



**16 DECEMBER 2014**

**ORDINARY MEETING**

**MINUTES**



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## **1. OPENING**

The Chairperson declared the meeting open at 2:03pm

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

### **2.1 Members Present**

Cr DJ Ridgway	President	South Ward
Cr CJ Pepper	Deputy President	West Ward
Cr JD Alexander		North Ward
Cr T Buckland		South Ward
Cr DW Davis		West Ward
Cr P Gogol		North Ward
Cr KM Murray		North Ward
Cr LC Shaw		West Ward
Cr DC White		South Ward

### **2.2 Staff In Attendance**

Mr SP Gollan	Chief Executive Officer
Mr SK Marshall	Deputy Chief Executive Officer
Mr BS de Beer	Shire Planner (from 2:05pm to 2:15pm)
Mrs A Lewis	Executive Assistant

### **2.3 Observers And Visitors**

Nil

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

Nil

### **2.5 Condolences**

The Flag was flown at half mast as a mark of respect for the innocent victims of the Seige in Sydney – 16 December 2014.

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

Nil

## **4. PUBLIC QUESTION TIME**

Nil

## **5. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

## **6. DECLARATIONS OF INTEREST**

Nil

**7. CONFIRMATION OF MINUTES**

**7.1 Minutes Of The Ordinary Council Meeting Held 25 November 2014**

**OFFICER'S RECOMMENDATION**

That the Minutes of the Ordinary Council Meeting held Tuesday 25 November 2014 be confirmed.

**COUNCIL RESOLUTION**

**M1/1214**

**Moved Cr Gogol**

**Seconded Cr Buckland**

**That the Minutes of the Ordinary Council Meeting held Tuesday 25 November 2014 be confirmed.**

**CARRIED 9/0**

## **8. TECHNICAL SERVICES**

Nil

2:05pm – Stefan de Beer, Shire Planner, joined the meeting.

## **9. PLANNING SERVICES**

### **9.1 Planning Approval – Rural Pursuit 43 (Lot 137) Vincent Street Beverley**

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**SUBMISSION TO:** Ordinary Council Meeting 16 December 2014  
**REPORT DATE:** 8 December 2014  
**APPLICANT:** Mr C Luk  
**FILE REFERENCE:** VIN 490  
**AUTHOR:** B S de Beer, Shire Planner  
**ATTACHMENTS:** Application Documentation and Locality Map

---

#### **SUMMARY**

Council has received an Application for Planning Approval for a *Rural Pursuit* (the keeping of horses) on 43 (Lot 137) Vincent Street. It will be recommended the application be approved.

#### **BACKGROUND**

Following a complaint regarding the keeping of horses on the subject property, Council sought legal advice on the matter, and resolved as follows at its meeting of 27 August 2013:

*“That Council:*

- 1) *Resolve to not pursue any enforcement action against the owner of 43 (lot 137) Vincent Street, in regards to the existing Rural Pursuit land use on the property, in the light of the pending Scheme Amendment 21;*
- 2) *Resolve to not issue a direction in terms of Section 214(2) of the Planning and Development Act, 2005, in the light of the pending Scheme Amendment 21.”*

Subsequently, Amendment 21 to Shire of Beverley Town Planning Scheme No 2 (TPS 2), had been approved and Gazetted and reads as follows:

#### *‘4.16 RURAL PURSUIT*

- 4.16.1 *Notwithstanding anything contained in the Zoning Table, the Council may grant consent for a Rural Pursuit use within areas coded R2, R2.5 and R5 of the Residential zone.*
- 4.16.2 *In considering any application for planning approval for a Rural Pursuit, the Council shall have regard to any relevant livestock stocking rate guidance of the State department responsible for agriculture and any livestock stocking rate policy adopted by the Shire in order to preserve vegetation and amenity of the site and locality.*
- 4.16.3 *In considering any application for planning approval for a Rural Pursuit, the Council shall have regard to any relevant separation distance guidance of the State departments responsible for health and for environment in order to preserve the amenity of the locality.’*

Further to the above, Council at its 23 September 2014 meeting resolved to finally adopt a Stocking Rates Policy.

Following this final adoption the Officer informed the owner of the subject land to now formally apply for Planning Approval to be able to have the Rural Pursuit (keeping of horses), as is happening at present on the property.

The owner subsequently submitted the attached application for Planning Approval.

## COMMENT

### Subject land:

The subject site is zoned Residential R 2.5 and is 1.9147 ha in extent. It contains an existing dwelling and outbuildings associated with the Rural Pursuit. The proposal will be measured against the guidance afforded by Council's Stocking Rates Policy.

### Stocking Rates Policy:

The purpose of Council's Stocking Rates Policy is to provide a guide for the assessment and determination of applications for Planning Approval involving the keeping of livestock on the Residential Zoned properties. It is not the intention of the policy to be applied rigidly, but that each application be examined on its merits, with the objectives and intent of the policy the key for assessment.

The main objectives of the Stocking Rates Policy directives are to:

- Ensure that livestock keeping is undertaken in a sustainable manner;
- Ensure that the keeping of livestock does not have a significant negative impact on the natural environment;
- Ensure that the keeping of livestock does not impact detrimentally on the health and/or amenity of adjoining land owners.

This last point is of particular importance given the history of the application.

### Base Stocking Rate:

Council's Stocking Rate Policy provides for the calculation of the Dry Sheep Equivalent (DSE) for any particular property which is proposed to be used for the keeping of livestock. From this calculation a determination can be made as to how many animals (stock) of a particular type can be accommodated.

Even though the applicant did not provide a calculated DSE for his property, Shire Planner calculated the DSE for the subject property to be approximately **7.5 DSE** using the following formula:

Base Stocking Rate<sup>(1)</sup> X usable area<sup>(2)</sup> = **7.5 DSE**

(I.E. 5 X 1.5 = 7.5 DSE)

Where <sup>(1)</sup>: The Base Stocking Rate for the Shire of Beverley, as per the Policy, is 5 DSE.

And <sup>(2)</sup>: The usable area was calculated by deducting the exclusion areas, as depicted in the accompanying map, i.e. 1.9147ha (total property size) – 0.4137 (exclusion areas) = 1.5ha

(kindly refer to the attached map indicating the areas regarded as being excluded from area to be used for the *Rural Pursuit* land use)

Using the animal equivalents table in the Stocking Rates Policy it can be seen that the subject site does not yield a sufficient DSE to be able to accommodate the number of animals proposed. The applicant is applying for planning permission to be able to accommodate 2 ponies and 4 aged rescue horses.



Using the DSE calculations in the Policy as a guideline, a DSE of 50 would have been required for the subject property to be able to accommodate the number of animals proposed.

The Stocking Rates Policy can permit though, with Council's discretion, proposals for *Rural Pursuit* land uses in excess of the Base Stocking Rate, where applicants submit a Property Management Plan which demonstrates that pasture improvement, nutrient and waste management methods are addressed.

Property Management Plan:

The applicant has submitted a Property Management Plan for the proposed *Rural Pursuit* land use addressing some aspects of the proposed development. Given the specific circumstances surrounding this case and on the grounds of the submissions made, Shire Planner is of the opinion that the development will be well managed and that the number of animals proposed to be kept would be in order.

From the letters of support received as part of the submission, it is evident that there are no animal welfare issues associated with the management of the horses and ponies.

Should Council decide to approve the application, conditions of planning approval will be recommended to be imposed which is considered will suffice to address any other areas of concern.

Fencing:

Some concerns have been raised in recent times as to the existing electric fence around the property. The existing fence is not off-set from the boundary fence, as per the Stocking Rates Policy Guidelines.

Should Council decide to approve the application, it will be recommended that the electric fence be reconfigured and be off-set from the boundary fence as per the guidelines in the Stocking Rates Policy.

**CONSULTATION**

The application had been forwarded to all immediate surrounding neighbours. A period of 21 days was permitted to submit responses.

A total of 1 submission was received as detailed in the table below. No objections were received.

No.	Name	Respondent Address	Summary of Submission	Council's Comment
1	OC &EA Thomas	PO Box 213 Beverley	These horses have never been a problem. No noise or smell. They are very friendly, in fact it is nice to see them in the paddock. This is what country life is about after all. This is why people buy these farmlets, to keep a pony, chooks, or sheep, providing they are well looked after – there is no problem.	The submission is noted.

## **STATUTORY ENVIRONMENT**

The application may be approved under the Shire of Beverley's Town Planning Scheme No. 2.

## **FINANCIAL IMPLICATIONS**

N/A

## **STRATEGIC IMPLICATIONS**

N/A

## **POLICY IMPLICATIONS**

N/A

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council resolve to grant planning approval for a Rural Pursuit at 43 (Lot 137) Vincent Street, Beverley, subject to the following conditions and advice notes:

### **Conditions:**

1. If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of 2 years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.
2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.
3. Development shall be carried out in accordance with the Property Management Plan as submitted.
4. The number of stock on the property shall be restricted to the existing present 2 ponies and 4 horses.
5. Where an existing animal kept on the property expires, it shall not be replaced without the further approval of the responsible authority having first being sought and obtained.
6. Every part of the subject site used for the Rural Pursuit land use must be maintained in a hygienic and clean condition, free from odour, flies and vermin, as practicable.
7. The existing electric boundary fence shall be reconfigured so as to be off-set from the boundary fence, as per the Council's Stocking Rates Policy, to the satisfaction of the Shire.
8. Measures shall be taken to prevent, as far as practicable, stormwater run-off unto neighbouring properties.

9. All manure is to be regularly collected and disposed of in a manner that is in compliance with the relevant legislation, to the satisfaction of the Shire's Environmental Health Officer.
10. Prior to the continuation of the Rural Pursuit land use, the present animals shall be tagged or otherwise identified, to the Shire's satisfaction, at the owner's expense, and the an animals and subject site shall be inspected for this purpose by the Shire's Ranger and Environmental Health Officer.

Advice Notes:

1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
2. The carrying on of the development must not cause a dust nuisance to neighbours. Where appropriate and practicable such measures as installation of sprinklers, use of water tanks, mulching or other land management systems should be installed or implemented to prevent or control dust nuisance, and such measures shall be installed or implemented within the time and in the manner directed by the Shire's Environmental Health Officer if it is considered that a dust nuisance exists.
3. The applicant is advised that where in the opinion of Council the livestock keeping is causing adverse environmental, health or amenity impacts, the Council may by written notice (giving clear reasons) require the owner of the land to:
  - (a) take action to temporarily or permanently reduce the number of stock kept on the land; or
  - (b) remove all the stock from the land either temporarily or permanently; or
  - (c) rectify the adverse impacts of the livestock keeping.

**COUNCIL RESOLUTION**

**M2/1214**

**Moved Cr Pepper**

**Seconded Cr Gogol**

**That Council resolve to grant planning approval for a Rural Pursuit at 43 (Lot 137) Vincent Street, Beverley, subject to the following conditions and advice notes:**

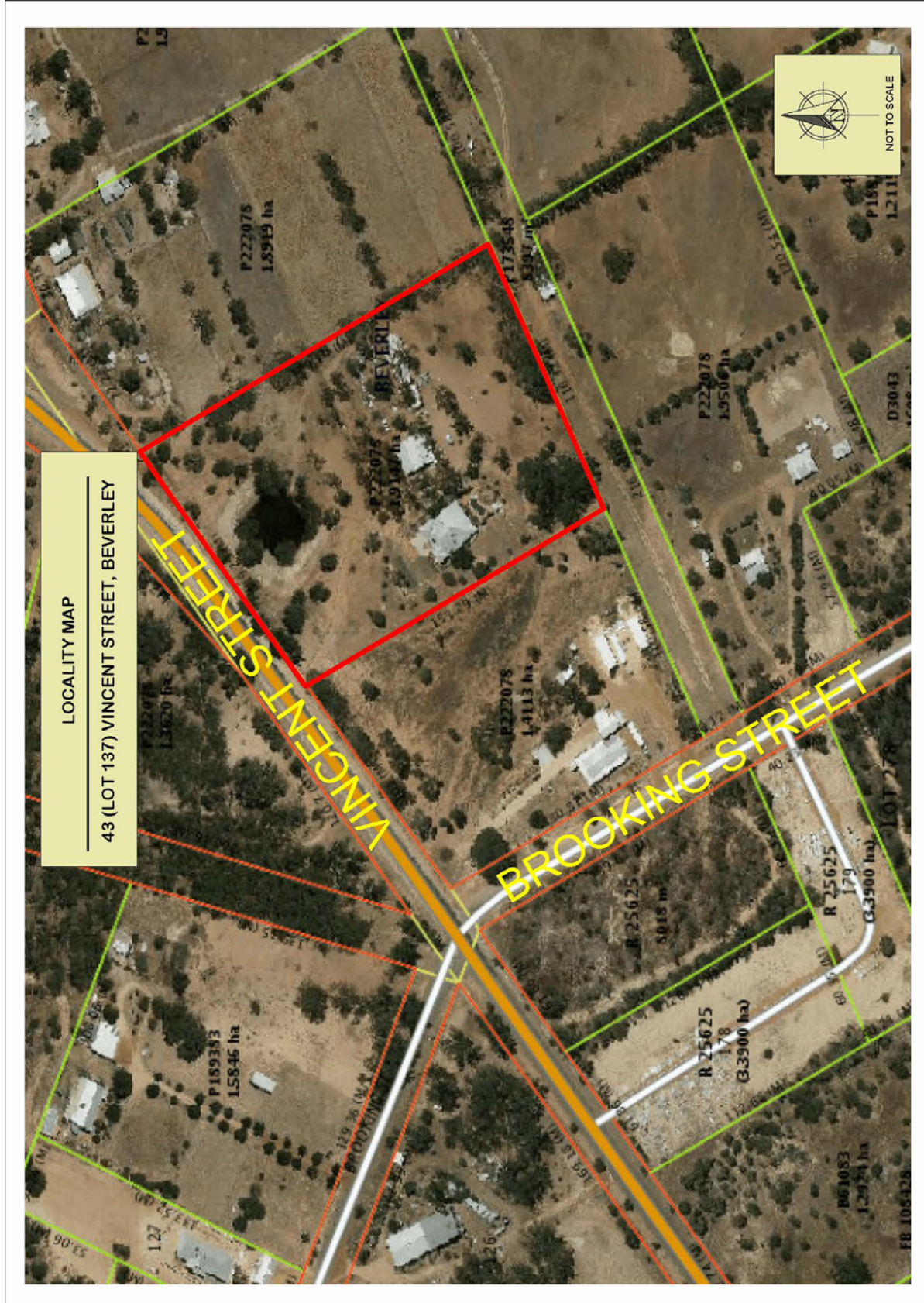
**Conditions:**

- 1. If the development, the subject of this approval, is not SUBSTANTIALLY COMMENCED within a period of 2 years from the date of this approval being granted, the approval shall lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.**
- 2. Development shall be carried out only in accordance with the terms of the application as approved herein and any approved plan.**
- 3. Development shall be carried out in accordance with the Property Management Plan as submitted.**
- 4. The number of stock on the property shall be restricted to the existing present 2 ponies and 4 horses.**
- 5. Where an existing animal kept on the property expires, it shall not be replaced without the further approval of the responsible authority having first being sought and obtained.**
- 6. Every part of the subject site used for the Rural Pursuit land use must be maintained in a hygienic and clean condition, free from odour, flies and vermin, as practicable.**
- 7. The existing electric boundary fence shall be reconfigured so as to be off-set from the boundary fence, as per the Council's Stocking Rates Policy, to the satisfaction of the Shire.**
- 8. Measures shall be taken to prevent, as far as practicable, stormwater run-off unto neighbouring properties.**
- 9. All manure is to be regularly collected and disposed of in a manner that is in compliance with the relevant legislation, to the satisfaction of the Shire's Environmental Health Officer.**
- 10. Prior to the continuation of the Rural Pursuit land use the present animals shall be tagged or otherwise identified, to the Shire's satisfaction, at the owner's expense, and the an animals and subject site shall be inspected for this purpose by the Shire's Ranger and Environmental Health Officer.**

**Advice Notes:**

- 1. Nothing in the approval or these conditions shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.**
- 2. The carrying on of the development must not cause a dust nuisance to neighbours. Where appropriate and practicable such measures as installation of sprinklers, use of water tanks, mulching or other land management systems should be installed or implemented to prevent or control dust nuisance, and such measures shall be installed or implemented within the time and in the manner directed by the Shire's Environmental Health Officer if it is considered that a dust nuisance exists.**
- 3. The applicant is advised that where in the opinion of Council the livestock keeping is causing adverse environmental, health or amenity impacts, the Council may by written notice (giving clear reasons) require the owner of the land to:
  - (a) take action to temporarily or permanently reduce the number of stock kept on the land; or**
  - (b) remove all the stock from the land either temporarily or permanently; or**
  - (c) rectify the adverse impacts of the livestock keeping.****

Attachment 9.1



Attachment 9.1



HEAVILY TREED  
POULTRY PEN INCLUDES  
ENVIRONMENTALLY  
IMPORTANT JUVENILE  
TRAINING TREES FOR  
PINK + GREY GALAH'S

ORCHARD, OLIVES  
KURRAJONG + CITRUS  
TREES FOR FIRE  
CONTROL

LAWN AREA  
FOR FIRE CONTROL  
AND AMENITY

LANE WAY AND GATES  
AROUND BOUNDARY FOR  
EMERGENCY ACCESS AND  
OCCASIONAL GRAZING

HARDSTAND AROUND  
SHEDS FOR PARKING  
STORAGE + FIRE CONTROL

FRONT AREAS TO BE  
PLANTED TO DRYLAND  
LUCERNE + OTHER PERENNIALS  
FOR GREEN FEED, FIRE CONTROL  
+ BEAUTIFICATION

EUCALYPTS + NATIVE  
TREES FOR WIND, SHEE CONTROL  
+ SHADE



PHOTO IMAGE DATE 23RD FEB 2011

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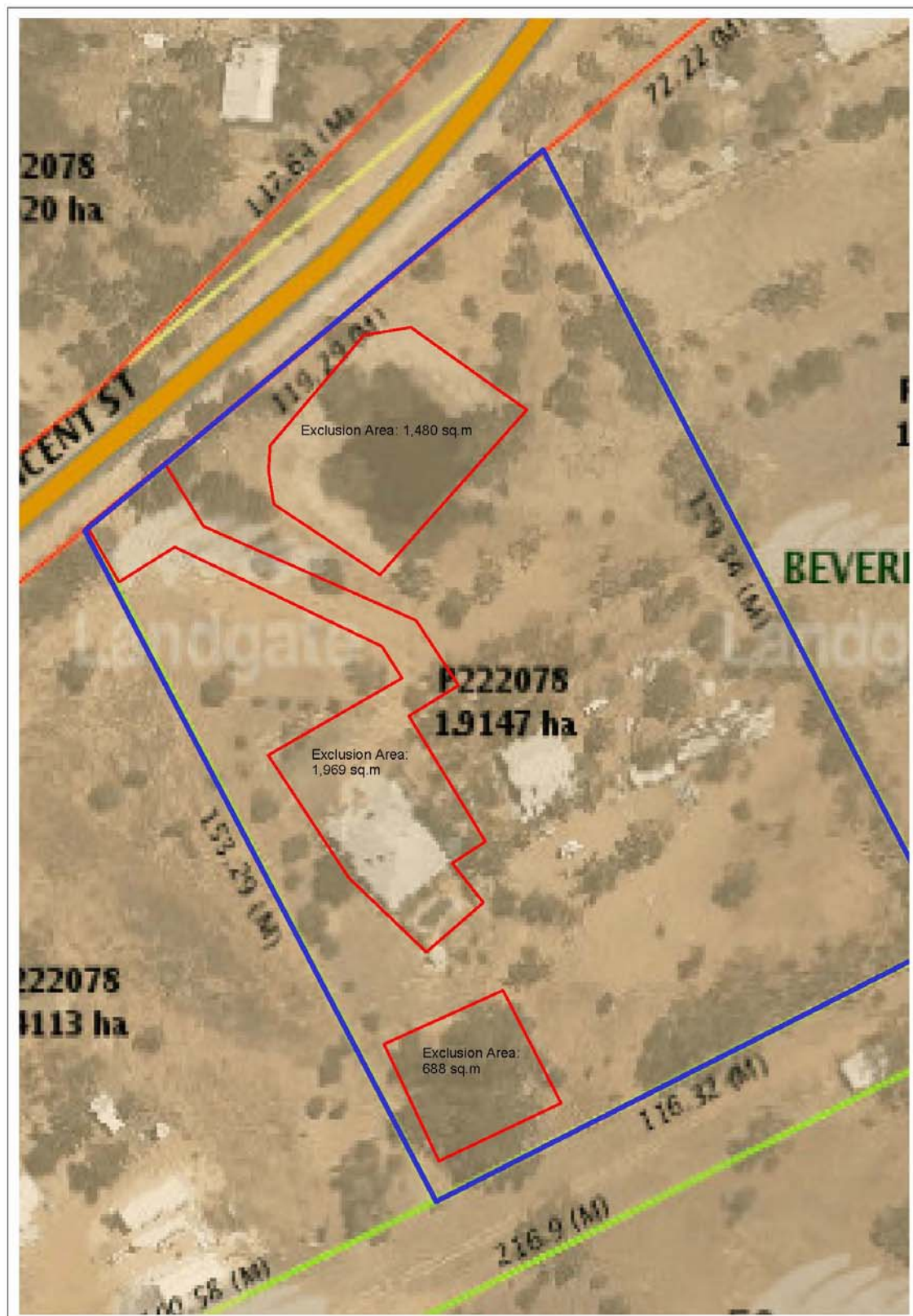
153.29



VINCENT STREET

VINCENT STREET

Attachment 9.1





Attachment 9.1

VIN 490

**WITHOUT PREJUDICE**

**PROPOSED MANAGEMENT PLAN FOR**

**43 VINCENT STREET**

**BEVERLEY**

**CORRIE AND KERRY LUK**

**PHONE 0896460133**

**EMAIL [Kerry.luk@bigpond.com](mailto:Kerry.luk@bigpond.com)**

**CONTENTS:-**

**GENERAL PHILOSOPHY AND AIMS**

**SITE PLAN**

**REFERENCE LETTERS**

**MANAGEMENT DETAILS**

## Attachment 9.1

VIN 490

WITHOUT PREJUDICE

### MANAGEMENT DETAILS

**One. Horses to be managed to meet and/or exceed existing state and national welfare legislation and regulations.**

- (a) Adequate nutrition and management of special needs which may include restriction or exclusion from harmful high sugar pastures.
- (b) Consideration of the health and well being of the animals will continue at the current high standard which has been maintained for the past 8 years.
- (c) Use of agistment to take the pressure off home pastures and use of portable electric fencing and cell grazing to manage the home pasture will continue.

**Two. The property will continue to be managed for fire safety in accordance with the Council and state recommendations and regulations.**

- (a) Use sprays , crash grazing, and mowing to remove vegetation and fuel.
- (b) Plant and maintain windbreaks and ember control plantings.
- (c) The property would be kept with low percentage of ground cover with or without animals on the paddocks for fire safety.

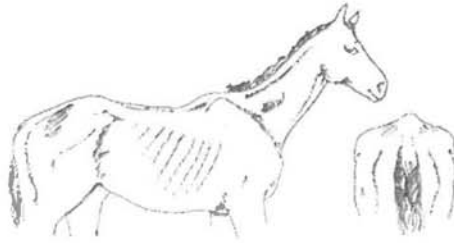
Attachment 9.1

DEPI - Code of Practice for the Welfare of Horses (Revision 1)  
Score Horse Shape

Page 19 of 20

VIN 490

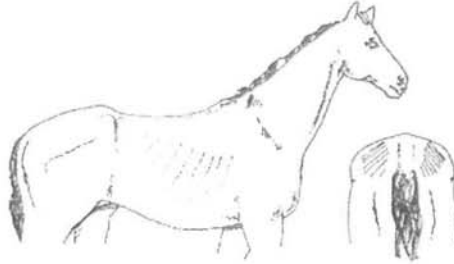
1: Poor



Description

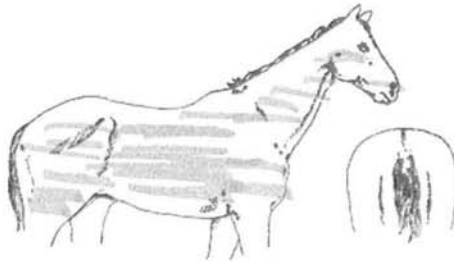
- sunken rump
- cavity under tail
- ribs easily visible
- prominent backbone and croup
- U shaped neck - narrow and slack

2: Moderate



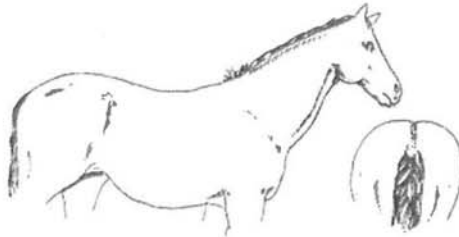
- flat rump either side of backbone
- ribs just visible
- narrow but firm neck
- backbone well covered

3: Good ✓



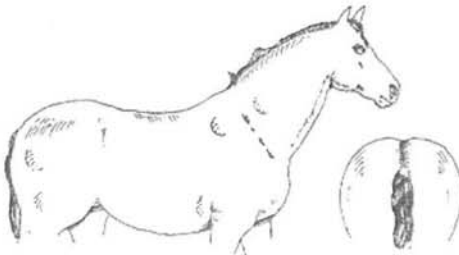
- rounded rump
- ribs just covered but easily felt
- no crest, firm neck

4: Fat



- rump well rounded
- gutter along back
- ribs and pelvis hard to feel
- slight crest

5: Very fat



- very bulging rump
- deep gutter along back
- ribs buried
- marked crest
- folds and lumps of fat

## Attachment 9.1

VIN 490

### WITHOUT PREJUDICE

Stefan Debeer

Shire Planner

Shire of Beverley WA.

The property is used as a domestic capacity – it has poultry and horses.

The poultry are housed in a large well treed yard and are kept for the purpose of egg production and to recycle food scraps and vegetation.

The eggs are given away to many people – they are well managed diseased free and their <sup>YARD</sup> is clean and healthy.

The horses are not kept for commercial purpose – two ponies (20 years old and 12 years old) are managed in a way to prevent dangerous ill health caused by grazing in pasture i.e. mainly confined to supplementary food – a special diet with very limited access to pasture for self excursion.

A DSE rating is not appropriate to horses managed in this way as pasture is not considered part of their diet, in fact their welfare would be severely impaired by free access to pasture, making the owners liable to prosecution under existing animal welfare laws.

The older horses – 4 aged rescue horses have to be managed and supervised in a manner that also protects their welfare. When possible they are removed from the property to nearby agistment where they can be checked at least twice per day. This removal occurs for at least 6 months per year.

At other times they will require more intensive care and management and will need a special diet, so must be on the property under close supervision. To not do so would expose the owners to prosecution under existing animal welfare laws.

At all times the owners priority is the health and welfare of the animals as supported by the accompanying letters from-

Dr Tracy Thornton (Heartlands Vet Hospital – York)

Mark Britza (Horse Farrier)

Cati Forbes (Horse Trainer and Carer)

Frank Lindford (Previous nextdoor neighbour)

All these horses are aged except for one pony requiring special care – the owners do not intend taking in any further old rescue horses.

## Attachment 9.1

VIA 490

In conjunction with the specialized care of these horses the owners great concern is protection of their property from fire – they have carefully managed the property to minimize the risk to themselves, neighbours and their animals by judicious tree planting for wind and ember control, spraying of weeds and using the horses as recommended by Council in fire control advice. They aim to keep the pasture at a fire safe level.

They believe that they are doing what Council has advised. They would prefer not to harrow or plough the paddocks as recommend by Council, due to a worry this<sup>will</sup> cause too much dust.

Two areas at the front of the property will be sowed with lucerne. The lucerne is to act as firstly as fire control and to provide some green feed to be hand gathered for poultry in summer and to beautify the entrance.

Other planting to act as windscreen, ember and dust suppressing plants are proposed.

### IN SUMMARY

The welfare of the aged and rescue animals is paramount to the owners and has been carried out to commended level for years.

The owners are winding down their activities due to their age, but are still in good active health to complete their commitment to their horses to maintain their quality of life and be humane and responsible animal managers.

The reason behind the DSE in all applications is to keep animals in good conditipn.

If pasture grasses adversely affect some horses to the point of it being a welfare issue the owners would have little choice but to follow welfare consideration and veterinary advice to maintain the health of their animals.

  
.....

Attachment 9.1

Shire of Beverley  
3<sup>rd</sup> November 2014

VIN 490

To Whom It May Concern

I have known Kerry and Corrie Luk for a period of six years as clients of the Heartlands Veterinary Hospital in York. During this time I have treated both their horses as well as their dogs.

At all times I have found their care of their animals to be exemplary. They always seek veterinary attention when it is needed and follow any instructions regarding follow-up care. The bond they share with their animals is obvious to anyone who observes the interaction.

Yours sincerely



Dr Tracey Thornton

Owner

BSc BVMS MACVSc



Attachment 9.1

VIN 490

Mark Britza Farrier and Equestrian Services

Whitebourne

PO Box 99

YORK WA 6302

10<sup>th</sup> November 2014

To whom it may concern,

Corrie and Kerry Luk have been clients of mine for a number of years now.

As a farrier I regularly attend to their horses.

I have found them to be responsible and caring towards their horses and I have noted their diligence in attending to all matters in regard to their horse's treatment.

I have no hesitation in recommending them as responsible horse owners.

I am very happy to be contacted regarding any of the above statements.

Yours sincerely,

Mark Britza

Farrier

0400201280



Attachment 9.1

Page 1 of 1

VIN 490

**Kerry Luk**

---

**From:** "Frank Linford" <fdlinford@gmail.com>  
**To:** <kerry.luk@bigpond.com>  
**Sent:** Wednesday, 5 November 2014 4:56 PM  
**Subject:** Hi Kerry & Corrie

To whom it may concern.

I have spoken with Mr Corrie Luk with regard to him keeping horses on his property in Beverly . When we lived next door to Mr Luk we had no problem with them having their horses, in fact we enjoyed having them on our property, which I fenced for them. I don't understand why anyone would have a problem with having horses next door considering the size of the property.

Please feel free to contact on 94952669 if I could be of further help

Yours Faithfully  
Frank.D. Linford.=

5/11/2014



Attachment 9.1

VIN 490

**SHIRE OF BEVERLEY**

**TO WHOM IT MAY CONCERN**

Dear Sir,

I have known Kerry and Corrie Luk for several years and have always been impressed by the care and dedication with which they look after their animals.

They also show a generosity of spirit to the many young people who wish to experience horses and spend time with them and not able to afford a horse themselves, by loaning their beloved rescue horses.

As they and their horses get older I would like to think that they could enjoy a few more years in quiet retirement at their property

Yours sincerely



CATRIONA FORBES  
1555 WESTDALE RD  
BEVERLEY 6304

9647 2147

## **9.2 Subdivision Application – Lot 220 Lukin Street, Beverley**

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**SUBMISSION TO:** Ordinary Council Meeting 16 December 2014  
**REPORT DATE:** 8 December 2014  
**APPLICANT:** Wilson & Mackay  
**FILE REFERENCE:** PL 150972  
**AUTHOR:** B S de Beer, Shire Planner  
**ATTACHMENTS:** Locality Map and Site Subdivision Plan

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### **SUMMARY**

An application for subdivision had been received from Wilson & Mackay licensed Surveyors for the subdivision of Lot 220 Lukin Street, Beverley. The application will be recommended for approval.

### **BACKGROUND**

An application has been received from the Western Australian Planning Commission (WAPC) to subdivide Lot 220 Lukin Street to create 2 resultant lots from the one parent lot.

The subject lot is zoned '*Residential R2.5*', is 1.6845 ha in extent and contains an existing house and outbuildings which are proposed to be retained.

### **COMMENT**

The density and other requirements as per the Residential Design Codes Table 1 are easily met by this proposal and it will be recommended for approval.

### **STATUTORY ENVIRONMENT**

Subdivision 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**

N/A

### **STRATEGIC IMPLICATIONS**

N/A

### **POLICY IMPLICATIONS**

N/A

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council resolve to recommend to the Western Australian Planning Commission that application WAPC No. 150972 for the subdivision of lot 220 Lukin Street, Beverley, be approved subject to the following conditions and advice notes:

**Conditions**

1. Suitable arrangements being made with the local government for the provision of vehicular crossovers to service the lots created.
2. Suitable arrangements being made with services providers for the provision of water and electricity to the lots.

**Advice Notes**

1. The Commission's approval should not be construed as an approval for development on any of the lots proposed.

**COUNCIL RESOLUTION**

**M3/1214**

**Moved Cr Buckland**

**Seconded Cr Shaw**

**That Council resolve to recommend to the Western Australian Planning Commission that application WAPC No. 150972 for the subdivision of lot 220 Lukin Street, Beverley, be approved subject to the following conditions and advice notes:**

**Conditions**

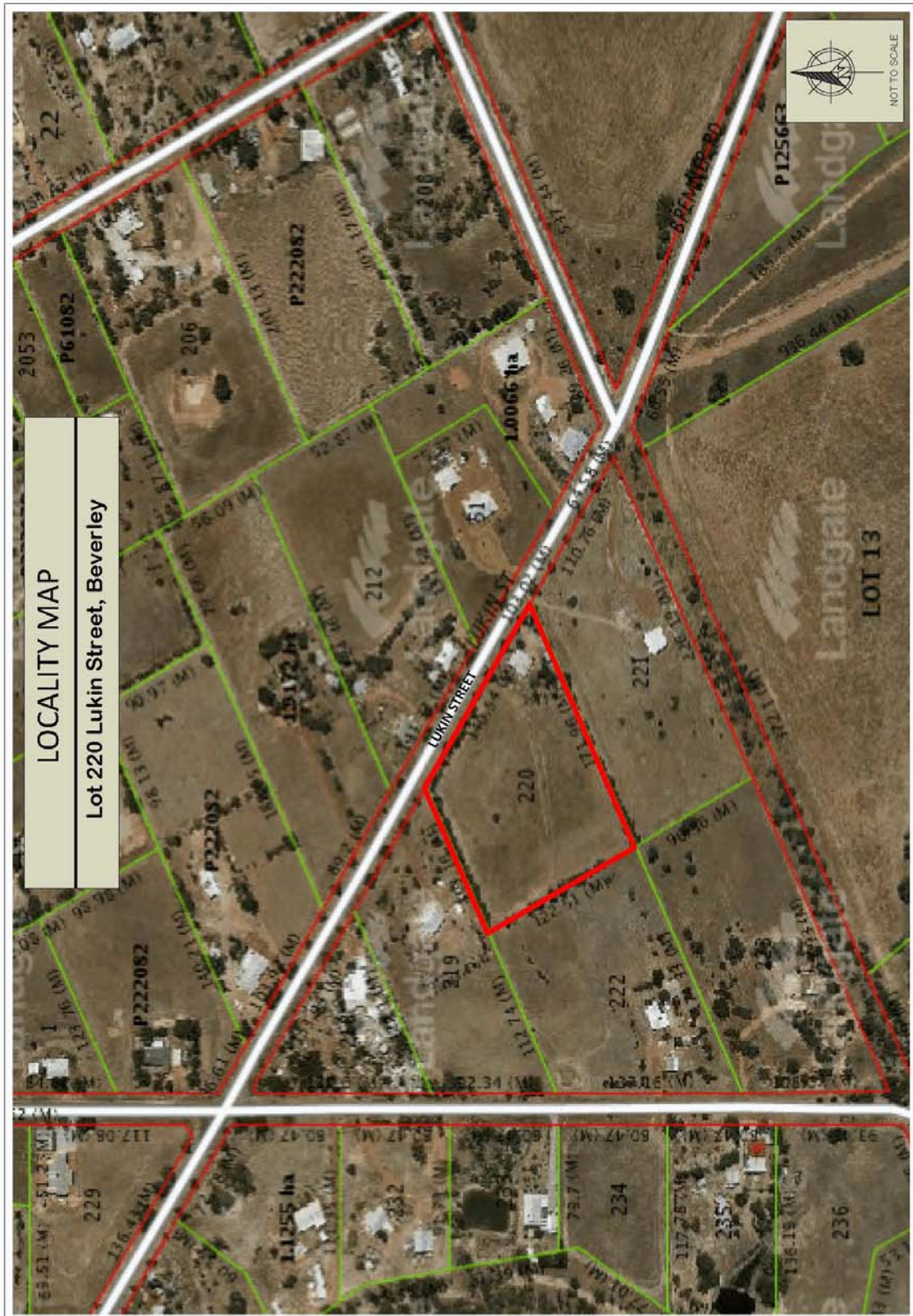
1. Suitable arrangements being made with the local government for the provision of vehicular crossovers to service the lots created.
2. Suitable arrangements being made with services providers for the provision of water and electricity to the lots.

**Advice Notes**

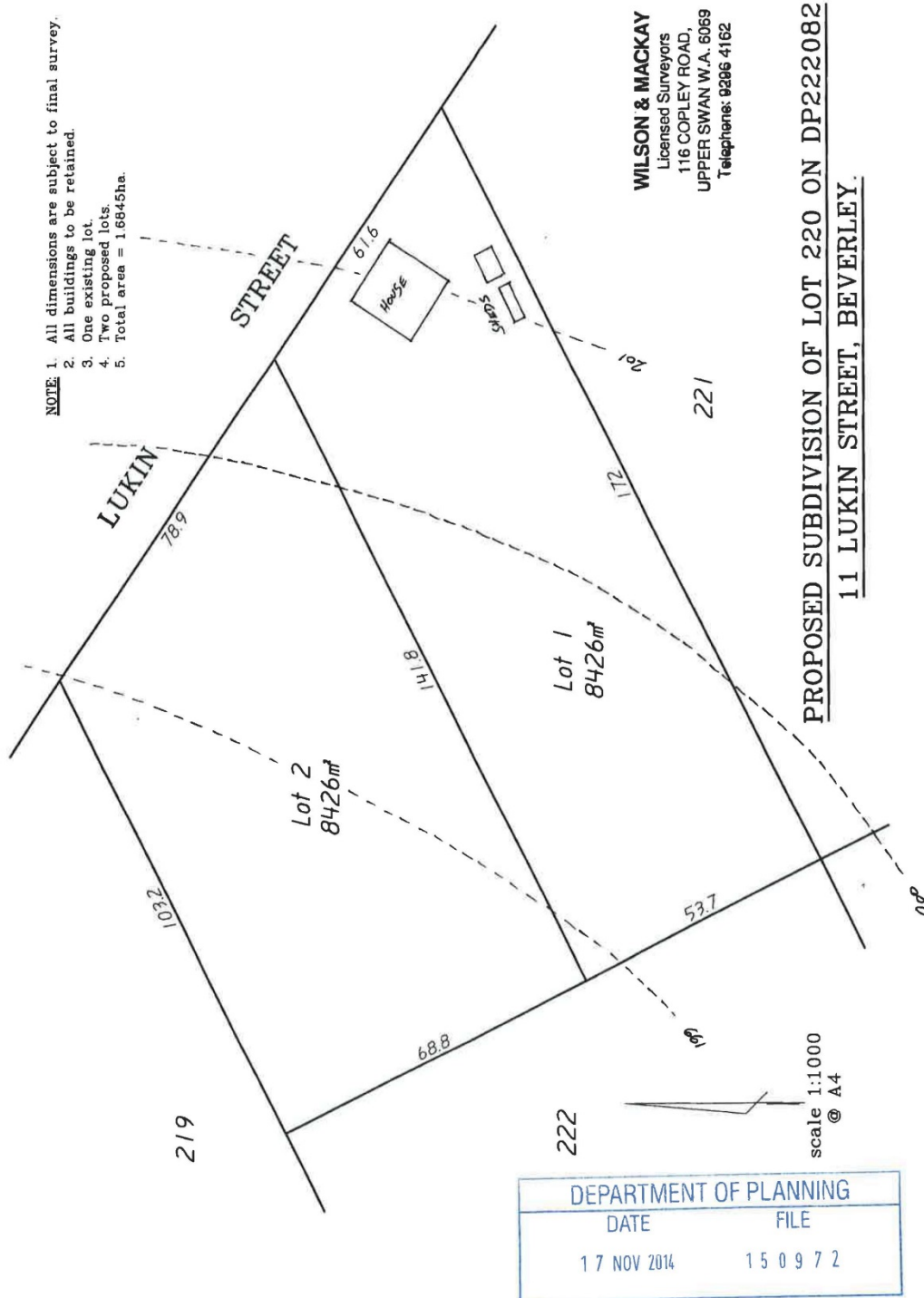
1. The Commission's approval should not be construed as an approval for development on any of the lots proposed.

**CARRIED 9/0**

Attachment 9.2



Attachment 9.2



2.15pm Stefan de Beer, Shire Planner, left the meeting and did not return.

## **10. BUILDING SERVICES & ENVIRONMENTAL HEALTH SERVICES**

Nil

## **11. FINANCE**

### **11.1 Monthly Financial Report**

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**SUBMISSION TO:** Ordinary Council Meeting 16 December 2014  
**REPORT DATE:** 10 December 2014  
**APPLICANT:** N/A  
**FILE REFERENCE:** N/A  
**AUTHOR:** S K Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** November 2014 Financial Reports

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#### **SUMMARY**

Council to consider accepting the financial report for the period ending 30 November 2014.

#### **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 2014 Ordinary Meeting, item 11.3

#### **COMMENT**

The monthly financial report for the period ending 30 November 2014 has been provided and includes:

- Financial Activity Statement;
- Statement of Net Current Assets;
- Statement of Financial Position; and
- Supplementary information, including;
  - 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 2013/14 Budget.

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Policy Manual – AF004 Investing Surplus Funds

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That the monthly financial report for the month of November 2014 be accepted and material variances be noted.

**COUNCIL RESOLUTION**

**M4/1214**

**Moved Cr Buckland**

**Seconded Cr Gogol**

**That the monthly financial report for the month of November 2014 be accepted and material variances be noted.**

**CARRIED 9/0**



**SHIRE OF BEVERLEY  
FINANCIAL ACTIVITY STATEMENT  
FOR THE PERIOD ENDED 30 NOVEMBER 2014**

	2014/15 ANNUAL BUDGET	2014/15 NOV BUDGET MONTH	2014/15 NOV ACTUAL MONTH	VARIANCE MONTH	2014/15 JULY - NOV BUDGET YTD	2014/15 JULY - NOV ACTUAL YTD	VARIANCE YTD	MATERIAL VARIANCES YTD
	\$	\$	\$	\$	\$	\$	\$	
<b>OPERATING REVENUE</b>								
General Purpose Funding	3,848,089	273,670	213,960	(59,710)	2,992,400	3,125,855	133,455	General purpose funding grants received earlier than anticipated.
Governance	6,000	900	1,901	1,001	3,060	65,775	62,715	Additional grant funding for Workforce plan, Lotterywest contribution for master trail plan and insurance claim reimbursement.
Law, Order Public Safety	471,006	70,651	898	(69,753)	240,213	63,240	(176,974)	FESA grant for fire tender yet to be received. Community Crime Prevention grant application unsuccessful.
Health	100	15	0	(15)	51	140	89	
Education and Welfare	2,500	0	249	249	0	1,304	1,304	
Housing	68,500	10,275	6,930	(3,345)	34,935	33,082	(1,853)	
Community Amenities	174,769	26,215	2,444	(23,771)	89,132	169,387	80,255	Refuse and recycling charges levied earlier than anticipated.
Recreation and Culture	201,698	42,023	64,043	22,020	73,099	136,401	63,303	CSRFF grant lighting towers received earlier than anticipated.
Transport	786,835	137,182	261,419	124,237	329,228	394,226	64,998	MRWA direct grant, bridges LGGC grant and RRG grant received earlier than anticipated.
Economic Services	73,500	11,025	6,215	(4,810)	37,485	39,774	2,289	
Other Property and Services	57,500	8,625	6,388	(2,237)	29,325	29,901	576	
	<b>5,690,497</b>	<b>580,582</b>	<b>564,447</b>	<b>(16,135)</b>	<b>3,828,928</b>	<b>4,059,085</b>	<b>230,157</b>	
<b>LESS OPERATING EXPENDITURE</b>								
General Purpose Funding	(72,458)	0	(2,698)	(2,698)	(7,970)	(22,058)	(14,088)	Over allocation of administration charges.
Governance	(247,438)	0	(20,107)	(20,107)	(131,942)	(128,309)	3,633	
Law, Order, Public Safety	(215,426)	(15,080)	(15,933)	(853)	(84,016)	(97,642)	(13,626)	Insurance fire control incurred earlier than anticipated.
Health	(178,176)	(12,472)	(6,896)	5,576	(69,489)	(49,299)	20,189	Child Health Clinic demolition not yet incurred.
Education and Welfare	(91,965)	(6,438)	(4,309)	2,129	(35,867)	(31,602)	4,265	
Housing	(300,567)	(21,040)	(15,986)	5,054	(117,221)	(100,766)	16,455	Retirement Village mtce not yet incurred.
Community Amenities	(583,770)	(40,864)	(36,479)	4,385	(227,670)	(229,537)	(1,867)	
Recreation and Culture	(1,079,967)	(75,598)	(73,104)	2,494	(421,187)	(450,241)	(29,054)	Town Hall and park and garden mtce expenditure incurred earlier than anticipated.
Transport	(1,701,278)	(119,089)	(83,008)	36,081	(663,498)	(656,705)	6,793	
Economic Services	(408,265)	(28,579)	(21,065)	7,514	(159,224)	(131,090)	28,133	Tourism and area promotion and Avondale mtce not yet incurred.
Other Property & Services	(34,177)	(2,392)	19,797	22,189	(13,329)	31,528	44,857	Public works overheads and plant operation costs over allocated.
	<b>(4,913,488)</b>	<b>(321,551)</b>	<b>(259,788)</b>	<b>61,763</b>	<b>(1,931,414)</b>	<b>(1,865,723)</b>	<b>65,691</b>	
<i>Increase(Decrease)</i>	<b>777,009</b>	<b>259,030</b>	<b>304,659</b>	<b>45,629</b>	<b>1,897,515</b>	<b>2,193,362</b>	<b>295,847</b>	

**SHIRE OF BEVERLEY  
FINANCIAL ACTIVITY STATEMENT  
FOR THE PERIOD ENDED 30 NOVEMBER 2014**

	2014/15 ANNUAL BUDGET	2014/15 NOV BUDGET	2014/15 NOV ACTUAL	VARIANCE MONTH	2014/15 JULY - NOV BUDGET	2014/15 JULY - NOV ACTUAL	VARIANCE YTD	MATERIAL VARIANCES YTD
	\$	\$	\$	\$	\$	\$	\$	
<b>ADD</b>								
Principal Repayment Received -Loans	12,013	0	0	0	0	0	0	
Adjustment to Accounts Receivable From Current to Non - Current assets	0	0	0	0	0	0	0	
Movement in Cash Backed Reserves for Employee Entitlements	0	0	0	0	0	0	0	
Adjustment Non-Current Long service Leave Liability	0	0	0	0	0	0	0	
Profit/ Loss on the disposal of assets	37,000	0	0	0	0	(6,979)	(6,979)	Plant traded-in earlier than anticipated.
Depreciation Written Back	1,162,810	127,909	96,909	(31,000)	372,099	490,541	118,442	Additional depreciation expensed.
Book Value of Assets Sold Written Back	269,000	0	0	0	0	81,348	81,348	Plant traded-in earlier than anticipated.
	<b>1,480,823</b>	<b>127,909</b>	<b>96,909</b>	<b>(31,000)</b>	<b>372,099</b>	<b>564,910</b>	<b>192,811</b>	
<i>Sub Total</i>	<b>2,257,832</b>	<b>386,939</b>	<b>401,568</b>	<b>14,629</b>	<b>2,269,614</b>	<b>2,758,272</b>	<b>488,658</b>	
<b>LESS CAPITAL PROGRAMME</b>								
Purchase Tools	0	0	0	0	0	0	0	
Purchase Land & Buildings	(861,712)	0	(71,457)	(71,457)	0	(358,052)	(358,052)	Projects commenced earlier than anticipated
Infrastructure Assets - Roads	(1,705,451)	(170,545)	(104,380)	66,165	(579,853)	(341,517)	238,336	Projects commenced later than anticipated
Infrastructure Assets - Recreation Facilities	0	0	0	0	0	0	0	
Infrastructure Assets - Other	0	0	0	0	0	0	0	
Purchase Plant and Equipment	(1,160,470)	0	(806)	(806)	0	(145,766)	(145,766)	Purchases earlier than anticipated
Purchase Furniture and Equipment	(78,000)	0	(298)	(298)	0	(12,357)	(12,357)	Purchases earlier than anticipated
Repayment of Debt - Loan Principal	(69,984)	0	0	0	0	0	0	
Transfer to Reserves	(163,392)	0	0	0	0	(14,883)	(14,883)	Interest earned on investments transferred earlier than expected
	<b>(4,039,009)</b>	<b>(170,545)</b>	<b>(176,941)</b>	<b>(6,396)</b>	<b>(579,853)</b>	<b>(872,575)</b>	<b>(292,722)</b>	
<b>ABNORMAL ITEMS</b>								
Plus Rounding	0	0	(2)	0	0	0	(1)	
	<b>(4,039,009)</b>	<b>(170,545)</b>	<b>(176,943)</b>	<b>(6,396)</b>	<b>(579,853)</b>	<b>(872,575)</b>	<b>(292,723)</b>	
<i>Sub Total</i>	<b>(1,781,177)</b>	<b>216,394</b>	<b>224,625</b>	<b>8,233</b>	<b>1,689,761</b>	<b>1,885,697</b>	<b>195,935</b>	
<b>LESS FUNDING FROM</b>								
Reserves	640,000	0	0	0	0	0	0	
Loans Raised	0	0	0	0	0	0	0	
Opening Funds	1,141,177	0	0	0	1,141,178	1,113,045	(28,133)	Surplus carried fwd adjusted for self- supporting loan transferred from current to non-current assets
	<b>1,781,177</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,141,178</b>	<b>1,113,045</b>	<b>(28,133)</b>	
<b>NET (SURPLUS) DEFICIT</b>	<b>(0)</b>	<b>216,394</b>	<b>224,625</b>	<b>8,233</b>	<b>2,830,939</b>	<b>2,998,742</b>	<b>167,802</b>	

<b>SHIRE OF BEVERLEY SUMMARY OF CURRENT ASSETS AND LIABILITIES FOR THE PERIOD ENDING 30 NOVEMBER 2014</b>	
<b>CURRENT ASSET</b>	<b>ACTUAL</b>
Cash at Bank	
- Cash Advance	300.00
- Cash at Bank	192,632.15
- Investments Unrestricted	2,425,413.63
- Investments Reserves	1,678,184.78
Sundry Debtors General	731,043.71
Stock on Hand	13,796.18
Self-Supporting Loans	
GST	
<b>Total Current Assets</b>	<b>5,041,370.45</b>
<b>CURRENT LIABILITIES</b>	<b>ACTUAL</b>
Sundry Creditors	(181,301.63)
Interest Bearing Loans and Borrowings	(69,984.51)
Provisions for Annual and Long Service Leave	(361,929.25)
<b>Total Current Liabilities</b>	<b>(613,215.39)</b>
<b>ADJUSTMENTS</b>	
Less Cash Backed Reserves	(1,678,184.78)
Plus Interest Bearing Loans and Borrowings	69,984.51
Plus Annual Leave Cash Backed Reserves as at 30/06/2014	141,675.56
Plus LSL and Gratuity Cash Backed Reserves as at 30/06/2014	109,117.49
Less Deferred Pensioner Rates Non-Current as at 30/06/2014	(72,006.00)
<b>Total Adjustments</b>	<b>(1,429,413.22)</b>
<b>SURPLUS OF CURRENT ASSETS OVER CURRENT LIABILITIES</b>	<b>\$2,998,741.84</b>

**SHIRE OF BEVERLEY  
STATEMENT OF FINANCIAL POSITION  
AS AT 30 NOVEMBER 2014**

**This section analyses the movements in assets, liabilities and equity between 2013/14 and 2014/15.**

	Actual 2013/14 \$	Actual 2014/15 \$	Variance \$
<b>Current assets</b>			
Cash and cash equivalents	2,966,303	4,296,531	1,330,227
Trade and other receivables	321,296	731,044	409,748
Inventories	12,050	13,796	1,746
Other assets	0	0	0
<b>Total current assets</b>	<b>3,299,649</b>	<b>5,041,370</b>	<b>1,741,721</b>
<b>Non-current assets</b>			
Trade and other receivables	186,870	126,877	(59,993)
Property, plant and equipment	20,966,491	21,157,096	190,605
Infrastructure	44,827,174	44,922,371	95,197
<b>Total non-current assets</b>	<b>65,980,535</b>	<b>66,206,345</b>	<b>225,810</b>
<b>Total assets</b>	<b>69,280,184</b>	<b>71,247,716</b>	<b>1,967,531</b>
<b>Current liabilities</b>			
Trade and other payables	400,155	181,302	218,853
Interest-bearing loans and borrowings	69,985	69,985	0
Provisions	361,929	361,929	0
<b>Total current liabilities</b>	<b>832,069</b>	<b>613,215</b>	<b>218,853</b>
<b>Non-current liabilities</b>			
Interest-bearing loans and borrowings	1,071,750	1,071,750	0
Provisions	29,046	29,046	0
<b>Total non-current liabilities</b>	<b>1,100,796</b>	<b>1,100,795</b>	<b>0</b>
<b>Total liabilities</b>	<b>1,932,865</b>	<b>1,714,011</b>	<b>218,854</b>
<b>Net assets</b>	<b>67,347,320</b>	<b>69,533,705</b>	<b>2,186,385</b>
<b>Equity</b>			
Accumulated surplus	44,637,145	44,622,263	(14,882)
Change in net assets resulting from operations	0	2,186,383	2,186,383
Asset revaluation reserve	21,046,873	21,046,873	0
Other reserves	1,663,302	1,678,185	14,883
<b>Total equity</b>	<b>67,347,320</b>	<b>69,533,704</b>	<b>2,186,385</b>

SHIRE OF BEVERLEY INVESTMENT OF SURPLUS FUNDS AS AT 30 NOVEMBER 2014						
Account #	Account Name	Amount Invested (\$)	Total	Term	Interest Rate	Maturation
<b>9701-42341</b>	<b>Reserve Funds</b>					
	Long Service Leave	110,093.87				
	Plant	82,894.13				
	Bush Fire Fighters	110,960.16				
	Building	340,857.96				
	Recreation Ground	335,839.23				
	Cropping Committee	257,351.53				
	Avon River Development	22,302.32				
	Annual Leave	142,943.26				
	Community Bus	33,418.03				
	Road Construction	241,524.29	1,678,184.78	6 mths	3.49%	31/03/2015
<b>2902 40204</b>	<b>Online Saver</b>	752,873.09	752,873.09	Ongoing	2.25%	
<b>9717-90965</b>	<b>Term Deposit</b>	522,540.54	522,540.54	91 days	3.45%	5/02/2015
<b>9735 60151</b>	<b>Term Deposit</b>	650,000.00	650,000.00	3 mths	3.35%	9/12/2014
<b>9736 12038</b>	<b>Term Deposit</b>	500,000.00	500,000.00	6 mths	3.64%	19/03/2015
	<b>Total</b>		<b>4,103,598.41</b>			

**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
FOR THE PERIOD ENDING 30 NOVEMBER 2014**

	<b>M &amp; C (Exp)</b>	<b>POC (Alloc)</b>	<b>PWOH (Alloc)</b>	<b>Wages (Alloc)</b>	<b>Total Alloc (Exp)</b>	<b>Total Exp</b>
<b>MISC</b>						
<b>MS7-Private Works - Stockpile Gravel</b>	0.00	2,065.00	863.09	1,015.41	3,943.50	3,943.50
<b>RN01-Rural Numbering</b>	49.15	0.00	0.00	0.00	0.00	49.15
<b>Total MISC</b>	<b>49.15</b>	<b>2,065.00</b>	<b>863.09</b>	<b>1,015.41</b>	<b>3,943.50</b>	<b>3,992.65</b>
<b>ROAD</b>						
<b>0001 MORBINING RD</b>	0.00	2,207.00	986.70	1,162.41	4,356.11	4,356.11
<b>0002 WATERHATCH RD</b>	0.00	237.00	304.06	357.75	898.81	898.81
<b>0003 YORK-WILLIAMS RD</b>	0.00	6,328.50	2,118.39	2,506.59	10,953.48	10,953.48
<b>0005 EDISON MILL RD</b>	0.00	12,627.75	3,559.40	4,208.45	20,395.60	20,395.60
<b>0006 BREMNER RD</b>	0.00	221.50	367.30	432.12	1,020.92	1,020.92
<b>0007 YENYENING LAKES RD</b>	980.00	2,414.00	1,347.63	1,591.85	5,353.48	6,333.48
<b>0008 TOP BEVERLEY YORK RD</b>	0.00	1,404.50	504.37	650.89	2,559.76	2,559.76
<b>0009 BALLY-BALLY RD</b>	0.00	4,753.50	1,522.89	1,797.73	8,074.12	8,074.12
<b>0010 DALE KOKEBY RD</b>	0.00	8,001.00	2,662.38	3,154.71	13,818.09	13,818.09
<b>0011 KOKENDIN RD</b>	0.00	3,549.00	907.86	1,077.35	5,534.21	5,534.21
<b>0012 TALBOT WEST RD</b>	1,650.00	0.00	0.00	0.00	0.00	1,650.00
<b>0013 BARRINGTON RD</b>	0.00	1,514.00	418.74	494.37	2,427.11	2,427.11
<b>0014 POTTS RD</b>	0.00	2,161.50	609.19	719.01	3,489.70	3,489.70
<b>0015 JACOBS WELL RD</b>	0.00	4,676.00	1,200.91	1,419.33	7,296.24	7,296.24
<b>0016 CLULOWS RD</b>	0.00	4,457.25	1,567.98	1,850.80	7,876.03	7,876.03
<b>0017 OAKDALE RD</b>	0.00	801.50	183.39	216.64	1,201.53	1,201.53
<b>0018 DONGADILLING RD</b>	0.00	549.50	162.87	192.35	904.72	904.72
<b>0020 BUTCHERS RD</b>	0.00	2,190.50	646.39	763.08	3,599.97	3,599.97

<b>SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 30 NOVEMBER 2014</b>						
	<b>M &amp; C (Exp)</b>	<b>POC (Alloc)</b>	<b>PWOH (Alloc)</b>	<b>Wages (Alloc)</b>	<b>Total Alloc (Exp)</b>	<b>Total Exp</b>
<b>0021 VALLENTINES RD</b>	0.00	1,085.00	305.23	359.83	1,750.06	1,750.06
<b>0022 LUPTONS RD</b>	0.00	1,844.50	506.64	600.83	2,951.97	2,951.97
<b>0023 SPRINGHILL RD</b>	0.00	3,183.50	848.34	1,000.81	5,032.65	5,032.65
<b>0024 DALEBIN NORTH RD</b>	0.00	3,183.25	1,028.04	1,216.90	5,428.19	5,428.19
<b>0025 BALLY-BALLY COUNTYPEAK RD</b>	0.00	1,397.50	344.91	406.34	2,148.75	2,148.75
<b>0026 ATHOL RD</b>	0.00	2,667.50	720.64	851.46	4,239.60	4,239.60
<b>0027 EWERTS RD</b>	0.00	4,795.00	1,905.44	2,272.64	8,973.08	8,973.08
<b>0028 NORTHBOURNE RD</b>	0.00	2,417.00	698.95	823.27	3,939.22	3,939.22
<b>0029 BERINGER RD</b>	0.00	2,965.50	1,070.59	1,263.30	5,299.39	5,299.39
<b>0030 GORS RD</b>	0.00	1,106.50	334.55	394.75	1,835.80	1,835.80
<b>0031 THOMAS RD</b>	0.00	381.50	105.07	124.62	611.19	611.19
<b>0032 BALKULING RD</b>	0.00	1,622.50	432.05	510.78	2,565.33	2,565.33
<b>0033 GLENCOE RD</b>	0.00	1,337.00	373.81	440.93	2,151.74	2,151.74
<b>0034 ST JACKS RD</b>	0.00	301.00	77.27	90.91	469.18	469.18
<b>0035 RICKEYS RD</b>	0.00	822.50	202.90	238.72	1,264.12	1,264.12
<b>0036 GREENHILLS SOUTH RD</b>	0.00	79.75	57.18	67.28	204.21	204.21
<b>0037 MANUELS RD</b>	0.00	273.00	68.07	80.08	421.15	421.15
<b>0038 PETCHELLS RD</b>	0.00	1,424.50	346.34	409.13	2,179.97	2,179.97
<b>0039 MAITLAND RD</b>	0.00	2,541.00	927.88	1,091.64	4,560.52	4,560.52
<b>0040 HOBBS RD</b>	0.00	161.00	79.89	101.49	342.38	342.38
<b>0041 SOUTHERN BRANCH RD</b>	0.00	182.00	48.62	57.20	287.82	287.82
<b>0042 WALGY RD</b>	0.00	1,321.50	355.38	418.10	2,094.98	2,094.98
<b>0043 CORBERDING RD</b>	0.00	4,071.00	1,284.98	1,586.01	6,941.99	6,941.99

**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
FOR THE PERIOD ENDING 30 NOVEMBER 2014**

	<b>M &amp; C (Exp)</b>	<b>POC (Alloc)</b>	<b>PWOH (Alloc)</b>	<b>Wages (Alloc)</b>	<b>Total Alloc (Exp)</b>	<b>Total Exp</b>
<b>0044 SPAVENS RD</b>	0.00	91.00	19.45	22.88	133.33	133.33
<b>0045 PIKE RD</b>	0.00	2,289.00	593.31	701.35	3,583.66	3,583.66
<b>0046 BLACKBURN RD</b>	0.00	768.50	270.37	318.10	1,356.97	1,356.97
<b>0047 CARRS RD</b>	0.00	1,853.50	466.80	549.18	2,869.48	2,869.48
<b>0048 JONES RD</b>	0.00	1,120.00	330.33	408.63	1,858.96	1,858.96
<b>0049 MILLERS RD</b>	0.00	604.00	209.89	246.93	1,060.82	1,060.82
<b>0050 NEGUS RD</b>	0.00	364.00	77.79	91.52	533.31	533.31
<b>0051 AIKENS RD</b>	0.00	210.00	66.25	77.95	354.20	354.20
<b>0054 McDONALDS RD</b>	0.00	773.50	197.53	233.69	1,204.72	1,204.72
<b>0055 KIEARA RD</b>	0.00	1,057.00	296.27	351.59	1,704.86	1,704.86
<b>0057 JACKSONS RD</b>	0.00	343.50	97.24	114.40	555.14	555.14
<b>0058 LENNARD RD</b>	2,700.00	709.50	385.75	461.33	1,556.58	4,256.58
<b>0059 MANNS RD</b>	0.00	364.00	87.52	102.96	554.48	554.48
<b>0060 BATYS RD</b>	0.00	787.50	203.09	239.66	1,230.25	1,230.25
<b>0061 COOKES RD</b>	0.00	586.50	202.92	238.74	1,028.16	1,028.16
<b>0063 WILLIAMSONS RD</b>	0.00	287.00	67.45	79.65	434.10	434.10
<b>0064 FERGUSONS RD</b>	0.00	801.50	211.96	250.67	1,264.13	1,264.13
<b>0066 COLLINS RD</b>	0.00	1,400.00	364.04	430.76	2,194.80	2,194.80
<b>0067 WARRADALE RD</b>	0.00	2,110.50	557.00	658.34	3,325.84	3,325.84
<b>0068 WOODS RD</b>	0.00	318.50	88.29	103.86	510.65	510.65
<b>0070 PICCADILLY RD</b>	0.00	756.00	214.41	252.25	1,222.66	1,222.66
<b>0071 MURRAYS RD</b>	0.00	689.50	230.17	270.79	1,190.46	1,190.46
<b>0072 SMITH RD</b>	0.00	458.50	145.36	171.02	774.88	774.88



**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
FOR THE PERIOD ENDING 30 NOVEMBER 2014**

	<b>M &amp; C (Exp)</b>	<b>POC (Alloc)</b>	<b>PWOH (Alloc)</b>	<b>Wages (Alloc)</b>	<b>Total Alloc (Exp)</b>	<b>Total Exp</b>
<b>0073 JOHNSONS RD</b>	0.00	140.00	47.32	55.68	243.00	243.00
<b>0075 FISHERS RD</b>	0.00	746.00	326.60	386.71	1,459.31	1,459.31
<b>0076 HILLS RD</b>	0.00	322.00	87.52	102.96	512.48	512.48
<b>0077 WANSBROUGH RD</b>	0.00	1,263.50	290.29	342.36	1,896.15	1,896.15
<b>0078 BATEMANS RD</b>	0.00	364.00	86.41	102.96	553.37	553.37
<b>0079 DRAPERS RD</b>	0.00	451.50	149.55	175.94	776.99	776.99
<b>0080 MILLS RD</b>	0.00	917.00	248.39	294.70	1,460.09	1,460.09
<b>0082 DEEP POOL RD</b>	29.36	4,048.50	1,478.22	1,812.90	7,339.62	7,368.98
<b>0084 McLEAN RD</b>	0.00	287.00	75.05	88.30	450.35	450.35
<b>0085 KI RD</b>	0.00	185.50	66.21	85.40	337.11	337.11
<b>0086 WALKERS RD</b>	0.00	91.00	19.45	22.88	133.33	133.33
<b>0087 MANDIAKIN RD</b>	0.00	469.00	157.62	185.45	812.07	812.07
<b>0090 SHEAHANS RD</b>	0.00	1,874.50	555.73	656.28	3,086.51	3,086.51
<b>0091 BENNETTS RD</b>	0.00	1,137.50	287.11	338.93	1,763.54	1,763.54
<b>0092 KENNEDYS RD</b>	0.00	388.50	95.74	113.79	598.03	598.03
<b>0093 McKELLARS RD</b>	0.00	287.00	78.19	91.99	457.18	457.18
<b>0094 BUCKINGHAMS RD</b>	0.00	458.50	114.53	135.76	708.79	708.79
<b>0096 COUNTY PEAK RD</b>	0.00	1,249.50	698.11	851.29	2,798.90	2,798.90
<b>0098 AVOCA RD</b>	0.00	469.00	112.34	132.73	714.07	714.07
<b>0101 SIMMONS RD</b>	0.00	49.00	114.94	135.22	299.16	299.16
<b>0102 DOBADERRY RD</b>	0.00	2,768.50	717.47	851.49	4,337.46	4,337.46
<b>0103 FORREST ST</b>	0.00	1,396.25	575.57	677.16	2,648.98	2,648.98
<b>0104 LUKIN ST</b>	0.00	101.50	289.36	340.43	731.29	731.29

**SHIRE OF BEVERLEY  
ROAD MAINTENANCE REPORT  
FOR THE PERIOD ENDING 30 NOVEMBER 2014**

	<b>M &amp; C (Exp)</b>	<b>POC (Alloc)</b>	<b>PWOH (Alloc)</b>	<b>Wages (Alloc)</b>	<b>Total Alloc (Exp)</b>	<b>Total Exp</b>
<b>0105 JOHN ST</b>	0.00	12.50	57.60	67.77	137.87	137.87
<b>0107 EDWARD ST</b>	0.00	98.00	56.79	66.81	221.60	221.60
<b>0108 SMITH ST</b>	0.00	836.00	307.13	362.23	1,505.36	1,505.36
<b>0109 HARPER ST</b>	0.00	24.50	57.60	67.77	149.87	149.87
<b>0110 QUEEN ST</b>	0.00	149.00	307.62	361.92	818.54	818.54
<b>0113 LENNARD ST</b>	0.00	12.25	9.60	11.30	33.15	33.15
<b>0114 BARTRAM ST SOUTH</b>	0.00	52.25	38.65	45.47	136.37	136.37
<b>0115 HOPE ST</b>	0.00	703.00	384.03	451.81	1,538.84	1,538.84
<b>0120 DELISLE ST</b>	0.00	607.00	214.27	252.08	1,073.35	1,073.35
<b>0123 NICHOLAS ST</b>	0.00	624.75	190.78	234.45	1,049.98	1,049.98
<b>0125 VINCENT ST</b>	32.73	681.00	738.85	869.24	2,289.09	2,321.82
<b>0126 CHIPPER ST</b>	0.00	6.25	38.40	45.18	89.83	89.83
<b>0130 HAMERSLEY ST</b>	0.00	12.50	67.21	79.07	158.78	158.78
<b>0135 ERNEST DR</b>	0.00	49.00	86.41	101.66	237.07	237.07
<b>0137 RICKEYS SIDING RD</b>	0.00	1,486.00	401.04	474.28	2,361.32	2,361.32
<b>0139 CHESTILLION CT</b>	0.00	6.25	38.40	45.18	89.83	89.83
<b>0143 LUDGATE ST</b>	0.00	91.00	24.69	29.05	144.74	144.74
<b>0146 RAILWAY ST</b>	0.00	28.00	9.32	10.97	48.29	48.29
<b>0148 BETHANY RD</b>	0.00	310.00	96.87	113.97	520.84	520.84
<b>0149 COUNCIL RD</b>	0.00	232.75	664.20	781.41	1,678.36	1,678.36
<b>0154 WYALGIMA RD</b>	0.00	234.50	66.93	79.47	380.90	380.90
<b>0155 SIMS RD</b>	0.00	425.50	137.99	162.93	726.42	726.42
<b>0156 ROSSI RD</b>	0.00	185.50	76.76	90.30	352.56	352.56

<b>SHIRE OF BEVERLEY ROAD MAINTENANCE REPORT FOR THE PERIOD ENDING 30 NOVEMBER 2014</b>						
	<b>M &amp; C (Exp)</b>	<b>POC (Alloc)</b>	<b>PWOH (Alloc)</b>	<b>Wages (Alloc)</b>	<b>Total Alloc (Exp)</b>	<b>Total Exp</b>
<b>0157 RIGOLL RD</b>	0.00	378.00	95.46	112.31	585.77	585.77
<b>0158 BELLROCK RD</b>	0.00	308.00	68.06	80.08	456.14	456.14
<b>0160 DUFFIELD ST</b>	0.00	91.00	19.45	22.88	133.33	133.33
<b>0166 WESTDALE RD</b>	0.00	2,232.50	2,784.40	3,280.80	8,297.70	8,297.70
<b>0167 MAWSON RD</b>	0.00	368.00	236.62	278.38	883.00	883.00
<b>0180 LITTLE HILL RD</b>	0.00	70.00	28.39	33.41	131.80	131.80
<b>5001 HUNT RD</b>	0.00	18.75	48.37	56.91	124.03	124.03
<b>5002 YORK RD</b>	0.00	66.25	37.86	44.54	148.65	148.65
<b>9999 ROADS VARIOUS</b>	9,690.32	3,695.00	4,698.52	5,550.26	13,943.78	23,634.10
<b>No name</b>	2,862.83	49.00	0.00	0.00	49.00	2,911.83
<b>Total ROAD</b>	<b>15,082.41</b>	<b>149,560.25</b>	<b>55,336.40</b>	<b>65,623.90</b>	<b>270,520.55</b>	<b>285,602.96</b>
<b>TOTAL</b>	<b>17,994.39</b>	<b>151,674.25</b>	<b>56,199.49</b>	<b>66,639.31</b>	<b>274,513.05</b>	<b>292,507.44</b>

## **11.2 Accounts Paid by Authority**

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**SUBMISSION TO:** Ordinary Council Meeting 16 December 2014  
**REPORT DATE:** 10 December 2014  
**APPLICANT:** N/A  
**FILE REFERENCE:** N/A  
**AUTHOR:** S K Marshall, Deputy Chief Executive Officer  
**ATTACHMENTS:** November 2014 – List of Accounts

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### **SUMMARY**

Council to consider authorising the payment of accounts.

### **BACKGROUND**

The following list represents accounts paid by authority for the month of November 2014.

### **COMMENT**

Unless otherwise identified, all payments have been made in accordance with Council's 2013/14 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 2013/14 Budget.

**STRATEGIC IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

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

**VOTING REQUIREMENTS**

Simple Majority

**NOTE**

Cr Chris Pepper, proprietor of Beverley IGA supplies goods to the Shire of Beverley.

## OFFICER'S RECOMMENDATION

That the List of Accounts as presented:

### November 2014:

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

##### Cheque vouchers

03 November 14	1258-1259	\$	2,607.50	(authorised by DCEO S Marshall and Cr D White)
07 November 14	1260-1267	\$	22,328.44	(authorised by DCEO S Marshall and Cr K Murray)
13 November 14	1268-1269	\$	4,248.02	(authorised by DCEO S Marshall and Cr D White)
25 November 14	1270-1271	\$	1,207.12	(authorised by DCEO S Marshall and Cr K Murray)
26 November 14	1272-1273	\$	1,066.97	(authorised by DCEO S Marshall and Cr D White)
Total of cheque vouchers for November 2014 incl				\$ 31,458.05 previously paid.

##### EFT vouchers

03 November 14	01-05	\$	66,819.16	(authorised by DCEO S Marshall and Cr D White)
06 November 14	01-38	\$	47,532.02	(authorised by CEO S Gollan and Cr K Murray)
07 November 14	01-01	\$	2,250.00	(authorised by DCEO S Marshall and Cr D White)
07 November 14	01-55	\$	216,071.48	(authorised by DCEO S Marshall and Cr K Murray)
13 November 14	01-07	\$	57,667.33	(authorised by DCEO S Marshall and Cr D White)
14 November 14	01-01	\$	15,127.00	(authorised by DCEO S Marshall and Cr T Buckland)
20 November 14	01-39	\$	46,180.11	(authorised by DCEO S Marshall and Cr D White)
20 November 14	01-01	\$	252.34	(authorised by DCEO S Marshall and Cr D Ridgway)
26 November 14	01-11	\$	243,094.98	(authorised by DCEO S Marshall and Cr D White)
Total of EFT vouchers for November 2014 incl				\$ 694,994.42 previously paid.

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

##### Cheque vouchers

07 November 14	1461-1461	\$	30.00	(authorised by DCEO S Marshall and Cr K Murray)
26 November 14	1462-1463	\$	230.00	(DCEO S Marshall and Cr D White)
Total of cheque vouchers for November 2014 incl				\$ 260.00 previously paid.

##### EFT vouchers

26 November 14	01-05	\$	830.00	(authorised by DCEO S Marshall and Cr D White)
Total of EFT vouchers for November 2014 incl				\$ 830.00 previously paid.

(3) **Direct Debit** Payments totalling \$ 47,910.00 previously paid.

(4) **Credit Card** Payments totalling \$ 908.11 previously paid.

be received.

**COUNCIL RESOLUTION**

**M5/1214**

**Moved Cr Pepper**

**Seconded Cr White**

**That the List of Accounts as presented:**

**November 2014:**

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

**Cheque vouchers**

03 November 14	1258-1259	\$	2,607.50	(authorised by DCEO S Marshall and Cr D White)
07 November 14	1260-1267	\$	22,328.44	(authorised by DCEO S Marshall and Cr K Murray)
13 November 14	1268-1269	\$	4,248.02	(authorised by DCEO S Marshall and Cr D White)
25 November 14	1270-1271	\$	1,207.12	(authorised by DCEO S Marshall and Cr K Murray)
26 November 14	1272-1273	\$	1,066.97	(authorised by DCEO S Marshall and Cr D White)

**Total of cheque vouchers for November 2014 incl \$31,458.05 previously paid.**

**EFT vouchers**

03 November 14	01-05	\$	66,819.16	(authorised by DCEO S Marshall and Cr D White)
06 November 14	01-38	\$	47,532.02	(authorised by CEO S Gollan and Cr K Murray)
07 November 14	01-01	\$	2,250.00	(authorised by DCEO S Marshall and Cr D White)
07 November 14	01-55	\$	216,071.48	(authorised by DCEO S Marshall and Cr K Murray)
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20 November 14	01-01	\$	252.34	(authorised by DCEO S Marshall and Cr D Ridgway)
26 November 14	01-11	\$	243,094.98	(authorised by DCEO S Marshall and Cr D White)

**Total of EFT vouchers for November 2014 incl \$694,994.42 previously paid.**

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

**Cheque vouchers**

07 November 14	1461-1461	\$	30.00	(authorised by DCEO S Marshall and Cr K Murray)
26 November 14	1462-1463	\$	230.00	(DCEO S Marshall and Cr D White)

**Total of cheque vouchers for November 2014 incl \$260.00 previously paid.**

**EFT vouchers**

26 November 14	01-05	\$	830.00	(authorised by DCEO S Marshall and Cr D White)
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**Total of EFT vouchers for November 2014 incl \$ 830.00 previously paid.**

**(3) Direct Debit Payments totalling \$ 47,910.00 previously paid.**

**(4) Credit Card Payments totalling \$ 908.11 previously paid.**

**be received.**

**CARRIED 9/0**

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	03-Nov-2014	AVON CONCRETE	HARPER ST DRAINAGE: CONCRETE WORK	(30,910.00)	
EFT Pymt	03-Nov-2014	CAS - CONTRACT AQUATIC SERVICES	1 of 5 INSTAL of CONTRACT for 14/15 SWIM YEAR & SERVICE of EQUIPMENT	(14,767.50)	
EFT Pymt	03-Nov-2014	COURIER AUSTRALIA/TOLL IPEC	FREIGHT CHARGES: 10 - 23 OCT 14	(74.42)	
EFT Pymt	03-Nov-2014	MAL AUTOMOTIVES P/L	BE594 (BFT01): PRE FIRE SEASON SERVICE	(1,920.00)	
EFT Pymt	03-Nov-2014	SWP AUST P/L	HARPER ST DRAINAGE: SUPPLIES	(19,147.24)	(66,819.16)
Liability Chq	06-Nov-2014	AUST SUPER	SUPER CONTRIB: FE 04 NOV 14	0.00	
Liability Chq	06-Nov-2014	COLONIAL FIRST STATE-CORRIGAN Justin	SUPER CONTRIB: FE 04 NOV 14	0.00	
Liability Chq	06-Nov-2014	COLONIAL FIRST STATE-MOULTON Clare	SUPER CONTRIB: FE 04 NOV 14	0.00	
Liability Chq	06-Nov-2014	KINETIC SUPER (ACCTS SUPER)	SUPER CONTRIB: FE 04 NOV 14	0.00	
Liability Chq	06-Nov-2014	SHIRE OF BEVERLEY	2014-11 NOV SAL DEDUCTIONS (04 NOV): RATES	0.00	
Liability Chq	06-Nov-2014	SUPERWRAP - PERSONAL SUPER PLAN	SUPER CONTRIB: FE 04 NOV 14	0.00	
Liability Chq	06-Nov-2014	WA SUPER (nee WALGSP)	SUPER CONTRIB: FE 04 NOV 14	0.00	0.00
EFT Pymt	07-Nov-2014	MURRAY Keith	13/14 CR YEAR REMUNERATION: APR-SEP 2014 (2 of 2 PYMTS)	(2,250.00)	(2,250.00)
EFT Pymt	07-Nov-2014	ADCROFT ARCHITECTS	COURTHOUSE & RAILWAY STN: BLDG INSPECTIONS	(792.00)	
EFT Pymt	07-Nov-2014	AFFORDABLE GARAGE DOORS	BUS GARAGE : DOOR REPLACEMENT	(67.00)	
EFT Pymt	07-Nov-2014	ALEXANDER Jim	13/14 CR YEAR REMUNERATION: APR-SEP 2014 (2 of 2 PYMTS)	(2,250.00)	
EFT Pymt	07-Nov-2014	APPLIED INDUSTRIAL TECHNOLOGY	SUNDRY PLANT (SPL03): PLANTS	(7.77)	
EFT Pymt	07-Nov-2014	ARCHIVEWISE	2014-10 OCT: STORAGE of ARCHIVES - 149 BOXES	(63.91)	
EFT Pymt	07-Nov-2014	ATM - AUST TRAINING MANAGEMENT	CHAINSAW TRAINING & ASSESSMENT - 8 OCT 14: P MACTAGGART, I SPENCE	(600.00)	
EFT Pymt	07-Nov-2014	BEV COUNTRY KITCHEN	DALE WEST FIRE BRIGADE TRAINING, 17 OCT 14: REFRESHMENTS	(100.00)	
EFT Pymt	07-Nov-2014	BEV GAS & PLUMBING	VARIOUS BUILDINGS: PLUMBING WORKS	(2,411.31)	
EFT Pymt	07-Nov-2014	BEV NEWS - Barry & Pauline	OCT 2014 ACCOUNT	(50.60)	



TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	07-Nov-2014	BOC LIMITED	2014-10 OCT: CYLINDER RENTAL	(37.91)	
EFT Pymt	07-Nov-2014	BOEKEMAN MACHINERY	BE021 (LDR05): PARTS	(383.59)	
EFT Pymt	07-Nov-2014	BPA ENGINEERING	COURTHOUSE & RAILWAY STN: BLDG INSPECTIONS	(3,090.00)	
EFT Pymt	07-Nov-2014	BSL - BUILDING COMMISSION	14/15 YR: JUL - OCT 14 BUILDING APPLICATIONS x 30	(1,971.30)	
EFT Pymt	07-Nov-2014	BT EQUIPMENT/TUTT BYRANT	VARIOUS VEHICLES: PARTS	(77.99)	
EFT Pymt	07-Nov-2014	CDA AIR & SOLAR (VENTURE IMPORTS PTY LTD)	RESIDENCES & TOWN HALL: SUMMER OPEN UP SERVICE	(1,080.00)	
EFT Pymt	07-Nov-2014	COLONIAL FIRST STATE-CORRIGAN Justin	SUPER CONTRIB: FE 04 NOV 14	(293.57)	
EFT Pymt	07-Nov-2014	COLONIAL FIRST STATE-MOULTON Clare	SUPER CONTRIB: FE 04 NOV 14	(88.74)	
EFT Pymt	07-Nov-2014	COUNTRY COPIERS NORTHAM	COPY CHARGES: iRA-i8295: 17 OCT - 01 SEP 14	(463.15)	
EFT Pymt	07-Nov-2014	CUTTING EDGES EQUIPMENT PARTS	VARIOUS VEHICLES: PARTS	(365.12)	
EFT Pymt	07-Nov-2014	DCA - DOMINIC CARBONE & ASSOC	AUG 14 FINANCIALS & 13/14 FINANCIALS	(3,960.00)	
EFT Pymt	07-Nov-2014	EASTERN HILLS SAWS & MOWERS	SUNDRY PLANT (SPL03): PARTS	(394.70)	
EFT Pymt	07-Nov-2014	ESPLANADE FREMANTLE	2014 LGMA CONFERENCE, 28-31 OCT 14: CEO, D/CEO	(1,901.56)	
EFT Pymt	07-Nov-2014	FERRIS Glenda	SENIORS MORNING TEA: 31 OCT 14	(720.00)	
EFT Pymt	07-Nov-2014	FRONTLINE SAFETY & TRAINING SERVICES	TEST & TAG FIRE EXTINGUISHERS - 27 OCT 14: D STORER	(300.00)	
EFT Pymt	07-Nov-2014	FULTON HOGAN INDUSTRIES	HARPER ST DRAINAGE: EZY STREET BULK BAG	(1,408.00)	
EFT Pymt	07-Nov-2014	GOGOL Peter	13/14 CR YEAR REMUNERATION: APR-SEP 2014 (2 of 2 PYMTS)	(2,250.00)	
EFT Pymt	07-Nov-2014	GRONBEK SECURITY	PUBLIC STANDPIPES: PADLOCKS	(285.58)	
EFT Pymt	07-Nov-2014	HEMPFIELD SMALL ENGINE	SUNDRY PLANT (SPL03): PARTS	(125.00)	
EFT Pymt	07-Nov-2014	JOSCO	ROADBROOM (RBR01): PARTS	(1,254.00)	
EFT Pymt	07-Nov-2014	KINETIC SUPER (ACCTS SUPER)	SUPER CONTRIB: FE 04 NOV 14	(137.76)	
EFT Pymt	07-Nov-2014	LANDGATE (VGO)	VALUATION FEES (MINING TENEMENTS): 13 SEP - 13 OCT 14	(36.55)	

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	07-Nov-2014	LGIS	14/15 INSURANCES (2 of 2 INSTALS)	(82,549.83)	
EFT Pymt	07-Nov-2014	M D HOLDINGS	BSL REFUND: REC 29269 - REISSUED on LIC BAC 02 14/15 (REC 33519)	(40.50)	
EFT Pymt	07-Nov-2014	MAL AUTOMOTIVES P/L	BE034 (BFT04): PRE FIRE SEASON SERVICE	(1,088.70)	
EFT Pymt	07-Nov-2014	MARSHALL Simon	2014 LGMA CONFERENCE, 28 - 30 OCT 14: VALET PARKING	(61.16)	
EFT Pymt	07-Nov-2014	McLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE: RENTAL AGREEMENT 49A DAWSON ST	(6,123.47)	
EFT Pymt	07-Nov-2014	MORBINNING CATCHMENT GROUP	MORBINNING FIRE BRIGADE - POWER REIMBURSE: 25 JUL - 25 SEP 14	(51.85)	
EFT Pymt	07-Nov-2014	NORDIC FITNESS EQUIP	GYM EQUIPMENT: SERVICE	(474.00)	
EFT Pymt	07-Nov-2014	NORM REYNOLDS ELECT (RETRAVISION)	GYM: CD BOOMBOX & ADMIN: BAR FRIDGE	(449.00)	
EFT Pymt	07-Nov-2014	PACIFIC BRANDS - WORKWEAR GP	UNIFORMS: LUCAS Rachel	(164.45)	
EFT Pymt	07-Nov-2014	RIDGWAY Dee	13/14 CR YEAR REMUNERATION: APR-SEP 2014 ( 2 of 2 PYMTS)	(9,250.00)	
EFT Pymt	07-Nov-2014	SEALITE P/L	ASSET 8732: EMERGENCY LIGHTING AERODROME	(64,268.60)	
EFT Pymt	07-Nov-2014	SHIRE OF BROOKTON	2014-09 SEP TOWN PLANNING SCHEME & POLICY DEV TRAINING	(7,189.81)	
EFT Pymt	07-Nov-2014	SNAP OSBORNE PARK	5,000 x LETTERHEAD	(771.00)	
EFT Pymt	07-Nov-2014	SUPERWRAP - PERSONAL SUPER PLAN	SUPER CONTRIB: FE 04 NOV 14	(744.01)	
EFT Pymt	07-Nov-2014	T-QUIP	SUNDRY PLANT (SPL03): PARTS	(399.10)	
EFT Pymt	07-Nov-2014	TESTEL	SEP 14 ELECT EQUIP SAFETY CHECK: VARIOUS BUILDINGS	(1,966.25)	
EFT Pymt	07-Nov-2014	UNIQUE STROKES WA	TOWN HALL - OUTSIDE TOILETS: INTERIOR PAINTING	(2,430.00)	
EFT Pymt	07-Nov-2014	WA CONTRACT RANGER SERVICES	RANGER SERVICES: 23, 29 OCT 2014	(561.00)	
EFT Pymt	07-Nov-2014	WA SUPER (nee WALGSP)	SUPER CONTRIB: FE 04 NOV 14	(5,959.13)	
EFT Pymt	07-Nov-2014	WALGA - WA LOCAL GOVERNMENT ASSOCIATION	ADVERTISING: "THE WEST": OUTBUILDING POLICY FINAL ADOPTION	(233.08)	
EFT Pymt	07-Nov-2014	WATERMAN IRRIGATION	PUBLIC STANDPIPES: UPGRADE	(1,628.00)	
EFT Pymt	07-Nov-2014	WHITE David	13/14 CR YEAR REMUNERATION: APR-SEP 2014 (2 of 2 PYMTS)	(2,250.00)	

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	07-Nov-2014	WILSON Michael	2014-11 NOV BLARNEY ISSUE	(250.00)	
EFT Pymt	07-Nov-2014	WURTH AUST P/L	VARIOUS VEHICLES: PARTS	(201.43)	(216,071.48)
EFT Pymt	13-Nov-2014	BADGER Kate	ASS 33 - REFUND	(400.00)	
EFT Pymt	13-Nov-2014	BDH - BEV DOME HIRE	DIESEL: 6,003 L & ULP: 4,003 L	(13,538.31)	
EFT Pymt	13-Nov-2014	BEV RSL	CONTRIBUTION to BIKE-A-THON, 5 OCT 2014	(1,650.00)	
EFT Pymt	13-Nov-2014	BOB DAVEY REAL ESTATE	47A & B DAWSON ST: ADVERTISING & COMMISSION of SALE 47A DAWSON ST	(4,141.30)	
EFT Pymt	13-Nov-2014	EVERETT SMITH & CO P/L	REC GRND LIGHTING TOWERS: SUPPLY & INSTALL LIGHTING	(37,091.56)	
EFT Pymt	13-Nov-2014	KENNEDY KR & MF	ASS 1528 - REFUND	(571.28)	
EFT Pymt	13-Nov-2014	LIVINGSTONE INTERNATIONAL P/L	DRS SURGERY: MEDICAL EQUIPEMNT	(274.88)	(57,667.33)
EFT Pymt	14-Nov-2014	ARMADA TRANSPORTABLES	RLWY STN: TOILET BLOCKS - 30% DEPOSIT (\$15,127.00)	(15,127.00)	(15,127.00)
EFT Pymt	20-Nov-2014	ACTION LASER CUTTING	BE004 (LDR07): PARTS	(252.34)	(252.34)
Liability Chq	20-Nov-2014	ATO - AUSTRALIAN TAX OFFICE	2014-11 NOV PAYG	0.00	
Liability Chq	20-Nov-2014	AUST SUPER	SUPER CONTRIB: FE 18 NOV 14	0.00	
Liability Chq	20-Nov-2014	COLONIAL FIRST STATE-CORRIGAN Justin	SUPER CONTRIB: FE 18 NOV 14	0.00	
Liability Chq	20-Nov-2014	COLONIAL FIRST STATE-MOULTON Clare	SUPER CONTRIB: FE 18 NOV 14	0.00	
Liability Chq	20-Nov-2014	KINETIC SUPER (ACCTS SUPER)	SUPER CONTRIB: FE 18 NOV 14	0.00	
Liability Chq	20-Nov-2014	LGRCEU	2014-11 NOV UNION FEES	0.00	
Liability Chq	20-Nov-2014	SHIRE OF BEVERLEY	2014-11 NOV SAL DEDUCTIONS (18 NOV): RATES	0.00	
Liability Chq	20-Nov-2014	SUPERWRAP - PERSONAL SUPER PLAN	SUPER CONTRIB: FE 18 NOV 14	0.00	
Liability Chq	20-Nov-2014	WA SUPER (nee WALGSP)	SUPER CONTRIB: FE 18 NOV 14	0.00	0.00
EFT Pymt	26-Nov-2014	ADC PROJECTS (ADCROFT ARCHITECTS)	CRC BLDGS, COURTHOUSE & RLWY STN ART GALLERY	(7,878.75)	
EFT Pymt	26-Nov-2014	AIMS	2014-09 SEP & 2014-10 OCT: FUEL TAX CREDITS	(597.41)	

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	26-Nov-2014	AMD	13/14 AUDIT	(12,193.50)	
EFT Pymt	26-Nov-2014	ASSET INFRASTRUCTURE MANAGEMENT P/L	ROMAN II: DEVELOPMENT OF EXCEL TOOL for REPORTING	(253.00)	
EFT Pymt	26-Nov-2014	AUST POST	2014-10 OCT POSTAGE	(348.12)	
EFT Pymt	26-Nov-2014	AVON AUTO AIR	BE001 (GRD04): AIR CON REPAIRS	(175.45)	
EFT Pymt	26-Nov-2014	AVON EXPRESS - STANFIELD Cobb	FREIGHT CHARGES: OCT 2014	(231.00)	
EFT Pymt	26-Nov-2014	AVON TRADING	OCT 2014 HARDWARE SUPPLIES	(1,391.66)	
EFT Pymt	26-Nov-2014	AVON WASTE	1,917 BIN COLLECTION FE 31 OCT 14 INC RECYLING BINS & 1 x RECYCLING COLLECTION	(4,403.80)	
EFT Pymt	26-Nov-2014	BDH - BEV DOME HIRE	DIESEL: 4,000 L	(5,388.40)	
EFT Pymt	26-Nov-2014	BEV COUNTRY KITCHEN	VARIOUS MEETS: 17, 18 NOV 14	(195.00)	
EFT Pymt	26-Nov-2014	BEV CRC (TELECENTRE)	2014-11 NOV: BLARNEY COMPILATION for PRODUCTION	(825.00)	
EFT Pymt	26-Nov-2014	BEV ELECT SERVICES (SMITH K)	VARIOUS BLDGS: ELECTRICAL WORK	(5,471.40)	
EFT Pymt	26-Nov-2014	BEV FARM SERVICES	WESTDALE RD - WIDENING1: SUPPLIES	(514.48)	
EFT Pymt	26-Nov-2014	BEV IGA	OCT 2014 PURCHASES	(841.99)	
EFT Pymt	26-Nov-2014	BEV RSL	REJECTED EFT from 13 NOV 14. TO BE REISSUED WITH AMENDED BANK DETAILS.	(1,650.00)	
EFT Pymt	26-Nov-2014	BEV STEEL FABRICATION (BEAULENE P/L)	BE001 (GRD04) & REC GROUND: SUPPLIES	(34.27)	
EFT Pymt	26-Nov-2014	BEV TYRE SERVICE	2014-10 OCT TYRE REPAIRS	(3,353.50)	
EFT Pymt	26-Nov-2014	BGC QUARRIES	WESTDALE RD - WIDENING 3: 272.78TN 10mm GRANITE	(11,645.25)	
EFT Pymt	26-Nov-2014	BITUTEK P/L	WESTDALE RD WIDENING2: SUPPLY & LAY BITUMEN	(37,713.64)	
EFT Pymt	26-Nov-2014	BLUNDELL JH & AE	REFUND of OVERPAYMENT (PLACED IN HOLDING ACCT)	(300.00)	
EFT Pymt	26-Nov-2014	CDA AIR & SOLAR (VENTURE IMPORTS PTY LTD)	ADMIN BLDG: DECOMMISSION OLD DUCTED AIR CON	(282.75)	
EFT Pymt	26-Nov-2014	COLONIAL FIRST STATE- CORRIGAN Justin	SUPER CONTRIB: FE 18 NOV 14	(293.57)	
EFT Pymt	26-Nov-2014	COLONIAL FIRST STATE-MOULTON Clare	SUPER CONTRIB: FE 18 NOV 14	(17.46)	

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	26-Nov-2014	COUNTRY COPIERS NORTHAM	iRC2030 COPIER - READING: 30 JUL - 10 NOV 14	(776.83)	
EFT Pymt	26-Nov-2014	COURIER AUSTRALIA/TOLL IPEC	FREIGHT CHARGES: 04 - 07 NOV 14	(53.22)	
EFT Pymt	26-Nov-2014	COVS PARTS	SUNDRY PLANNT (SPL03): SUPPLIES	(143.00)	
EFT Pymt	26-Nov-2014	DCA - DOMINIC CARBONE & ASSOC	EOM FINANCIALS, 13/14 FINANCIALS, TENDER	(1,683.00)	
EFT Pymt	26-Nov-2014	FILTERS PLUS	VARIOUS VEHICLES: PARTS	(493.68)	
EFT Pymt	26-Nov-2014	GILCHRIST Vivienne	ASS 33 - REFUND	(510.10)	
EFT Pymt	26-Nov-2014	GOSNELLS HARDWARE	HARDWARE SUPPLIES	(1,526.20)	
EFT Pymt	26-Nov-2014	GRONBEK SECURITY	TOWN HALL & GYM: SECURITY KEYS	(339.41)	
EFT Pymt	26-Nov-2014	HITACHI CONSTRUCTION MACHINERY (AUST) P/L	BE029 (GRD05): PARTS	(140.88)	
EFT Pymt	26-Nov-2014	KINETIC SUPER (ACCTS SUPER)	SUPER CONTRIB: FE 18 NOV 14	(137.76)	
EFT Pymt	26-Nov-2014	LGRCEU	2014-11 NOV UNION FEES	(77.60)	
EFT Pymt	26-Nov-2014	METROCOUNT/MICROCOM	METRO COUNT: BATTERY PACKS	(748.00)	
EFT Pymt	26-Nov-2014	MSA CONSTRUCTION	2014-09 SEP & 2014-10 OCT RELIEF "BUILDING INSPECTOR"	(4,818.00)	
EFT Pymt	26-Nov-2014	ORICA/SPECTRUM	SWIM POOL: 2 x CHLORINE GAS	(789.80)	
EFT Pymt	26-Nov-2014	PACIFIC BRANDS - WORKWEAR GP	STAFF UNIFORMS: LUCAS Rachel	(34.65)	
EFT Pymt	26-Nov-2014	PCS - PERFECT COMPUTER SOLUTIONS	COMPUTER SUPPORT - SHRIE & MEDICAL PRACTICE: 20 - 29 OCT 14	(510.00)	
EFT Pymt	26-Nov-2014	R MUNNS ENGINEERING CONSULTING SERVICES	TOWN WATER HARVESTING: CONSULTANCY for GRANT (04 SEP - 24 OCT 14)	(2,250.34)	
EFT Pymt	26-Nov-2014	RA-AN ENTERPRISES	VARIOUS: EXCAVATOR HIRE to PUSH GRAVEL from PIT 23	(14,454.00)	
EFT Pymt	26-Nov-2014	RADIOWEST BROADCASTERS P/L	2014-10 OCT: INTERVIEW "AROUND THE TOWN" INTERVIEW	(77.00)	
EFT Pymt	26-Nov-2014	RIDGWAY Dee	14/15 YR TRAVEL CLAIM	(1,413.56)	
EFT Pymt	26-Nov-2014	SEEBER Val	UNIFORM: SEEBER Valery	(104.00)	
EFT Pymt	26-Nov-2014	SHIRE OF BROOKTON	2014-10 OCT TOWN PLANNING SCHEME & SUBSCRIPTION	(8,644.48)	

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
EFT Pymt	26-Nov-2014	SHIRE OF PINGELLY	BBP AGE CARE WORKING GROUP: ADMIN SERVICES	(3,300.00)	
EFT Pymt	26-Nov-2014	SUNNY SIGNS CO P/L	VARIOUS BLDGS: SAFETY SIGNS	(633.60)	
EFT Pymt	26-Nov-2014	SUPERWRAP - PERSONAL SUPER PLAN	SUPER CONTRIB: FE 18 NOV 14	(744.01)	
EFT Pymt	26-Nov-2014	THE RED VAULT	COUNCIL MEET: 26 OCT 14	(152.50)	
EFT Pymt	26-Nov-2014	TIANCO TRANSPORT	ASSET 8759 BE004 (LDR07): TRANSPORTATION from SMITH BROUGHTON	(886.82)	
EFT Pymt	26-Nov-2014	TURF DEVELOPMENTS WA PTY LTD	REC GRND OVAL: VERTIDRAIN (INC TRAVEL & ACCOM)	(3,844.50)	
EFT Pymt	26-Nov-2014	WA CONTRACT RANGER SERVICES	RANGER SERVICES: 04, 11 NOV 2014	(748.00)	
EFT Pymt	26-Nov-2014	WA SUPER (nee WALGSP)	SUPER CONTRIB: FE 18 NOV 14	(5,954.61)	
EFT Pymt	26-Nov-2014	WALGA - WA LOCAL GOVERNMENT ASSOCIATION	VARIOUS ADVERTISING	(712.43)	
EFT Pymt	26-Nov-2014	WESTERN STABILISERS	WESTDALE RD-WIDENING2: CEMENT STABLISATION	(90,291.96)	
EFT Pymt	26-Nov-2014	WESTRAC	BE021 (LDR05): PARTS	(101.64)	(243,094.98)
Cheque # 1258	03-Nov-2014	SYNERGY	47 DAWSON ST - UNIT A (FRONT): 26 AUG - 09 OCT 14	(57.75)	
Cheque # 1259	03-Nov-2014	WATER CORPORATION	2014-10 OCT WATER & SERVICE ACCTS	(2,549.75)	(2,607.50)
Cheque # 1260	07-Nov-2014	AUST SUPER	SUPER CONTRIB: FE 04 NOV 14	(175.97)	
Cheque # 1261	07-Nov-2014	BUCKLAND Tom	13/14 CR YEAR REMUNERATION: APR-SEP 2014 (2 of 2 PYMTS)	(2,250.00)	
Cheque # 1262	07-Nov-2014	CTF (nee BCITF)	14/15 BCITF - JUL to OCT 14 RTN (6 APPLICATIONS)	(1,329.77)	
Cheque # 1263	07-Nov-2014	DAVIS Don	13/14 CR YEAR REMUNERATION: APR-SEP 2014 (2 of 2 PYMTS) 13/14_CR_YR:2nd PAY	(2,250.00)	
Cheque # 1264	07-Nov-2014	PEPPER Chris	13/14 CR YEAR REMUNERATION: APR-SEP 2014 ( 2 of 2 PYMTS)	(2,937.50)	
Cheque # 1265	07-Nov-2014	RICKS Maurice	BSL REFUND: INCOMPLETE BUILDING APPLIC re 2139 EAST KOKEBY RD BEVERLEY	(40.50)	
Cheque # 1266	07-Nov-2014	SHAW Lew	13/14 CR YEAR REMUNERATION: APR-SEP 2014 (2 of 2 PYMTS)	(2,250.00)	
Cheque # 1267	07-Nov-2014	SYNERGY	2014-10 OCT ELECTRICTY ACC inc STREETLIGHTS	(11,094.70)	(22,328.44)

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Cheque # 1268	13-Nov-2014	BREMNER Fred	DAM SITE JOHN ST: SOIL SAMPLES	(1,500.00)	
Cheque # 1269	13-Nov-2014	TELSTRA	2014-11 NOV TELEPHONE ACCOUNTS	(2,748.02)	(4,248.02)
Cheque # 1270	25-Nov-2014	SYNERGY	2014-10 OCT ELECTRICITY ACCT: 141 VINCENT, L36 FORREST ST, L78 WATERHATCH RD	(942.55)	
Cheque # 1271	25-Nov-2014	WATER CORPORATION	SERVICES CHARGES: FIRE STATION, BATYS & BALKULING RD STANDPIPES	(264.57)	(1,207.12)
Cheque # 1272	26-Nov-2014	ACMA - AUST COMM & MEDIA AUTH	LAND MOBILE APPART LIC - AMBULATORY SYS - VL6ZG	(891.00)	
Cheque # 1273	26-Nov-2014	AUST SUPER	SUPER CONTRIB: FE 18 NOV 14	(175.97)	(1,066.97)
Gen Jrnl 3054	12-Nov-2014		OCT 14 # - CREDIT CARD	(908.11)	(908.11)
Direct Debit	03-Nov-2014	CBA - MERCHANT BANKING	2014-10 OCT TRANSACTION FEES	(109.52)	
Direct Debit	03-Nov-2014	CBA - MERCHANT BANKING	2014-10 OCT ACCESS FEE	(29.38)	
Direct Debit	04-Nov-2014	WESTNET PTY LTD	2014-11 NOV INTERNET ACCESS	(66.00)	
Direct Debit	05-Nov-2014	ANZ- TRANSACTIVE (ONLINE BANKING)	2014-10 OCT ONLINE BANKING	(134.20)	
Direct Debit	17-Nov-2014	3 MESSAGING	3 MESSAGING: 2014-10 OCT 14: 825 TXT MSGS	(209.00)	
Direct Debit	30-Nov-2014	DPI - LICENSING SERVICES	OCT/NOV 14 LICENSING PAYMENTS	(47,361.95)	(47,910.05)
<b>PAYMENTS RAISED IN CURRENT MONTH</b>				<b>(681,558.50)</b>	<b>(681,558.50)</b>
<b>WAGES &amp; SALARIES</b>					
EFT Pymt	06-Nov-2014		FE - 04 NOV 2014	(47,532.02)	
EFT Pymt	20-Nov-2014	WAGES & SALARIES	FE - 18 NOV 2014	(46,180.11)	
<b>WAGES &amp; SALARIES</b>				<b>(93,712.13)</b>	<b>(93,712.13)</b>
<b>UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT</b>					
Cheque # 1260	07-Nov-2014	AUST SUPER	SUPER CONTRIB: FE 04 NOV 14	175.97	

TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Cheque # 1266	07-Nov-2014	SHAW Lew	13/14 CR YEAR REMUNERATION: APR-SEP 2014 (2 of 2 PYMTS)	2,250.00	
Cheque # 1272	26-Nov-2014	ACMA - AUST COMM & MEDIA AUTH	LAND MOBILE APPART LIC - AMBULATORY SYS - VL6ZG	891.00	
Cheque # 1273	26-Nov-2014	AUST SUPER	SUPER CONTRIB: FE 18 NOV 14	175.97	
<b>UNPRESENTED PAYMENTS for CURRENT BANK STATEMENT</b>				<b>3,492.94</b>	<b>3,492.94</b>
<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>					
Cheque # 1257	28-Oct-2014	T-BONE BEVERLEY	DALE WEST BRIGADE: TRAINING - REFRESHMENTS, 17 OCT 14	(113.00)	
<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>				<b>(113.00)</b>	<b>(113.00)</b>
<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>					
<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>				<b>0.00</b>	<b>0.00</b>
<b>INVESTMENTS</b>					
<b>INVESTMENTS</b>				<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURE for MUNICIPAL ACCOUNT</b>					<b>(771,890.69)</b>
<b>CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT</b>					
Credit Card	07-Oct-2014	McINTOSH & SON	BE008 (TRA03): PARTS	26.70	
Credit Card	14-Oct-2014	HOG'S BREATH CAFE	MEETING - BILL SCANLAN: 14 OCT 14 (S GOLLAN & S de BEER)	42.30	
Credit Card	16-Oct-2014	BP THE LAKES	BE1 (SDN31): 10.75L ULP @ \$1.489 inc	16.01	
Credit Card	17-Oct-2014	SHIRE OF BEVERLEY - CREDIT CARD	BE1 (SDN31): CHANGE OF PLATE FEE & REGO to 30 JUN 2015	268.10	
Credit Card	17-Oct-2014	WATTLE GROVE MOTEL	ACCOMMODATION re OHS TRAINING - E MOAD, 13-17 OCT 14	405.00	



TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
Credit Card	17-Oct-2014	WATTLE GROVE MOTEL	MEALS re OHS TRAINING - E MOAD, 13-17 OCT 14	150.00	
<b>CREDIT CARD PAYMENT SUMMARY for CURRENT BANK STATEMENT</b>				<b>908.11</b>	

**TRUST ACCOUNT DETAILS**

**PAYMENTS RAISED IN CURRENT MONTH**

EFT Pymt	26-Nov-2014	BEV CRC (TELECENTRE)	REFUND of REC GRND BLDG BOND	(200.00)	
EFT Pymt	26-Nov-2014	BEV PLAYGROUP	REFUND of REC GRND BLDG BOND	(200.00)	
EFT Pymt	26-Nov-2014	CHRISTENSEN Constance	REFUND of GYM KEY BOND	(30.00)	
EFT Pymt	26-Nov-2014	GILLESPIE Karl	REFUND of HALL HIRE BOND	(200.00)	
EFT Pymt	26-Nov-2014	PARTNERS IN GRAIN WA	REFUND of REC GRND BLDG BOND	(200.00)	
Cheque # 1461	07-Nov-2014	GROSSMITH Maree	REFUND of GYM KEY BOND	(30.00)	
Cheque # 1462	26-Nov-2014	PEPPER Patricia	REFUND of REC GRND BLDG BOND	(200.00)	
Cheque # 1463	26-Nov-2014	THOMPSON Patricia	REFUND of GYM KEY BOND	(30.00)	
<b>PAYMENTS RAISED IN CURRENT MONTH</b>				<b>(1,090.00)</b>	<b>(1,090.00)</b>

**PAYMENTS UNPRESENTED IN CURRENT BANK #**

Cheque # 1462	26-Nov-2014	PEPPER Patricia	REFUND of REC GRND BLDG BOND	200.00	
Cheque # 1463	26-Nov-2014	THOMPSON Patricia	REFUND of GYM KEY BOND	30.00	
<b>PAYMENTS UNPRESENTED IN CURRENT BANK #</b>				<b>230.00</b>	<b>230.00</b>

**PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS**

Cheque # 1446	19-Apr-2013	BREESE Karmen	REFUND of GYM KEY BOND	(30.00)	
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TYPE	DATE	PAYEE	DETAILS	AMT PAID	TOTALS
<b>PAYMENTS PRESENTED IN CURRENT BANK # RELATING to PRIOR MONTHS' TRANSACTIONS</b>				<b>(30.00)</b>	<b>(30.00)</b>
<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>					
Gen Jnl 82	21-Nov-2014	SHIRE of BEVERLEY	TFR of UNIDENTIFIED FUNDS DEPOSITED on 13 AUG 14	(490.49)	
<b>OTHER AMENDMENTS/GENERAL JOURNALS</b>				<b>(490.49)</b>	<b>(490.49)</b>
<b>EMERGENCY LIGHTING at AIRFIELD FUNDING</b>					
TRANSFER	18-Nov-2014	ONLINE SAVER ACCT 016-540 288 737 844	TFR of FUNDS from TRUST to ONLINE SAVER	(300.00)	
TRANSFER	19-Nov-2014	ONLINE SAVER ACCT 016-540 288 737 844	TFR of FUNDS from TRUST to ONLINE SAVER	(550.15)	
<b>EMERGENCY LIGHTING at AIRFIELD FUNDING</b>				<b>(850.15)</b>	<b>(850.15)</b>
<b>TOTAL EXPENDITURE for TRUST ACCOUNT</b>					<b>(2,230.64)</b>
<b>TOTAL EXPENDITURE as reconciled to the NOVEMBER 2014 BANK STATEMENTS</b>					
				Municipal Account Expenditure	(771,890.69)
				Trust Account Expenditure	(2,230.64)
<b>TOTAL EXPENDITURE for NOVEMBER 2014</b>					<b>(774,121.33)</b>

### **11.3 Tender – Beverley Community Resource Centre**

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**SUBMISSION TO:** Ordinary Council Meeting 16 December 2014  
**REPORT DATE:** 11 December 2014  
**APPLICANT:** Shire of Beverley  
**FILE REFERENCE:** ADM 0461  
**AUTHOR:** S P Gollan, Chief Executive Officer  
**ATTACHMENTS:** ADC Projects Tender Report (under separate cover)

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#### **SUMMARY**

Council to select a tender for the repairs to be carried out on the Community Resource Centre (Old School Building).

#### **BACKGROUND**

In November 2012 Council received information on the structural condition of the Old School Building and staff have been working with ADC Projects to find a suitable process to repair the building.

Tenders were called for, and advertised in the West Australian on Saturday 8 Wednesday 12 November 2014.

Prospective tenderers were invited to attend the CRC building on Tuesday 18 November 2014 for a site inspection with ADC Projects. Only one tenderer attended, being TA Lydon Construction Pty Ltd.

The tender closed on Friday 5 December 2014.

#### **COMMENT**

At the close of business on Friday 5 December 2014, one tender application was received.

The tender from TA Lydon Construction Pty Ltd contained a cover letter confirming the general scope of work, noting that there were particular terms and conditions in the foundation stabilisation sub-contractor's quote and that a detailed program of works would be provided with 14 days of any instruction to proceed.

The Lump Sum offer totalled Ninety Six Thousand, Five Hundred and Thirteen Dollars (\$96,513) comprising Sixty Nine Thousand Six Hundred and Fifty Dollars (\$69,650) of specified works plus Twenty Six Thousand Eight Hundred and Sixty Three Dollars (\$26,863) as a Provisional Sum Item.

The tender was sent to ADC Projects for assessment, and their tender report is attached.

It will be recommended that Council enter into negotiations with TA Lydon Construction Pty Ltd to award the tender, subject to the conditions listed in the Officers Recommendation.

## **STATUTORY ENVIRONMENT**

Section 11(1) of the *Local Government (Functions and General) Regulations 1996* prescribes the following in regards to the procurement of goods and services:

### **11. When tenders have to be publicly invited**

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$100 000 unless subregulation (2) states otherwise.

Sections 14, 15 and 16 of the *Local Government (Functions and General) Regulations 1996* outline the advertising and opening requirements of going to tender:

### **14. Publicly inviting tenders, requirements for**

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

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

- (1) If the notice is published in the newspaper as part of giving Statewide public notice, the time specified in the notice as the time after which tenders cannot be

submitted has to be at least 14 days after the notice is first published in the newspaper as part of giving Statewide public notice.

- (2) If the notice is given to a person listed as an acceptable tenderer, the time specified in the notice as the time after which tenders cannot be submitted has to be at least 14 days after the notice is given.

#### **16. Receiving and opening tenders, procedure for**

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

Section 18 and 19 of the *Local Government (Functions and General) Regulations 1996* prescribes the following in regards to the acceptance or rejection of tenders and the notification of outcome to tenderers:

#### **18. Rejecting and accepting tenders**

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

- (7) If a local government has accepted a tender and acceptance of the tender creates a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree to terminate the contract, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.

#### **19. Tenderers to be notified of outcome**

The CEO is to give each tenderer notice in writing containing particulars of the successful tender or advising that no tender was accepted.

### **FINANCIAL IMPLICATIONS**

Council has allocated \$170,000.00 in the 2014/15 budget.

### **STRATEGIC IMPLICATIONS**

The Built Environment:

Sustainable Infrastructure: Maintain and upgrade our Assets and Infrastructure.

Preserve our Heritage: Maintain and protect our heritage buildings and areas of significance.

### **POLICY IMPLICATIONS**

The Purchasing Policy provides that for purchases over \$100,000, the public tender process is to be followed.

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council:

1. Enter into negotiations to complete the structural repairs to the Beverley Community Resource Centre to TA Lydon Construction Pty Ltd subject to:
  - a) Confirming the lump sum tender price offer.
  - b) Establishment of an actual construction time-frame inclusive of sub-contracted works.
  - c) Negotiate project specific Public Liability insurance cover to \$20 Million.
  - d) Seek reasonable compliance regarding the tenderer's quality assurance procedures.
  - e) Obtaining details of the tenderer's previous experience on similar works.
  - f) Obtaining details of the tenderer's capacity to complete the works and key personnel to be allocated to the project.
2. Subject to meeting the above requirements, Council accept the tender from TA Lydon Construction Pty Ltd.

**COUNCIL RESOLUTION**

**M6/1214**

**Moved Cr Gogol**

**Seconded Cr Buckland**

**That Council:**

- 1. Enter into negotiations to complete the structural repairs to the Beverley Community Resource Centre to TA Lydon Construction Pty Ltd subject to:
  - a) Confirming the lump sum tender price offer.**
  - b) Establishment of an actual construction time-frame inclusive of sub-contracted works.**
  - c) Negotiate project specific Public Liability insurance cover to \$20 Million.**
  - d) Seek reasonable compliance regarding the tenderer's quality assurance procedures.**
  - e) Obtaining details of the tenderer's previous experience on similar works.**
  - f) Obtaining details of the tenderer's capacity to complete the works and key personnel to be allocated to the project.****
- 2. Subject to meeting the above requirements, Council accept the tender from TA Lydon Construction Pty Ltd.**

**CARRIED 9/0**

# ADC PROJECTS

## ARCHITECTURE & PROJECT MANAGEMENT SERVICES

### TENDER REPORT FOR SHIRE OF BEVERLEY REPAIRS & ASSOCIATED WORKS TO COMMUNITY RESOURCE CENTRE : BEVERLEY

#### EXECUTIVE SUMMARY

The tender from Lydon Construction was the only tender received. It is well below the estimated cost of works but appears to cover all aspects of the scope of work. The tender is technically non-compliant in that although the Compliance Criteria check list has been ticked off the Quality Assurance and Qualitative Criteria have not been fully addressed in the body of the offer. Lydon have also provided conflicting information in regard to the time line for completion of the works. We would recommend that rather than accept the tender as is, within the tender validity period, the Shire should enter into without prejudice discussions/negotiations with Lydon to address outstanding items from the Request for Tender conditions, to the Shire's satisfaction.

#### **1.0** BACKGROUND

Cracking of walls and subsidence of the floor structure in the centre of the former Primary School, current Community Resource Centre building, have been observed and monitored over the past two and a half years, with structural and hydraulic engineering reports recommending a scope of work for repairs.

Documentation for the required works was prepared by structural and hydraulic engineers, co-ordinated by ADC Projects and checked by Domenic Carbone & Associates for compliance with Local Government regulations.

The Shire allocated \$150,000 for the works in its 2014-2015 budget.

#### **2.0** REQUEST FOR TENDER

Requests for lump sum tenders were called by public notification in the West Australian Newspaper on Saturday 8<sup>th</sup> November and Wednesday 12<sup>th</sup> November 2014 as RFT 02/1415.

Tenders closed at 4.00PM on Friday 5<sup>th</sup> December 2014 at Shire of Beverley.

A non-compulsory site inspection was held on 18<sup>th</sup> November 2014 at 10.00AM. Only one contractor, Lydon Constructions, attended the site inspection.

No tender enquiries were received during the tender period.

#### **3.0** TENDER SUBMISSION

Only one tender was received, from TA Lydon Constructions Pty Ltd. The tender was received before the closing deadline.

The tender was opened by authorised Shire staff on Monday 8<sup>th</sup> December 2014 and distributed to ADC Projects on Tuesday 9<sup>th</sup> December 2014.

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# ADC PROJECTS

## ARCHITECTURE & PROJECT MANAGEMENT SERVICES

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### 4.0 **TENDER OFFER**

The tender contained a cover letter confirming the general scope of work, noting that there were particular terms and conditions in the foundation stabilisation sub-contractor's quote and that a detailed program of works would be provided with 14 days of any instruction to proceed.

The Lump Sum offer totalled Ninety Six Thousand, Five Hundred and Thirteen Dollars (\$96,513) comprising Sixty Nine Thousand Six Hundred and Fifty Dollars (\$69,650) of specified works plus Twenty Six Thousand Eight Hundred and Sixty Three Dollars (\$26,863) as a Provisional Sum Item. This is compared to a budget allowance of \$150,000, inclusive of a provisional sum of \$31,270.

### 5.0 **COMPLIANCE CRITERIA**

#### 5.1 **Generally**

The checklist of compliance criteria was completed by the tenderer as complying except for the item delivery date which was noted as "to be advised". However, the Quality Assurance requirement was not provided.

#### 5.2 **Sub-Contracting**

The sub-contract of Uretek Ground Engineers for foundation support was noted. In addition, a full submission from Uretek was annexed to the tender.

#### 5.3 **Conflict of Interest**

This section was not completed.

#### 5.4 **Quality Assurance**

No response was received to this item.

#### 5.5 **Insurance Coverage**

Insurances information was provided. However, Lydon Construction only carries \$5M of Public Liability insurance. All insurances are current to 19<sup>th</sup> June 2015.

#### 5.6 **Registration**

TA Lydon Constructions Pty Ltd registration certificate was annexed to the tender. Their unrestricted Building Contractor Registration No. 11025 is valid to 1<sup>st</sup> February 2016.

### 6.0 **QUALITATIVE CRITERIA**

Of the four scheduled qualitative criteria only one was responded to with the tender. The Criteria requested by the R.F.T. were:-

- a) Demonstrated experience
- b) Capacity and key personnel
- c) Demonstrated understanding of the required tasks.
- d) Finance references and referees.

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# ADC PROJECTS

## ARCHITECTURE & PROJECT MANAGEMENT SERVICES

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Lydon Constructions by attending the site inspection and discussing the scope of work can be considered to have met the criteria c).

Three financial references were provided for criteria d).

### 7.0 **PRICE INFORMATION**

Lump Sum and Provisional Sum price information were provided as requested.

Lump Sum	\$69,650.00
plus Provisional Sum	\$26,863.00

### 8. **CONSTRUCTION TIME**

A construction time of six weeks after the date of the letter of acceptance or 12<sup>th</sup> January 2015, whichever is the latter was offered. However, the sub-contract conditions for foundation works will affect this date and there was conflicting information that the construction time was also "to be advised".

### 9. **TRADE BREAKDOWN**

A Trade Breakdown as requested was provided.

### 10. **SCHEDULE OF ADDITIONAL RATES**

The Schedule of Additional Rates was completed as requested.

### 11. **ADDRESS OF TENDERER**

The tenderers address is:-

TA Lydon Construction Pty Ltd  
35 Crowther Street  
Bayswater WA 6053

ABN: 49074328895

Telephone: 0407428808

Fax: 9473-1193

Email: [tomlydon@westnet.com.au](mailto:tomlydon@westnet.com.au)

Representative: Mr Tom Lydon

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# ADC PROJECTS

## ARCHITECTURE & PROJECT MANAGEMENT SERVICES

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### 12. ANALYSIS OF TENDER

The tendered price, price breakdown, schedule of rates and proposed construction time at six weeks are considered reasonable.

The sub-contract foundation treatment works included in the price is a provisional sum item and is dependent on the estimated amount of material actually required for the foundation treatment. This is dependent on actual site conditions which cannot be pre-determined. The amount of material required has been estimated at 540kg and any additional material required has been offered at a fixed rate of \$39.50kg.

The timing of foundation treatment sub-contract works is noted also to require confirmation.

The non-provision of some compliance and qualitative criteria information is of concern. This includes:-

- Conflict in delivery date advice
- Limitation of Public Liability Insurance
- Quality assurance information
- Demonstrated experience
- Capacity and key personnel

### 13. TENDER RECOMMENDATIONS

It is recommended that the Shire enter into without prejudice discussions and/or negotiation with the tenderer, TA Lydon Construction Pty Ltd, to:-

- a) Confirm the lump sum tender price offer.
- b) Establish an actual construction time-frame inclusive of sub-contracted works.
- c) Negotiate project specific Public Liability insurance cover to \$20 Million
- d) Seek reasonable compliance regarding the tenderer's quality assurance procedures.
- e) Obtain details of the tenderer's previous experience on similar works.
- f) Obtain details of the tenderer's capacity to complete the works and key personnel to be allocated to the project.

Subject to satisfactory responses to these items, it would be recommended to accept the tendered lump sum as offered.

## **12. ADMINISTRATION**

### **12.1 2015 Council and Committee Meeting Dates**

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**SUBMISSION TO:** Ordinary Council Meeting 16 December 2014  
**REPORT DATE:** 3 December 2015  
**APPLICANT:** Shire of Beverley  
**FILE REFERENCE:** ADM 0102  
**AUTHOR:** S P Gollan, Chief Executive Officer  
**ATTACHMENTS:** 2015 Committee Meeting Schedule

---

#### **SUMMARY**

Council to consider setting the dates for the 2015 Council Meetings and Committee Meetings to advertise and distribute.

#### **BACKGROUND**

Council has typically held the Ordinary Council Meeting on the fourth Tuesday of every month at 2pm, except the month of December, where if the 4<sup>th</sup> Tuesday falls in the last week (lead up to Christmas) it is bought forward one week.

The Committee meetings have been structured to hold a minimum of 3 of each committee per calendar year.

#### **COMMENT**

The current structure works well and I can see no reason to change it.

The proposed dates for the 2015 Ordinary Council Meeting are:

Tuesday 24 February 2015  
Tuesday 24 March 2015  
Tuesday 28 April 2015  
Tuesday 26 May 2015  
Tuesday 23 June 2015  
Tuesday 28 July 2015  
Tuesday 25 August 2015  
Tuesday 22 September 2015  
Tuesday 27 October 2015  
Tuesday 24 November 2015  
Tuesday 15 December 2015

The Committee Meeting dates are attached.

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995

#### **FINANCIAL IMPLICATIONS**

N/A

### **STRATEGIC IMPLICATIONS**

Sustainable Governance – Ensure governance and legislative requirements are met.

### **POLICY IMPLICATIONS**

EM001 – Ordinary Meetings of Council

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council;

1. Set the Ordinary Council Meeting dates for February 2015 – November 2015 as the 4<sup>th</sup> Tuesday of the Month;
2. Set the December Ordinary Council Meeting as Tuesday 15 December 2015; and
3. The Committee Meetings are set as per the 2015 Committee Meetings Schedule.

### **COUNCIL RESOLUTION**

**M7/1214**

**Moved Cr Shaw**

**Seconded Cr Pepper**

**That Council;**

1. **Set the Ordinary Council Meeting dates for February 2015 – November 2015 as the 4<sup>th</sup> Tuesday of the Month;**
2. **Set the December Ordinary Council Meeting as Tuesday 15 December 2015; and**
3. **The Committee Meetings are set as per the 2015 Committee Meetings Schedule.**

**CARRIED 9/0**

Attachment for Item 12.1



Shire of Beverley  
Committee Meetings Schedule 2015

Committee Name	Date of Meeting				
Audit and Risk	Tuesday 10 March 2015	Tuesday 13 October 2015	November 2015 TBA		
Corporate Strategy	Tuesday 10 February 2015	Tuesday 12 May 2015	Tuesday 14 July 2015	Tuesday 8 September 2015	Tuesday 10 November 2015
Economic & Community Strategy	Tuesday 14 April 2015	Tuesday 9 June 2015	Tuesday 11 August 2015		

## **12.2 Policy Manual – Occupational Health and Safety**

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**SUBMISSION TO:** Ordinary Council Meeting 16 December 2014  
**REPORT DATE:** 10 December 2014  
**APPLICANT:** Shire of Beverley  
**FILE REFERENCE:** ADM 0281  
**AUTHOR:** V J Seeber, Occupational Health & Safety Officer  
**ATTACHMENTS:** Occupational Health and Safety Policy

---

### **SUMMARY**

Council to consider adopting a revised Occupational Health & Safety (OH&S) Policy.

### **BACKGROUND**

Council has previously adopted an OH&S Policy in September 2014, however a review in November 2014 held in conjunction with LGIS Workforce Risk Services found the policy was inadequate and have formulated a new policy which meets the requirements of the Occupational Health & Safety Act 1994.

### **COMMENT**

Attached under separate cover is a proposed Occupational Health and Safety Policy for Council's consideration.

If agreeable, the proposed policy is to replace the current OH&S Policy in the Shire of Beverley Policy Manual and be distributed to all staff.

### **STATUTORY ENVIRONMENT**

Occupational Health & Safety Act 1994

### **FINANCIAL IMPLICATIONS**

N/A

### **STRATEGIC IMPLICATIONS**

Sustainable Governance – Ensure governance and legislative requirements are met.

### **POLICY IMPLICATIONS**

Policy No – S009 Occupational Health & Safety

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council adopt the revised Occupational Health and Safety Policy.

### **COUNCIL RESOLUTION**

**M8/1214**

**Moved Cr Pepper**

**Seconded Cr White**

**That Council adopt the revised Occupational Health and Safety Policy.**

**CARRIED 9/0**

## Attachment 12.2

<b>Policy Type:</b>	Staff
<b>Date Adopted:</b>	

<b>Policy No:</b>	<b>S009</b>
<b>Date Last Reviewed:</b>	December 2014

<b>Legal (Parent):</b> 1. Occupational Health & Safety Act 1984
--

<b>Legal (Subsidiary):</b> N/A
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<b>ADOPTED POLICY</b>	
<b>Title:</b>	<b>OCCUPATIONAL HEALTH &amp; SAFETY</b>
<b>Objective:</b>	<b>To promote the sound and effective Occupational Health and Safety practices as a common objective for the Chief Executive Officer, Senior Staff, Employees and Contractors.</b>

### Policy

This policy outlines the Shire of Beverley's commitment to continuously improve the occupational safety and health standards within the workplace, to continuously improve the occupational safety and health management systems and to reduce hazards and subsequent incidents in the workplace.

The Shire of Beverley is committed to managing occupational safety and health including the development and implementation of an Occupational Safety and Health Management System that complies with or exceeds legislative requirements including the Act, Regulations, Codes of Practice, Guidance Notes and Australian Standards.

The Shire of Beverley will ensure that all levels of employees, including senior management, employees, contractors and volunteers, understand their roles and responsibilities in accordance with legislative requirements.

The employer aims to meet their objectives by:

- i. Providing and maintaining workplaces, plant, and systems of work such that, so far as is practicable, the employees are not exposed to hazards;
- ii. Providing such information, instruction, and training to, and supervision of, the employees to enable them to perform their work so they are not exposed to hazards;
- iii. Consulting and cooperating with Safety and Health Representatives and other employees at the workplace regarding occupational safety and health issues;
- iv. Providing employees with personal protective clothing and equipment to assist protect them against those hazards;



## Attachment 12.2

Employees, including contractors, volunteers and work experience students are obligated to meet their duty of care by:

- i. Taking care for his or her own health and safety and avoid adversely affecting the safety or health of any other person; by
- ii. Complying with safety and health instructions given by the employer, including the direction to wear personal protective clothing or equipment;
- iii. Reporting hazards, accidents (injuries) and incidents (near misses) in the workplace.

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome.

Stephen P Gollan	Valery J Seeber	Denise J Ridgway
<u>Chief Executive Officer</u>	<u>Occupational Health and Safety Officer</u>	<u>Council President</u>
December 2014	December 2014	December 2014

### **12.3 Beverley Off Road Motor Sports Association – Licence Agreement**

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**SUBMISSION TO:** Ordinary Council Meeting 16 December 2014  
**REPORT DATE:** 11 December 2014  
**APPLICANT:** Beverley Off Road Motor Sports Association  
**FILE REFERENCE:** GRE 5265  
**AUTHOR:** S P Gollan, Chief Executive Officer  
**ATTACHMENTS:** Licence Agreement (under separate cover)

---

#### **SUMMARY**

Council to consider endorsing the license agreement between the Shire of Beverley and Beverley Off Road Motor Sports Association (BORMSA).

#### **BACKGROUND**

BORMSA currently use approximately 55ha of Reserve 5265 to hold regular motor events throughout the calendar year. Access to the area is from Nicholas Street. The agreement between the Shire of Beverley and BORMSA is via a Memorandum of Understanding (MOU). The current MOU expires in December 2014.

#### **COMMENT**

A licence agreement has been drafted by McLeod's Solicitors. The licence agreement recommends that BORMSA pay an annual fee of \$2,000.00 (payable \$500.00 per quarter) excluding GST and is responsible for providing the Shire with a Risk Management and Fire Management Plan.

The Shire President and I met with a delegation from BORMSA to discuss the terms of the license on Thursday 17 October 2014.

Discussions mainly centred around the license fee payable and also making some minor amendments to the wording in a few sections. The term of the license was also raised and BORMSA would've liked Council to consider making the initial term of the license 10 years, with a first option of 5 year and a second option of a further 5 years. At the 28 October Council Meeting Council resolved that, in principle and subject to the terms of the licence resolve that the license term be set at ten (10) years commencing 1 January 2015 to 31 December 2025, with the option of a further 2 x 5 year terms commencing on 1 January 2026.

It was also agreed that the permitted hours be 6am to 10pm on motor sport days.

The BORMSA President was advised of Council's decision regarding the length of term, and asked if any further changes were to be considered. BORMSA have made no further requests.

Attached is the licence agreement and mapped licenced area for Council to consider.

If endorsed by Council the new licence agreement will commence 1 January 2015.

#### **STATUTORY ENVIRONMENT**

N/A

**FINANCIAL IMPLICATIONS**

Income from the License will be budgeted for in future budgets.

**STRATEGIC IMPLICATIONS**

Strategic Community Plan prioritises providing facilities to support sporting and community needs.

**POLICY IMPLICATIONS**

N/A

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council endorse the Licence Agreement between Beverley Off Road Motor Sport Association and the Shire of Beverley.

**COUNCIL RESOLUTION**

**M9/1214**

**Moved Cr Murray**

**Seconded Cr Gogol**

**That Council endorse the Licence Agreement between Beverley Off Road Motor Sport Association and the Shire of Beverley with the provision of an annual CPI increase.**

**CARRIED 9/0**

# Licence Agreement – Portion of Reserve 5265

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Shire of Beverley

Beverley Off Road Motor Sports Association Inc



McLeods

Barristers & Solicitors

Stirling Law Chambers | 220-222 Stirling Highway | CLAREMONT WA 6010

Tel: (08) 9383 3133 | Fax: (08) 9383 4935

Email: [mcleods@mcleods.com.au](mailto:mcleods@mcleods.com.au)

Ref: DFN:BEVE-29615

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# Details

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## Parties

### **Shire of Beverley**

of PO Box 20, Beverley, Western Australia  
(**Shire**)

### **Beverley Off Road Motor Sports Association Inc**

of PO Box 1956, West Perth, Western Australia 6872  
(**Licensee**)

## Background

- A. The Shire is vested with care, control and management of the land described in **Item 1** of the Schedule (**Land**).
- B. The Shire has agreed to grant to the Licensee a Licence to use that portion of the Land as is described in **Item 2** of the Schedule (**Licensed Area**).
- C. The Shire and the Licensee enter into this Agreement to set out the terms and conditions upon which the Licence is granted.



# Agreed terms

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## 1. Condition precedent

This licence is subject to and conditional upon the approval in writing of the Minister for Lands under section 18 of the *Land Administration Act 1997*.

## 2. Grant of licence

In consideration of the covenants of the Licensee given herein the Shire HEREBY GRANTS to the Licensee a licence (**Licence**) to use the Licensed Area on the terms and conditions set out in this Deed.

## 3. Term

The Licence shall continue in force and effect for the duration of the term set out in **Item 3** of the Schedule (**Term**).

## 4. Permitted Hours of Use

For duration of the Term of the Licence the Licensee shall be permitted to use the Licensed Area but only during the permitted hours of use set out in **Item 4** of the Schedule (**Permitted Hours of Use**).

## 5. Licence fee & GST

The Licensee COVENANTS with the Shire to:

- (a) pay the Shire the licence fee referred to in **Item 5** of the Schedule (**Licence Fee**) on the commencement of the Term without any abatement or deduction whatsoever; and
- (b) pay the Shire in addition to the Licence Fee any GST payable on the Licence Fee and on any other supply made by the Shire to the Licensee under this Licence.

## 6. Use of Licensed Area

The Licensee shall ensure that the Licensed Area is used only for the use described in **Item 6** of the Schedule (**Permitted Use**).

## 7. Outgoings

The Licensee shall duly and punctually pay all water, electricity, power, gas, telephone charges and any other consumption charge which now or during the Term shall be charged upon or in respect of the Licensed Premises or be payable by the owner or occupier in respect thereof upon the respective days or times upon which the same shall become due and payable.

## 8. Alterations

The Licensee shall not:

- (a) make or cause, suffer or permit to be placed upon the Licensed Area any permanent improvements, alterations, buildings, structures or other fixtures, fittings or equipment of any kind whatsoever; or
- (b) carry out any permanent or significant modifications or alterations whatsoever to the Licensed Area,

unless the Licensee has first obtained the prior written approval of the Shire (which is granted at the absolute discretion of the Shire and may be subject to such conditions as the Shire deems fit) and all necessary approvals, licences and permits required by law have been obtained.

## 9. Entry and inspection of Licensed Area

The Licensee must permit the Shire to enter the Licensed Area at any reasonable time during the Permitted Hours of Use to inspect and view the area, to carry out any maintenance work or to rectify any breach of the conditions of this Licence.

## 10. Signs & advertising

The Licensee shall not affix or exhibit or permit to be affixed or exhibited in or upon any part of the Licensed Area any placard, signboard, neon sign or other advertisement unless the Licensee has first obtained the prior written approval of the Shire (which is granted at the absolute discretion of the Shire and may be subject to such conditions as the Shire deems fit).

## 11. Compliance with statutes

The Licensee AGREES with the Shire that it shall:

- (a) at all times during the said term duly and punctually comply with, observe and carry out and conform with the provisions of all statutes now or hereafter in force and of all statutory, rules, regulations and by-laws made thereunder and all requirements and orders of any authority, statutory or otherwise which affect the Licensed Area or the use thereof or which impose any duty or obligation upon the owner or occupier of the Licensed Area; and
- (b) perform, discharge and execute all requisitions and works and do and perform all such acts and things upon and to the Licensed Area or any part thereof as are or may be required or directed to be executed or done (whether by the Shire or Licensee) by any local government or public authority or by order or in pursuance of any statute (State or Federal) now or hereafter in force or by Order or in pursuance of any local law, local planning scheme, by-law or regulation made under any such statute.

## 12. Maintenance of Licensed Area

The Licensee shall keep and maintain at its own expense the Licensed Area:

- (a) in good, safe order, repair and condition; and

- (b) in a clean and tidy state free from refuse, rubbish, garbage and litter from activities undertaken within the Licensed Area.

### 13. Damage to Licensed Area

The Shire and the Licensee AGREE that:

- (a) it will be the responsibility of the Licensee to repair, rehabilitate and make good any damage to the Licensed Area, including but not limited to pollution or contamination of the Licensed Area, caused by or arising out of or in relation to or incidental to the use of the Licensed Area by the Licensee, its officers, workmen, servants, agents, contractors, licensees invitees or assignees or resulting from an act or omission of the Licensee;
- (b) the Licensee shall be responsible for the cost of any of the repairs, rehabilitation or making good of damage referred to in **clause 13(a)**; and
- (c) the Licensee must pay to the Shire the costs of any repair, rehabilitation or making good of damage to the Licensed Area as referred to in **clause 13(a)**, within 7 days of receipt of a written demand for such payment being made by the Shire.

### 14. Not to cause nuisance

The Licensee AGREES with the Shire that it shall:

- (a) not do or leave undone or suffer to be done or left undone any act, matter or thing whereby a nuisance or anything in the nature of which may be deemed to be a nuisance may exist or arise or continue upon or in connection with the Licensed Area or the use thereof and to forthwith abate any such nuisance or alleged nuisance; and
- (b) pay to the Shire on demand all sums of money which the Shire may at any time and from time to time hereafter pay or expend to be called upon to repay in or about or in connection with performing, discharging or executing any requisitions or works or abating any nuisance or alleged nuisance referred to in the preceding **clause 14(a)** and which contrary to the agreement therein contained the Licensee neglects or fails to perform, discharge or execute.

### 15. Indemnity

The Licensee agrees to indemnify and keep indemnified:

- (a) the Shire from and against the destruction of or damage to any property of the Shire or any person; and
- (b) the Shire and all officers, servants and agents of the Shire from and against all actions claims, costs and demands in respect of loss or damage to property or death or injury of any nature and however and wherever sustained,

caused by or arising out of or in relation to or incidental to the use of the Licensed Area by the Licensee, its officers, workmen, servants, agents, contractors, licensees invitees or assignees or resulting from an act or omission of the Licensee BUT the Licensee shall not be responsible for any loss or damage which is caused by the negligence of the Shire.

## 16. Insurance

The Licensee agrees with the Shire:

- (a) to insure and keep insured from time to time in a reputable insurance office, approved by the Shire or the Australian Prudential Regulation Authority, the respective rights and interests of the Shire and the Licensee for all claims based on what is commonly known as public liability or public risk insurance so as in particular to insure the Shire against all claims which may be made against the Shire by any person arising out of any defect in the Licensed Area or occurrence upon the Licensed Area or the use of the Licensed Area which could cause or might cause any claim in damages to be made against the Shire by any third party, which insurance shall be for an amount not less than 10 million dollars (\$10,000,000.00);
- (b) to insure and keep insured from time to time in a reputable insurance office approved by the Shire an insurance policy with adequate Workers Compensation cover with a company approved by the Shire in respect of any person employed or any volunteer engaged by the Licensee in respect of activities carried out on the Licensed Premises;
- (c) not to cancel any policy of insurance referred to in **clause 16 (a) or (b)** of this Deed and in the event of such cancellation this Licence shall terminate immediately and the Licensee shall have no claim against the Shire for any loss suffered as a result of such termination; and
- (d) to produce copies of the certificates of currency or receipts confirming the currency of any policy or policies of insurance within seven (7) days of being provided with a written request by the Shire to do so.

## 17. Not to void insurance

The Licensee agrees with the Shire not to at any time during the Term, commit, or suffer to be done any act, matter or thing upon the Licensed Area whereby any insurance which may at any time have been effected in respect of the Licensed Area or any part thereof may be vitiated or rendered void or voidable.

## 18. No assignment without consent of Shire

The Licensee agrees that it shall not encumber, assign, underlet or part with the possession or benefit of this Licence or the Licensed Area or any part of the Licensed Area without first obtaining the prior written consent of the Shire, which consent the Shire may withhold in its absolute discretion.

## 19. Report to Shire

The Licensee must immediately report to the Shire:

- (a) any act of vandalism which occurs on or near the Licensed Area;
- (b) any occurrence or circumstances in or near the Licensed Area, of which it becomes aware, which might reasonably be expected to cause, in or on the Licensed Area, pollution of or damage to the environment; and

- (c) all notices, orders and summonses received by the Licensee and which affect the Licensed Area and immediately give them to the Shire.

## 20. No right of exclusive possession

The Licensee ACKNOWLEDGES that this Licence is non-exclusive and does not convey any right of exclusive possession over the Licensed Area to the Licensee and the Licensee AGREES that it shall not interfere with the use of the Licensed Area by any other person authorised by the Shire or otherwise entitled at law to access or use the Licensed Area.

## 21. Further Term

If at the date of expiration of the Term there is no outstanding breach of this Licence by the Licensee the Shire may grant to the Licensee a further licence of the Licensed Area for the further term specified in Item 3 of the Schedule upon and subject to the same terms, covenants and conditions as are contained or implied in this Licence, except this clause 21.

## 22. Default

The Shire and the Licensee AGREE that:

- (a) if the Licence Fee or any part thereof shall be in arrears after the date specified for payment for a period of fourteen (14) days after notice specifying such default shall have been served on the Licensee; or
- (b) any covenant, term or condition on the part of the Licensee herein contained or implied shall not be punctually and effectually performed or observed and such default shall continue for a period of fourteen (14) days after a notice specifying such default shall have been served on the Licensee

then in any of the said cases it shall be lawful for the Shire at any time thereafter by notice in writing to the Licensee to terminate the Licence hereby granted. Upon receipt of such notice by the Licensee the Licence hereby granted shall terminate, but without prejudice to the right of action of the Shire for arrears of the Licence Fee or damages for breach of any other covenant. Upon such termination the parties acknowledge that the Licensee shall not be entitled to any refund of the Licence Fee, in respect of any unexpired portion of the Term.

## 23. Termination of Management Order

The parties ACKNOWLEDGE that:

- (a) the Licence will automatically terminate if the Management Order and the Shire ceases to be the primary interest holder in the Reserve; and
- (b) if the Licence is terminated in accordance with **clause 23(a)** of this clause the Licensee will not be entitled to any form of compensation or damages as a result of the termination.

## 24. Restoration of Licensed Area

The Licensee AGREES with the Shire that:

- (a) at the expiration or sooner determination of this Licence, it shall at its cost remove from the Licensed Area any alterations, additions or improvements to the Licensed Area installed by the Licensee unless otherwise approved in writing by the Shire;
- (b) it shall restore the Licensed Area to the satisfaction of the Shire (including but not limited to removal of tyres and tracks and rehabilitation of native vegetation if required by the Shire);
- (c) in the event the Licensee does not restore the Licensed Area to the satisfaction of the Shire within one month of the expiration or sooner determination of this Licence the Shire may remove any alterations, additions or improvements installed by the Licensee and restore the Licensed Area to its satisfaction and the costs of carrying out such removal and restoration shall be a liquidated debt recoverable from the Licensee by the Shire in a Court of competent jurisdiction; and
- (d) the Licensee's obligations under this clause will continue, notwithstanding the end or Termination of this Licence.

## 25. Rights rest in contract only

The Licensee ACKNOWLEDGES that the rights hereby conferred rest in contract only and nothing herein contained or implied shall be construed as granting or shall be deemed to grant to the Licensee any estate or interest in the Licensed Area or any right of exclusive possession.

## 26. Yielding up at expiration of term

The Licensee AGREES with the Shire that at the end or sooner termination of the Term of the Licence it shall leave the Licensed Area in a condition consistent with the provisions of this Licence.

## 27. No warranty

The Shire gives no warranty:

- (a) as to the suitability or otherwise of the Licensed Area for the Permitted Use; or
- (b) that the Shire will issue any consents, approvals, authorities, permits or licences required by the Licensee under any statute for its use of the Licensed Area.

## 28. No fetter

Notwithstanding any other provision of this Licence, the Licensee ACKNOWLEDGES that the Shire is a local government established by the *Local Government Act 1995* (WA), and in that capacity, the Shire may be obliged to determine applications for approvals having regard to statutes governing such applications including matters required to be taken into consideration and formal processes to be undertaken, and the Shire shall not be taken to be in default under this Licence by performing its statutory obligations or exercising its statutory

discretions, nor shall any provision of this Licence fetter the Shire in performing its statutory obligations or exercising any discretion.

## 29. Severance

If any part of this Licence is or becomes void or unenforceable, that part is or will be severed from this Licence to the intent that all parts that are not or do not become void or unenforceable remain in full force and effect and are unaffected by that severance.

## 30. Further assurance

The Parties must execute and do all acts and things necessary or desirable to implement and give full effect to the terms of this Licence.

## 31. Dispute resolution

The parties agree that any dispute between the Licensee and the Shire in regard to anything arising from this Licence shall:

- (a) be addressed in the first instance by a meeting between representatives of the Licensee, appointed for that purpose, and the officer of the Shire responsible for administering the Reserve or the Licensed Area; and
- (b) if the dispute cannot be resolved, in a manner that is satisfactory to both parties through such a meeting, the Licensee agrees that the CEO of the Shire will have the power to make a final determination in resolution of the dispute, but only after giving due consideration to all of the matters discussed at the meeting referred to in **clause 31(a)** of this clause and setting out in writing the reasons for his or her decision.

## 32. Costs

The Licensee must pay to the Shire on demand:

- (a) any statutory duty or taxes payable on or in connection with this Licence; and
- (b) all legal costs of and incidental to the preparation and execution of this Licence.

## 33. Governing law

This Licence is governed by and is to be interpreted in accordance with the laws of Western Australia and, where applicable, the laws of the Commonwealth of Australia.

## 34. Additional terms covenants and conditions

Each of the terms, covenants and conditions (if any) specified in **Item 7** of the Schedule shall be deemed part of this Licence and shall be binding upon the Shire and Licensee as if incorporated in the body of this Licence.

## 35. Interpretation

In this Licence, unless expressed to the contrary:

- (a) Words importing:
  - (i) the singular include the plural;
  - (ii) the plural include the singular; and
  - (iii) any gender includes each gender;
- (b) A reference to:
  - (i) a natural person includes a body corporate or local government;
  - (ii) a body corporate or local government includes a natural person;
  - (iii) a Party includes its legal personal representatives, successors and assigns and if a Party comprises two or more persons, the legal personal representatives, successors and assigns of each of those persons;
  - (iv) a statute, includes an ordinance, code, regulation, award, local planning scheme, regulation, local law, by-law, requisition, order or other statutory instruments made under any of them and a reference to any of them, whether or not by name, includes any amendments to, re-enactments of or replacements of any of them from time to time in force;
  - (v) a right includes a benefit, remedy, discretion, authority or power;
  - (vi) an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
  - (vii) this Licence or provisions of this Licence or any other deed, agreement, instrument or contract includes a reference to:
    - (A) both express and implied provisions; and
    - (B) that other deed, agreement, instrument or contract as varied, supplemented, replaced or amended;
  - (viii) writing includes any mode of representing or reproducing words in tangible and permanently visible form and includes facsimile transmissions;
  - (ix) any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them; and
  - (x) a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure is a reference to, respectively, a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure of this Licence;



- (c) The covenants and obligations on the part of the Licensee not to do or omit to do any act or thing include:
  - (i) covenants not to permit that act or thing to be done or omitted to be done by any officer, workmen, servants, agents, contractors, licensees, invitees, assignees or persons authorised by the Licensee; and
  - (ii) a covenant to take all reasonable steps to ensure that that act or thing is not done or omitted to be done;
- (d) Except in the Schedule, headings do not affect the interpretation of this Licence;
- (e) If a Party comprises two or more persons, the covenants and agreements on their part bind them and must be observed and performed by them jointly and each of them severally, and may be enforced against any one or more of them.
- (f) The Schedule and Annexures (if any) form part of the Licence.

## 36. Definitions

In this Licence, unless otherwise required by the context or subject matter:

**Chief Executive Officer** means the Chief Executive Officer of the Shire or any person authorized to act on his behalf;

**Commencement Date** means the date that the Licence commences as specified in **Item 3** of the Schedule;

**GST** means a tax under the *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and any legislation substituted for, replacing or amending that Act, levied on a supply including but not limited to the Licence Fee or other money payable to the Shire for goods or services or property or any other thing under this Licence;

**Land** means the land described in **Item 1** of the Schedule;

**Licence** means the Licence granted under this Agreement;

**Licence Fee** means the fee stipulated in **Item 5** of the Schedule;

**Licensed Area** means the portion of Land that the Licensee is permitted to use in accordance with the terms of this Licence, as specified in **Item 2** of the Schedule;

**Licensee** means the Licensee or club to which the licence is granted.

**Permitted Hours of Use** means the hours agreed in advance with the Shire during which the Licensee is permitted to use the Licensed Area, as specified in **Item 4** of the Schedule;

**Schedule** means the Schedule of this Licence.

**Shire** means the Shire of Beverley and its employees and agents.

**Supply** means a good or service or any other thing supplied by the Shire under this Licence and includes but is not limited to a grant of a right to possession of the Licensed Area.

**Term** means the period of time for which the Licence is granted, as specified in **Item 3** of the Schedule.

# Schedule

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**Item 1: Land**

Reserve 5265.

**Item 2: Licensed Area**

That portion of the Land depicted on the sketch annexed hereto as **Annexure 1**.

**Item 3: Term**

Term: 10 years commencing on 1 January 2015 and expiring on 31 December 2025.

Further Terms: Five (5) years commencing on 1 January 2026 and expiring on 31 December 2031.

Five (5) years commencing on 1 January 2032 and expiring on 31 December 2037.

**Item 4: Permitted Hours of Use**

6am to 10pm Monday to Sunday

**Item 5: Licence Fee**

Licence Fee: Two thousand dollars (\$2,000) per annum plus GST.

Manner of Payment: Payable in advance in quarterly instalments of five hundred dollars (\$500) commencing on the first day of the Term.

**Item 6: Permitted Use**

Off road vehicle driving and supporting activities.

**Item 7: Additional terms, covenants and conditions**

**1. Risk Management Plan**

The Licensee shall submit to the Shire for its approval prior to the commencement of the Term a Risk Management Plan, which shall include the following:

- (a) Emergency Response Plan;

- (b) Emergency Evacuation Plan;
- (c) Emergency Procedure;
- (d) Parking and Traffic Management Plan;
- (e) Crowd Control Plan;
- (f) Set Up Plan;
- (g) Environmental Impact Management Plan (addressing noise suppression, dust suppression and management of litter)

The Licensee shall comply with the approved Risk Management Plan at all times during the Term and any Further Term granted pursuant to **clause 21**.

## **2. Fire Management**

The Licensee shall be responsible for:

- (a) installation and maintenance of fire breaks;
- (b) maintaining a fire hazard reduction program; and
- (c) providing functional fire fighting equipment when motor sports events are being held,

within the Licensed Area.

# Signing page

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**EXECUTED** by the parties as a Deed on the \_\_\_\_\_ day of \_\_\_\_\_ 2014

THE **COMMON SEAL** of the **SHIRE OF** )  
**BEVERLEY** was hereunto affixed by )  
authority of a resolution of the Council in the )  
presence of:

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
CHIEF EXECUTIVE OFFICER

\_\_\_\_\_  
(Print Full Name)

THE **COMMON SEAL** of **BEVERLEY DISTRICTS MOTOR** )  
**CYCLE CLUB INC** ("the Association") was hereunto affixed )  
pursuant to the constitution of the Association in the )  
presence of each of the undersigned each of whom hereby )  
declares by the execution of this document that he or she )  
holds the office in the Association indicated under his or her )  
name: )

\_\_\_\_\_  
OFFICE HOLDER SIGN

\_\_\_\_\_  
OFFICE HOLDER SIGN

Office Held:  
Full Name  
Address

Office Held:  
Full Name  
Address

**CONSENT OF THE MINISTER FOR LANDS:**

# Annexure 1 - Sketch

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**BORMSA LEASED AREA**

**APPROX 55ha**



2:53pm – Kathryn McLean, Community Development Officer, joined the meeting.

## **12.4 Water Harvesting**

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**SUBMISSION TO:** Ordinary Council Meeting 16 December 2014  
**REPORT DATE:** 4 December 2014  
**APPLICANT:** Shire of Beverley  
**FILE REFERENCE:** ADM 0087  
**AUTHOR:** K McLean, Community Development Officer  
**ATTACHMENTS:** Project Planning Report “Beverley Storm Water Harvesting 2014-15” (Under Separate Cover)

---

### **SUMMARY**

An opportunity to apply for a grant from the Department of Water, Community Water Supply Program 2013-2015 has been the impetus for developing a plan for water harvesting within the Beverley Townsite.

### **BACKGROUND**

For many years, water has been supplied to the public oval and parks and gardens within the Beverley townsite from the Town Dam (Lot 11 Hunt Road) and the Waterhatch bore (Lot 78 Waterhatch Road). Following on from investigations by an interested community member, the Shire of Beverley had in principle, agreed to a draft plan for water harvesting being developed so as to supplement this existing town water supply used to irrigate the town oval and tennis courts. Following on from this the 2014-2015 Shire of Beverley annual budget includes an expense item for Water Harvest Planning which, with the support of a community advisory group, was used to engage a Consultant Engineer to develop a design plan for this proposal.

A site visit and discussions with Department of Water representatives, Michael Allen and Tracy Calvert, indicated that the concept plan for this project was feasible and within the guidelines of the Community Water Supply Program.

Mr Rod Munns, of Rod Munns Engineering Consulting Services, was engaged in July 2014 to complete a stormwater harvesting plan and budget with a view to applying for a Community Water Supply Grant from the Department of Water to help fund this project.

The Shire of Beverley Long Term Financial Plan currently includes Water Harvesting works of \$500,000 due to take place in 2018/19.

### **COMMENT**

A design plan and budget has been devised by consultant engineer, Rod Munn, of RMECS. These documents are included in the project planning report, provided under separate cover.

The plan involves using the already good system of kerb to kerb bitumised streets serviced by underground drainage to capture what would under normal circumstances drain into the Avon River. A fully lined retention basin located in the road reserve (Public Road adjacent to Lot 289) at the east end of Edwards Street



and a fully lined retention basin located on the vacant land (Lot 34) adjacent to Beverley District High School (site of BMX track) would be constructed to capture this runoff for a short period before being electrically pumped over several days to the Town Dam located on Hunt Road.

As per the project planning report, the total cost of the project is estimated at \$309,143 (including a \$10,000 contingency).

Funding would include:

DOW CWSP 2013-2015 Grant	\$100,000 (maximum amount)
Shire Cash	\$107,160
Shire In Kind	<u>\$101,983</u>
TOTAL	<u>\$309,143</u>

The estimated operating budget for the project after construction, including depreciation is \$11,065.

In 2013/2014 town supplies were supplemented by scheme water consumption of 7,677kL at a current cost of \$15,856.

The estimated annual total water caught from all catchments constructed under the Beverley Water Harvest Project is 30,019kL from an average annual rainfall of 380mm. This amounts to 70% of the Shire of Beverley requirements if, for example, all of this water was to be purchased at current Water Corporation rates the cost to Council would be \$62,529 or if the Waterhatch bore became unviable as a water source the cost to Council to purchase scheme water would be \$32,845. This project would supplement the supply already provided by the town dam and bore and help to reduce scheme consumption. Opportunities also exist for emergency services and for the sale of non-potable water to land holders.

#### **STATUTORY ENVIRONMENT**

Nil

#### **FINANCIAL IMPLICATIONS**

2015/2016 Budget allocations

#### **STRATEGIC IMPLICATIONS**

To develop sustainable resources for the management of water.

#### **POLICY IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council -

1. Endorse the Project Planning Report, Beverley Water Harvest Project 2014-15
2. Endorse an application for financial assistance for the Beverley Water Harvest Project 2014-15 from the Department of Water Community Water Supply Program 2013-2015.
3. Place an allocation in the 2015/2016 draft budget to progress the Beverley Water Harvest Project.

**COUNCIL RESOLUTION**

**M10/1214**

**Moved Cr Buckland**

**Seconded Cr Pepper**

**That Council -**

1. **Endorse the Project Planning Report, Beverley Water Harvest Project 2014-15**
2. **Endorse an application for financial assistance for the Beverley Water Harvest Project 2014-15 from the Department of Water Community Water Supply Program 2013-2015.**
3. **Place an allocation in the 2015/2016 draft budget to progress the Beverley Water Harvest Project.**

**CARRIED 9/0**



# BEVERLEY WATER HARVEST PROJECT 2014-15

## PROJECT PLANNING REPORT

Prepared by  
Kathryn McLean, CDO

Shire of Beverley  
136 Vincent Street  
PO Box 20  
BEVERLEY WA 6304  
T: 08 9646 1200



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## 1.0 PROJECT SUMMARY

A sustainable water supply is a strategic outcome for the Shire of Beverley. This project aims to achieve real, visible and sustainable improvement in the water supply by allowing for “runoff (to) be stored for re-use as a second class water supply for irrigation” (2003/08, Curtin University, Department of Civil Engineering, Beverley Drainage Study).

The Beverley Water Harvest Project will involve construction of two retention basins that will capture storm water from town site streets and then, over a period of 4.9 days (at a full capacity of 3000m<sup>3</sup>), pump the water to the town dam. The basins will be sized to match a 30 – 40mm rainfall event at each location.

## 2.0 HISTORY

Beverley is an agricultural town located on the banks of the Avon River, 130kms south east of Perth. Improvements to the Shire water supply were made by the Council in 1999 when a bore located west of the town centre was purchased. The Waterhatch Bore feeds into the town dam located downstream from the bore, supplementing the water supply for Shire activities and facilities.

Over a number of years the concept of harvesting street water to further supplement the water supply for these purposes has been investigated and reviewed by interested residents and the Shire of Beverley. In 2014, at the request of the community and the Shire staff, the Council engaged consultant engineer, Mr Rod Munn of RMECS, to investigate and construct a plan for the harvesting of storm water from particular town site streets as per a concept devised by local resident, Mr Fred Bremner.

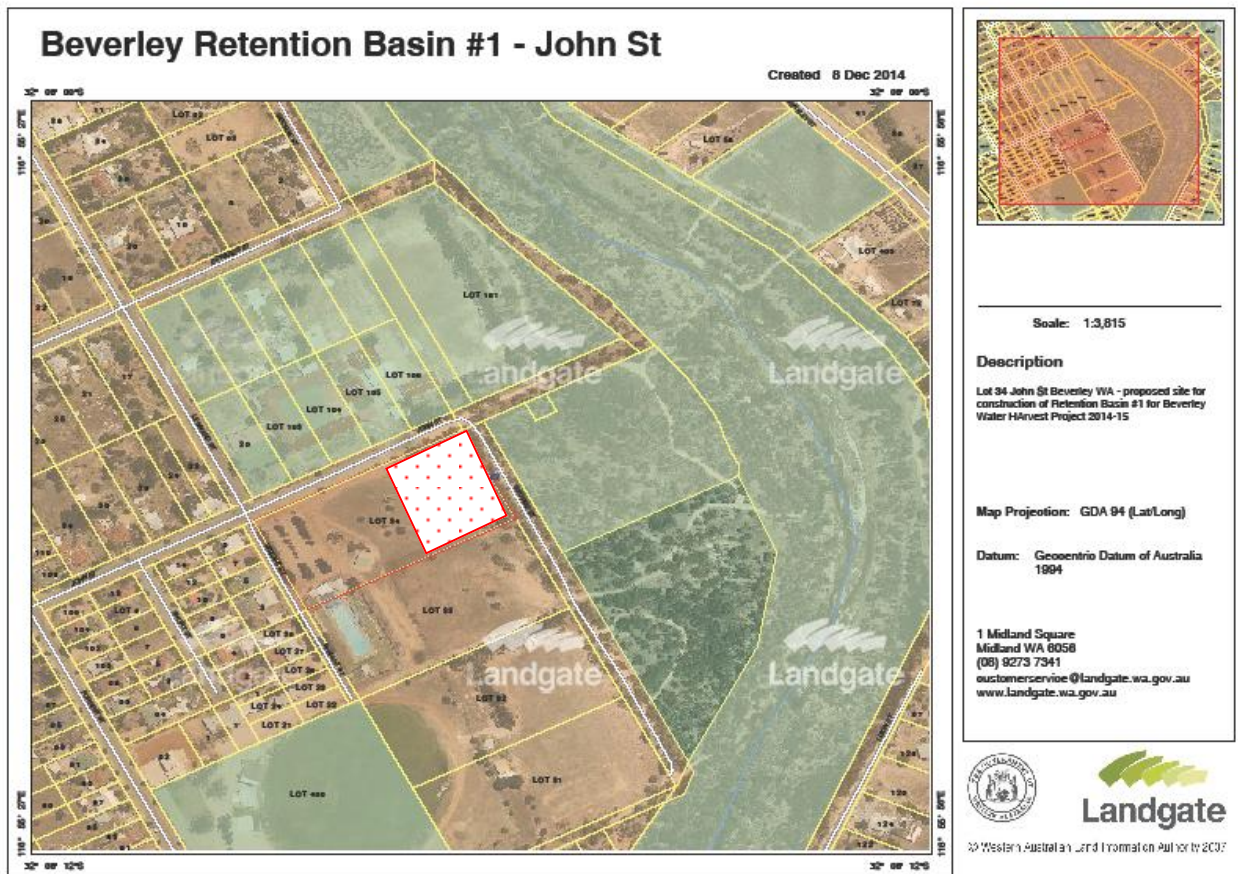
### 3.0 SITE INVESTIGATIONS

#### 3.1 LOCATION

Construction of two retention basins, will involve using the already good system of kerb to kerb bitumised streets serviced by underground drainage to capture what would under normal circumstances drain into the Avon River. Overflow will follow the current course of storm water which follows a natural course through the Reserves (Lot 288 & Lot 289) adjacent to the Avon River.

##### 3.1.1 RETENTION BASIN #1

Lot 34 John Street, Beverley WA  
Owned by Shire of Beverley  
136 Vincent Street  
PO Box 20  
BEVERLEY WA 6304  
T: 08 9646 1200





### 3.1.2 RETENTION BASIN #2

Road Reserve at eastern end of Edwards Street, where the bitumen ends in a cul de sac

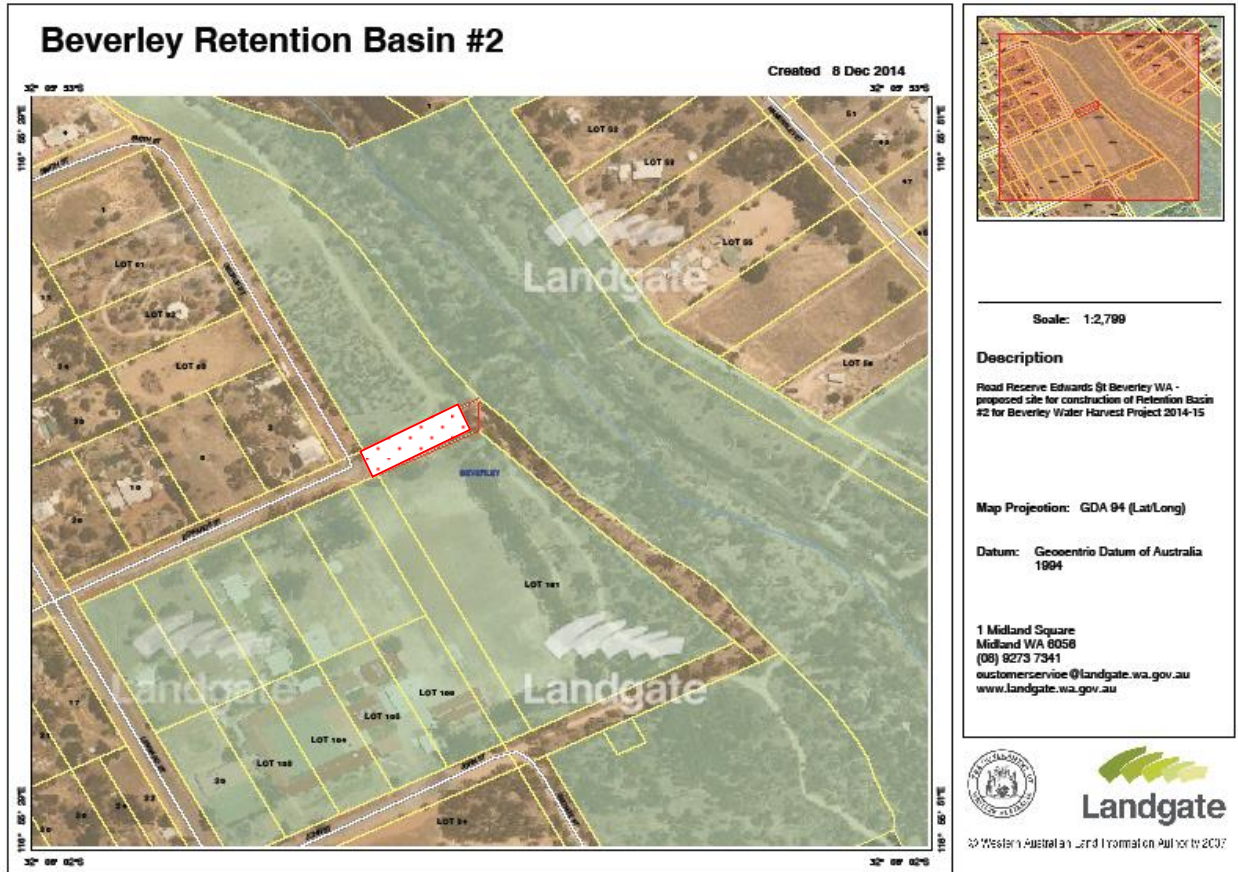
Managed by Shire of Beverley

136 Vincent Street

PO Box 20

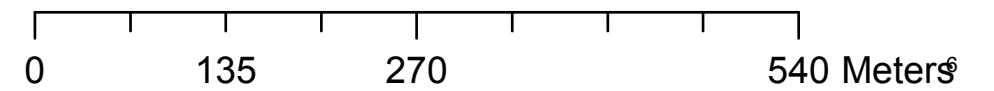
BEVERLEY WA 6304

T: 08 9646 1200





# Draft Beverley Town Water Harvesting Plan - Rev 2



## 3.2 SOIL TESTING

Mr Fred Bremner conducted initial soil testing at the John Street site to determine the adequacy of the soil to retain water within a dam. Findings from these investigations are provided in Attachment A.

In summary, soil testing completed at the John Street site concluded that the soil structures from eleven different drill holes, were unsuitable for permanent dam construction, but may be suitable for a transfer dam, considering the short period of time between a rainfall event and pumping to the town dam.

Soil testing was not completed at the Edwards Street site as the soil profile within an existing 3metre excavated drain was considered too porous and it was recommended that any dam or basin would require lining.

Further site investigations and testing at the John Street site conducted by Rod Munn, indicated a mixture of dry, fine clay that is dispersive and not suitable and non-dispersive clay that has some ground water in it. In summary,

*"I would say there is a > 50% probability that we will probably line this dam to preserve it into the future, mainly due to the rush of water into it, which could damage the clay lining if it contains some dispersive clay."*

Of the Edwards Street site, Rod Munn says,

*"I believe we should be able to construct an approx. 700 – 800m<sup>3</sup> retention basin within the 20m road reserve at the bottom of Edwards St (and would be approx. 30-35m long by about 3m deep with 3:1 batters, but we would need to line this to stop the batters from subsiding from the force of the incoming flow, and also allow it to seal. We would also need to construct an overflow weir at the river end, so it can overflow if reqd." See Attachment B.*

#### 4.0 CURRENT WATER SUPPLY

1. Town Dam located at Lot 11 Hunt Road, Beverley, WA, 6304

*Capacity 27,000kL*

2. Waterhatch Bore located at Lot 78 (P24198) Waterhatch Road, Beverley, WA, 6304

*Capacity 30L/min = 15,768kL per annum (not used during the Summer months as water can be slightly saline and water evaporates leaving salt in the dam)*

3. Beverley Waste Water Treatment Plant located at Lot 942 (P224679) – Effluent Reuse Project due for commission by Water Corporation in late March 2015

*Capacity 48kL/day = 17,520kL per annum*

4. Water Corporation scheme water supply purchased to supplement town supplies

*As required*

#### 4.1 CURRENT REQUIREMENTS & COSTINGS

(at current scheme water charges)

SHIRE OF BEVERLEY WATER REQUIREMENTS – OVAL <small>estimated by Shire of Beverley Works Supervisor</small>			
MONTHS	DAYS	AMOUNT kL	COST <small>2014-2015 Water Corporation cost of \$2.083/kL</small>
Late Oct and Nov	42 days	6,300	\$13,122.90
Dec - Feb	90 days	18,000	\$37,494.00
Mar – early April	42 days	6,300	\$13,122.90
<b>TOTAL ANNUAL USAGE &amp; COST OF WATER FOR IRRIGATION OF OVAL</b>		<b>30,600.00kL</b>	<b>\$63,739.80</b>
SHIRE OF BEVERLEY WATER REQUIREMENTS – TENNIS CLUB <small>estimated by Tennis Club Grounds Person</small>			
MONTHS	DAYS	AMOUNT kL	COST <small>2014-2015 Water Corporation cost of \$2.083/kL</small>
Late Oct and Nov	42 days	1,014	\$2,112.16
Dec - Feb	90 days	2,173	\$4,526.36
Mar – early April	42 days	1,013	\$2,110.08
<b>TOTAL ANNUAL USAGE &amp; COST OF WATER FOR IRRIGATION OF TENNIS CLUB</b>		<b>4,200kL</b>	<b>\$8,748.60</b>

#### 4.2 CURRENT REQUIREMENTS BASED ON WATER PURCHASES (at current scheme water charges)

SHIRE OF BEVERLEY WATER USAGE FOR PARKS & GARDENS & OTHER ACTIVITIES as per standpipe records 2013-2014					
MONTHS	DAYS	AMOUNT kL per month (Museum Meter)	AMOUNT kL per month (Hunt Rd S/P)	AMOUNT kL per month (Other S/P)	COST 2014-15 Water Corporation cost of \$2.083/kL
July	31	-	-	24.42	\$50.87
August	31	645	247.00	11.81	\$1,882.63
September	30	-	-	-	-
October	31	-	3.00	121.31	\$124.31
November	30	-	-	194.57	\$405.29
December	31	702	521.00	397.87	\$3,376.27
January	31	-	-	157.09	\$327.22
February	28	908	890.00	771.92	\$5,353.14
March	31	-	-	305.78	\$636.94
April	30	764	483.00	62.30	\$2,727.27
May	31	-	-	10.99	\$22.89
June	30	425	29.00	2.04	\$949.94
<b>TOTAL ANNUAL USAGE &amp; COST OF WATER TO SUPPLEMENT ALL SHIRE ACTIVITIES</b>		<b>3,444.00kL</b> parks & gardens	<b>2,173.00kL</b> for all other Shire activities	<b>2,060.10kL</b> for all other Shire activities	<b>\$15,856.77</b>
<b>TOTAL ANNUAL USAGE</b>		<b>7,677.00kL</b>			

The current estimated water requirement for all Shire activities is based on an estimated requirement for the oval and tennis courts plus scheme water used for parks and gardens and other Shire activities during the 2013-2014 year. A total of 42,477kL per annum is required for all Shire activities.

#### 5.0 FUTURE WATER SUPPLY

The Beverley Water Harvest Project 2014-15 will provide the infrastructure required to supplement the current town water supply with 30,019kL per annum from an average annual rainfall of 380mm.

RAINFALL RECORDS FOR BEVERLEY WA			
2004	333.1mm	2009	405.9mm
2005	474.5mm	2010	223.2mm
2006	453.0mm	2011	520.1mm
2007	377.0mm	2012	323.4mm
2008	386.1mm	2013	371.4mm

Rainfall records over the last 30 years indicate that the 10 year average annual rainfall has declined from 427mm in the 10 year period 1982 – 1993, to 417mm in the 10 year period 1994 – 2003, to 380mm in the 10 year period ended 2013.

To better prepare the community for periods of low rainfall and to cater for the declining average annual rainfall, the Beverley Water Harvest Project 2014-15 will enable construction of facilities for the harvesting and storage of water for community purposes.

The following table indicates the volume of water to be harvested under the Beverley Water Harvest Project 2014-15.

## 5.1 ESTIMATED HARVEST VOLUMES

(\*as estimated by Harvey Morrell)

SHIRE OF BEVERLEY													
CATCHMENT AREAS & ESTIMATED HARVESTED WATER VOLUMES													
(based on average annual rainfall of 380mm)													
CATCHMENT AREA	BUILT INFRASTRUCTURE or NATURAL ENVIRONMENT m <sup>2</sup>	EARNEST DR m <sup>2</sup>	EDWARDS ST m <sup>2</sup>	FORREST ST m <sup>2</sup>	JOHN ST m <sup>2</sup>	LENNARD ST m <sup>2</sup>	SHORT ST m <sup>2</sup>	WRIGHT ST m <sup>2</sup>	OVAL m <sup>2</sup>	PONY CLUB m <sup>2</sup>	SWIM POOL m <sup>2</sup>	TOTAL CATCHMENT AREA m <sup>2</sup>	70% EFFICIENCY kL
Edward St			9,100	450	-	320		-	-	-	-	9,870	2,625.42
BDHS Buildings	4,678	-	-	-	-	-		-	-	-	-	4,678	1,244.35
BDHS Natural	38,164	-	-	-	-	-		-	-	-	-	38,164	4,350.70
<b>TOTAL AREA &amp; VOLUME</b>												<b>52,712m<sup>2</sup></b>	<b>8,220.47kL</b>
John St	-	1,496	-	3,375	11,250	-	600	900	-	-	-	17,621	4,687.18
Hospital Buildings	2,827	-	-	-	-	-	-	-	-	-	-	2,827	751.98
Hospital Natural	12,586	-	-	-	-	-	-	-	-	-	-	12,586	1,434.80
<b>TOTAL AREA &amp; VOLUME</b>												<b>33,034m<sup>2</sup></b>	<b>6,873.96kL</b>
Forrest St	-	-	-	4,680	-	-	-	-	-	-	-	4,680	1,244.88
													<b>30% EFFICIENCY kL</b>
Oval	-	-	-	-	-	-	-	-	40,000	-	-	40,000	4,560.00
Pony Club	-	-	-	-	-	-	-	-	-	40,000	-	40,000	4,560.00
Swimming Pool	-	-	-	-	-	-	-	-	-	-	40,000	40,000	4,560.00
<b>TOTAL AREA &amp; VOLUME</b>												<b>124,680m<sup>2</sup></b>	<b>14,924.88kL</b>
<b>TOTAL ESTIMATED ANNUAL WATER HARVEST VOLUME FROM THIS PROJECT*</b>													<b>30,019.31kL</b>

## 6.0 RISK ASSESSMENT

### 6.1 PLANNING

- Approval will be established by the Shire of Beverley prior to construction.
- Application will be made for design plans from Western Power.
- Final project design and works schedule to be determined by consultant engineer and Shire of Beverley Works Manager

NB the current BMX track adjacent to Beverley District High School will need to be re-located.

### 6.2 ENVIRONMENTAL CONCERNS

- Clearing Permits – Jen Green (Environmental Protection Officer) visited the sites and has drawn up preliminary applications for clearing at both sites.
- Overflow – Basin #1 will include a lined overflow spillway that will direct water to the natural water course that currently runs into Reserve Lot 288.
- Overflow – Basin #2 will include a lined spillway with a new open drain excavated from the rear of the spillway allowing any overflow to run the course of the water currently being dispersed from the street drainage to Reserve Lot 289.
- Basin #1 and Basin #2 will each have a silt trap at water entry point.

### 6.3 COMMUNITY SAFETY

- Security fencing and appropriate warning signs – each retention basin will be enclosed by 1.8m high security fencing once construction is complete. The silt trap area at basin #1 will be enclosed by a 1.2m high ring lock fence. Temporary fencing has been considered in the construction budget.



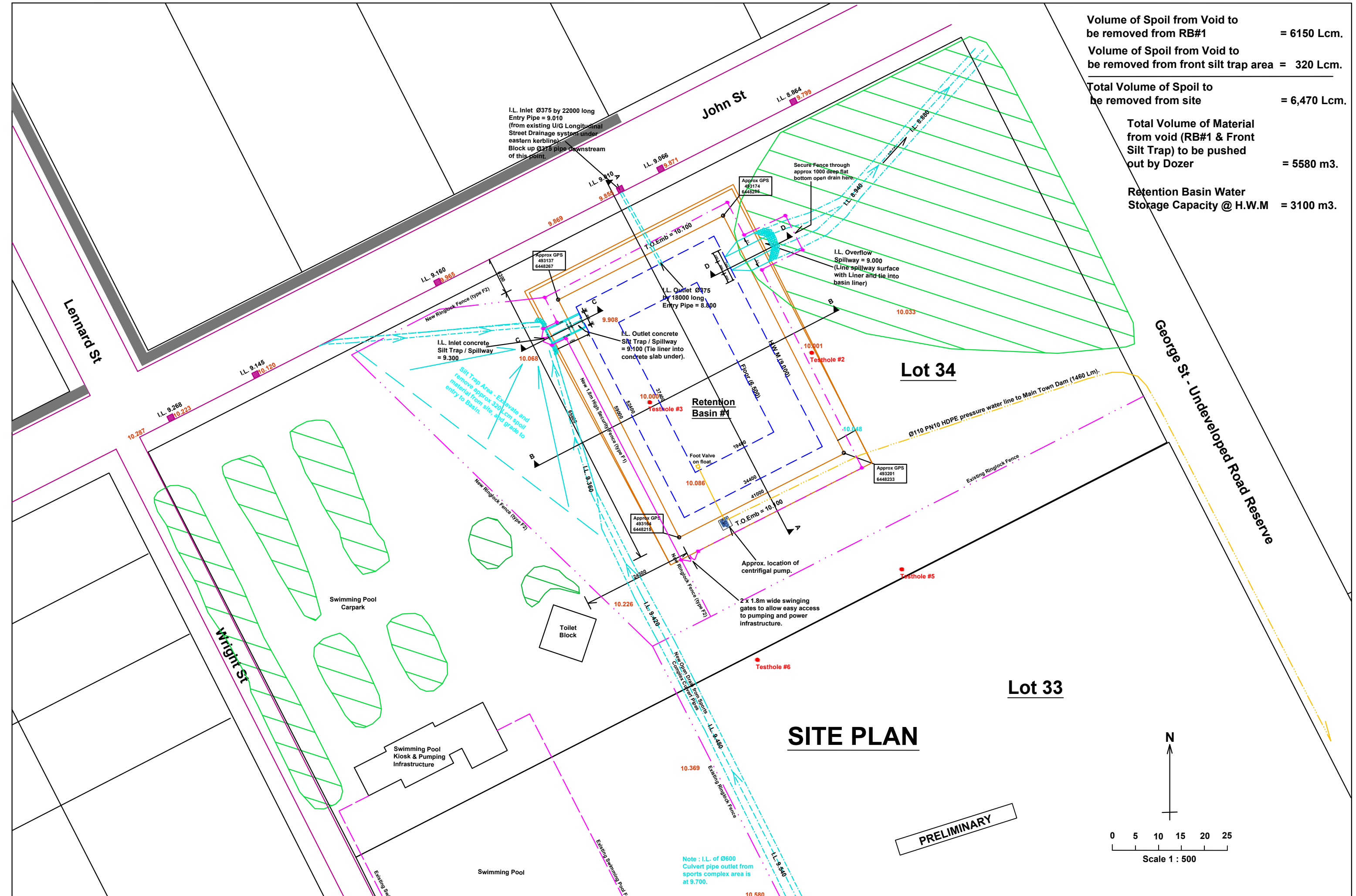
Volume of Spoil from Void to be removed from RB#1 = 6150 Lcm.

Volume of Spoil from Void to be removed from front silt trap area = 320 Lcm.

Total Volume of Spoil to be removed from site = 6,470 Lcm.

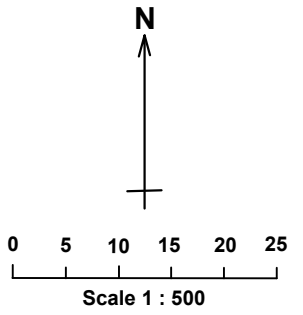
Total Volume of Material from void (RB#1 & Front Silt Trap) to be pushed out by Dozer = 5580 m3.

Retention Basin Water Storage Capacity @ H.W.M = 3100 m3.



# SITE PLAN

PRELIMINARY



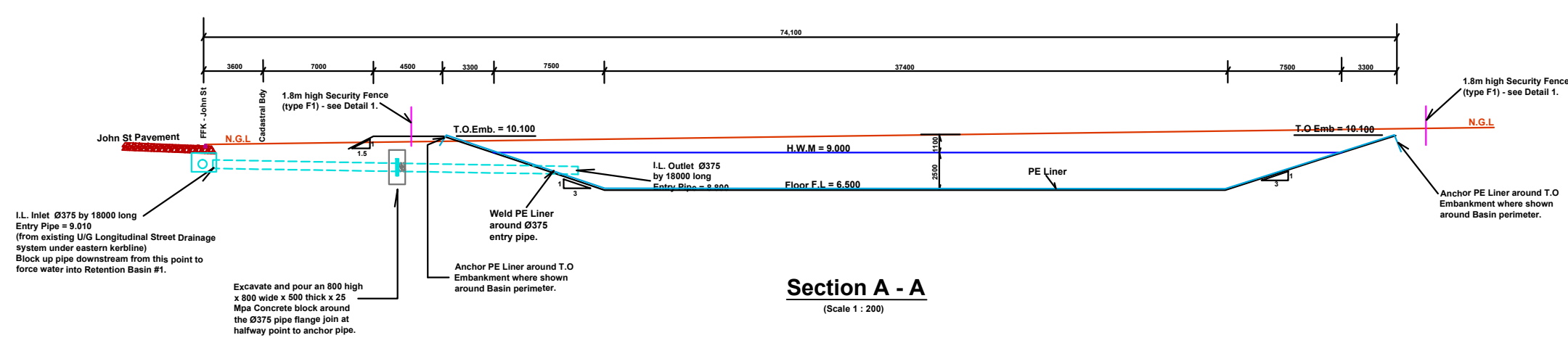
Rev. No.	Date	Comment
1	4-11-14	Preliminary
2	11-11-14	Preliminary

Approved for Construction  
Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

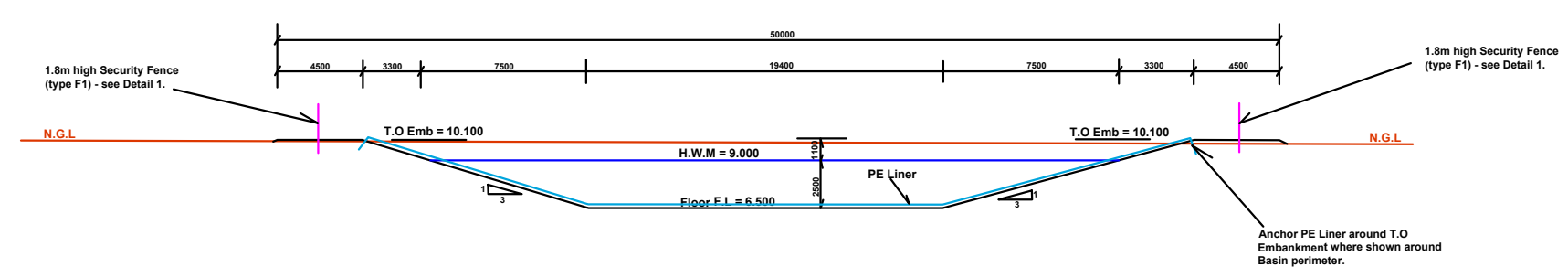
R Munns Engineering  
Consulting Services  
PO Box 19 BEACON WA 6472  
Ph : (08) 9686 1181 Mob : 0407 604 164  
Email : rmcgs@westnet.com.au

SHIRE OF BERVERLY  
Town Water Harvesting Project  
Retention Basin #1 - Site Plan

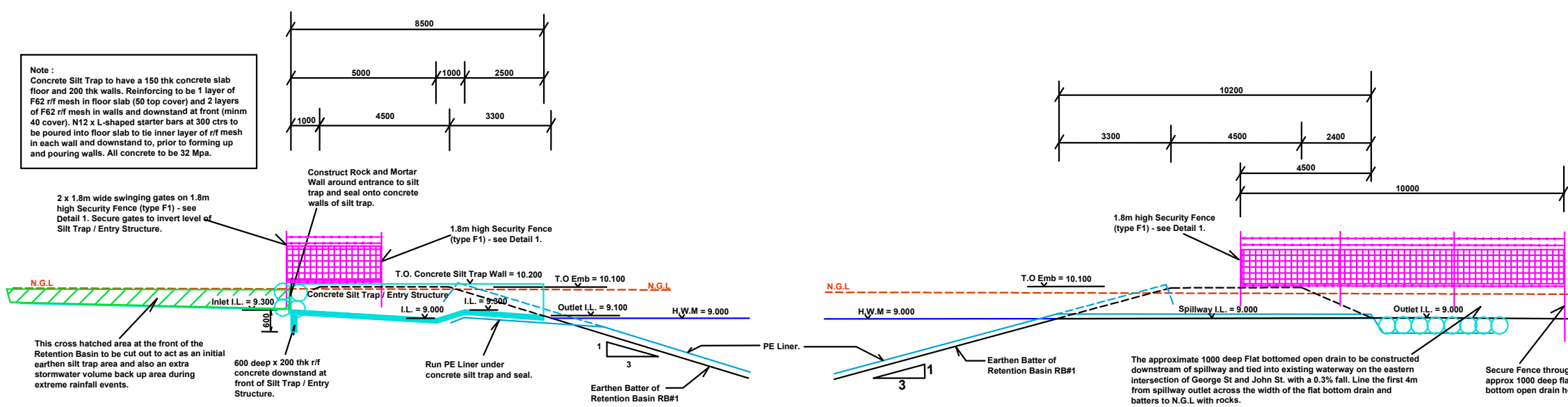
Project No. : BEV - TWHP	Project Location : Lot 34 - Beverley
Drawing No. : BEV - TWHP - 001	Drawing Title : Retention Basin #1 Site Plan
Drawn : Rod Munns	Date : 11th November 2014
Revision No. : 1	Scale : 1 : 500 (U.O.N) Original Sheet Size : A2



**Section A - A**  
(Scale 1 : 200)



**Section B - B**  
(Scale 1 : 200)

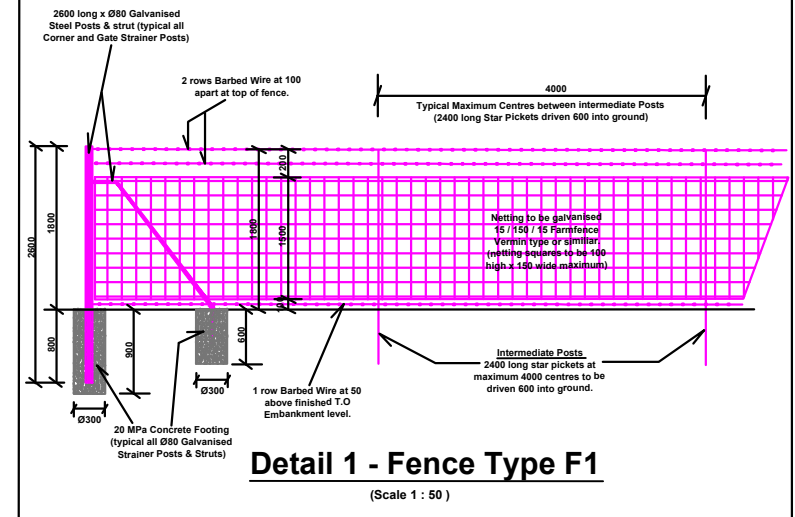


**Section C - C**  
(Scale 1 : 100)

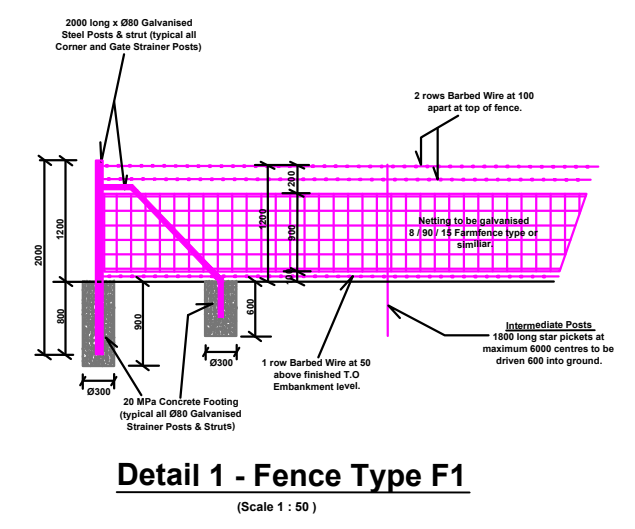
**Section D - D**  
(Scale 1 : 100)

**CROSS SECTIONS**

**FENCING DETAILS**



**Detail 1 - Fence Type F1**  
(Scale 1 : 50)



**Detail 1 - Fence Type F1**  
(Scale 1 : 50)

**REQUIRED FENCING MATERIALS**

- Fence Type F1**
- 13 each x 2600 long x Ø80 Galvanised Strainer Posts and Ø40 Galvanised Struts & fittings.
  - 55 x 2400 long Star Pickets.
  - 241 Lm of 15 / 150 / 15 Farmfence Vermin type Galvanised Netting or Similar.
  - 725 Lm of Barbed Wire.
  - 4 x 1800 high x 1800 wide prefabricated swinging gates, hinges & fittings.
- Fence Type F2**
- 4 each x 2000 long x Ø80 Galvanised Strainer Posts and Ø40 Galvanised Struts & fittings.
  - 25 x 1800 long Star Pickets.
  - 152 Lm of 8 / 90 / 15 Farmfence type Galvanised Netting or Similar.
  - 456 Lm of Barbed Wire.

PRELIMINARY

Rev No.	Date Issued	Comment
0	4-11-14	Preliminary
1	11-11-14	Professional

Approved for Construction

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

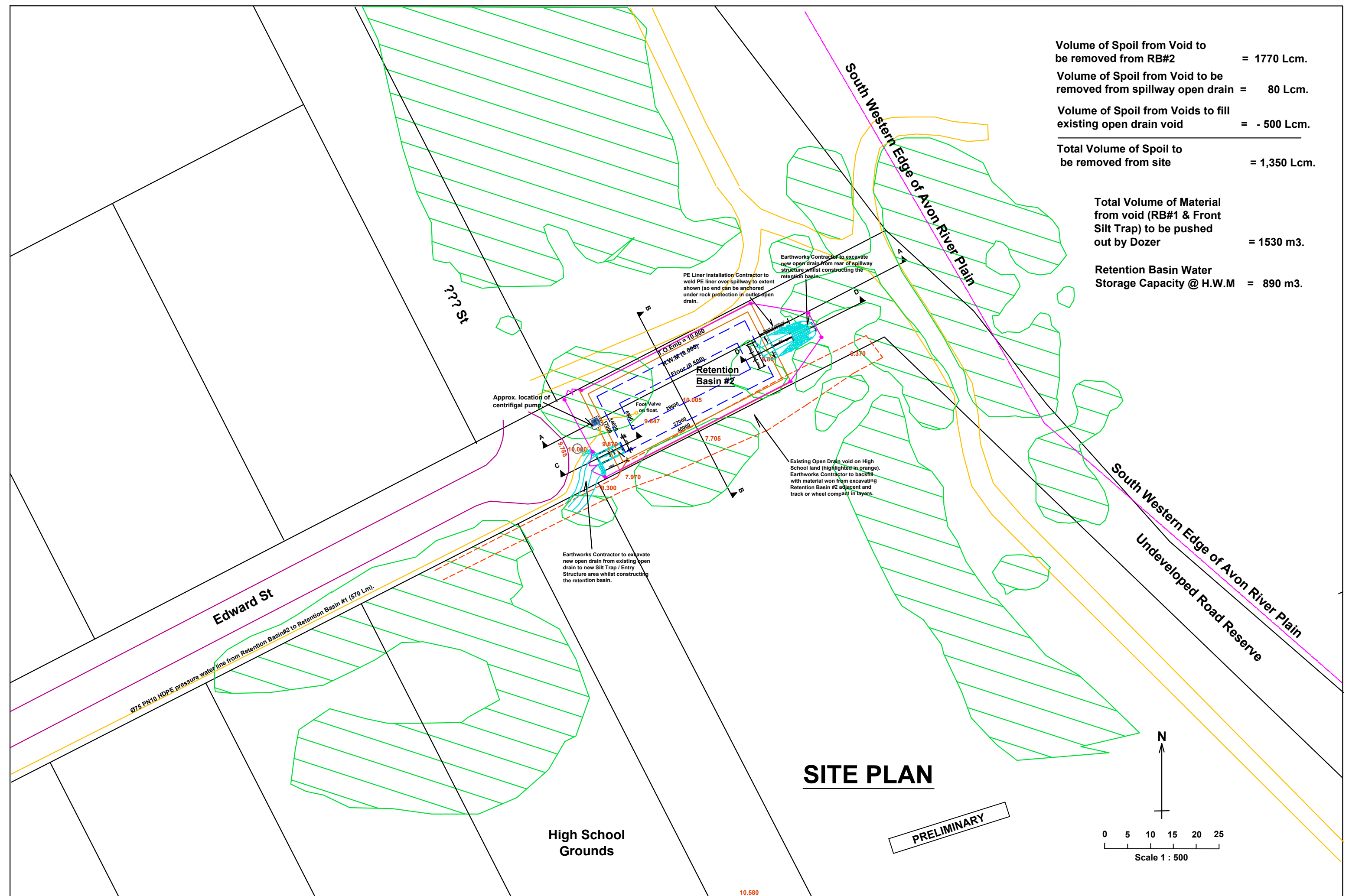
R Munns Engineering  
Consulting Services  
PO Box 19 BEACON WA 6472  
Ph : (08) 9686 1181 Mob : 0407 604 164  
Email : rmc@westnet.com.au

Project No. : BEV - TWHP	Project Location : Lot 34 - Beverley
Drawing No. : BEV - TWHP - 002	Drawing Title : RB#1 - Sections Plan & Fencing Details
Drawn : Rod Munns	Date : 11th November 2014
Revision No. : 1	Scale : Various Original Sheet Size : A2

Volume of Spoil from Void to be removed from RB#2 = 1770 Lcm.  
 Volume of Spoil from Void to be removed from spillway open drain = 80 Lcm.  
 Volume of Spoil from Voids to fill existing open drain void = - 500 Lcm.  
 Total Volume of Spoil to be removed from site = 1,350 Lcm.

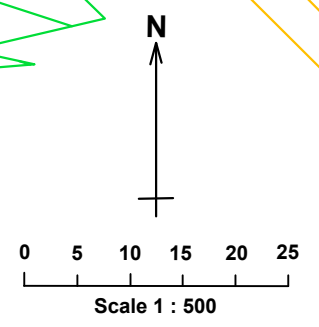
Total Volume of Material from void (RB#1 & Front Silt Trap) to be pushed out by Dozer = 1530 m3.

Retention Basin Water Storage Capacity @ H.W.M = 890 m3.

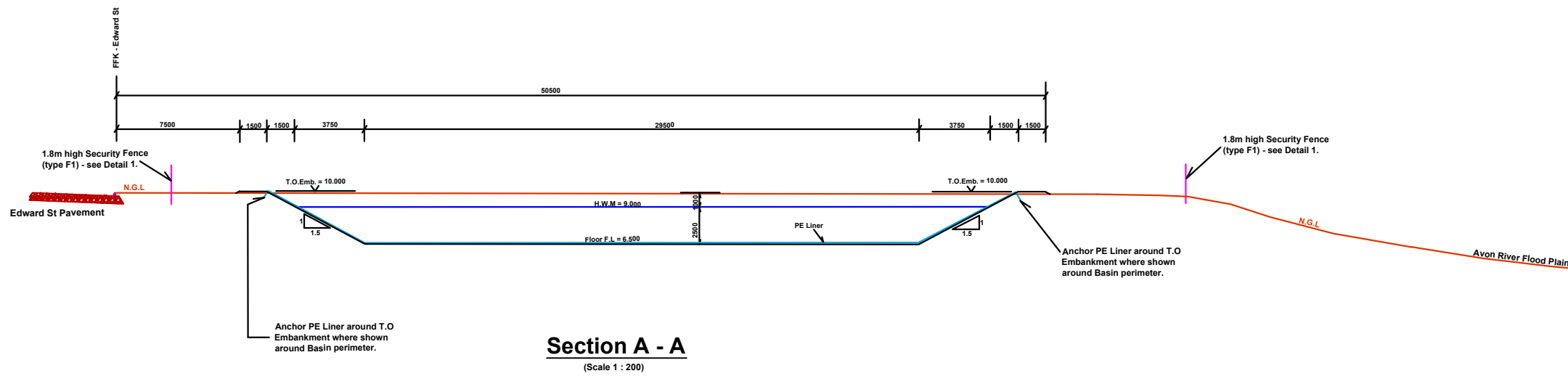


# SITE PLAN

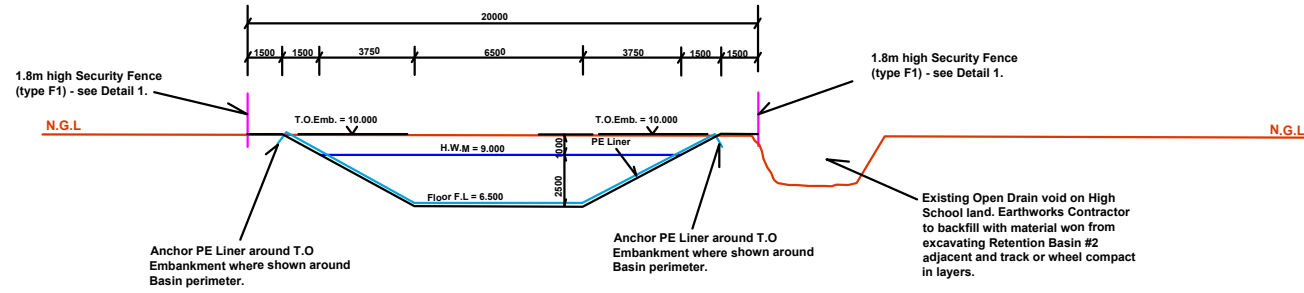
**PRELIMINARY**



<table border="1"> <tr> <th>Rev No.</th> <th>Date</th> <th>Comment</th> </tr> <tr> <td>1</td> <td>11/11/14</td> <td>Preliminary</td> </tr> <tr> <td>2</td> <td>11/11/14</td> <td>Preliminary</td> </tr> </table>		Rev No.	Date	Comment	1	11/11/14	Preliminary	2	11/11/14	Preliminary	<p>10.580</p> <p>Approved for Construction</p> <p>Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>	<p><b>R Munns Engineering Consulting Services</b>        PO Box 19 BEACON WA 6472        Ph : (08) 9686 1181 Mob : 0407 604 164        Email : rmc@westnet.com.au</p>	<p><b>SHIRE OF BEVERLY</b>  <b>Town Water Harvesting Project</b>  <b>Retention Basin #2 - Site Plan</b></p>	<table border="1"> <tr> <td>Project No. : BEV - TWHP</td> <td>Project Location : Lot 34 - Beverley</td> </tr> <tr> <td>Drawing No. : BEV - TWHP - 003</td> <td>Drawing Title : Retention Basin #2 Site Plan</td> </tr> <tr> <td>Drawn : Rod Munns</td> <td>Date : 11th November 2014</td> </tr> <tr> <td>Revision No. : 1</td> <td>Scale : 1 : 500 (U.O.N) Original Sheet Size : A2</td> </tr> </table>	Project No. : BEV - TWHP	Project Location : Lot 34 - Beverley	Drawing No. : BEV - TWHP - 003	Drawing Title : Retention Basin #2 Site Plan	Drawn : Rod Munns	Date : 11th November 2014	Revision No. : 1	Scale : 1 : 500 (U.O.N) Original Sheet Size : A2
Rev No.	Date	Comment																				
1	11/11/14	Preliminary																				
2	11/11/14	Preliminary																				
Project No. : BEV - TWHP	Project Location : Lot 34 - Beverley																					
Drawing No. : BEV - TWHP - 003	Drawing Title : Retention Basin #2 Site Plan																					
Drawn : Rod Munns	Date : 11th November 2014																					
Revision No. : 1	Scale : 1 : 500 (U.O.N) Original Sheet Size : A2																					

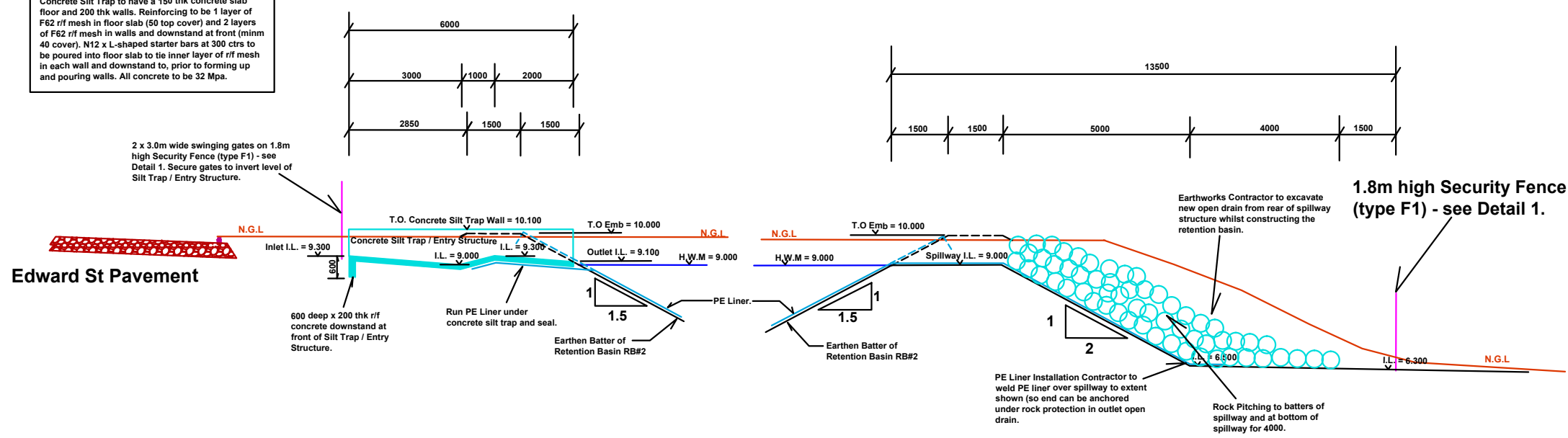


**Section A - A**  
(Scale 1 : 200)



**Section B - B**  
(Scale 1 : 200)

**Note :**  
Concrete Silt Trap to have a 150 thk concrete slab floor and 200 thk walls. Reinforcing to be 1 layer of F52 r/f mesh in floor slab (50 top cover) and 2 layers of F52 r/f mesh in walls and downstand at front (min 40 cover), N12 x L-shaped starter bars at 300 ctrs to be poured into floor slab to tie inner layer of r/f mesh in each wall and downstand, prior to forming up and pouring walls. All concrete to be 32 Mpa.

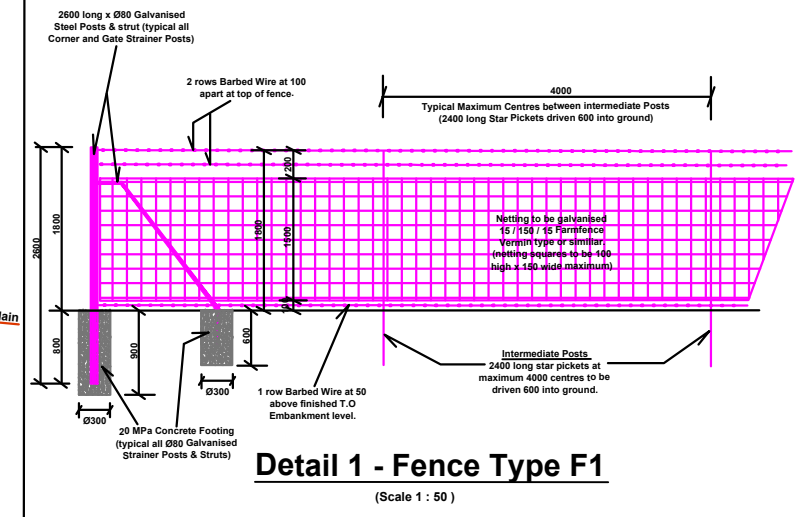


**Section C - C**  
(Scale 1 : 100)

**Section D - D**  
(Scale 1 : 100)

**CROSS SECTIONS**

**FENCING DETAILS**



**Detail 1 - Fence Type F1**  
(Scale 1 : 50)

**REQUIRED FENCING MATERIALS**

- Fence Type F1**
- 8 each x 2600 long x Ø80 Galvanised Strainer Posts and Ø40 Galvanised Struts & fittings.
  - 33 x 2400 long Star Pickets.
  - 133 Lm of 15 / 150 / 15 Farmfence Vermin type Galvanised Netting or Similar.
  - 400 Lm of Barbed Wire.
  - 2 x 1800 high x 1800 wide prefabricated swinging gates, hinges & fittings.
  - 2 x 1800 high x 3000 wide prefabricated swinging gates, hinges & fittings.

**PRELIMINARY**

Rev No.	Date	Comment
0	4-11-14	Preliminary
1	11-11-14	Preliminary

Approved for Construction  
Name :  
Signature :  
Date :

R Munns Engineering  
Consulting Services  
PO Box 19 BEACON WA 6472  
Ph : (08) 9686 1181 Mob : 0407 604 164  
Email : rmc@westnet.com.au

Project No. : BEV - TWHP	Project Location : Lot 34 - Beverley
Drawing No. : BEV - TWHP - 004	Drawing Title : RB#2 - Sections A-D & Fencing Details
Drawn : Rod Munns	Date : 11th November 2014
Revision No. : 1	Scale : Various Original Sheet Size : A2

## 8.0 BUDGET ESTIMATES

### 8.1 CAPITAL BUDGET RETENTION BASIN #1

(current at 17<sup>th</sup> November 2014)

Note : All costs below are GST Exclusive.

RETENTION BASIN #1 PART - CAPEX					
Work Type	Retention Basin #1 & Associated Piping Infrastructure	CWSP Funded	Shire Cash	Shire In Kind	Total
	Item Description	\$	\$	\$	\$
Pre - Funding Preliminary Costs	Engineering Consulting Costs - define Scope of Works & Project Budget		\$1,500		\$1,500
	Soil Testing - on RB1 Site on Hockey Oval	\$2,000			\$2,000
	Other Preliminary Costs - Planning, Power Application Costs, Permits etc		\$600		\$600
Post - Funding Preliminary Costs	Engineering Consulting Costs - Finalise Design and Onsite Inspection Costs	\$4,000			\$4,000
	Other Preliminary Costs	\$500			\$500
Re-locate BMX Track	Re-locate BMX track			\$11,939	\$11,939
Power Reticulation Costs	Western Power - install new 3 phase power supply near Basin	\$0			\$0
	Run power from supply to pump, install pump protection switches, auto switch on / off system, commission pumps.		\$14,000		\$14,000
	Service shed for electrical infrastructure, cement base, install		\$700	\$672	\$1,372
Retention Basin Construction Costs	Remove trees on basin site and for outlet open drain to George St			\$5,000	\$5,000
	Basin RB1 Construction - 3000 m3 basin on Old Hockey Oval near John St & cut out most of 320 m3 triangular earthen silt trap at front of Basin	\$9,000			\$9,000
	Remove approx 6,470 Lcm of spoil from void offsite.			\$12,000	\$12,000
	Supply & Install (Weld Onsite) HDPE Liner - Contractor (30 Year Life)	\$24,000			\$24,000
	Install Liner - Shire Crew assistance to anchor liner at top of embankment			\$3,000	\$3,000
	Construct concrete silt trap / entry structure and rockwork - to let abnormal storm event flows into basin.			\$8,000	\$8,000

	Construct Overflow Structure & Open Drain to existing overflow pathway - including clearing.			\$4,000	\$4,000
Open Drain Costs - Street > Basin	Construct 18m long x diam. 375 U/G drainage pipe from longitudinal drain pipe pit on east side John St to basin - for normal rainfall events and stormwater flows			\$3,000	\$3,000
	Shape and Tidy Up triangular earthen silt trap area at front of Basin - for abnormal rainfall events and stormwater flows			\$2,500	\$2,500
	Construct 180 Lm Open Drain from Complex Outlet Drain to basin inlet.			\$3,000	\$3,000
Water Pipeline Reticulation Costs	1460 Lm x Diam. 110 PN10 HDPE Water Pipeline costs and fittings @ \$ 17/Lm		\$24,820		\$24,820
	Excavation and installation of 1460 Lm water pipeline buried under mostly open drain invert and run through existing culverts under Railway Line and streets.			\$18,000	\$18,000
Pumping & Associated Infrastructure Costs	Electric Powered Centrifugal Pump on base - to provide 12 L/sec flow from RB#1 & RB#2 (will empty approx 3000 m3 basin in 4.9 days) to Main Town Dam		\$5,500		\$5,500
	Suction Pipeline, fittings, foot valve and float system for foot valve		\$2,500		\$2,500
	Construct concrete base slab for pump.			\$200	\$200
	Install pump on slab and connect suction pipeline and main pressure Diam. 110 PN10 HDPE reticulation pipeline and assist electrician to commission pump system.			\$1,800	\$1,800
Security Fencing	308m mesh panel temporary fencing during construction (3 months) including delivery to site and install		\$3,700		\$3,700
	1.8m high small netting ringlock, 2.4m high star pickets and galv strainer posts - total length = 241 Lm - materials.		\$3,000		\$3,000
	Install 241Lm x 1.8m high security fence.		\$3,000		\$3,000
	1.2m high ringlock fence around triangular earthen silt trap area - total length = 152 Lm - materials.		\$1,800		\$1,800
	Install 152 Lm of 1.2m high ringlock fence around triangular earthen silt trap area.		\$1,800		\$1,800
	<b>Sub Total Costs</b>	<b>\$39,500</b>	<b>\$62,920</b>	<b>\$73,111</b>	<b>\$175,531</b>

8.2 CAPITAL BUDGET RETENTION BASIN #2  
(current at 17<sup>th</sup> November 2014)

Note : All costs below are GST Exclusive.

## RETENTION BASIN #2 PART - CAPEX

Work Type	Retention Basin #2 & Associated Piping Infrastructure	CWSP Funded	Shire Cash	Shire In Kind	Total
	Item Description	\$	\$	\$	\$
Pre - Funding Preliminary Costs	Engineering Consulting Costs - define Scope of Works & Project Budget	\$1,140			\$1,140
	Other Preliminary Costs - Planning, Power Application Costs, etc	\$430			\$430
Post - Funding Preliminary Costs	Engineering Consulting Costs - Finalise Design and Onsite Inspection Costs	\$1,500			\$1,500
	Other Preliminary Costs	\$430			\$430
Power Reticulation Costs	Western Power - install new 3 phase power supply near Basin	\$25,000			\$25,000
	Service shed for electrical infrastructure, cement slab base, install		\$700	\$672	\$1,372
	Run power from new supply to pump, install pump protection switches, auto switch on / off system, commission pumps.		\$12,500		\$12,500
Retention Basin Construction Costs	Clear approx 3 large trees onsite & remove from site (large one at front is dead).			\$4,000	\$4,000
	Basin RB2 Construction - 800 m3 basin at end of Edwards St & cut out inlet drain and outlet drain and fill in existing drain to east of basin and wheel / track compact in 300 thick layers.	\$8,000			\$8,000
	Remove approx 1,350 Lcm of spoil from void offsite (remaining after existing drain is backfilled).			\$2,500	\$2,500
	Supply & Install (Weld Onsite) HDPE Liner - Contractor (30 Year Life)	\$24,000			\$24,000
	Install Liner - Shire Crew assistance to anchor liner at top of embankment			\$2,000	\$2,000
	Construct Concrete Silt Trap / Inlet Structure			\$7,000	\$7,000
	Shape overflow structure and install rockwork to batters after liner is installed.			\$5,000	\$5,000
Open Drain Costs - Street > Basin	Construct Sealed Drainage Structure from longitudinal drain pipe on east side of Edwards St to Basin inlet - for normal rainfall events and stormwater flows			\$1,500	\$1,500
Water Pipeline Reticulation Costs	570 Lm x Diam. 75 PN10 HDPE Water Pipeline costs and fittings @ \$12 / Lm		\$6,840		\$6,840
	Excavation and installation of 570 Lm water pipeline buried between RB1 and RB2 - via Edward and Lennard Sts.			\$4,500	\$4,500
Pumping & Associated Infrastructure	Electric Powered Centrifugal Pump on base - to provide 5 L/sec flow from RB#2 to RB#1 (will empty approx 900 m3 basin in 2 days)		\$4,500		\$4,500

Costs	Suction Pipeline, fittings, foot valve and float system for foot valve.		\$2,500		\$2,500
	Construct concrete base slab for pump.			\$200	\$200
	Install pump on slab and connect suction pipeline and main pressure Diam. 75 PN10 HDPE reticulation pipeline and assist electrician to commission pump system.			\$1,500	\$1,500
Security Fencing	192m mesh panel temporary fencing during construction (3 months) including delivery to site and install		\$2,200		\$2,200
	1.8m high small netting ringlock, 2.4m high star pickets and galv strainer posts - total length = 133 Lm - materials.		\$3,000		\$3,000
	Install 133Lm x 1.8m high security fence.		\$2,000		\$2,000
<b>Sub Total Costs</b>		<b>\$60,500</b>	<b>\$34,240</b>	<b>\$28,872</b>	<b>\$123,612</b>
<b>Contingency</b>			<b>\$10,000</b>		<b>\$10,000</b>
<b>Total Project Costs</b>		<b>\$100,000</b>	<b>\$107,160</b>	<b>\$101,983</b>	<b>\$309,143</b>

<b>Shire Contribution</b>	<b>\$209,143</b>
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## 9.0 PROJECT MANAGEMENT

The Shire of Beverley staff will work in conjunction with a consultant engineer during the final project design and implementation of works schedule.

The Community Development Officer will be responsible for any periodic reporting and liaison with community group members.

## 10.0 LONG TERM MANAGEMENT

Long term management of the system will remain the responsibility of the Shire of Beverley. Maintenance of the infrastructure will become a part of the Shire of Beverley works schedule, with operating budgets including provision for ongoing maintenance. Capital upgrades will be budgeted as required.

### 10.1 ONGOING OPERATING BUDGET RETENTION BASIN #1

(current at 9<sup>th</sup> December 2014)

Note : All costs below are GST Exclusive.

<b>Retention Basin #1 &amp; Associated Piping Infrastructure</b>	<b>Total \$</b>
<b>Item Description</b>	
Annual Pump & Water Piping Infrastructure Depreciation and Replacement Costs (\$7000 / 10 Yrs = \$700 / Yr)	\$700
Annual HDPE Liner Depreciation and Replacement Costs (\$24,000 / 30 Yrs = \$800 / Yr)	\$800
Annual Power Costs to run pump 2 pole 11 kW pump will run for 505 hrs to pump 21800 kL (based on power cost rate of \$0.26 / kWhr)	\$1,145
Labour Costs to check and maintain retention basin and pumping system \$45 x 80 Hrs)	\$3,600
Annual average Electrical Contractor Costs (fee)	\$500
<b>Sub Total Costs / Annum</b>	<b>\$6,745</b>

## 10.2 ONGOING OPERATING BUDGET RETENTION BASIN #2 (current at 9<sup>th</sup> December 2014)

Note : All costs below are GST Exclusive.

<b>Retention Basin #2 &amp; Associated Piping Infrastructure</b>	
<b>Item Description</b>	<b>Total \$</b>
Annual Pump & Water Piping Infrastructure Depreciation and Replacement Costs (\$6000 / 10 Yrs = \$600 / Yr)	\$600
Annual HDPE Liner Depreciation and Replacement Costs (\$24,000 / 30 Yrs = \$800 / Yr)	\$800
Annual Power Costs to Run Pump - 4 pole 3 kW pump will run for 456 hrs to pump 8220 kL (based on power cost rate of \$0.26 / kWhr)	\$220
\$150 / Yr cost for Power Line Charge (fee)	\$150
Labour Costs to check and maintain retention basin and pumping system (\$45 x 50 Hrs)	\$2,250
Annual average Electrical Contractor Costs (fee)	\$300
<b>Sub Total Costs / Annum</b>	<b>\$4,320</b>
<b>Combined Total Operating Costs / Annum</b>	<b>\$11,065</b>

An ongoing operating budget of \$6,745 (including depreciation) for Basin #1 and \$4,320 (including depreciation) for Basin #2 would be required in the Shire of Beverley operating budget per annum (subject to indexation).

This total allocation of \$11,065 would be offset by savings in the consumption of scheme water required to supplement Shire activities (and any possible future opportunities derived from an enhanced supply of non-potable water).

## 11.0 ASSESSMENT

The Beverley Water Harvest Project 2014-15 will result in two retention basins within the town site which will serve to capture storm water before the water is then pumped to the town dam for use in irrigation of the oval and tennis courts. The total estimated project cost is \$309,143 with a Shire contribution made up of \$107,160 cash and \$101,983 in kind and allowing for successful grant funding of \$100,000.

The volume of water harvested will account for 70% of the Shire of Beverley water requirements. Combined with the current water infrastructure within the town, including the town dam, the Waterhatch Bore and the soon to be commissioned Waste Water Treatment Plant, this project will enhance the town water supply by providing a more sustainable supply to meet the current and future needs of the Shire of Beverley with opportunities to extend the use of this non potable water to landholders and for emergency services purposes.

## 12.0 ACKNOWLEDGEMENTS

### Community Group

Mr Fred Bremner  
Mr Don Davis  
Mr Harvey Morrell  
Mr Scott Morrell  
Mr Jethro Sleer  
Mr Dan Wilkinson

### Consultant Engineer

Mr Rod Munn, RMECS

### Consultant Electrician

Mr Karl Smith, Beverley Electrical Services

### Shire of Beverley

Mr Steve Vincent, Works Manager  
Mr Stefan De Beer, Planner

## 13.0 ATTACHMENTS

- A Soil Test Report – Mr Fred Bremner
- B Email Regarding Soil Testing & Recommendations – Mr Rod Munn
- C Letters of Support

Mrs. Kathryn McLean  
Community Coordinator  
Shire of Beverley  
P.O. Box 20  
Beverley 6304

Dear Kathryn                      Re. Beverley Town Street Water Harvesting Project

I have completed the soil Sampling of the project area as directed by Mr. Steve Vincent Beverley Shire Works Supervisor, involving drainage water outlets from both John and Forrest Streets.

Mr. Jethro Sleer project manager was on site to observe the total of 54 samples taken from eleven sites with five samples from each site at 1mt intervals, the total depth at each site being 6mts, with the exception of site no. eight where rock was encountered at 4mts. Each site has been GPS recorded by Mr. Vincent.

The samples are being stored in a shed at the Beverley District High School as arranged by Mr. Sleer and are ready for inspection by Mr. Rod Munns, the project consultant employed by the Beverley Shire Council to prepare plans and engineer the project.

A visual inspection of each sample during the drilling process appears to suggest that soil structures are unsuitable for permanent dam construction, however as the water captured by a transfer dam will immediately be pumped to the existing town dam, there may not be a significant loss of water leakage through the profile, this will be determined by Mr. Munns.

Other options available to the consultant to capture water from both John St. and the Town Oval outlets include, as were discussed on site with Mr. Sleer, the lining of a transfer dam or the construction of an earth tank vertically excavated with a minor degree of wall slope at a site number location as determined by the best quality soil samples.

If either the above options are considered to be not feasible, the appropriate positioning of large tanks, the size of which will be determined by Mr. Munns, will then be the best option capture water from both the above outlets.

With regard to the Edwards Street outlet, no drilling has been done at this stage until further advice is received.

There is an approximate 3mtr excavated drain in existence, which with minor earth works, could be used as a transfer dam to link up with the Forrest and John Streets facility.

If this were the recommended option by Mr. Munns, it would require lining due to the porous nature of the earth profile in the walls of the drain.

I thank you for the opportunity to be involved and offer any further assistance if required.

Yours Faithfully,



Fred Bremner.

**Kathryn McLean**

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From: [rmecs@westnet.com.au](mailto:rmecs@westnet.com.au)  
Sent: Tuesday, 14 October 2014 9:37 PM  
To: Kathryn McLean  
Cc: Jethro  
Subject: Re: Water Harvest Electricity Update

Kathryn,

I made some clay mould "dams" over the weekend in the plastic bottles using the samples from the 4 closest testholes to the Hockey Oval dam site, and have filled them with water and recorded and photographed results and will make up a photographic and worded report probably this weekend showing the results. At this stage from the 4 samples nearest the dam site, one of the samples (#2 in the middle of the BMX track) is holding perfectly and the clay is not dispersive. The sample from testhole #6 is also holding water well but the clay is slightly dispersive. The 2 x samples from testholes No.s 3 and 5 did hold water for a while but due to the clay being very dispersive, they failed sometime approx 6-8 hrs after I filled them with water. As a comparison, the clay moulds from testholes #s 3 and 6 held water until it evaporated approx 50-60 hrs after I filled them with water. At 77 hrs after initially filling (tonight at 6.30pm) I refilled all of the clay moulds with water and the moulds from testholes 3 and 5 (with very dispersive clay) leaked their water straight through in approx 1 minute. By comparison, the testhole #6 mould despite having dry cracks held all of the water I poured in straight away and is still holding water after 2 hrs and will probably continue to do so. The clay mould from testhole #2 when water was poured in lost approx 10% of its water through a dry crack and then "took up" with the water and stopped leaking through and this is still holding water and will probably continue to do so.

So I guess what I am saying is that two of the samples are OK for holding water and not being too dispersive, and two are not. I can also say that the dry fine clay is dispersive and will be no good so we would have to remove this during dam construction. The only good clay that we can use that will seal and is not dispersive is the clay that has some groundwater moisture in it. I guess what will determine whether we need to line this dam, is the quantity of this good moist clay we can find when the dozer starts digging it out. Having said that, at this stage I would say there is a > 50% probability that we will probably line this dam to preserve it into the future, mainly due to the rush of water into it, which could damage the clay lining if it contains some dispersive clay. I believe we should try and get it to seal without a liner initially and see how it goes after a few reasonable rainfall events and then decide if it needs lining or not. As Fred stated, I believe we should be budgeting to line this dam, just in case and in all likelihood it will require lining for future preservation. (note if all of the clay onsite was like the clay removed from testhole #2, then we would probably not need to line the dam) Also, the problem we have with the water inflow is that we may not be able restrict it (the incoming water flow) - to drop sediment out and also slow it down to prevent damage to the batters - as we will need to collect as much of surface water runoff each time and get it into the dam as quickly as possible. I'm still thinking about how if at all we could do this, but without a large area out in front of the dam to catch and slow the water down before it enters the dam, it is highly unlikely we will be able to slow it down. So we will have to construct either a concrete spillway or a reasonably well constructed rock gabion basket spillway with geofabric layer under it. Maybe if we can also seal the drain coming across to the dam entry from John St (including the water from the underground longitudinal pipe running under the eastern kerb), then this would reduce the amount of silt that could run into the dam (would only be from the drain from off the sports oval area, but this water would be running across slowly anyway). I did have a good discussion onsite with Steve Vincent about these issues and will continue to discuss these with him.

I have been flat out over the last few days but am hoping I will get a bit of time tomorrow avo to contact Karl and also Tyco pumps about the pumping requirements and subsequent power requirements.

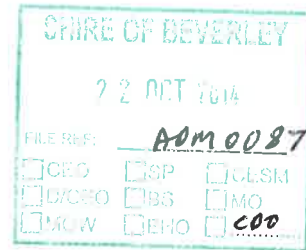
I did complete the level surveys of both sites and have sufficient info to determine design levels of the 2 dams / retention basins. I believe we should be able to construct an approx 700-800 m<sup>3</sup> retention basin within the 20m road reserve at the bottom of Edwards St (and would be approx 30-35 m long by about 3m deep with 3:1 batters, but we would need to line this to stop the batters from subsiding from the force of the incoming flow, and also allow it to seal. We will also need to construct an overflow weir at the river end, so it can overflow if reqd. I believe we should not worry about power for this site and budget for a diesel powered pump with auto float start.

I have sufficient info to update the plan and will do so tomorrow if possible and get away to Tyco Pumps so they can size pumps and pipe and power requirements.

Regards

Rod Munns

130 Forrest Street  
Beverley 6304  
21/10/2014



Mr. Steve Gollan  
C.E.O.  
Shire of Beverley  
P.O. Box 20  
Beverley 6304

Dear Steve,

As a past member of the Rural Water Advisory Committee, advisory body to the Minister for Water with 10 years experience with community water supply projects in Shires throughout the agricultural areas of the State, I give my full support to the proposed grant application to the Department of Water, by the Shire of Beverley's Community Development Officer Mrs. Kathryn McLean, to harvest water from the Town streets of Beverley for the purposes of providing emergency supplies and additional sources for the watering of Council parks, gardens and the town oval.

Yours Sincerely,

Fred Bremner.  
FR and BF Bremner Rural Water Services  
Zone 3 member 1998 to 2008 of the Rural Water Advisory Committee  
Department of Water registered assessor for the  
Farm and Pastoral Water Grant Scheme 1995 to 2008

23<sup>rd</sup> October 2014

To whom it may concern,

This group of 6 interested people have a common view of the street runoff water that is currently going into the river and could be conserved for use in the community. Currently the community through the Shire Council pays a considerable amount for water used on our gardens, Street trees, road building and fire emergencies.

This group of people known as the Beverley Water Harvesting committee of which I am a member have assessed the amount of water that could be Harvested and held for the above purposes and have gained the support of the Beverley Shire Council and the community. Many people have asked why we have not done this before, and have offered their ideas for conserving water for consideration.

This is a confirmation to us that we are organising this project with support of the Beverley Shire Council through their Community Development Officer and also the community.

Our aim is to have a staged plan designed for conserving the water from all practical catchment areas in the townsite and store it for the benefit of the community.

Yours sincerely,

Harvey Morrell



## **12.5 Tourism Planning**

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**SUBMISSION TO:** Ordinary Council Meeting 16 December 2014  
**REPORT DATE:** 10 December 2014  
**APPLICANT:** Shire of Beverley  
**FILE REFERENCE:** ADM 0467  
**AUTHOR:** K McLean, Community Development Officer  
**ATTACHMENTS:** Nil

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### **SUMMARY**

To establish a Steering Committee to investigate the possibilities for the establishment of a Beverley Tourism Planning Framework, with a view to the economic development of the district.

### **BACKGROUND**

On Wednesday 5<sup>th</sup> November 2014, I met with Shire President, Cr Dee Ridgway and Sam Fricker (Beverley CRC) to brainstorm the future of tourism for Beverley. The impetus for this informal meeting was the dissolution of the Beverley Community Development Association Inc, and the subsequent role the CRC has undertaken in administering the Visitor Information Centre.

The meeting identified both economic and social development opportunities from possible partnerships that will facilitate and promote Beverley as a tourist destination.

### **COMMENT**

The development of a Steering Committee, working within a yet to be determined Terms of Reference, will facilitate the co-ordination and promotion of what Beverley already has to offer visitors and guide the development of new opportunities. An advertisement in the January 2015 Blarney will call for expressions of interest in Tourism Planning. An example of this advertisement is included below.

Example advertisement:

<b>TOURISM PLANNING EXPRESSIONS OF INTEREST</b>	
Council is seeking Expressions of Interest from members of the community to form a Steering Committee to investigate the possibilities of a Beverley Tourism Planning Framework, as an economic development opportunity for the district.	
The Committee will work within a Terms of Reference which will involve community engagement, consideration of the Strategic Community Plan and Regional Planning with an estimated timeline for completion. The Committee will be chaired by the Shire President.	
*****	
Please provide your response below to the Shire of Beverley by 4pm, Friday 13 <sup>th</sup> February 2015:-	
Expression of Interest for participation on the Steering Committee	Yes    No
Notification of community engagement activities	Yes    No
<i>NB This does not include being a part of the Steering Committee</i>	
Contact details	
Name	_____
Email Address	_____
Phone	_____



**STATUTORY ENVIRONMENT**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Planning at a strategic level for increased economic and social development. Increased visitors by the facilitation and promotion of Beverley, both within a local and regional context.

**POLICY IMPLICATIONS**

N/A

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council endorse the formation of a Steering Committee, with Council representation, to investigate the possibilities for the establishment of a Beverley Tourism Planning Framework, with a view to the economic development of the district.

**COUNCIL RESOLUTION**

**M11/1214**

**Moved Cr Murray**

**Seconded Cr Pepper**

**That Council endorse the formation of a Steering Committee, with Council representation, to investigate the possibilities for the establishment of a Beverley Tourism Planning Framework, with a view to the economic development of the district.**

**CARRIED 9/0**

Council changed the order of business, and brought forward item 12.7 to discuss while Community Development Officer, Kathryn McLean was still in the meeting.

## **12.7 Community Development – Beverley Heroic Cycle Event 2015**

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**SUBMISSION TO:** Ordinary Council Meeting 16 December 2014  
**REPORT DATE:** 12 December 2014  
**APPLICANT:** Shire of Beverley  
**FILE REFERENCE:** ADM 0460  
**AUTHOR:** K McLean, Community Development Officer  
**ATTACHMENTS:** Nil

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### **SUMMARY**

The Beverley Heroic event organiser, Toby Hodgson is applying for a Tourism WA 2015-16 Regional Events Scheme Grant to further develop the event in 2015. Mr Hodgson would like the Shire of Beverley to make a commitment to this event by providing a letter of support outlining the Shire's contribution.

### **BACKGROUND**

In 2014 the Shire contribution was:

- |  |         |           |
|--|---------|-----------|
| - Community Development Officer wages – help in coordination and development of the Town Ride (72 hrs x \$32/hour) | \$2,300 | (in kind) |
| - Promotion  | \$ 500  | (in kind) |
| - Support to Beverley RSL for riders breakfast   | \$1,650 | (cash)    |
| - Hall Hire ( 2 days x \$180/day)  | \$ 360  | (in kind) |
| - Insurance (for Town Ride only) covered under Public Liability insurance  | \$ 76   | (in kind) |

### **COMMENT**

Tourism WA's Regional Events Scheme (RES), which is jointly funded by Royalties for Regions, is an annual funding round for smaller, developing regional events across the State.

The scheme is administered by Tourism WA and supports regional events in WA that:

- bring additional tourism income to regional communities by increasing visitor numbers and expenditure in the host community (economic impact);
- attract media coverage that will help raise the profile of the region as a tourist destination (media impact);
- involve and inspire the local community (social benefits);
- extend the length of the traditional tourist seasons and better utilise tourism facilities and services during off-peak or shoulder periods; and
- improve the vibrancy and vitality of the State.

Mr Hodgson would like a commitment from the Shire of Beverley in writing before the grant closing date of 12<sup>th</sup> January 2015. The grant funding is to be directed to activities that will elevate/improve/develop the event

### **STATUTORY ENVIRONMENT**

Nil

**FINANCIAL IMPLICATIONS**

2015/2016 Budget

**STRATEGIC IMPLICATIONS**

Increased economic and social development. Increased visitors by the facilitation and promotion of Beverley, both within a local and regional context.

**POLICY IMPLICATIONS**

N/A

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council support the Beverley Heroic and Town Ride to the same financial and in kind extent as in 2014.

**COUNCIL RESOLUTION**

**M12/1214**

**Moved Cr Gogol**

**Seconded Cr Buckland**

**That Council support the Beverley Heroic and Town Ride to the same financial and in kind extent as in 2014.**

**CARRIED 9/0**

3:13pm – Kathryn McLean, Community Development Officer, left the meeting and did not return.

At this point business was resumed in the sequence of the agenda.

## **12.6 Delegations – Chief Executive Officer**

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**SUBMISSION TO:** Ordinary Council Meeting 16 December 2014  
**REPORT DATE:** 11 December 2014  
**APPLICANT:** Shire of Beverley  
**FILE REFERENCE:** ADM 0332  
**AUTHOR:** S P Gollan, Chief Executive Officer  
**ATTACHMENTS:** Nil

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### **SUMMARY**

Council is required to review the delegations of authority that it makes to its Chief Executive Officer.

### **BACKGROUND**

Council is able to delegate to its Chief Executive Officer some of its power and duties, and is required to maintain a register of such delegations. The delegations are required to be reviewed at least once in every financial year.

The last review was undertaken by Council at its November 2013 Council meeting. Council does have the opportunity to revisit delegations at any time during the year.

Similar to the Shire of Beverley Policy Manual that was adopted in September 2014, it is planned that Management will develop a Delegations Register in 2015.

### **COMMENT**

Delegations of Authority are often used to improve the efficiency of a Council's operation by allowing routine matters to be dealt with in a timely manner to reduce the number of minor matters requiring Council consideration.

Delegations that were approved by Council in 2013 are shown below:-

- Use of Common Seal on appropriate documents.
- Invite tenders in accordance with budget.
- Approve / refuse building applications. (Includes relocated /second-hand houses in accordance with Council Policy).
- Authority to appoint and dismiss staff in accordance with the Act and appropriate Awards.
- Review salaries of all employees.
- Approve attendance at conferences, seminars and staff training.
- Authorise annual leave and unpaid study leave.
- Discretion to pay for un-accumulated sick leave and attendance at funerals, each case being judged upon its merits.
- Imposition of Harvest Bans.
- Alteration of Restricted and Prohibited Burning periods, after consultation with Chief Fire Control Officer.
- Approve roadside clearing and/or burning.
- Recommend extra mass permits for vehicles in line with Council Policy.
- Approve staff use of plant.
- Approve private works.
- Approve applications for payment of rates by arrangement.

- Issuing of Council purchase orders.
- Destroy old accounting books and records in accordance with legislative requirements.
- Issue permits for the sale and consumption of liquor on Council property.
- Act and serve orders relating to hygiene, noise abatement, repair of dwellings and the declaration of buildings being deemed unfit for human habitation in accordance with the Health Act.
- Issue infringement notices relating to Bush Fire Act, Litter Act, Dog Act and Cat Act.
- Undertake legal action necessary to recover unpaid infringement notices, rates and debtors accounts.
- Install firebreaks on private property where the owner has failed to comply with requirements under the Bush Fire Act.
- Permit variations to firebreak order upon request from landowners.
- Sign strata titles in accordance with the Strata Titles Act.
- Issue permits for street stalls.
- Speak on behalf of and represent the views of the Council of the Shire of Beverley to the media and other third parties as appropriate.
- Represent Council in the Court of Competent Jurisdiction for breaches of the Australian Building Codes, Health Act, Local Government Act, Bush Fires Act, Litter Act, Dog Act and Cat Act.
- Attend to all matters, which relate to the Town Planning Function of the Shire of Beverley and to sign all correspondence, planning consents and clearances, which relate to the same.
- To make payments by Cheque or Electronic Fund Transfer (EFT) from the Municipal and Trust Funds subject to the following conditions: -
  1. That an EFT payments relating to payroll be authorised by at least two officers, with one authorising officer, being either the Chief Executive Officer or Deputy Chief Executive Officer.
  2. That EFT payments other than payroll, be authorised by two officers, with at least one being a signatory to Council cheques.
- To invest money held in the Municipal or Trust funds, not required by the shire for immediate use, to a term deposit.
- Authority and power to consider applications received for financial assistance and make recommendations to Council.  
Issue notices under Section 3.25 of the Local Government Act 1995 with all notices issued being referred to Council at the ensuing meeting for endorsement.
- Approve the write off of any balances under \$75.00, either debit or credit.

## **STATUTORY ENVIRONMENT**

Sections 5.18, 5.42, 5.43, 5.44 and 5.46 of the Local Government Act 1995

### **5.18. Register of delegations to committees**

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

#### **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.

#### **5.46. Register of, and records relevant to, delegations to CEO and employees**

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

#### **FINANCIAL IMPLICATIONS**

N/A

#### **STRATEGIC IMPLICATIONS**

N/A

#### **POLICY IMPLICATIONS**

N/A

#### **VOTING REQUIREMENTS**

Absolute Majority

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

That Council approve of the following delegations to the Chief Executive Officer:-

- Use of Common Seal on appropriate documents.
- Invite tenders in accordance with budget.
- Approve/refuse building applications. (Includes relocated / second-hand houses in accordance with Council Policy).
- Authority to appoint and dismiss staff in accordance with the Act and appropriate Awards.
- Review salaries of all employees.
- Approve attendance at conferences, seminars and staff training.
- Authorise annual leave and unpaid study leave.
- Discretion to pay for un-accumulated sick leave and attendance at funerals, each case being judged upon its merits.
- Imposition of Harvest Bans.

- Alteration of Restricted and Prohibited Burning periods, after consultation with Chief Fire Control Officer.
- Approve roadside clearing and/or burning.
- Recommend extra mass permits for vehicles in line with Council Policy.
- Approve staff use of plant.
- Approve private works.
- Approve applications for payment of rates by arrangement.
- Issuing of Council purchase orders.
- Destroy old accounting books and records in accordance with legislative requirements.
- Issue permits for the sale and consumption of liquor on Council property.
- Act and serve orders relating to hygiene, noise abatement, repair of dwellings and the declaration of buildings being deemed unfit for human habitation in accordance with the Health Act.
- Issue infringement notices relating to Bush Fire Act, Litter Act, Dog Act and Cat Act.
- Undertake legal action necessary to recover unpaid infringement notices, rates and debtors accounts.
- Install firebreaks on private property where the owner has failed to comply with requirements under the Bush Fire Act.
- Permit variations to firebreak order upon request from landowners.
- Sign strata titles in accordance with the Strata Titles Act.
- Issue permits for street stalls.
- Speak on behalf of and represent the views of the Council of the Shire of Beverley to the media and other third parties as appropriate.
- Represent Council in the Court of Competent Jurisdiction for breaches of the Australian Building Codes, Health Act, Local Government Act, Bush Fires Act, Litter Act, Dog Act and Cat Act.
- Attend to all matters, which relate to the Town Planning Function of the Shire of Beverley and to sign all correspondence, planning consents and clearances, which relate to the same.
- To make payments by Cheque or Electronic Fund Transfer (EFT) from the Municipal and Trust Funds subject to the following conditions: -

All payments must have two cheque signatures per cheque, with one signatory being a Councillor (except payroll, loan and tax cheques where the Chief Executive Officer and Deputy Chief Executive Officer can sign) and the other the Chief Executive Officer or the Deputy Chief Executive Officer.

- To invest money held in the Municipal or Trust funds, not required by the shire for immediate use, to a term deposit.
- Authority and power to consider applications received for financial assistance and make recommendations to Council.
- Issue notices under Section 3.25 of the Local Government Act 1995 with all notices issued being referred to Council at the ensuing meeting for endorsement.
- Approve the write off of any balances under \$75.00, either debit or credit.



## **COUNCIL RESOLUTION**

**M13/1214**

**Moved Cr Gogol**

**Seconded Cr Shaw**

**That Council approve of the following delegations to the Chief Executive Officer:-**

- **Use of Common Seal on appropriate documents. Invite tenders in accordance with budget.**
- **Approve/refuse building applications. (Includes relocated / second-hand houses in accordance with Council Policy).**
- **Authority to appoint and dismiss staff in accordance with the Act and appropriate Awards.**
- **Review salaries of all employees.**
- **Approve attendance at conferences, seminars and staff training.**
- **Authorise annual leave and unpaid study leave.**
- **Discretion to pay for un-accumulated sick leave and attendance at funerals, each case being judged upon its merits.**
- **Imposition of Harvest Bans in consultation with Chief Fire Control Officer.**
- **Alteration of Restricted and Prohibited Burning periods, after consultation with Chief Fire Control Officer.**
- **Approve roadside clearing and/or burning.**
- **Recommend extra mass permits for vehicles in line with Council Policy.**
- **Approve staff use of plant.**
- **Approve private works.**
- **Approve applications for payment of rates by arrangement and report to Council.**
- **Issuing of Council purchase orders.**
- **Destroy old accounting books and records in accordance with legislative requirements.**
- **Issue permits for the sale and consumption of liquor on Council property.**
- **Act and serve orders relating to hygiene, noise abatement, repair of dwellings and the declaration of buildings being deemed unfit for human habitation in accordance with the Health Act.**
- **Issue infringement notices relating to Bush Fire Act, Litter Act, Dog Act and Cat Act.**
- **Undertake legal action necessary to recover unpaid infringement notices, rates and debtors accounts.**
- **Install firebreaks on private property where the owner has failed to comply with requirements under the Bush Fire Act.**
- **Permit variations to firebreak order upon request from landowners.**
- **Sign strata titles in accordance with the Strata Titles Act.**
- **Issue permits for street stalls.**
- **Speak on behalf of and represent the views of the Council of the Shire of Beverley to the media and other third parties as appropriate.**
- **Represent Council in the Court of Competent Jurisdiction for breaches of the Australian Building Codes, Health Act, Local Government Act, Bush Fires Act, Litter Act, Dog Act and Cat Act.**

- **Attend to all matters, which relate to the Town Planning Function of the Shire of Beverley and to sign all correspondence, planning consents and clearances, which relate to the same.**
- **To make payments by Cheque or Electronic Fund Transfer (EFT) from the Municipal and Trust Funds subject to the following conditions: -**

**All payments must have two signatures per cheque or EFT authorisation, with one signatory being a Councillor (except payroll, loan and tax cheques where the Chief Executive Officer and Deputy Chief Executive Officer can sign) and the other the Chief Executive Officer or the Deputy Chief Executive Officer.**

- **To invest money held in the Municipal or Trust funds, not required by the shire for immediate use, to a term deposit.**
- **Authority and power to consider applications received for financial assistance and make recommendations to Council.**
- **Issue notices under Section 3.25 of the Local Government Act 1995 with all notices issued being referred to Council at the ensuing meeting for endorsement.**
- **Approve the write off of any balances under \$75.00, either debit or credit.**

**CARRIED BY ABSOLUTE MAJORITY 9/0**

**13. NEW BUSINESS ARISING BY ORDER OF THE MEETING**

**13.1 Infant Health Building**

**COUNCIL RESOLUTION**

**M14/1214**

**Moved Cr Shaw**

**Seconded Cr Alexander**

**That Council postpone the demolition of the Infant Health Building at 141 Vincent Street.**

**CARRIED 9/0**

**13.2 Trust Fund for Heritage Purposes**

Council agreed that management is to investigate a donation / trust fund account for heritage purposes which is tax deductible for the recipient.

**14. CLOSURE**

The Chairman declared the meeting closed at 3:44pm

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

**PRESIDING MEMBER:**

**DATE:**