by the local government on its delegation to the CEO.

- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) —
conditions includes qualifications, limitations or exceptions.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

POLICY IMPLICATIONS

Nil

RISK IMPLICATIONS

It is a legislative requirement for local governments to keep and review a Delegations Register. This report mitigates the risk of non-compliance with the regulations.

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

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

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council;

1. Review and adopt the proposed changes to the Delegations Register as presented; and
2. Update the Record of Adoption and Review.



Delegations Register

TABLE OF CONTENTS

EXPLANATION NOTES	3
LEGISLATIVE DELEGATIONS	4
EXECUTIVE OFFICE	4
Authorised Officers	4
Prosecutions	5
Public Interests Disclosures	5
CCTV Management	5
Eligibility Claim's Processing - Shire's Electoral Roll	6
Powers of Entry	6
Pounds/Cat Management Facilities	6
Execution of Documents	7
Evidence	7
Use of the Common Seal	7
RANGERS SERVICES	8
Infringement Notices - Withdrawal	8
Infringement Notices - Legal Action	8
Impounding of Goods	8
Disposal of Impounded Goods	9
Firebreak Installation	9
Disposal of Sick or Injured Animals	10
Carcass Disposal	10
COMMUNITY SERVICES	11
Permission to Consume Alcohol and Liquor Licences Approval	11
Art Exhibition / Acquisition	11
ACCOUNTING & FINANCE	12
Investment of Council Funds	12
Opening of Tenders	12
Acceptance of Tenders	13
Calling of Tenders	13
Municipal Fund / Procedures and Payments	14
Trust Fund / Procedures and Payments	14
Waiver or Write Off - Granting	15
Recovery of Unpaid Rates	15
Bank Accounts	16
Corporate Credit Cards	16
WORKS	17
Plant and Equipment Disposal	17
Temporary and Partial Closure of Roads	17
Reserves under the Control of Local Government	18
Restricted Access Vehicle Network	18
Litter Bins – Placement and Allocation	18
Discarded Syringe Management	19
Approve Private Works	19

ENVIRONMENTAL HEALTH.....	20
Fundraising Food Stalls.....	20
Temporary Accommodation – Caravans.....	20
Serving of Health Orders.....	21
Septic Tank Approvals.....	21
Trees on Private Land.....	22
Unkempt Properties.....	22
Asbestos.....	23
Food Sample – Offences.....	23
 PLANNING SERVICES.....	 24
Local Planning Scheme.....	24
Temporary Advertising Signs.....	24
Stallholder's and/or Traders Permit, Canvassing and Street Appeals.....	25
Development on Scheme Reserves.....	25
Sponsorship Signs on Reserves and Council Building on Reserves.....	25
 BUILDING SERVICE.....	 26
Strata Titles.....	26
Approval or Refusal of a Permit.....	26
Authorised Persons.....	27
Building Orders.....	27
Presumptions about Authority to do Certain Things.....	28
Extension of time for permit.....	28
Infringement Notices.....	29
Building Licence for a Retaining Wall.....	29
 POLICY & ADMINISTRATION DELEGATIONS	 30
Council Vehicles - Conditions of Use.....	30
Legal Opinions.....	30
Hall Hire Bond Refunds and Cancellation of Refunds.....	31
Libraries – Advertising Material/Community Information.....	31
Purchasing.....	32
Street Trees – Planting.....	32
Street Trees – Removal Destructing or Interfering Trees.....	32
Council Event – Traffic Management Plans.....	33
Community Service Tenancy Agreements.....	33
Supply of Keys to Council Owned Buildings.....	33
Use of Electronic Notice Board.....	34
Appointment of Staff.....	34
Review of Salaries.....	34
Approval of Outside Functions.....	35
Authorise Annual Leave.....	35
Approve Staff Use or Plant and Equipment.....	35
Destruction of Corporate Records.....	36
 RECORD OF ADOPTION AND REVIEW.....	 37

EXPLANATION NOTES

1. GENERAL

Section 5.42 of the *Local Government Act 1995* allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act.

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of his powers to another employee, this must be done in writing. The Act allows for the Chief Executive Officer to place conditions on any delegations if desired. The powers cannot, however, be further sub-delegated.

The purpose of this document is to detail which authorities have been delegated by Council to the Chief Executive Officer, and which the Chief Executive Officer has further delegated to respective staff.

The manual details the related document(s) where the power to delegate is derived from, which includes legislation and policies of the Council. This enables easier crossreferencing.

2. LIMITS ON DELEGATIONS TO THE CEO - SECTION 5.43

The following are decisions that cannot be delegated to the Chief Executive Officer:

- any power or duty that requires a decision of an absolute majority or 75% majority of the local government;
- accepting a tender which exceeds an amount determined by the local government;
- appointing an auditor;
- acquiring or disposing of any property valued at an amount determined by the local government;
- any of the local government's powers under Sections 5.98, 5.99 and 5.100 of the Act;
- borrowing money on behalf of the local government;
- hearing or determining an objection of a kind referred to in Section 9.5;
- any power or duty that requires the approval of the Minister or Governor; or
- such other duties or powers that may be prescribed by the Act.

3. REGISTER OF, AND RECORDS RELEVANT TO, DELEGATIONS - SECTION 5.46

A register of delegations, being this manual, relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. The written record is to contain:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

All Employees with delegated authority will keep a record of each occasion the persons exercises their delegated authority is recorded. The onus is on the person exercising delegated authority to ensure that a record is made.

4. TRANSFER OF AUTHORITY DUE TO ABSENCE

Where an Officer not named has been appointed by Council or by an Officer authorised to make the appointment to act in a position to which the named Officer is appointed, the authority shall transfer to the Officer acting as appointed, for the duration of Council authorisation.

Where a named Officer holding a delegation, is temporarily absent and no Officer has been appointed to act in the position, the authority will transfer to the relevant Senior Manager for the period of absence.

**LEGISLATIVE
DELEGATIONS
EXECUTIVE OFFICE**

Delegation EO-D001 Authorised Officers	
Power/Duty Delegated:	Local Government Act 1995 s3.24 Authorising Officers under Part 3, Division 3, Subdivision 2 - (certain provisions about land) s9.10 Appointment of authorised officers Food Act 2008 s122 Appointment of authorised officers Dog Act 1976 s11 Staff and services Caravan Parks and Camping Ground Regulations 1997 s6 Local Government Cat Act 2011 s48 Authorised persons Control of Vehicles (Off-Road Areas) Act 1978 s38(3) Appointment of authorised officers Freedom of Information Act 1992 Residential Tenancy Act 1997 – part IV Building Act 2011 – s.96 Liquor Control Act 1988 – s.37 and s.61 Public Health Act 2016 – s.16, s.17, s.18 Bushfires Act 1954 – s.33 Emergency Management Act 2005 – Part 3
Description of Power Delegated:	Authority to appoint persons or classes of persons as authorised officers for the purpose of fulfilling prescribed functions within the relevant legislation.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Nil
Conditions:	Must act in accordance with Shire of Beverley Local Laws. Authorised Officers for the <i>Food Act 2008</i> must hold office as an environmental health officer under the <i>Health Act 1911</i> . Details of authorisations issued are to be recorded.
Record Keeping Requirements:	Appoint authorised officers in writing and issue certificates of authorisation and shall produce such certificate on being required so to do by a person in respect of whom they exercise, have exercised, or are about to exercise any such power.
Compliance/Reference Link:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19

Delegation EO-D002 Prosecutions	
Power/Duty Delegated:	Local Government Act 1995 Dog Act 1976 Cat Act 2011 Bush Fires Act 1954 s59(3) Prosecution of Offences
Description of Power Delegated:	Authority to approve the prosecution of any person and to act as a prosecution officer when the Shire approves the prosecution of any that is considered to be liable for committing an offence under the provisions of the <i>Dog Act 1976, Cat Act 2011, Bush Fires Act 1954, Local Government Act 1995</i> and Shire of Beverley Local Laws.
Delegation to:	Chief Executive Officer
Sub-delegated to:	WA Contract Ranger Services (except the Bush Fires Act 1954)
Conditions:	Prosecution to be approved by the Shire of Beverley
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Shire of Beverley Local Laws

Delegation EO-D003 Public Interests Disclosures	
Power/Duty Delegated:	Public Interest Disclosure Act 2003
Description of Power Delegated:	To be the designated officer of the Shire to receive public interest disclosures.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy AF004

Delegation EO-D004 CCTV Management	
Power/Duty Delegated:	Surveillance Devices Act 1998
Description of Power Delegated:	Authority to monitor and access CCTV data as well as considering and responding to any enquiries or complaints regarding CCTV.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer Manager of Planning and Development Services Redfish Technologies
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19 Reported monthly through the Information Bulletin
Compliance/Reference Link:	Policy A008

Delegation EO-D005 Eligibility Claim's Processing - Shire's Electoral Roll	
Power/Duty Delegated:	Local Government Act 1995 s4.31 (1B) Property divided by boundaries s4.32 How to claim eligibility to enrol under s4.30 s4.34 Accuracy of enrolment details to be maintained s4.35 decision that eligibility to enrol under s4.30 has ended
Description of Power Delegated:	Assessment of enrolment eligibility of non-resident owners and occupiers.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Nil
Conditions:	Nil
Legislative Record Keeping Requirements:	s4.32(6)- record of the decision to be kept in a register Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Information about the electors that is recorded from enrolment eligibility claims is to be maintained in an up to date and accurate form. (s4.34)

Delegation EO-D006 Powers of Entry	
Power/Duty Delegated:	Local Government Act 1995 Part 3, Division 3, Subdivision 3 - Powers of Entry
Description of Power Delegated:	Authority to: 1. enter on to land to perform any function of the local government under the Act. - s3.28 2. give notice of entry. - s3.32 3. seek and execute an entry under warrant. - s 3.33 4. execute entry in an emergency. - s3.34 5. give notice and effect entry by opening a fence. - s3.36
Delegation to:	Chief Executive Officer
Sub-delegated to:	Environmental Health Officer Building Surveyor Manager of Planning and Development Services
Conditions:	Section 3.13 - General procedure for entering property.
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Local Government Act 1995 Part 3, Division 3, Subdivision 3 and specifically: Section 3.13 - General procedure for entering property.

Delegation EO-D007 Pounds/Cat Management Facilities and Pound/Cat Management Facilities Keepers	
Power/Duty Delegated:	Local Government (Miscellaneous Provisions) Act 1960 s449. Local government may establish pounds, appoint pound keepers and rangers Dog Act 1976, s11 Staff and services Cat Act 2011, s29 Cat Management Facility
Description of Power Delegated:	Appointment of Pound/Cat Management Facility Keepers and establishment of Pounds/Cat Management Facilities.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Works Deputy Chief Executive Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Local Government Act Section 5.46(3)

Delegation EO-D008 Execution of Documents	
Power/Duty Delegated:	Local Government Act 1995 Part 9, Division 3 - Documents s9.49A(4) Authority to sign documents on behalf of the local government.
Description of Power Delegated:	Authority to sign any document that is necessary or appropriate to be signed in carrying out the Chief Executive Officer's functions under the Local Government Act 1995
Delegation to:	Chief Executive Officer
Sub-delegated to:	Nil
Conditions:	Section 3.13 - General procedure for entering property.
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Local Government Act 1995

Delegation EO-D009 Evidence	
Power/Duty Delegated:	Local Government Act 1995 Part 9, Division 2, Sub-division 4 - Evidence in legal Proceedings s9.41(3) Authority to sign a certificate confirming whether anything is within district, belongs to or is vested in, or is under the care, control and management of a Local Government.
Description of Power Delegated:	Authority to sign a certificate confirming whether anything: <ul style="list-style-type: none"> a) is within a local government's district; b) belongs to a local government; c) is vested in, or is under the care, control, or management of, a local government.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation EO-D010 Use of the Common Seal	
Power/Duty Delegated:	Local Government Act 1995 Part 9, Division 3 - Documents s9.49A(3) Authority to affix the Common Seal
Description of Power Delegated:	Authority to affix the Common Seal to any document that is necessary or appropriate in the presence of the Shire President or Deputy Shire President under the Local Government Act 1995
Delegation to:	Chief Executive Officer
Sub-delegated to:	Nil
Conditions:	Use of the Common Seal must be reported to Council through the Council Agenda
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Local Government Act 1995

RANGER SERVICES

Delegation RG-D001 Infringement Notices - Withdrawal	
Power/Duty Delegated:	Local Government Act 1995 s9.20 - Withdrawal of Notice
Description of Power Delegated:	Authority to withdraw infringement notices subject to review or written request by complainant.
Delegation to:	Chief Executive Officer
Sub-delegated to:	WA Contract Ranger Services
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Local Government Act Section 5.46(3)

Delegation RG-D002 Infringement Notices - Legal Action	
Power/Duty Delegated:	Local Government Act 1995 Part 9, Division 2, Subdivision 3 - General Provisions about legal proceedings
Description of Power Delegated:	Authority to take any legal action necessary to recover unpaid infringement notices.
Delegation to:	Chief Executive Officer
Sub-delegated to:	WA Contract Ranger Services
Conditions:	To be approved by the Chief Executive Officer
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Local Government Act Section 5.46(3)

Delegation RG-D004 Impounding of Goods	
Power/Duty Delegated:	Local Government Act 1995 s3.39 Power to remove and impound
Description of Power Delegated:	Authority to authorise the removal and impounding any goods that are involved in a contravention that can lead to impounding (i.e. the goods present a hazard to public safety; or obstructs the lawful use of any place).
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer Manager of Works WA Contract Ranger Services
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation RG-D005 Disposal of Impounded Goods	
Power/Duty Delegated:	Local Government Act 1995 s3.47 Disposing of confiscated or uncollected goods s3.48 Recovery of Impounding Expenses
Description of Power Delegated:	Authority to : <ol style="list-style-type: none"> 1. award tenders for the disposal of impounded goods by public tender where the tendered amounts do not exceed \$1,000 in accordance with section 3.58 of the Local Government Act 1995. 2. approve vehicles to be sold by public auction in accordance with section 3.58 of the Local Government Act 1995. 3. recover expenses incurred for removing and impounding and in disposing of confiscated or uncollected goods.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer, Manager of Works
Conditions:	Tender amount must not exceed \$1,000 Section 3.58 of the Local Government Act 1995.
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation RG-D009 Firebreak Installation	
Power/Duty Delegated:	Bush Fires Act 1954, s33 Authority may require occupier of land to clear or plough or install a fire-break
Description of Power Delegated:	Authority to give notice in writing to an owner or occupier of land as a measure for preventing the outbreak of a bush fire, to clear a fire-break.
Delegation to:	Chief Executive Officer
Sub-delegated to:	WA Contract Ranger Services
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Bush Fires Act 1954 s33 Firebreak Notices

Delegation RG-D010 Disposal of Sick or Injured Animals	
Power/Duty Delegated:	Local Government Act 1995 s3.47A(1) Disposing of sick or injured animals
Description of Power Delegated:	Authority to destroy and dispose of an animal that is determined to be too sick or injured to treat.
Delegation to:	Chief Executive Officer
Sub-delegated to:	WA Contract Ranger Services
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Cat Act 2011: s34 Dealing with Unidentified and Unclaimed Cats Dog Act 1976 (As amended 2013): s29 power to Seize Dogs Local Government Act 1995: Part 3, Division 3, Subdivision 3 - powers of entry.

Delegation RG-D011 Carcass Disposal	
Power/Duty Delegated:	Shire of Beverley Works
Description of Power Delegated:	Authority to approve the method of disposal of dead animals.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Works Environmental Health Officer WA Contract Ranger Services
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

COMMUNITY SERVICES

Delegation C-D001 Permission to Consume Alcohol and Liquor Licences Approval	
Power/Duty Delegated:	Liquor Control Act 1988
Description of Power Delegated:	Authority to comment on applications for liquor licences to consume liquor on Council property and restricted liquor licence applications.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Nil
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Liquor Licensing Act 1988 / Policy C004

Delegation C-D002 Art Exhibition / Acquisition	
Power/Duty Delegated:	Shire of Beverley Administration
Description of Power Delegated:	To make purchases within the budget allocation by the Council for this purpose and determine the venue for the Art Exhibition.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Beverley Station Arts Committee
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Beverley Station Arts to provide AGM Minutes and Financial Statements

Delegation C-D002 partially suspended – Council to discuss

Motion 18/0221

Council cease purchasing an artwork each year from the Annual Art Exhibition until further notice.

ACCOUNTING & FINANCE

Delegation AF-D001 Investment of Council Funds	
Power/Duty Delegated:	Local Government Act 1995 s6.14 Power to invest Local Government (Financial Management) Regulations 1996 Regulation 19 Control of procedures for investments.
Description of Power Delegated:	Authority to invest money held in the municipal or trust fund that is not, for the time being, required for any other purpose. Authority to establish and document internal control procedures to be followed by employees to ensure control over investments, enabling identification of the nature and location of all investments and the transactions related to each investment..
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Investments must be in accordance with Council Policy AF004
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy AF004

Delegation AF-D002 Opening of Tenders	
Power/Duty Delegated:	Local Government Act 1995 s3.57 tenders for providing goods and services Local Government (Functions and General) Regulations 1996 Part 4 Regulation 11 to 24
Description of Power Delegated:	Authority to open Tenders
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer Manager of Works
Conditions:	Tenders to be opened in the presence of either the CEO, D/CEO or MOW along with one other Shire Employee.
Legislative Record Keeping Requirements:	Maintain Tender Register, recording details of decisions under this delegation. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy AF004

Delegation AF-D003 Acceptance of Tenders	
Power/Duty Delegated:	Local Government Act 1995 s3.57 tenders for providing goods and services Local Government (Functions and General) Regulations 1996 Part 4 Regulation 11 to 24
Description of Power Delegated:	Authority to determine all annual tenders (operation and supplies) and all other tenders and contracts resulting from tenders up to and including an amount of \$250,000 which have been allocated within the approved expenditure budget and shall have further authority to approve all payment claims for contracts within the limits approved by Council (including variations and extensions) and contracts awarded by a prescribed organisation under the (Functions and General) Regulations 1996.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer Manager of Works
Conditions:	In accordance with Council Approval.
Legislative Record Keeping Requirements:	Maintain Tender Register, recording details of decisions under this delegation. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy AF007

Delegation AF-D004 Calling of Tenders	
Power/Duty Delegated:	Local Government Act 1995 s3.57 tenders for providing goods and services Local Government (Functions and General) Regulations 1996 Part 4 Regulation 11 to 24
Description of Power Delegated:	Authority to publicly invite tenders for purchase of goods and services or seek expressions of interest over \$150,000 \$250,000.00 and make note of the details of the decision for inclusion in the tender register, except in those circumstances where the Council makes the decision to publicly invite tenders or seek expressions of interest in which case the details of Council's decision shall be included in the tender register.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer Manager of Works
Conditions:	Nil
Legislative Record Keeping Requirements:	Maintain Tender Register, recording details of decisions under this delegation. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy AF007

Delegation AF-D005 Municipal Fund / Procedures and Payments	
Power/Duty Delegated:	Local Government Act 1995:- s6.7 Municipal Fund Local Government (Financial Management) Regulations 1996:- Regulation 12 Payments from municipal fund or trust fund
Description of Power Delegated:	Authority to make payment from the Municipal Fund
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Retain Cheque Vouchers, including electronic transfer records as evidence of decisions to make payments. Retain computer encryption devices and other controls for effective scrutiny of account payments. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy AF005

Delegation AF-D006 Trust Fund / Procedures and Payments	
Power/Duty Delegated:	Local Government Act 1995:- s6.9(3) Trust Fund Local Government (Financial Management) Regulations 1996:- Regulation 12 Payments from municipal fund or trust fund
Description of Power Delegated:	Authority to make payments from the Trust Fund
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Minute details of Council's resolution to receive the Accounts Paid by Authority and retain Cheque and EFT Vouchers as evidence of decisions to make payments. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy AF005

Delegation AF-D007 Waiver or Write Off - Granting	
Power/Duty Delegated:	Local Government Act 1995:- s6.12(1)(b) waive or grant concessions in relation to any amount of money s6.12(1)(c) write off any amount of money
Description of Power Delegated:	Authorise a waiver for Building Hire to a maximum of \$300.00 Authorise a write off of any bad debts considered irrecoverable to the limit of \$75 per account. Amounts over \$75 to be referred to Council.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Any write off more than \$75 to be reported to Council for decision.
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation AF-D008 Recovery of Unpaid Rates	
Power/Duty Delegated:	Local Government Act 1995:- s6.56(1) Rates or service charges recoverable in court s6.60(2)(3)(4) Local government may require lessee to pay rent s6.64(1)(3) Actions to be taken s6.69(2)(3) Right to pay rates, service charges and costs, and stay proceedings s6.74(1) Power to have land re-vested in the Crown if rates in arrears 3 years Schedule 6.2(1)[1] Provisions relating to lease of land where rates or service charges unpaid [Section 6.65] Schedule 6.3(1)[4] and (4)[1] Provisions relating to sale or transfer of land where rates or service charges unpaid [Section 6.68(3)]
Description of Power Delegated:	Authority to instigate legal proceedings to recover unpaid rates
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Legal representation is limited by the <i>Magistrates Court (Civil Proceedings) Act 2004</i> .
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy AF006

Delegation AF-D009 Bank Accounts	
Power/Duty Delegated:	Local Government Act 1995:- s6.6 Funds to be established Local Government (Financial Management) Regulations 1996:- Regulation 8 Bank accounts
Description of Power Delegated:	Authority to open and maintain bank accounts
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Record details of accounts opened and maintained. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 - Regulation 19 Regulation 19
Compliance/Reference Link:	Policy AF005

Delegation AF-D010 Corporate Credit Cards	
Power/Duty Delegated:	N/A (there is no provision in the Local Government Act 1995)
Description of Power Delegated:	Authority to make purchases on a Shire of Beverley Corporate Credit Card if there is a demonstrated need and advantage to the Shire.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Avondale Museum Co-ordinator, Deputy Chief Executive Officer & Manager of Works
Conditions:	Each user must sign and abide by Corporate Credit Agreement
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy AF003

WORKS

Delegation WK-D001 Plant and Equipment Disposal	
Power/Duty Delegated:	Local Government Act 1995 s3.58 Disposing of Property Local Government (Functions and General) Regulations 1996 Regulation 30(3) Dispositions of property to which section 3.58 does not apply
Description of Power Delegated:	Authority to dispose of local government property (other than land) by public notice and tender.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer Manager of Works
Conditions:	Disposal to be in accordance with Council approval, and by way of tender.
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Local Government Act 1995 s3.58 Disposing of Property

Delegation WK-D002 Temporary and Partial Closure of Roads	
Power/Duty Delegated:	Local Government Act 1995 s3.50(1),(1)(a),(4),(6) Closing certain thoroughfares to vehicles s3.50A Partial closure of thoroughfares for repairs or maintenance
Description of Power Delegated:	Authority to undertake a temporary/partial closure of roads
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer Manager of Works
Conditions:	Nil
Legislative Record Keeping Requirements:	Decisions to undertake a closure must be recorded. Advice to owners / occupiers is to be recorded. Agreements for maintenance of private structures in public thoroughfares / places are to be recorded. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation WK-D003 Reserves under the Control of Local Government	
Power/Duty Delegated:	Local Government Act 1995 s3.54(1) Reserves under the control of a local government
Description of Power Delegated:	Authority to do anything for the purposes of controlling the management of land that is vested in or under the management of the Shire.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer Manager of Works Manager of Planning and Development Services Community Emergency Services Manager
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation WK-D004 Restricted Access Vehicle Network	
Power/Duty Delegated:	Road Traffic (Vehicles) Act 2012
Description of Power Delegated:	Authority and power to issue letters of approval to RAV Operators specifying roads and conditions that apply within the Shire boundary.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Works
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation WK-D005 Litter Bins – Placement and Allocation	
Power/Duty Delegated:	Shire of Beverley Works
Description of Power Delegated:	Authority to determine the location and approve the placement of litter bins for public areas.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Works, Manager of Planning & Development Services
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation WK-D006 Discarded Syringe Management	
Power/Duty Delegated:	Shire of Beverley Works
Description of Power Delegated:	Authority to provide syringe disposal containers to: <ul style="list-style-type: none"> • Council operational vehicles; • Council workplaces; • Public Areas
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Works
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation WK-D007 Approve Private Works	
Power/Duty Delegated:	Shire of Beverley Works
Description of Power Delegated:	Approve private works.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Works
Conditions:	Private Works Application form must be completed prior to approval.
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

ENVIRONMENTAL HEALTH

Delegation EH-D001 Fundraising Food Stalls	
Power/Duty Delegated:	Food Act 2008 s118(2)(b) Authorised Officer
Description of Power Delegated:	Authority to approve food stalls where the proponent is a community or charitable organisation and if food is either, cooked and presented for immediate consumption or low risk. Authority to inspect premises and take action under the Food Act 2008.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Environmental Health Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Shire of Beverley Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

Delegation EH-D002 Temporary Accommodation – Caravans	
Power/Duty Delegated:	Caravan Parks and Camping Ground Regulations 1997 Authorised Officer
Description of Power Delegated:	Authority to approve short-term use of an on-site caravan (up to three (3) months) and take action for any breaches under the Regulations.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Nil
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy C010

Delegation EH-D003 Serving of Health Orders	
Power/Duty Delegated:	Health Act 1911 (Administrative Provisions)
Description of Power Delegated:	<p>Authority to initially serve orders in matters relating to –</p> <ul style="list-style-type: none"> • Hygiene • Noise abatement • Repair of Dwellings • Declaration of buildings being unfit for human habitation.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Environment Health Officer
Conditions:	The Environmental Health Officer shall report to Council as required on major orders or notices served.
Legislative Record Keeping Requirements:	<p>Local Government Act 1995 – Section 5.46(3)</p> <p>Local Government (Administration) Regulations 1996 – Regulation 19</p>
Compliance/Reference Link:	Authorised Officers to be appointed in accordance with s27 of the <i>Health Act 1911</i> and appointment approved under s28 of the <i>Health Act 1911</i> .

Delegation EH-D004 Septic Tank Approvals	
Power/Duty Delegated:	Health (Treatment of Sewage and Disposal of Liquid Waste) Regulations 1974 - Regulation 4
Description of Power Delegated:	Authority to exercise and discharge powers and functions conferred on Local Government for the purpose of Regulation 4 of the <i>Health (Treatment of Sewage and Disposal of Liquid Waste) Regulations 1974</i> .
Delegation to:	Chief Executive Officer
Sub-delegated to:	<p>Environmental Health Officer</p> <p>Building Surveyor</p>
Conditions:	Nil
Legislative Record Keeping Requirements:	<p>Local Government Act 1995 – Section 5.46(3)</p> <p>Local Government (Administration) Regulations 1996 – Regulation 19</p>
Compliance/Reference Link:	Nil

Delegation EH-D005 Trees on Private Land	
Power/Duty Delegated:	Local Government Act 1995 s3.27(1) Particular things local governments can do on land that is not local government property Schedule 3.2
Description of Power Delegated:	Authority to inspect and remove trees on private land, under the care and control of others, that are dead or dangerous in regards to the surrounding area including persons and fixed infrastructure.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Works in conjunction with the Environmental Health Officer.
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation EH-D006 Unkempt Properties	
Power/Duty Delegated:	Local Government Act 1995 s3.25 Notice requiring certain things to be done by owner or occupier of land Schedule 3.1- powers under notices to owners or occupiers of land s3.26 Additional powers when notices given.
Description of Power Delegated:	Authority to inspect private land and issue notices to owners of land. Authority to do anything to achieve the purpose for which a notice has been given. Authority to recover costs associated with achieving the purpose for which a notice has been given.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Planning and Development Services Environmental Health Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation EH-D007 Asbestos	
Power/Duty Delegated:	Public Health Act 2016 Health (Asbestos Regulations) 1992 (Regulations)
Description of Power Delegated:	Authority to inspect and take required action under Health (Asbestos Regulations) 1992 Regulations.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Environmental Health Officer Building Surveyor
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation EH-D008 Food Sample – Offences	
Power/Duty Delegated:	Environmental Health Food Act 2008 s118(2)(b) Authorised Officer
Description of Power Delegated:	Authority to issue a warning to persons who contravene the Food Standards Code for a minor breach.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Environmental Health Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

PLANNING SERVICES

Delegation TP-D001 Discharge of Duties under Shire of Beverley Local Planning Scheme No. 3 (and its successors)	
Power/Duty Delegated:	Local Planning Scheme No. 3 (and its successors)
Description of Power Delegated:	Clause 79(1) and Clause 79(2) of Division 1 (Powers of local government) of Schedule 2, Part 10, and Clause 82(1) and Clause 83(1) of Division 2 (Delegations) of Schedule 2, Part 10 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> , delegate to the Chief Executive Officer and the Manager of Planning & Development Services respectively the exercise of Council's powers and the discharge of the Shire of Beverley's duties under the <i>Shire of Beverley Local Planning Scheme No 3 (and its successors)</i> .
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Planning and Development Services
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Council Resolutions

Delegation TP-D002 – Temporary Advertising Signs	
Power/Duty Delegated:	Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2008 <i>This Local Law does not exist yet</i>
Description of Power Delegated:	Authority to approve the display of temporary advertising signs in accordance with the Council Policy and Local Laws
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Planning and Development Services
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Shire of Beverley Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.

Delegation TP-D003 Stallholder's and/or Traders Licences Permit, Canvassing and Street Appeals	
Power/Duty Delegated:	Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2008 Trading in Public Places By-law 1988
Description of Power Delegated:	Authority to approve stallholder's and/or traders licences permits, Canvassing and Street Appeals (deemed to be of a non-controversial nature).
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Planning and Development Services
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation TP- D004 Development on Scheme Reserves	
Power/Duty Delegated:	Local Planning Scheme No. 3 (and it's successors)
Description of Power Delegated:	Authority to grant planning approval for development on scheme reserves where the development is consistent with the use of the reserve.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Planning and Development Services
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Shire of Beverley LPS 3

Delegation TP-D005 Sponsorship Signs on Reserves and Council Building on Reserves	
Power/Duty Delegated:	Local Planning Scheme No. 3 (and it's successors)
Description of Power Delegated:	In accordance with Town Planning Policy, the Chief Executive Officer shall have the authority to: <ul style="list-style-type: none"> • Approve applications for sponsorship signs on reserves and Council building on reserves • Approve the content of information and advertising on signs
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Planning and Development Services
Conditions:	Application must meet LPS 3 list requirements and Signage Policy Regulations.
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Shire of Beverley LPS 3 and Signage Policy

BUILDING SERVICES

Delegation BD-D001 Strata Titles	
Power/Duty Delegated:	Strata Titles Act 1985 s23(5) Certificate of Local Government s26 Appeals against local government decision Building Act 2011 s58 Grant of Occupancy Permit, Building Approval Certificate, S.127
Description of Power Delegated:	Authority to approve applications for Occupancy Permit - Strata and Building Approval Certificate - Strata
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Planning and Development Services Building Surveyor
Conditions:	Prior to signing the Form 7 Certificate, Occupancy Permit - Strata and Building Approval Certificate - Strata, a checklist must be signed by the Senior Building Surveyor detailing the inspections and/or certifications received, confirming compliance with the Strata Title Act 1985.
Legislative Record Keeping Requirements:	Record details of Certificates issued and disallowed including reference to evidentiary documents. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation BD-D002 Approval or Refusal of a Permit	
Power/Duty Delegated:	Local Government Act 1995 s.1.4, s9.19, s9.20, s. 5.44 (1) Building Act 2011 s.20 Grant of building permit s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.58 Granting of occupancy permits, building approval certificate s.127 (3) Delegation: special permit authorities and Local Government Building Regulations 2012 Regulation 26 Approval of new responsible person
Description of Power Delegated:	Authority to approve applications for Occupancy Permit - Strata and Building Approval Certificate - Strata
Delegation to:	Chief Executive Officer
Sub-delegated to:	Building Surveyor
Conditions:	Nil
Legislative Record Keeping Requirements:	Record details of Permits issued or refused. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Building Permits are recorded to Council through the monthly Information Bulletin

Delegation BD-D003 Authorised Persons	
Power/Duty Delegated:	Building Act 2011 s.96(3) Authorised persons s.127 (3) Delegation: special permit authorities and Local Government
Description of Power Delegated:	Appoint authorised officers in accordance with the Building Act 2011.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Nil
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation BD-D004 Building Orders	
Power/Duty Delegated:	Building Act 2011 s.110 Building Orders s.111 Notice of proposed building order other than building order (emergency) s.117 Revocation of building orders Criminal Procedure Act 2004 s.6 (b) Local Government Act 1995 s.9.10, s9.16, s9.19, s. 9.20
Description of Power Delegated:	Authority to approve and revoke building orders
Delegation to:	Chief Executive Officer
Sub-delegated to:	Building Surveyor
Conditions:	Nil
Legislative Record Keeping Requirements:	Record details of notices issued. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation BD-D005 Presumptions about Authority to do Certain Things	
Power/Duty Delegated:	Building Act 2011 s139 Presumptions about authority to do certain things
Description of Power Delegated:	Presumptions about authority to do certain things
Delegation to:	Chief Executive Officer
Sub-delegated to:	Building Surveyor
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation BD- D006 Extension of time for permit	
Power/Duty Delegated:	Building Act 2011 s32(3) Duration of building or demolition permit s. 127 (3) Building Regulations 2012 Regulation 24 Extension of time during which permit has effect
Description of Power Delegated:	Authority to approve an extension of time for a building or demolition permit.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Building Surveyor
Conditions:	Extension for maximum period of 12 months
Legislative Record Keeping Requirements:	Record details of extensions issued. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation BD-D007 Infringement Notices	
Power/Duty Delegated:	Building Act 2011 (Building Regulations) s.70 Criminal Procedure Act 2004 s.6 (a) and (b)
Description of Power Delegated:	Issue Infringement notices
Delegation to:	Chief Executive Officer
Sub-delegated to:	Building Surveyor
Conditions:	To be approved through the Chief Executive Officer
Legislative Record Keeping Requirements:	Record details of notices issued. Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation BD-D008 Building Licence for a Retaining Wall	
Power/Duty Delegated:	Shire of Beverley Building Building Act 2011
Description of Power Delegated:	Authority to approve a Building Licence for a retaining wall in excess of 1.0m, where the written approval from the adjoining landowner(s) is provided by the applicant.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Building Surveyor
Conditions:	Written approval from the adjoining landowner(s) is provided by the applicant.
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

**POLICY & ADMINISTRATION
DELEGATIONS**

Delegation PA-001 Council Vehicles - Conditions of Use	
Power/Duty Delegated:	Policy S014
Description of Power Delegated:	Authority to approve temporary suspension of Policy No. S014 (Council Vehicle – Condition of Use) under special circumstances.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Nil
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy S014

Delegation PA-D002 Legal Opinions	
Power/Duty Delegated:	Policy A002
Description of Power Delegated:	Authority to seek a legal opinion.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Nil
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy A002

Delegation PA-D003 Hall Hire Bond Refunds and Cancellation of Refunds	
Power/Duty Delegated:	Policy C003
Description of Power Delegated:	Authority to approve charging of Bonds, extra cleaning costs and booking refunds for Community Hall bookings.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer Customer Service Officers
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy C003

Delegation PA-D004 Libraries – Advertising Material/Community Information	
Power/Duty Delegated:	Shire of Beverley Administration
Description of Power Delegated:	Authority to approve the display of advertising material and community based information in the Shire of Beverley public libraries.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Customer Service Officers Beverley Community Resource Centre
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation PA-D005 Purchasing	
Power/Duty Delegated:	Policy AF007
Description of Power Delegated:	Authority to incur expenditure in accordance with Council Policy.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer Manager of Works Manager of Planning & Development Services Maintenance Officer Leading Hand Leading Motor Mechanic Parks and Gardens Supervisor Community Emergency Services Manager
Conditions:	Purchase Order limitations as per Policy AF007
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy AF007

Delegation PA-D006 Street Trees – Planting	
Power/Duty Delegated:	Shire of Beverley Works
Description of Power Delegated:	Authority to approve the planting of street verge trees per property by residents in accordance with Council policy.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Works
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation PA-D007 Street Trees – Removal Destructing or Interfering Trees	
Power/Duty Delegated:	Shire of Beverley Works
Description of Power Delegated:	Authority to remove trees, in a road reserve or on land under the care, control and management of Council that are destructing / interfering / Dead or Dangerous in regards to the construction of any proposed or existing structure, or public work or service, or constitutes a traffic hazard, due to restricting the visibility of motorists.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Works
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation AP-D008 Council Event – Traffic Management Plans	
Power/Duty Delegated:	Shire of Beverley Administration
Description of Power Delegated:	Authority to approve the Traffic Management Plans for Community Events
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Planning and Development Services
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation AP-D009 Community Service Tenancy Agreements	
Power/Duty Delegated:	Shire of Beverley Administration Residential Tenancies Act 1987
Description of Power Delegated:	To sign Shire of Beverley Community Service tenancy and lease agreements as per the Residential Tenancies Act 1987 requirements.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation AP-D010 Supply of Keys to Council Owned Buildings	
Power/Duty Delegated:	Shire of Beverley Administration
Description of Power Delegated:	Authority to approve the supply of additional keys to Council owned buildings.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer Manager of Works
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation AP- D011 Use of Electronic Notice Board	
Power/Duty Delegated:	Shire of Beverley Administration
Description of Power Delegated:	Authority to approve requests for use of the Council's electronic notice board to appropriate organisations in order to publicise forthcoming events of benefit or interest to the general community.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy C009

Delegation AP-D012 Appointment of Staff	
Power/Duty Delegated:	Shire of Beverley Administration and Works - Staff
Description of Power Delegated:	Authority to appoint and dismiss staff in accordance with the Act and appropriate awards.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer, Manager of Works
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation AP-D013 Review of Salaries	
Power/Duty Delegated:	Shire of Beverley Administration
Description of Power Delegated:	To review the salaries of all employees
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation AP-D014 Approval of Outside Functions	
Power/Duty Delegated:	Shire of Beverley Administration and Works
Description of Power Delegated:	Approve attendance at conferences, seminars and staff training.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer, Manager of Works
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation AP-D015 Authorise Annual Leave	
Power/Duty Delegated:	Shire of Beverley Administration
Description of Power Delegated:	Authorise annual leave and unpaid study leave. Discretion to pay for un-accumulated sick leave and attendance at funerals, with each case being judged upon its merits.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Nil

Delegation AP-D016 Approve Staff use of Plant	
Power/Duty Delegated:	Shire of Beverley Works
Description of Power Delegated:	Approve staff use of Shire of Beverley Plant and Equipment.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Manager of Works
Conditions:	Plant usage forms must be completed by staff, prior to use.
Legislative Record Keeping Requirements:	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
Compliance/Reference Link:	Policy S019

Delegation AP-D017 Destruction of Corporate Records	
Power/Duty Delegated:	Shire of Beverley Administration
Description of Power Delegated:	Authorise corporate records for destruction or transfer to State Records Officer or appropriate records storage facility.
Delegation to:	Chief Executive Officer
Sub-delegated to:	Deputy Chief Executive Officer
Conditions:	Nil
Legislative Record Keeping Requirements:	State Records Act 2000, Records Retention and Disposal Instructions Local Government (Elections) Regulations 1997,
Compliance/Reference Link:	Policy RK001

Record of Adoption and Review

Document Status	Final
Revision No.	3
Prepared By	Stephen Gollan Chief Executive Officer
Initial Adoption By Council	23 August 2016
Motion	M14/0816
Next Review Due by	March 2022

Version	Issue Date	Author	Reason for Change
1	July 2016	S P Gollan	Review after Council Changes
2	August 2016	S P Gollan	Adoption by Council
3	26 September 2017	S P Gollan	Review and Adoption by Council
4	23 October 2018	S P Gollan	Review and Adoption by Council
5	23 July 2019	S P Gollan	Review, Amendment and Adoption by Council
6	23 March 2021	S P Gollan	Review and Adoption by Council

12.2 Avon River Park Redevelopment Project – Adoption of Concept Plan

Submission To:	Ordinary Council Meeting 28 June 2022
Report Date:	15 June 2022
Applicant:	Administration
File Reference:	ADM 0468
Author and Position:	Ashleigh Fleay, Project Officer
Previously Before Council:	No
Disclosure(s) Of Interest:	Nil
Attachments:	Avon River Park Concept Designs

SUMMARY

Council is requested to formally adopt the final concept design proposal for the Avon River Park Redevelopment Project in anticipation of commencement of implementation of the project.

BACKGROUND

At the May 2022 OCM Information Session, Martin Pell from Sprout Studio presented to Council the final concept designs for their consideration and comment. Martin presented the communities feedback and clarified the amendments presented.

COMMENT

To enable the project to progress further to the next stage of detailed design and consultant engagement it is prudent that Council formally adopts the concept designs presented through formal resolution.

It is submitted that the concept designs presented have been thoroughly accessed and that there is general community support for this specific project and design.

STATUTORY ENVIRONMENT

Shire of Beverley Local Planning Scheme No. 3

CONSULTATION

Martin Pell, Sprout Studio
Simon Marshall, Deputy CEO
Ashleigh Fleay, Project Officer
Community Presentation and Consultation

FINANCIAL IMPLICATIONS

Budget provision has been made for the 2022/23 financial year for detailed designs. External funding will be sourced to assist with the future implementation of the project.

STRATEGIC IMPLICATIONS

Goal 6 - Beverley has a unique identity in the region and is well visited.
Goal 10 – Rivers, Lakes and Reserves are an attraction for locals and visitors.
Goal 11 – We aim to protect and preserve our natural environment.

POLICY IMPLICATIONS

N/A

RISK IMPLICATIONS

It is considered that the proposal has low risk.

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolve to adopt the Avon River Park Concept Designs as presented.

AVON RIVER PARK

CONCEPT DESIGN

FOR

THE SHIRE OF BEVERLEY



SPROUT STUDIO

120 VINCENT STREET
BEVERLEY WA 6304

26D MADDISON STREET
REDFERN NSW 2016
02 9341 0040
SPROUTSTUDIO.COM.AU

Contents

PROJECT INTRODUCTION

THE PARK TODAY

EARLY CONSULTATION

ORGANISING THE PARK

SITE PLAN

ELEVATIONS

RIVER EDGE

OPEN LAWN

TERRACE LAWN (VIEWS FROM)

PARK ELEMENTS

KEY TREE SPECIES PROPOSED

Appendix 1: Community Consultation Feedback

3

4

6

9

10

11

14

15

16

17

18

19

Report title:	Avon River Park Concept Design
Prepared for:	Beverley Shire
Authors:	Martin Pell, Freya Cameron
Revision number:	Rev A
Revision date:	26.5.2022
Revision for:	Final Concept

PREPARED ON GADIGAL & BALLARDONG LANDS

SPROUT STUDIO
120 VINCENT STREET, BEVERLEY W.A
26D MADDISON STREET REDFERN, NSW
02 9341 0040
SPROUTSTUDIO.COM.AU

We acknowledge and respect Aboriginal and Torres Strait Islander Peoples across Australia as the traditional custodians of our shared lands, waters and seas. We recognise their unique ability to care for Country and their deep spiritual connection with Country. We honour Elders past and present whose knowledge and wisdom will ensure the continuation of Aboriginal and Torres Strait Islander cultures.



PROJECT INTRODUCTION

THE SHIRE'S BRIEF

THE DESIGN PROCESS (HOW WE GOT HERE)

THE DESIGN RESPONSE

DISCUSSION - COMMENTS & SUGGESTIONS

NEXT STEPS

THE SHIRE'S BRIEF

1. Review & refine the 2016 concept design by ADC.
2. Improve access to & around the park in alignment with the Shire's Disability Access & Inclusion Plan.
3. Improve amenity: shade, walking paths, dog walking, lighting, picnic facilities, parking.
4. Provide a point of difference from Moort Wabiny Park in town.
5. Improve the relationship of the River Park with the free camping area across Lukin Street
6. Consider the park upgrade in relationship with the Vincent Street upgrade.



ADC 2016 CONCEPT DESIGN

THE DESIGN PROCESS (HOW WE GOT HERE)

- Analysis
- Consultation
- Design response
- Adopt feedback from stakeholders
- Finalise Concept design for endorsement by Council

AVON RIVER PARK

THE PARK TODAY



THE TOWN POOL ALONG AVON RIVER PARK OCTOBER 2021



PARK AMENITIES FROM LUKIN STREET



PICNIC TABLES



LOOKING EAST - GRAVEL VEHICULAR TRACK & BOLLARD EDGE



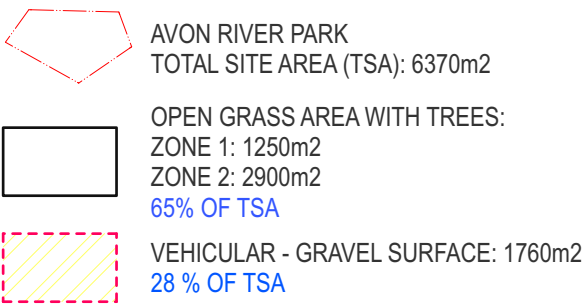
PICNIC SHELTER WITH BBQ & PLAY EQUIPMENT IN BACKGROUND



TIMBER FOOTBRIDGE & SWALE

AVON RIVER PARK

THE PARK TODAY



- PARK INVENTORY**
- DRINKING FOUNTAIN: 1
 - BBQ: 1
 - WASTE BIN: 1
 - SHELTERS: 1 WITH 2 TABLES
 - PICNIC TABLES: 3
 - BENCHES: 3
 - PARK SIGN: 1
 - FOOTBRIDGE
 - AMENITIES (MALE & FEMALE)
 - PLAY SWINGS (2)
 - WATER LEVEL GAUGE (2)

EARLY CONSULTATION

KEY THEMES EMERGING FROM CONSULTATION WITH LOCAL REPRESENTATIVES

- The river is extremely important to Ballardong culture and the settlement of the town
- A need to manage river flood levels
- Poor water quality - heavy salt content
- Memories of biodiverse habitat supporting flora and fauna -turtles, Gilgies, fish, birds, plants and trees
- Desire for simply 'nice places for people to sit and relax' and more trees for shade
- Consider all ages including teens and elderly
- Opportunity to provide walking links across and along the river edge under shade trees.



SEPTEMBER: MARGARET MOURACH & MITCH HENRY

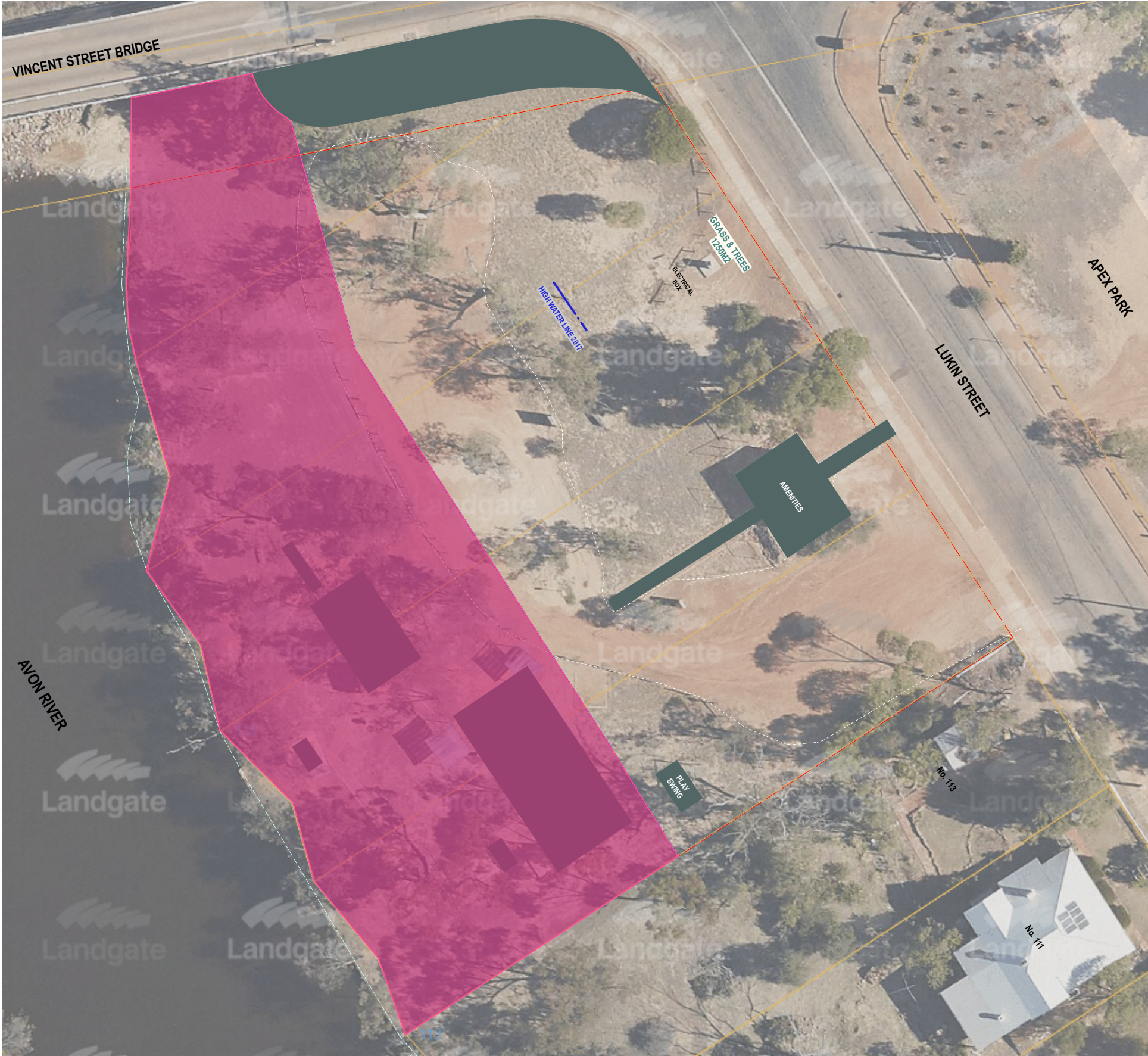


DECEMBER: FRED BREMNER



AVON RIVER PARK


KEY CHALLENGE: MANAGING RISING WATER LEVELS



AREA OF AVON RIVER PARK EFFECTED BY RISING WATERS (JULY 2021)



RIVER WATER LEVELS JULY 2021

 2021 HIGH WATER LEVEL

KEY CHALLENGE: MANAGING WATER LEVELS

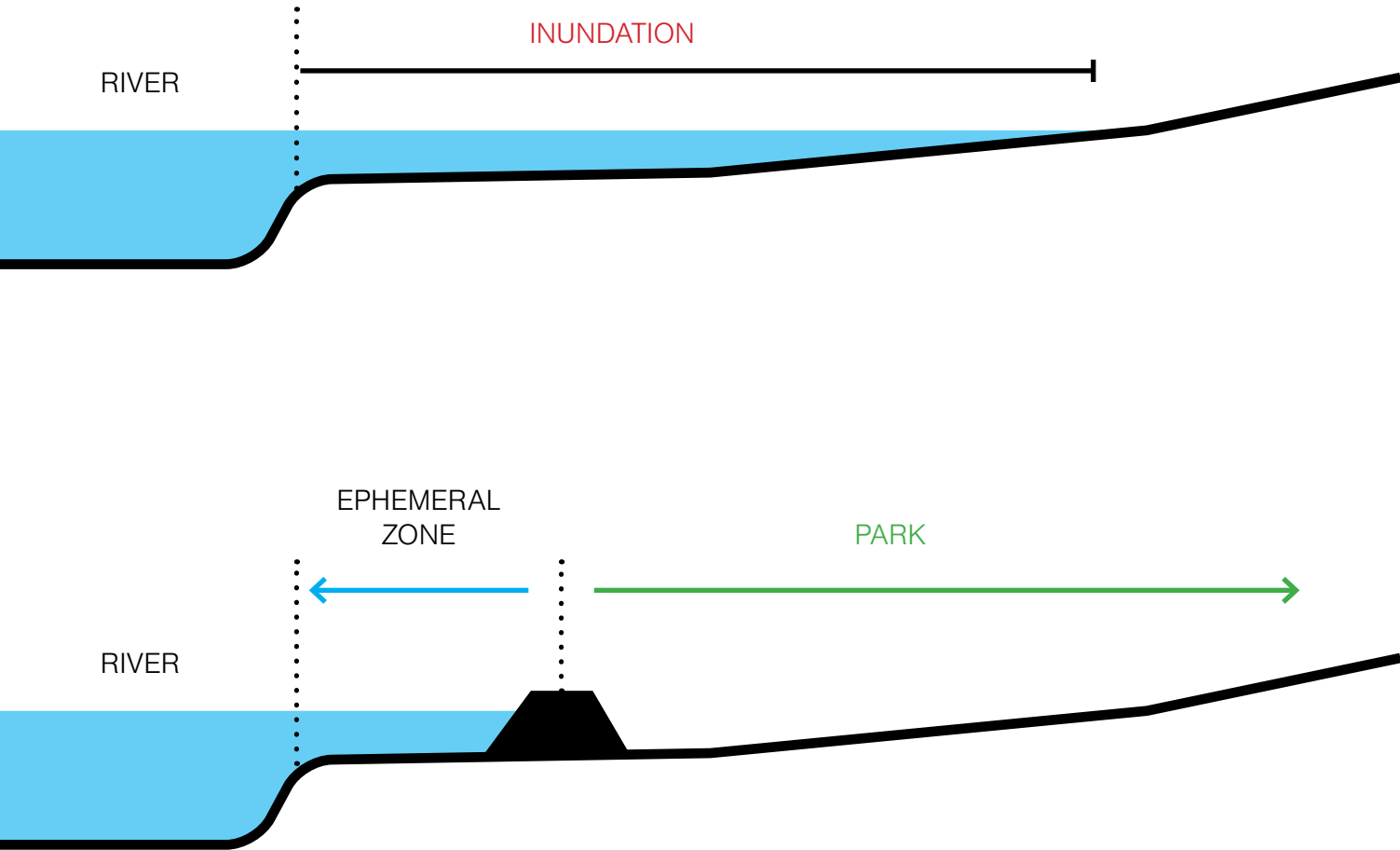


PROPOSED BERM SHOWN IN BLACK

1. PROBLEM

WATER LEVEL AND SALT IMPACTS VIABILITY OF LAWN, TREES, FURNITURE & STRUCTURES.
UNDEFINED RIVER EDGE PRESENTS SAFETY HAZARD.

EXISTING SCENARIO



2. SOLUTION

ENGINEERED STRUCTURE REQUIRED TO CONSTRAIN WATER LEVELS.
WATER IS CONTAINED WITHIN THE EPHEMERAL RIVER EDGE ZONE
ALLOWING TURF LAWN AND SHADE TREES TO ESTABLISH AS WELL AS
PROTECTING PARK ELEMENTS (FURNITURE AND STRUCTURES).
ENABLES RIVER TO FUNCTION WITH HABITAT ZONE.
ENABLES PARK UPGRADE.

ORGANISING THE PARK



1. RIVER EDGE
ELEVATED WALKWAY & VIEWING PLATFORM, SIGNAGE
&/OR ARTWORK, TREES, SHRUBS, SEDGES &
GRASSES SUITED TO WET & DRY CONDITIONS



2. PARK EDGE
CARPARK, AMENITIES, EXERCISE CIRCUIT, VIEWING TOWERS, LAWN, SHADE TREES,
LANDSCAPE PLANTING, CONVERSATION PIT, 2017 FLOOD LEVEL MARKER



3. OPEN LAWN
OPEN LAWN AREA, PICNIC SHELTERS, BBQ, LIGHTING,
WALKING TRACK, DOG WALKING WITH WASTE BINS,
SHADE TREES, LANDSCAPE PLANTING



4. LAWN TERRACE
ELEVATED LAWN AREA WITH VIEWS TO LAWN & RIVER, PICNIC SHELTERS,
WALKING TRACK SHADE TREES, LANDSCAPE PLANTING

AVON RIVER PARK

SITE PLAN



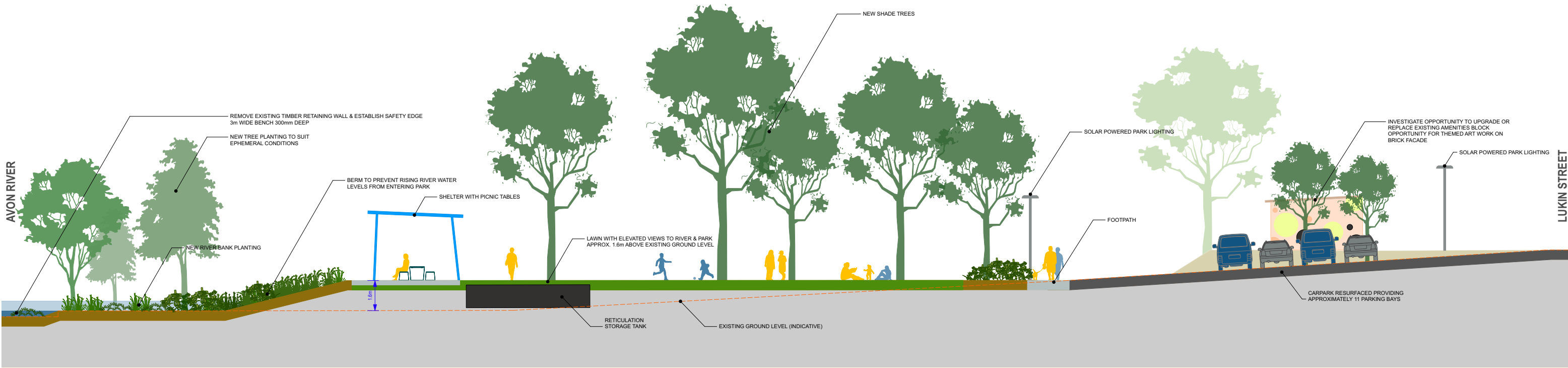
LEGEND

- PARK BOUNDARY
CADASTRAL INFORMATION
BASED ON LANDGATE AERIAL IMAGERY
- EXISTING TREES TO BE REMOVED
- EXISTING TREES TO BE RETAINED
- PROPOSED TREES (LOCAL NATIVE SPECIES)

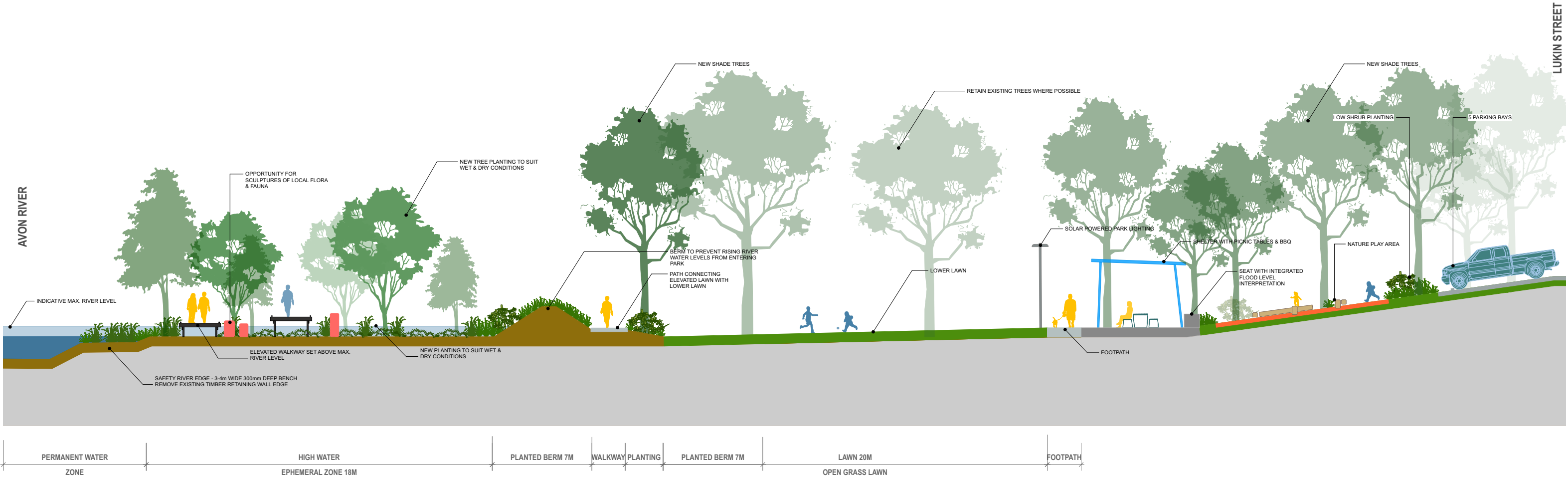
- KEY**
- 1 OPPORTUNITY TO UPGRADE AMENITIES TO MEET ACCESS STANDARDS OR REPLACE
 - 2 BITUMEN CARPARK
 - 3 NATURE PLAY (LOGS & STONES) WITH ADDITIONAL SHADE TREES
 - 4 OPEN LAWN TERRACE (WITH RETICULATION)
 - 5 PICNIC SHELTER
 - 6 ELEVATED WALKWAY
 - 7 PLAY ZONE - VIEWING TOWERS
 - 8 OUTDOOR EXERCISE STATIONS
 - 9 LOOP WALKING PATH WITH SOLAR POWERED POLE LIGHTING
 - 10 RIVER VIEWING PLATFORM
 - 11 CONVERSATION PIT
 - 12 LANDSCAPE PLANTING (LOCAL NATIVE TREE, SHRUB & GROUNDCOVER SPECIES)
 - 13 RIVER EDGE PLANTING (LOCAL NATIVE TREE, SHRUB & SEDGE SPECIES ADAPTABLE TO WET & DRY CONDITIONS)
 - 14 TREES TO SCREEN ADJACENT RESIDENCE
 - 15 WATER STORAGE TANK (UNDERGROUND) FOR RETIC
 - 16 BUND TO MITIGATE RIVER HIGH WATER LEVELS
 - 17 TREES TO BE REMOVED (DUE TO PROPOSED REGRADING)
 - 18 FOOTPATH CONNECTION TO LUKIN STREET
 - 19 2017 FLOOD EVENT WATER LEVEL INTERPRETATION IN SEAT
 - 20 OPPORTUNITY FOR FUTURE RIVER CROSSING
 - 21 ELECTRICAL UTILITIES BOX

AVON RIVER PARK

ELEVATIONS



AVON RIVER PARK

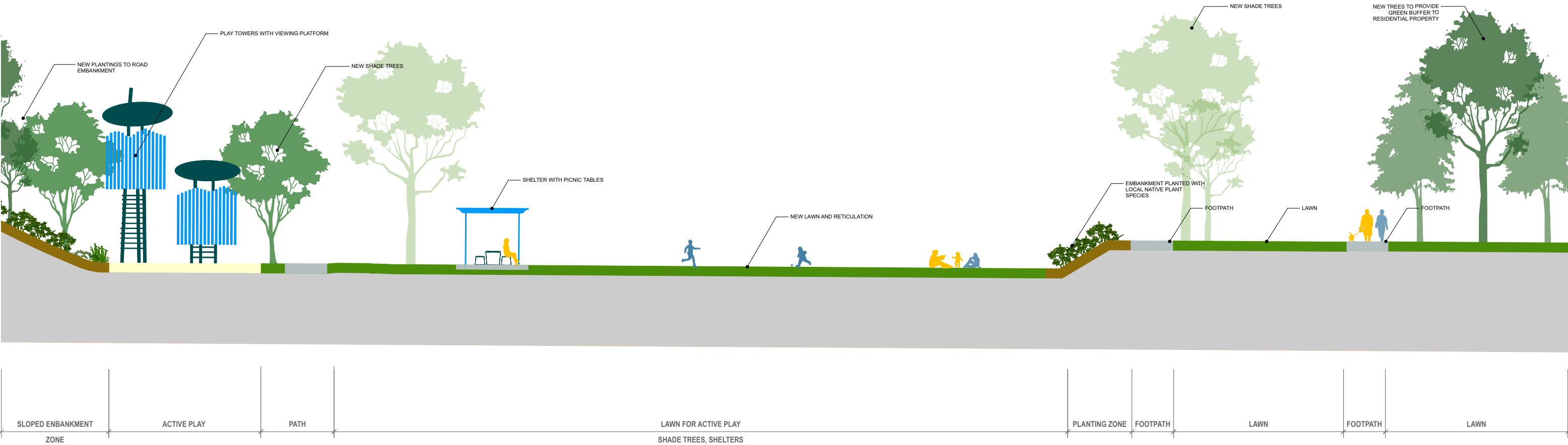


ELEVATION 02



AVON RIVER PARK

Attachment 12.2



ELEVATION 03



RIVER EDGE



AVON RIVER PARK

OPEN LAWN



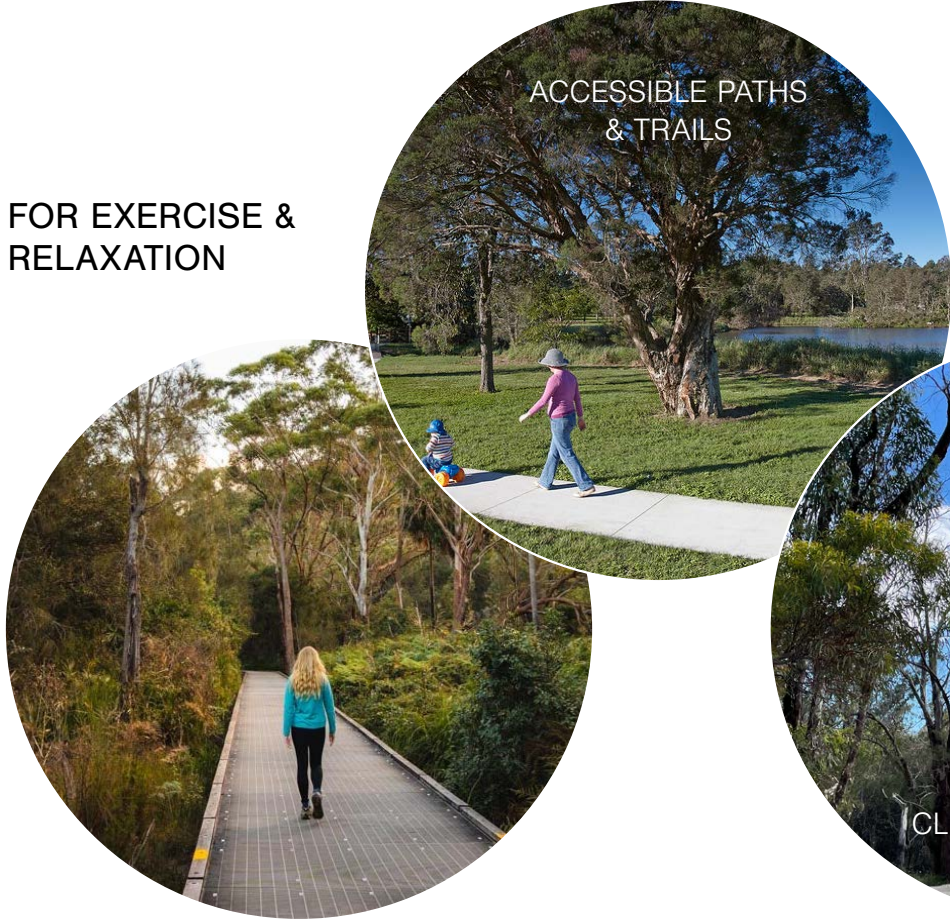
TERRACE LAWN (VIEWS FROM)



AVON RIVER PARK

PARK ELEMENTS

FOR EXERCISE & RELAXATION



ACCESSIBLE PATHS
& TRAILS



EXERCISE STATIONS



OPEN LAWN AREAS



VIEWING PLATFORM



RIVER LANDSCAPE



CLIMBING TOWERS



FOR CULTURE
PUBLIC ART
SIGNAGE



SOCIAL PLACES
PICNIC SHELTERS
MEETING CIRCLE



SAFETY & ACCESSIBILITY
LIGHTING
DDA COMPLIANT
FURNITURE



KEY TREE SPECIES PROPOSED



UP TO 25M H
RIVER EDGE

Eucalyptus camaldulensis
RIVER RED GUM



UP TO 20M H
RIVER EDGE

Eucalyptus spathulata
SWAMP GIMLET



UP TO 10M H
RIVER EDGE

Eucalyptus erythrocorys
ILLYARRIE



UP TO 25M H
SHADE TREE
TO GRASSED
AREA

Eucalyptus wandoo
WANDOO



UP TO 10M H
RIVER EDGE

Melaleuca raphiophylla
SWAMP PAPERBARK



UP TO 15M H
RIVER EDGE

Allocasuarina fraseriana
FRASER'S SHEOAK

Appendix 1: Community Consultation Feedback

item	Stakeholder		Comment	Action
1	Kathryn Horrocks	charlieandkathryn@gmail.com	Would like to see a birdhide included in the upgrade	Suggest a birdhide at a more isolated location could be a better option. Activity in the park would create noise rendering the birdhide useless.
1.1			Suggest interesting sign boards in the park and extended into town along walking connection for example	Noted. Signage beyond park is outside of the project scope.
1.2			Raises Borden Magppie Park as a precedent for establishing broader connections to the town	Noted. Design team to investigate - potential for project to be written into artists brief
1.3			Positive about the use of interpretation signage to convey natural and cultural heritage information	Noted.
1.4			Positive about idea of sculptures - suggests sculpture of redback to reference local sporting teams	Noted.
1.5			Concerned about the required size of reticulation storage tank given low amount of local rainfall. Suggest reuse water for reticulataion	Tank sizing and reticulation design to be frther developed at detailed design phase. Comment will be duely considered.
1.6			Suggests involving shool or community groups in planting or similar during construction - native plants, noongar bush food - opportunity for cultural exchange throuh the experience.	Noted. The Shire to explore avenues and work with contractor/ stakeholders to implement community participation.
2	Natalie Ashworth	natalie.ashworth@beverley.wa.gov.au	Carpark concept is good	Noted.
2.1			Concern about upkeep and potential flooding of so much lawn and not clear if proposal suggests removal of bbq's	Lawn to edge of park (along Lukin Street) changed to native planting - 3 options provided for Council's review
2.2			Walkways positive	Noted.
3	Rhonda Jackson	88 Lukin Street Beverley	Particularly likes the more permanent grassed area, underground tanks and solar path lighting.	Noted.
3.1			Concerned repairing water quality not part of proposal as it seems central to enjoyment of park.	Noted. Water quality relates to the broader cathcment and is outside of the scope of work for the park upgrade
3.2			Concerned that handrails on boardwalk are required to mitigate risk of users falling.	Noted. To be addressed as part of the detailed design phase.
3.4			Concerned people who are less mobile have to travel a distance to the picnic shelters from the carpark.	Option to provide additional 5 car parking bays north with an additional path connection to the amenities
3.5			Positive about gym equipment and covered play. Not so sure about encouraging ball games near the river.	Noted. Intent is not to facilitate sports games rather casual kickabout.
3.6			Concerned proposal doesn't include a 'feature' to attract visitors Kattanning park used as an example	The climbing towers and the river walk considered to be enough of a drawcard
3.7			Upgrade to amenities should include façade treatment - ugly	The Shire requested to alter the original scope of upgareding the existing the amenities block to replace it with a new building.
3.8			Concerned removal of caravan parking area, concern potential visitors would keep driving rather than park on road	It was decided the free parking area and the on street parking provided adequate van parking and turning area. The park upgrade is focussed on providing a park for people.
3.9			Priority is 'vastly improving the river health'	Noted.
4	Hollie Smith	hollie@beverleyelectrical.com.au	Concerned there is no playground - would be great for travelling families with kids to stop.	Noted. As part of the park upgrade the existing swings will be relocated for use.
4.1			Love the viewing platform.	Noted.
4.2			Concerned about extent of lawn and keeping it irrigated.	Noted. Refer action item 2.1
4.3			Concerned about removing retaining wall along river edge and risk of erosion.	Noted. The intent is to ensure the river bank is stable. Trees and grading of the bank where possible (without impacting trees) will be addressed during the detailed design phase.
5	Rev'd Phillip Raymont	praymont@perth.anglican.org	Impressed by the concept. Supports idea of river crossing and possible connections into town and opposite bank. <i>I took the opportunity to visit both sides of the river and would like to encourage further investigation as to the possibilities this might provide in not only enhancing this project but also the major Street Redevelopment project</i>	Footbridge to be included as future stage.
6	Phyllis Facey	President Beverley Naturalists Club	Would like to see the existing Gum trees and She Oaks retained and the area around them enhaced. Swamp SheOaks, Flooded River Gums and York Gums have been tehre for many years and important to local wildlife.	Noted. As part of the detailed design phase it is intended that all existing trees will be assessed for retention or removal based on habitat value and useful life exectancy. Any tree removed will be supplemented at a ratio of 3:1. It is the design team's intention to increase the habitat and biodiversity value of the park as much as possible.
6.1			Hollows in old trees important habitat to bats, phascogales, river important corridor for kangaroos.	Noted. As part of the detailed design phase trees with hollows will have priority for retention. Where retention is not possible opportunities for relocating hollow branches elsewhere on site will be explored.
6.2			We do support the concept of the plan but would like the existing naturally grown trees to be retained for the wildlife and the beauty of the area	Noted.



12.3 Arrangements For Management Of Volunteer Bush Fire Brigades: Response To WALGA Proposed Advocacy Position

Submission To:	Ordinary Council Meeting 28 June 2022
Report Date:	17 June 2022
Applicant:	Administration
File Reference:	ADM
Author and Position:	Stephen Gollan, Chief Executive Officer
Previously Before Council:	No
Disclosure(s) Of Interest:	Nil
Attachments:	WALGA Proposed Advocacy Position Report and INFOPAGE

SUMMARY

Council is requested to provide comments to the Western Australian Local Governments Associations (WALGA) in regard to the proposed Advocacy position on Arrangements for Management of Volunteer Bushfire Brigades in order to allow WALGA to provide guidance in its engagement with the State Government on the drafting of the Consolidated Emergency Services Act (CES Act).

The State Government is proposing to consolidate the Fire Brigades Act 1942, Bush Fires Act 1954 and the Fire and Emergency Services Act 1998, into a single piece of legislation, which is anticipated to be released as a Green Bill for consultation in early 2023.

BACKGROUND

In May 2022, the Shire received an Infopage and the Proposed Advocacy Position on Arrangements for Management of Bushfire Brigades Paper from WALGA seeking comments from Local Governments that manage bushfire brigades. WALGA has allowed for a six (6) weeks consultation period (comments to be submitted by 8 July 2022) the item will then go to the WALGA State Council in September 2022.

This is a result of the introduction of the Work Health and Safety Act 2020, which has put on additional responsibilities on Local Government for managing Bush Fire Brigades, along with the State Government drafting the Consolidated Emergency Services Act, which combines the Fire Brigades Act 1942, Bush Fires Act 1954 and Fire and Emergency Services Act 1998 into a single piece of legislation.

In 2021, WALGA undertook a comprehensive Local Government Emergency Management Survey to ascertain the sector's sentiment with respect to their emergency management responsibilities. 104 Local Governments responded to the Survey consisting of:

- 36 Chief Executive Officers;
- 18 Community Emergency Services Managers; and
- 50 Local Government officers.

The survey also asked Local Governments about their level of satisfaction with current arrangements for managing Bush Fire Brigades, 92 Local Governments (69 of which manage Bush Fire Brigades) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

As a result of these findings, WALGA has proposed the following Advocacy Position:

- “1. The Association advocates that the State Government must provide for:*
 - a) A clear pathway for Local Governments to transfer responsibility for the management of Bush Fire Brigades to the State Government when ongoing management is beyond the capacity, capability and resources of the Local Government;*
 - b) The co-design of a suite of relevant guidelines and materials to assist those Local Governments that manage Bush Fire Brigades;*
 - c) Mandatory and minimum training requirements for Bush Fire Brigade volunteers supported by a universally accessible training program managed by the Department of Fire and Emergency Services (DFES); and*
 - d) The recognition of prior learning, experience and competency of Bush Fire Brigade volunteers.*
- 2. That a Working Group comprising representatives of WALGA and DFES be established to develop a process and timeline for the transfer of responsibility for Bush Fire Brigades in accordance with 1(a).*
- 3. Where management of Bush Fire Brigades is transferred to DFES in accordance with 1(a), DFES should be resourced to undertake the additional responsibility.”*

The recent 2016, Waroona Yarloop bush fires, led to the Public Sector Commission undertaking a special inquiry by Mr Euan Ferguson AFSM, which resulted into recommendations for change in the area of Strategic and Agencies opportunities for improvements. These included 17 Recommendations and 23 Opportunities, including the establishment of a Rural Fire Services established by the State Government, with the options of transferring the management of all Bush Fire Brigades under the Department of Fire and Emergency Services (DFES).

It is understood that in 2017, this recommendation was explored and considered by the Economic Regulation Authority for the Emergency Services Levy, to the extent to which the Emergency Services Levy (ESL) should be available to fund the administrative and operational costs of a rural fire service.

COMMENT

Work Health and Safety (WHS) Act 2020

Some of the key features of the WHS Act as follows:

- The primary duty holder is the ‘person conducting a business or undertaking’ (PCBU) which is intended to capture a broader range of contemporary workplace relationships.

- A primary duty of care requiring PCBUs to, so far as is reasonably practicable, ensure the health and safety of workers and others who may be affected by the carrying out of work.
- Duties of care for persons who influence the way work is carried out, as well as the integrity of products used for work, including the providers of WHS services.
- A requirement that 'officers' exercise 'due diligence' to ensure compliance.
- The new offence of industrial manslaughter, which provides substantial penalties for PCBU where a failure to comply with a WHS duty causes the death of an individual, in circumstances where the PCBU knew the conduct could cause death or serious harm.
- The voiding of insurance coverage for WHS penalties, and imposition of penalties for providing or purchasing this insurance.
- The introduction of WHS undertakings, which are enforceable, as an alternative to prosecution.
- Reporting requirements for 'notifiable incidents' such as the serious illness, injury or death of persons and dangerous incidents arising out of the conduct of a business or undertaking.
- A framework to establish a general scheme for authorisations such as licences, permits and registrations (for example, for persons engaged in high-risk work or users of certain plant or substances), including provisions for automated authorisations.

Under the Work Health and Safety Act 2020, for Volunteers and Volunteer Organisations, the Shire is responsible for all the volunteers within the Bush Fire Brigades. The Shire is required to ensure that all the Fire Control Officers (FCOs) and Bush Fire volunteers have undertaken the required training to allow them to perform the role safely.

There are very significant fines that now apply to local governments and criminal charges may be imposed on executive staff should they fail in their duty of care under the new WHS Act 2020. A significant increase in the maximum fine is now applicable to executives along with a 20 year jail term. The local government body is now subject to an uninsurable fine up to \$10M.

Bush Fire Brigade Volunteers

The Shire has currently on its list of Bush Fire Brigades Volunteers a total of 169 registered volunteers, of which the insurance for these Volunteers are paid through the ESL.

Volunteers are considered a very valuable asset and it is this Shire's view that we encouraged and support our Volunteers to undertake the required minimum training to ensure their safety and wellbeing and the long-term retention of our most precious asset. It is also critical that the Shire ensure the succession planning for the up and coming volunteers that should be encouraged to undertake the required training.

Community Emergency Services Manager (CESM)

The CESM position is critical to ensure the ability and continuation for the Shire to develop, implement and coordinate the delivery of Community Emergency Services functions including the support and delivery of training for emergency volunteer groups.

WALGA Proposed Advocacy Position

The proposed Advocacy position by WALGA is in line with the Shire's direction and reflects the above Shire's concern in managing its Bush Fire Brigades Volunteers and the new WHS as well as the ability and the capacity for the Shire to take on the responsibility.

Based on the above, it is recommended that Council endorse the WALGA proposed Advocacy Position to the State Government in addressing this issue as part of its consolidated review of the Emergency Services Act.

STATUTORY ENVIRONMENT

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- The Local Government Act of 1995: Division 3 — Executive functions of local governments, Subdivision 1 — Performing executive functions, s3.18. Performing executive functions: 3(b).
- Work Health and Safety Act 2020, mandates the duty of care to volunteers by the person conducting a business undertaking. Senior Local Government officers with decision making and budget allocation control, have a duty of care to volunteer bush fire brigade members.
- Bush Fires Act 1954, s36 and s41. Provides for local governments to establish, maintain and equip bush fire brigades.

CONSULTATION

WALGA undertook a survey on Local Government Emergency Management 2021 and provided the report and Infopage on its Advocacy Position on the Arrangements for Management of Volunteer Bush Fire Brigades. The process of consultation is being coordinated by WALGA as the lead agency in this process.

Beverley CESM and Beverley Chief Fire Control Officer have been advised of this report.

FINANCIAL IMPLICATIONS

In the 2021/2022 budget, the Emergency Services Levy received from the Department of Fire and Emergency Services was a total of \$51,898.00 which includes PPE, Insurances, maintenance of buildings, vehicles, plant and equipment.

STRATEGIC IMPLICATIONS

Strategy 9.4 – We facilitate and support emergency services planning

Strategy 11.6 – Apply appropriate bushfire protection

Strategy 12.3 – Engage with local, regional, state and federal stakeholders to grow mutually beneficial relationships.

POLICY IMPLICATIONS

Not Applicable

RISK IMPLICATIONS

Moderate (4) - There is a moderate risk to Council not advising their position to WALGA's proposal.

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That with respect to the Western Australian Local Government Associations (WALGA) proposed Advocacy Position on Arrangements for Management of Volunteer Bushfire Brigades, on the review of the consolidated Emergency Services Act, Council, supports WALGA proposed following Advocacy Position:

- The Association advocates that the State Government must provide for:
 - A clear pathway for Local Governments to transfer responsibility for the management of Bush Fire Brigades to the State Government when ongoing management is beyond the capacity, capability and resources of the Local Government;
 - The co-design of a suite of relevant guidelines and materials to assist those Local Governments that manage Bush Fire Brigades;
 - Mandatory and minimum training requirements for Bush Fire Brigade volunteers supported by a universally accessible training program managed by the Department of Fire and Emergency Services (DFES); and
 - The recognition of prior learning, experience and competency of Bush Fire Brigade volunteers.
- That a Working Group comprising representatives of WALGA and DFES be established to develop a process and timeline for the transfer of responsibility for Bush Fire Brigades in accordance with 1(a).
- Where management of Bush Fire Brigades is transferred to DFES in accordance with 1(a), DFES should be resourced to undertake the additional responsibility.

INFOPAGE



To: All Local Governments **From:** Susie Moir, Resilient Communities Policy Manager

Date: 20 May 2022

Reference: 05-024-02-0059SM **Priority:** High

Subject: Proposed Advocacy Position on Arrangements for Management of Volunteer Bushfire Brigades

Operational Area:	CEO, Emergency Management
Key Issues:	<ul style="list-style-type: none"> The Association is consulting the Local Government sector on a proposed Advocacy Position on the arrangements for management of volunteer Bush Fire Brigades. Responses to the proposed Advocacy Position Paper are requested by 8 July 2022. Sector feedback will inform a final position to be considered by WALGA State Council in September 2022.
Action Required:	<ul style="list-style-type: none"> Local Governments are encouraged to provide a written response or submit a response through the survey. A formal Council resolution will assist the Association understand the sentiment of the sector.

Background

Western Australian Local Governments have extensive roles and responsibilities embedded in the State Emergency Management Framework across the emergency management spectrum of prevention, preparedness, response, and recovery. Under the *Bush Fires Act 1954*, Local Governments have responsibility for bushfire and the management of volunteer Bush Fire Brigades (BFBs). 111 Local Governments manage 563 BFBs involving approximately 20,000 volunteers.

As part of WALGA's 2021 Emergency Management Survey, Local Governments were asked about their level of satisfaction with current arrangements for managing BFBs. 92 Local Governments (69 of which manage BFBs) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

The State Government is currently drafting the *Consolidated Emergency Services Act* (CES Act), which consolidates the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* into a single piece of legislation, anticipated to be released as a Green Bill for consultation in early 2023.

The introduction of the *Work Health and Safety Act 2020* has also shone a spotlight on Local Government responsibilities for managing volunteer BFBs.

Comment

The development of the CES Act represents a important and timely opportunity for the sector to determine its position on the management of volunteer BFBs. An endorsed advocacy position will guide the Association in its engagement with the State Government on this issue.

WALGA has prepared the attached proposed Advocacy Position for the sector's consideration.

An six week period for sector consultation is designed to enable Local Governments to engage with relevant stakeholders, including volunteers, and for Councils to consider their position. Feedback on the proposed position will be reviewed and inform a final position to be considered by WALGA State Council in September 2022.

Further information

Please contact WALGA's Resilient Communities Policy Manager, Susie Moir smoir@walga.asn.au or 9213 2058.

Arrangements for Management of Volunteer Bush Fire Brigades: Proposed Advocacy Position

May 2022

Table of Contents

Table of Contents	1
Executive Summary	2
How to Comment on This Paper	2
Introduction	3
Background	4
Current Arrangements in WA	5
Considerations for Future Bush Fire Brigade Management Arrangements	5
<i>Local Government Views</i>	5
<i>Recommendations of Previous Reviews</i>	6
<i>Work Health and Safety Act 2020</i>	6
<i>Volunteer Insurance</i>	7
<i>Sector Capacity, Capability and Resourcing</i>	7
<i>Bush Fire Service and Volunteerism</i>	7
Options for future management of BFBs	8
Proposed Position	8
Management of Bush Fire Brigades	9
How to Provide a Response to this Paper and Proposed Position	10
APPENDIX ONE - Proposed Emergency Management Advocacy Position Statements	11

Acknowledgement

The WA Local Government Association (WALGA) acknowledges the Traditional Owners of the land and pays respects to Elder's past, and present. WALGA acknowledges the continuing knowledge and cultural practices that they bring to the Local Government and Emergency Management sectors to support resilient and sustainable land management on WA landscapes.

Executive Summary

Western Australian Local Governments have extensive roles and responsibilities prescribed in the State Emergency Management Framework (State Framework) across the emergency management activities of prevention, preparedness, response, and recovery. Relevantly, pursuant to the *Bush Fires Act 1954*, Local Governments have responsibility for bushfire and the management of volunteer Bush Fire Brigades (BFBs).

This Paper proposes a new Advocacy Position on the management of BFBs to guide the Association's emergency management advocacy on behalf of Local Government, and in particular its engagement with the State Government on the development of the *Consolidated Emergency Services Act* which is expected to be released for stakeholder consultation in early 2023.

How to Comment on This Paper

Local Governments are encouraged to provide a written response to this Paper or to complete the [survey](#). Formal Council resolutions will assist the Association understand the sentiment of the sector on this important issue.

The Paper outlines the proposed Advocacy Position, followed by the background and rationale for the new position.

Questions are provided at the end of the Paper to guide feedback.

For further information please contact WALGA's Resilient Communities Policy Manager, Susie Moir via 9213 2058 or smoir@walga.asn.au

Feedback should be provided in response to the questions via email to em@walga.asn.au by **5pm Friday 8 July 2022**.

Introduction

This Paper seeks Local Government's views on a new WALGA Advocacy Position on the management of volunteer bush fire brigades (BFBs).

WALGA Advocacy Positions guide WALGA's policy, advocacy and capacity building activities and support a consistent and whole-of-sector approach.

The introduction of the *Work Health and Safety Act 2020* has shone a spotlight on Local Government responsibilities for managing BFBs. In addition, the State Government is currently drafting the *Consolidated Emergency Services Act*, which consolidates the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* into a single piece of legislation, anticipated to be released as a Green Bill in early 2023. Therefore consultation on a new Advocacy Position with respect to management of BFBs is timely.

In 2012, 2019 and 2021, WALGA undertook comprehensive consultation with Local Government in relation to emergency management matters.

In 2021 WALGA undertook a comprehensive [Local Government Emergency Management Survey](#) to ascertain the sector's sentiment with respect to their emergency management responsibilities. 104 Local Governments responded to the Survey. Responses were provided by:

- 36 Chief Executive Officers
- 18 Community Emergency Services Managers
- 50 Local Government officers

As part of the survey Local Governments were asked about their level of satisfaction with current arrangements for managing BFBs. 92 Local Governments (69 of which manage BFBs) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

These Survey responses reinforce that it is timely to engage with the sector on this issue.

WALGA has been undertaking a process to update our Advocacy Positions, and as a result has prepared eight new Advocacy Position Statements relating to Emergency Management, which will be considered at the July 2022 State Council meeting, as listed in Appendix 1. These new Advocacy Positions are based on previous State Council endorsed submissions, recommendations from significant reviews and inquiries, and information and priorities captured in sector-wide consultations.

A comprehensive Advocacy Position regarding the *Consolidated Emergency Services Act*, is outlined in Appendix 1, Advocacy Position 8.4.

Background

FESA (now the Department of Fire and Emergency Services (DFES)) was established in 1999 for the purpose of improving coordination of the State's emergency services, replacing the Fire Brigades and Bush Fires Boards¹. DFES provides strategic leadership for emergency services across WA. DFES manages the career fire and rescue service, as well as a number of volunteer emergency services: Volunteer Fire and Emergency Services (VFES); Volunteer Fire and Rescue Service (VFRS); State Emergency Services (SES); and Marine Rescue Western Australia.

Around Australia:

- WA is the only State in Australia in which Local Governments manage bushfire volunteers (pursuant to the *Bush Fire Act 1954*).
- In New South Wales, the NSW Rural Fire Service, which makes up the world's largest firefighting volunteer services, is managed by the NSW Government².
- Similarly, the Victorian Government manages the Country Fire Authority which manages regional fire services in Victoria³.
- In South Australia, the *Fire and Emergency Services Act 2005* (SA) provides for the South Australian Country Fire Service (SACFS) being established as a body corporate, currently managing 14,000 volunteers. The SACFS is responsible to the Minister for Emergency Services⁴.
- In Queensland, the *Fire and Emergency Services Act 1990* (Qld) provides for the establishment of rural fire brigades, with the Commissioner responsible for the efficiency of rural fire brigades⁵.
- The Tasmanian Fire Service sits under the State Fire Commission, established under the *Fire Service Act 1979*⁶, with more than 200 fire brigades across Tasmania, 350 career firefighters and 5000 volunteers.
- The ACT Rural Fire Service sits under the ACT Emergency Services Agency⁷ and is responsible for all bush and grass fires in rural ACT areas, through 450 volunteers in eight brigades.
- Bushfires NT is a division of the Department of Environment, Parks and Water Security, which is responsible for administration of the *Bushfires Management Act 2016*⁸. The Minister appoints members of the Bushfires Council and regional bushfires committees.

¹ <https://www.dfes.wa.gov.au/site/about-us/corporate-information/corporate-history/corporate-history.html>

² <https://www.rfs.nsw.gov.au/about-us/history>

³ <https://www.cfa.vic.gov.au/about-us/who-we-are>

⁴ [Part B 2015 South Australian Country Fire Service.pdf \(audit.sa.gov.au\)](#)

⁵ [Fire and Emergency Services Act 1990 \(legislation.qld.gov.au\)](#)

⁶ [TFSAnnualReport2021.pdf \(fire.tas.gov.au\)](#)

⁷ [Emergencies Act 2004 | Acts](#)

⁸ [Legislation Database \(nt.gov.au\)](#)

Current Arrangements in WA

In Western Australia 111 Local Governments manage 563 BFBs involving approximately 20,000 volunteers. The Bush Fire Service is the largest volunteer emergency service by a significant margin:

- Bush Fire Service: 19,639 volunteers
- Fire and Rescue Service: 2,486 volunteers
- State Emergency Services: 2001 volunteers
- Volunteer Fire and Emergency Services: 926 volunteers
- Emergency Services Cadet Corps: 2,261 volunteers
- Marine Rescue Service: 1,559 volunteers⁹.

The number of BFBs managed by Local Governments varies from one up to 20. For example, the Shire of Cranbrook, which has a population of 1000 people, annual revenue of \$8 million and 29 employees manages 11 BFBs. The City of Mandurah, population 88,000, annual revenue of \$116 million and 678 employees, manages one BFB.

DFES also manages some BFBs. This includes seven bushfire brigades within the Kimberley and seven bushfire brigades within the Pilbara regions, under Memorandums of Understanding (MOU) with relevant Local Governments which make DFES responsible for the day-to-day management of the BFB and all response activities, excluding in relation to land tenure managed by the Department of Biodiversity, Conservation and Attractions.

Under this arrangement, Local Governments maintain responsibility for administering the *Bushfires Act* and carry out activities such as inspecting fire breaks and issuing burning permits.

The Local Government Grants Scheme (LGGS) Manual ([Appendix 1](#)) outlines five different 'profiles' for Bush Fire Brigades, as follows:

- Farmer Response Rural Brigades
- Pastoral Emergency Management
- Rural Brigades
- Settlement Brigades (Rural/Semi Rural)
- Urban Brigades (Defensive/Structural/Breathing Apparatus).

Considerations for Future Bush Fire Brigade Management Arrangements

Local Government Views

As part of WALGA's 2021 Emergency Management Survey, Local Governments were asked about their level of satisfaction with current arrangements for managing BFBs. 92 Local Governments (69 of which manage BFBs) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

⁹ DFES Volunteering, April 2022

Detailed comments provided in the WALGA survey indicated a strong preference for the State Government to be responsible for all emergency management matters in Western Australia, including the management of BFBs.

Recommendations of Previous Reviews

Over the years there have been many calls for transformational change to the State Emergency Management Framework, in particular rural fire management.

The [Ferguson Report](#) on the 2016 Waroona Bushfire recommended that the State Government establish a rural fire service to address perceived issues in rural fire management, including insufficient capacity and unsuitable governance to deliver rural fire services. In 2017 the State Government hosted a bushfire mitigation summit at which a number of options were considered by stakeholders: a rural fire service operated within DFES; a rural fire service operated within DFES with autonomy; and a dedicated rural fire service that operated independently. Options to transfer the management of all BFBs under one umbrella – DFES or other – were also explored.

The 2017 [Economic Regulation Authority Review of the Emergency Services Levy \(ESL\)](#) considered the extent to which the ESL should be available to fund the administrative and/ or operational costs of a rural fire service, although it was outside the terms of reference for the ERA to examine the merits of a rural fire service or form a view on the best model of a rural fire service¹⁰. A number of Local Governments provided submissions to the ERA Review that supported the creation of a rural fire service¹¹.

Work Health and Safety Act 2020

The requirements of the *Work Health and Safety Act 2020*, enacted in March 2022, have heightened concerns in the sector regarding risk and liability in the management of BFBs, resourcing requirements and training and competency.

The shared responsibility for the health and safety of BFB volunteers adds further complexity to the management of BFBs and responsibilities. Local Governments, DFES, and in some cases the Department of Biodiversity, Conservation and Attractions (DBCA), have a shared duty of care to BFB volunteers due to Controlling Agency activities at incidents, and funding mechanisms (LGGS) for BFB operations and capital equipment.

DFES has a role as the lead fire and emergency services agency in WA for preparing training resources and standard operating procedures. DFES is currently developing additional resources suited to each of the above BFB 'profiles', specifically the management and training of BFBs. These additional resources will be discussed further with the sector in the coming months.

Whether the management structure for BFBs could be aligned to reflect the current operations of different brigade 'profiles', as provided in the LGGS Manual and outlined on Page 5 of this Paper, would require further discussion between DFES and the Local Government sector. This could allow for scalability of BFBs depending on location, resources and capabilities.

¹⁰ [ERA Review of the ESL, 2017, pg 185](#)

¹¹ [ERA ESL Review – summary of submissions to issues paper and draft report](#)

Volunteer Insurance

Local Governments are responsible for providing compensation for injury caused to present and former BFB volunteers as a result of their duties. The commercial insurance market ceased writing injury insurance for volunteers in 2012, therefore a self-insurance mutual scheme was implemented to ensure that Local Governments continue to meet this obligation.

Since 2012, due to the high cost of claims, the aggregate limit of liability has increased from \$250,000 to \$750,000. In addition, the annual cost of insurance has nearly doubled (92%) from \$47.50 to \$91.20 per volunteer, and it is expected that this trend will continue¹².

Sector Capacity, Capability and Resourcing

Local Governments vary in their capability, capacity, and resources to manage BFBs, as well as their other extensive legislative responsibilities and requirements¹³.

By way of overview, Local Governments in Western Australia:

- vary in size from less than 1.5 to over 370,000 square kilometres;
- have populations of just over 100 to more than 220,000 people;
- employ fewer than 10 to over 1000 staff; and
- have revenue (2019-20) ranging from just over \$2 million to just over \$225 million¹⁴.

Bush Fire Service and Volunteerism

The localised culture and history of BFBs in WA has had a large influence on the way that Local Governments engage with and manage BFBs. Many BFBs operate in an independent and self-sufficient way, which Local Governments encourage and support, as this contributes to expansion of the volunteer network in the local community, while also building community networks and resilience.

Communities, and therefore many Local Governments, have a significant interest in volunteering and BFBs, with some Local Governments very involved in the establishment, management and operation of their local BFBs. Therefore it is essential that any future management arrangements, including the transfer of responsibility for management of BFBs to the State Government, should be a voluntary process available to Local Governments that do not have the capacity, capability or resources to manage BFBs. It is also essential that the integrity of the Bush Fire Service is maintained, whatever the arrangements for the management of BFBs.

¹² Data provided by LGIS, 17 May 2022

¹³ 2021 Local Government Emergency Management Capability report - SEMC

¹⁴ [Department of Local Government, Sport and Cultural Industries](#)

Options for future management of BFBs

Four options are identified for the future management of BFBs:

1. Status quo - continue with the current arrangements for management of BFBs whereby the majority are managed by Local Government and transfer arrangements are negotiated on an ad hoc basis between DFES and Local Governments (or their BFBs).
2. Improvements - continue with the current arrangements for Local Government management of BFBs with additional support provided by the State Government with respect to increased funding and better access to training resources and other support.
3. Hybrid Model - Local Government continues to manage BFBs where they have the capacity, capability and resources to do so; however where they do not have the capacity, capability and resources, responsibility for management of BFBs is transferred to DFES.
4. Transfer - Responsibility for management of all BFBs is transferred to the State Government, consistent with the arrangements in other States and Territories.

Proposed Position

Based on the feedback received from Local Governments in the WALGA Emergency Management Survey and the other considerations outlined above, it is considered appropriate for the Association to **support a hybrid model** for the management of BFBs.

A hybrid model would enable the continued management of BFBs by those Local Governments with capacity, capability and resources to do so, while providing a framework for the transfer of the management of BFBs to the State Government where a Local Government does not.

Whatever the arrangements for future management of BFBs, it is apparent that Local Governments with responsibility for management of BFBs require **additional support and resourcing** which should be provided by the State Government, including:

- development of a suite of guidelines and resources to assist Local Governments in their management of BFBs, particularly with respect to the discharge of obligations under the *Work Health and Safety Act 2021*;
- expansion of the Community Emergency Services Manager Program (CESM) so that every Local Government with responsibility for managing BFBs has access to the Program if they wish to participate;
- universal access to DFES training for BFBs; and
- development of mandatory and minimum training requirements including recognition of competency for volunteers.

Based on the previous commentary, the following Advocacy Position is proposed:

Management of Bush Fire Brigades

1. The Association advocates that the State Government must provide for:
 - a) A clear pathway for Local Governments to transfer responsibility for the management of Bush Fire Brigades to the State Government when ongoing management is beyond the capacity, capability and resources of the Local Government;
 - b) The co-design of a suite of relevant guidelines and materials to assist those Local Governments that manage Bush Fire Brigades;
 - c) Mandatory and minimum training requirements for Bush Fire Brigade volunteers supported by a universally accessible training program managed by the Department of Fire and Emergency Services (DFES); and
 - d) The recognition of prior learning, experience and competency of Bush Fire Brigade volunteers.
2. That a Working Group comprising representatives of WALGA and DFES be established to develop a process and timeline for the transfer of responsibility for Bush Fire Brigades in accordance with 1(a).
3. Where management of Bush Fire Brigades is transferred to DFES in accordance with 1(a), DFES should be resourced to undertake the additional responsibility.

How to Provide a Response to this Paper and Proposed Position

WALGA strongly encourages all Local Governments, and particularly those with responsibility for managing Bush Fire Brigades to provide a response to this Paper and the proposed Advocacy Position. Council endorsed responses are preferred but not essential.

The following questions are provided for Local Governments to consider:

1. Does your Local Government manage BFBs?
2. Does your Local Government support the proposed Advocacy Position on arrangements for the management of Bush Fire Brigades? Why or why not?
3. Does your Local Government have any further suggestions or changes to the proposed Advocacy Position?
4. For Local Governments that manage BFBs, is your Local Government's preference to continue to manage BFBs or to transfer responsibility to the State Government?
5. Is your response endorsed by Council? If so, please include the Council paper and resolution.
6. Do you have any further comments to make?

Responses can be provided by way of written submission or by completion of the online [survey](#).

Please provide written submissions by **5pm Friday 8 July 2022** to em@walga.asn.au (Subject line: Bush Fire Brigade Advocacy Position).

WALGA will review the feedback received and prepare a report for consideration by WALGA Zones and State Council in September 2022.

APPENDIX ONE - Proposed Emergency Management Advocacy Position Statements

(Positions to be considered at July 2022 State Council Meeting)

8 Emergency Management

Local Governments in Western Australia play a significant role in emergency management. Both Commonwealth and State Government policy identify Local Government as a key player in community disaster resilience, preparedness and response. Local Governments however face a few challenges in addressing their emergency management responsibilities, and these challenges differ greatly across the State.

8.1 Emergency Management Principles

1. The State Government bears fundamental responsibility for emergency management and has the role of providing strategic guidance, support and services for emergency management activities in Western Australia.
2. The State Government should provide financial and resourcing support as necessary to enable Local Governments to adequately deliver their extensive emergency management roles and responsibilities under the State Emergency Management Framework.
3. The Local Government Sector should be engaged as a partner in policy and legislative reviews that impact Local Government emergency management roles and responsibilities.

8.2 State Emergency Management Framework

Local Governments are supported to undertake their emergency management responsibilities by a simple and streamlined State Emergency Management Framework with the primary objectives of:

1. Protecting people, the economy, and the natural environment from disasters;
2. Supporting communities in preventing, preparing for, responding to and recovering from emergencies;
3. Clearly outlining roles, responsibilities and accountabilities for Local Government and other emergency management stakeholders;
4. Scalability and adaptability that supports Local Governments of varied capacity and capability; and
5. Supporting agency interoperability through common systems and approaches to key activities including data management, communications, and hazard management.

8.3 Sustainable Grant Funding Model for Emergency Management

Local Government should be empowered to discharge its emergency management responsibilities through sustainable grant funding models that support a shared responsibility and all hazards approach to prevention, preparedness, response and recovery from natural disasters. A sustainable grant funding model for Local Government emergency management:

1. empowers Local Governments to undertake proactive approaches to preparedness, prevention, response and recovery;

2. supports the resilience of local communities through capacity-building activities and programs;
3. is responsive to the variations in Local Government resourcing and context
4. develops the skills, capacity and capability of the emergency management workforce; and
5. is consistent, flexible, timely, accessible, scalable, strategic and the guidance provided is comprehensive.

8.4 Consolidated Emergency Services Act

1. The Association advocates for the development of a Consolidated Emergency Services Act to provide a comprehensive and contemporary legislative framework to support the effective delivery of emergency services in Western Australia. The Legislation should clearly define the roles and responsibilities of all emergency management stakeholders including Local Government.
2. The Local Government sector seeks ongoing engagement in the scoping and co-design of the Act and associated Regulations and supporting materials such as Guidelines and fact sheets.
3. The Association advocates for DFES to undertake a full costing analysis of the new Act and to provide to Local Government details of the cost implications prior to the release of any Exposure Draft Bill.
4. Any new or increased responsibilities placed on Local Government by the Consolidated Emergency Services Act must be accompanied by funding and resource support to enable Local Governments to adequately discharge those responsibilities.
5. The Association recognises that in addition to the Consolidated Emergency Services Act, the Regulations and other supporting materials that are developed to support it provide a key resource for Local Governments in understanding and discharging their legislative obligations.
6. The Association advocates for the Act to provide clear guidelines for the process for transferring responsibility for bushfire incident response from Local Government to DFES.

8.5 Resource Sharing

Local Governments and the Association support resource sharing across the Local Government Sector for the purpose of emergency management, to support Local Governments to undertake effective and timely response and recovery to emergencies as well as conduct business as usual. The Association will endeavour to facilitate support to the sector in undertaking resource sharing arrangements.

8.6 Lessons Learnt Management

The Association advocates for the implementation of a transparent and contemporary assurance framework for emergency management lessons management overseen by the State Emergency Management Committee. Findings from inquiries and reviews, and progress on implementation of recommendations, should be publicly reported regularly and consistently.

8.7 Emergency Services Levy

Local Government requests the implementation of the recommendations from the 2017 Economic Regulation Authority (ERA) Review of the Emergency Services Levy, which supported increased transparency and accountability in the administration and distribution of the ESL through:

1. Expansion of the ESL to fund Local Government emergency management activities across prevention, preparedness and response.
2. Administration of the ESL by an independent organisation that is funded through consolidated revenue, with regular independent reviews of expenditure and assessment of the effectiveness of ESL funding expenditure to support prevention, preparedness and response activities.
3. The ESL administration fee should recompense Local Governments for the complete cost of administering the ESL.
4. Public disclosure of the allocation and expenditure of the ESL.
5. Public disclosure by the State Government on the progress of implementation of each of the ERA Review recommendations.
6. A review of the role, responsibilities and reporting arrangements of the Community Emergency Services Manager (CESM) Program.

8.8 Local Government Grants Scheme (LGGS)

Local Government supports:

1. A full, independent review of the LGGS to investigate and analyse how ESL funds are allocated to Local Government via the LGGS;
2. A redesign of the LGGS to remove the ineligible and eligible list and create a sustainable, modern, equitable grants program that funds Local Government emergency management activities across prevention, preparedness and response
3. An audit of existing buildings, facilities, appliances, vehicles, and major items of equipment for both Local Government Volunteer Bushfire Brigades (BFB) and State Emergency Services (SES) to inform the preparation of a Comprehensive Asset Management Plan and to guide future funding requests;
4. in the interim, an immediately increase in the quantum of State Government funding to enable the provision of funding of operating and capital grant applications in full, to provide all resources necessary for the safe and efficient operation of Local Government Bushfire Brigades, in accordance with obligations of the Work Health and Safety 2020 legislation.

8.9 Expansion of the Community Emergency Services Manager (CESM) Program

That the Association advocates for an expansion of the Community Emergency Service Manager (CESM) Program, as follows:

1. All Local Governments should have the option of participating in the CESM Program.
2. The full cost of the CESM Program should be funded through the Emergency Services Levy.

8.10 Management of Bush Fire Brigades

To be developed.

13. ELECTED MEMBERS' MOTIONS WHERE NOTICE HAS BEEN GIVEN

Nil

14. NEW BUSINESS ARISING BY ORDER OF THE MEETING

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

15. CLOSURE

The Chairman to declare the meeting closed.